

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**  
**April 24, 2018, at 7 PM**  
City Council Chambers  
231 W. Evergreen Avenue, Palmer  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

## AGENDA

### A. CALL TO ORDER

### B. ROLL CALL

### C. PLEDGE OF ALLEGIANCE

### D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
  - a. Introduction to **Ordinance No. 18-003**: Amending the Palmer Municipal Code Title 18 Pertaining to Absentee Voting by Electronic Transmission..... Page 3
  - b. **Action Memorandum No. 18-049**: Authorizing the City Manager to Negotiate and Execute a Contract with North Star Excavation and Asphalt, Inc. for the Construction of the City Hall Customer Parking Lot Upgrades and Entry Way in an Amount Not to Exceed \$74,000.00 ..... Page 9
  - c. **Action Memorandum No. 18-050**: Authorizing the City Manager to Enter into a Professional Services Agreement with HDL Engineering, for the Construction Administration for City Hall Customer Parking Lot Upgrades in an Amount Not to Exceed \$13,880.00..... Page 17
2. Approval of Minutes of Previous Meetings
  - a. April 10, 2018, Regular Meeting..... Page 23

### E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Presentation of a Proclamation Declaring May 2018 as Bike Month ..... Page 29
2. Presentation of a Proclamation Declaring April 30, 2018, as Olympian Day ..... Page 30

### F. REPORTS

1. City Manager's Report ..... Page 31
2. City Clerk's Report
3. Mayor's Report ..... Page 35
4. City Attorney's Report

### G. AUDIENCE PARTICIPATION

### H. PUBLIC HEARING

1. **Action Memorandum No. 18-048**: City Council Providing a Favorable Opinion, In Accordance with Palmer Municipal Code 9.74.010 Discharge of Firearms, to Allow the City Manager to Issue an Indoor Gun and Target Range Permit (Pending Motion)..... Page 37
2. **Action Memorandum No. 18-051**: Directing the City Clerk to Notify the State of Alaska of the City Council's Statement of Non-Objection to Liquor License #119 and #5638, for Palmer City Alehouse, Located at 320 E. Dahlia Avenue..... Page 63

**I. ACTION MEMORANDA**

- 1. **Action Memorandum No. 18-052:** Confirming the Mayor’s Nomination of Denise Christopher with a Term Ending October 31, 2020, to the Parks, Recreation and Cultural Resources Advisory Board ..... Page 75
- 2. **Action Memorandum No. 18-053:** Approving a Council Community Grant in the Amount of \$500.00 to the American Legion Post 15 to Support a Salute to Service Fun Run and Picnic to be Held on May 19, 2018 ..... Page 77

**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
May 8	Regular	7 pm	
May 22	Regular	7 pm	
June 12	Regular	7 pm	
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  
Ordinance No. 18-003**

**Subject:** Amending the Palmer Municipal Code Title 18 Pertaining to Absentee Voting by Electronic Transmission

**Agenda of:** April 24, 2018

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


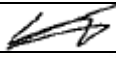

**Originator Information:**

**Originator:**    Norma I. Alley, City Clerk

**Department Review:**

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

**Approved for Presentation By:**

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

**Certification of Funds:**


Total amount of funds listed in this legislation:    \$ 0.00

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature: 

**Attachment(s):**

- Ordinance No. 18-003

**Summary Statement/Background:**

In 2011 the City Council adopted Ordinance No. 11-002, which enacted absentee voting by electronic transmission. After six years in practice, there have been a total of 10 electronic transmission ballots cast as shown in the table below.

<b>Year</b>	<b>Number of Electronic Means Ballots Casted</b>	<b>Total Number of Absentee Ballots Casted</b>
2017	6	10
2016	1	2
2015	0	0
2014	1	7
2013	2	3
2012	0	1
<b>Totals:</b>	<b>10</b>	<b>23</b>

A recent election security examination was conducted by the Center for American Progress. In this examination, cybersecurity standards were one focus and the state of Alaska was dinged for allowing voters to return ballots electronically or by fax. The report stated that Alaska should prohibit voters from returning voted ballots electronically and recommendation was given that all voted ballots be returned by mail or delivered in person. The state of Alaska Division of Election has suspended the return of ballots through electronic means (web portal).

Ballots casted by electronic means is a vulnerability in the system. After discussions with the 2017 Canvass Board regarding the city process of absentee voting by electronic transmission, recent national cybersecurity concerns, and the lack of ensuring ballot anonymity, it is recommended the Palmer Municipal Code Title 18 be amended by repealing absentee voting by electronic transmission.

**Administration’s Recommendation:**

Adopt Ordinance No. 18-003 Amending the Palmer Municipal Code Title 18 Pertaining to Absentee Voting by Electronic Transmission.

**LEGISLATIVE HISTORY**

Introduced by: Mayor via City Clerk  
Date: April 24, 2018  
Public Hearing: May 8, 2018  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Ordinance No. 18-003**

**An Ordinance of the Palmer City Council Amending the Palmer Municipal Code Title 18 Pertaining to Absentee Voting by Electronic Transmission**

WHEREAS, City Council adopted Ordinance No. 11-002, which enacted absentee voting by electronic means, and;

WHEREAS, City Council adopted Ordinance No. 12-009, which moved absentee voting by electronic means from Chapter 18.25 to Chapter 18.27 and added 18.27.023(E), and;

WHEREAS, with current security and anonymity concerns with elections, it is prudent for the city of Palmer to repeal code language pertaining to absentee voting by electronic transmission to eliminate known vulnerabilities, ensure security of electorate’s ballots, and validity of our election process.

THE CITY OF PALMER, ALASKA, ORDAINS:

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

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

Section 3. Palmer Municipal Code Section 18.05.010 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

**18.05.010 Definitions.**

“Regular ballot” means a ballot voted at the polls which is not a questioned, early-voter or an absentee by mail ~~or electronic transmission~~ ballot.

Section 4. Palmer Municipal Code Section 18.20.020(F) is hereby amended to read as follows (new language is underlined and deleted language is stricken):

**18.20.020 Notice of election.**

F. Instructions for absentee by mail, ~~absentee by electronic transmission~~, early and special needs voting; and

Section 5. Palmer Municipal Code Section 18.27.010(A) is hereby amended to read as follows (new language is underlined and deleted language is stricken):

**18.27.010 Eligible persons – Liberal construction.**

A. At any election, any registered qualified voter may for any reason vote an absentee by mail; ~~absentee by electronic means ballot or early ballot, if provided by the clerk.~~

Section 6. Palmer Municipal Code Section 18.27.030 is hereby repealed (new language is underlined and deleted language is stricken):

~~**18.27.030 Absentee voting – By electronic transmission.**~~

~~A. Ballot Application. A qualified voter may apply for an absentee ballot to be sent by electronic transmission. The request must be made not less than the day immediately preceding the election. Absentee ballots will be electronically transmitted to the location designated in the application. If no location is designated, and if the request is received no later than seven days prior to the election, the ballot will be mailed in the manner provided in PMC 18.27.020 for absentee ballots by mail. The clerk will provide reasonable conditions for electronically transmitting absentee ballots.~~

~~B. Electronic Transmission. A ballot electronically transmitted shall contain a copy of the ballot to be used at the election in a form suitable for transmission. A photocopy of the computerized ballot card to be used by persons voting in person at the polling places is acceptable.~~

~~C. Confidentiality Statement. An absentee ballot that is completed and returned by the voter by electronic transmission must:~~

- ~~1. Contain the following statement: "I understand that by using electronic transmission to return my marked ballot, I am voluntarily waiving a portion of my right to a secret ballot to the extent necessary to process my ballot, but expect that my vote will be held as confidential as possible," followed by the voter's signature and date of signature; and~~
- ~~2. Be accompanied by a statement executed under oath as to the voter's identity; the statement under oath must be witnessed by one United States citizen who is 18 years of age or older.~~

~~D. Ballot Return. The voter shall mark the ballot on or before the date of the election and shall return the ballot by:~~

- ~~1. Mail Service. An absentee ballot shall be mailed to the clerk not later than election day. The ballot shall not be counted unless it is received by the close of business on the third calendar day following the election; or~~
- ~~2. Electronic Transmission. A voter who returns the absentee ballot by electronic transmission must comply with the same deadlines for voting in person on or before the closing hour of the polls.~~

~~When a completed absentee ballot is received by electronic transmission, the clerk will note the date of receipt on the absentee ballot application log and, if the ballot is received on election day, the time of receipt. The clerk will then:~~

- ~~a. Remove the ballot portion of the transmission from the portion that identifies the voter;~~
- ~~b. Place the ballot portion in a secrecy sleeve;~~
- ~~c. Seal the secrecy sleeve in an outer envelope of the type used for absentee ballots returned by mail, and seal that envelope;~~
- ~~d. Attach the voter identification portion to the outer envelope; and~~
- ~~e. Forward the outer sealed envelope to the canvass board for review.~~

Section 7. Palmer Municipal Code Section 18.27.050(A) is hereby amended to read as follows (new language is underlined and deleted language is stricken):

**18.27.050 Questioned voting.**

A. A questioned voter is a person:

1. Whose name does not appear on the register in the precinct where the voter attempts to vote or on the official register at an early-voting location;
2. Who has received an absentee by mail ~~or by electronic transmission~~ ballot and does not turn it in when voting at the voter's precinct on election day;
3. Who does not bear identification or is not personally known to an election official though the voter's name appears on the precinct register; or
4. Who is questioned for good cause at the polls in writing pursuant to subsection (C) of this section.

Section 8. Palmer Municipal Code Section 18.35.080(A) is hereby amended, 18.35.080(C) is hereby repealed, and subsequent subsections relettered to read as follows (new language is underlined and deleted language is stricken):

**18.35.080 Counting absentee by mail ~~and electronic transmission~~ ballots.**

A. The absentee by mail ~~and electronic transmission~~ ballots shall be delivered to the canvass board for review.

~~C. Absentee Voting by Electronic Transmission. An electronically transmitted ballot shall be counted in the same manner as other absentee ballots, even though this procedure may reveal to one or more election officials the manner in which a particular absentee voter cast his or her ballot. However, it shall be unlawful to display an electronic ballot in a manner revealing the way in which a particular voter cast his or her ballot to any person other than the city clerk, a member of the clerk's staff, an election official in the course of his or her duties, or an attorney advising the clerk on legal questions concerning the ballot.~~

~~D.~~ E. If the voter is not qualified or the ballot has not been properly cast, the clerk shall notify the voter, in writing, of the reason the ballot was not counted.

~~E.~~ F. The rejected ballot shall be placed in a container which shall be labeled "no count ballots." The envelopes shall be retained with the other election records and destroyed as set out in PMC 18.35.120.

Section 9. Palmer Municipal Code Section 18.35.010(A) and (E) are hereby amended to read as follows (new language is underlined and deleted language is stricken):

**18.35.100 Counting and canvass of returns, certificate of election.**

A. Not later than the Monday following each election, the canvass board shall meet and shall:

1. In full view of those present, judge the validity of absentee by mail, ~~absentee by electronic transmission, early,~~ questioned and special needs ballots, open and tally accepted ballots, and compile the total votes cast in the election;

E. To certify the election results the council shall enter the determination in a resolution of the council along with the following information:

1. The total number of poll, early-voter, absentee by mail, ~~absentee by electronic transmission,~~ questioned, and special needs ballots cast in the election;

Section 10. Palmer Municipal Code Section 18.45.020(B) is hereby amended to read as follows (new language is underlined and deleted language is stricken):

**18.45.020 Form of application.**

B. The application shall include a deposit in cash, by certified check or by bond with a surety approved by the clerk.

1. The deposit amount, established in the current, adopted budget, shall be paid for each precinct.
2. If less than all precincts are requested for recount, early voter, absentee by mail, ~~absentee by electronic means~~ and questioned ballots shall be considered one combined precinct for the purposes of the recount.
3. If all precincts are included in the request, there shall be no additional charge for the recount of early voter, absentee by mail, ~~absentee by electronic means~~ and questioned ballots.

Section 11. Palmer Municipal Code Section 18.45.040(B) is hereby amended to read as follows (new language is underlined and deleted language is stricken):

**18.45.040 Procedure for recount.**

B. The canvass board shall:

1. Review all ballots to determine which ballots, or parts of ballots, were properly marked and which ballots are to be counted in the recount;
2. Check the accuracy of the original count and all documentation provided by the clerk and election officials;
3. Check the number of ballots issued and cast to the amount distributed:
  - a. At each precinct;
  - b. At each early voting location;
  - c. By absentee by mail ~~and absentee by electronic means~~.

Section 12. Effective Date. Ordinance No. 18-003 shall take effect upon adoption by the City of Palmer City Council.

**Passed and approved** this \_\_\_\_ day of \_\_\_\_\_, 2018.

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

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



**City of Palmer  
Action Memorandum No. 18-049**

**Subject:** Authorizing the City Manager to Negotiate and Execute a Contract with North Star Excavation and Asphalt, Inc. for the Construction of the City Hall Customer Parking Lot Upgrades and Entry Way in an Amount Not to Exceed \$74,000.00

**Agenda of:** April 24, 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>3/28/2018</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u>  √  </u>	Public Works	<u><i>[Signature]</i></u>	<u>03/28/18</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:    \$ 74,000.00

This legislation (√):

- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ 74,000.00
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): 08-01-10-7164
- Not budgeted

Director of Finance Signature: *[Signature]*

**Attachment(s):**

- HDL Recommendation of Award for Base Bid
- Bid Tabulation Sheet

**Summary Statement/Background:**

This action will authorize the City Manager to negotiate and execute a contract with North Star Excavation and Asphalt, Inc. for construction of the City Hall customer parking lot and entry way in an Amount Not to Exceed \$74,000.00.

The design includes a planter area in the entry way area and a retaining wall facing Evergreen Ave alongside the existing sidewalk.

This project will level the parking area, provide for accessible parking, and accessible entry into the front of City Hall as well as improved "curbside" appearance of the facility.

**Administration's Recommendation:**

To approve Action Memorandum No. 18-049 authorizing the City Manager negotiate and execute this contract with North Star Excavation and Asphalt, Inc.

March 27, 2018

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

RE: Recommendation of Award  
 City Hall Parking and Access Improvements

Dear Mr. Nall:

We have reviewed the bids submitted for the subject project and have noted no bid irregularities.

The bid totals are summarized below:

Contractor	K&H Civil Constructors	Northstar Excavation and Asphalt	Dirtworks, Inc	Prosser Dagg Const. Co.	Engineer's Estimate
<b>Base Bid</b>	\$74,495.00	\$74,000.00	\$87,000.00	\$93,000.00	\$60,645.00
<b>Add Alt 1</b>	\$37,500.00	\$35,400.00	\$40,000.00	\$55,555.00	\$40,231.00
<b>Add Alt 2</b>	\$4,500.00	\$3,000.00	\$1,900.00	\$2,000.00	\$3,330.00
<b>Add Alt 3</b>	\$34,500.00	\$36,000.00	\$39,700.00	\$39,000.00	\$46,400.00
<b>Add Alt 4</b>	\$6,000.00	\$13,200.00	\$21,500.00	\$16,000.00	\$7,945.00
<b>Total</b>	\$156,995.00	\$161,600.00	\$190,100.00	\$205,555.00	\$158,551.00

The base bids are all at least 20% greater than the engineer's estimate. The engineer's estimate is based on historic unit prices and likely did not adequately account for inefficiencies of working in a constrained area, the complexity of the proposed concrete work, and the contractor's risk of performing earthwork on a lump sum basis without survey to determine earthwork quantities. The low bid of the total is within 1% of the engineer's estimate.

Based on our understanding of the available funding for this project, we recommend award of the base bid to Northstar Excavation and Asphalt of Palmer, Alaska. The table below provides a summary and rankings for award:

Contractor	Northstar Excavation and Asphalt	K&H Civil Constructors	Dirtworks, Inc	Prosser Dagg Const. Co.	Engineer's Estimate
<b>Base Bid</b>	\$74,000.00	\$74,495.00	\$87,000.00	\$93,000.00	\$60,645.00
<b>Total</b>	\$74,000.00	\$74,495.00	\$87,000.00	\$93,000.00	\$60,645.00
<b>Rank</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	

CIVIL ENGINEERING  
 GEOTECHNICAL ENGINEERING  
 TRANSPORTATION ENGINEERING  
 ENVIRONMENTAL SERVICES  
 PLANNING  
 SURVEYING & MAPPING  
 CONSTRUCTION ADMINISTRATION  
 MATERIAL TESTING  
 RIGHT-OF-WAY SERVICES

*RE: Recommendation of Award*


*March 27, 2018*

*Page 2 of 2*

Please contact us if you need anything further.

Sincerely,

HDL Engineering Consultants, LLC



Steven Reed, PE

Civil Engineer

attach: Bid Tabulation

**City Hall Parking and Access Improvements  
Bid Summary**

	Engineer's Estimate	K&H Civil	Northstar Excavation and Asphalt	Dirtworks, Inc.	Prosser Dagg Construction
<b>Schedule A Total</b>	\$ 60,645.00	\$ 74,495.00	\$ 74,000.00	\$ 87,000.00	\$ 93,000.00
<b>Schedule B Total</b>	\$ 40,231.00	\$ 37,500.00	\$ 35,400.00	\$ 40,000.00	\$ 55,555.00
<b>Schedule C Total</b>	\$ 3,330.00	\$ 4,500.00	\$ 3,000.00	\$ 1,900.00	\$ 2,000.00
<b>Schedule D Total</b>	\$ 46,400.00	\$ 34,500.00	\$ 36,000.00	\$ 39,700.00	\$ 39,000.00
<b>Schedule E Total</b>	\$ 7,945.00	\$ 6,000.00	\$ 13,200.00	\$ 21,500.00	\$ 16,000.00
<b>As-submitted Total Bid</b>	<b>\$ 158,551.00</b>	<b>\$ 156,995.00</b>	<b>\$ 161,600.00</b>	<b>\$ 190,100.00</b>	<b>\$ 205,555.00</b>
<b>Acknowledged Addenda</b>	-	none	none	none	none
<b>Bid Proposal signed</b>	-	yes	yes	yes	yes
<b>5% Bid Bond or \$1,000. Whichever is less.</b>	-	yes	yes	yes	yes
<b>Bidder Qualification Form</b>	-	no	yes	yes	yes



DEPARTMENT OF PUBLIC  
WORKS

W. Chris Nall  
Director

Phone: (907) 745-3400  
Fax: (907) 745-3203  
Email: [cnall@palmerak.org](mailto:cnall@palmerak.org)

Mail: 231 W. Evergreen Ave.,  
Palmer, Alaska 99645-6952  
Location: 1316 South Bonanza Street  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

March 22, 2018

TO: [dirtworks1@outlook.com](mailto:dirtworks1@outlook.com)  
[bids@prosserdagg.com](mailto:bids@prosserdagg.com)  
[matt@kbcivil.com](mailto:matt@kbcivil.com)  
[sdowd@northstarpaving.com](mailto:sdowd@northstarpaving.com)

**RE: NOTICE OF INTENT TO AWARD – City Hall Parking & Access  
Improvements Project**

This is the City of Palmer's Notice of Intent to Award the contract for the **City Hall Parking & Access Improvements Project** to **North Star Excavation & Asphalt, Inc.** at the Palmer Council meeting scheduled for **7:00 P.M., April 24, 2018** in the Council Chambers at Palmer City Hall, 231 W. Evergreen Avenue, in Palmer.

Four bids were received, and upon tabulation and budget review, it was determined that North Star Excavation & Asphalt had the lowest responsible, responsive bid. At this time, only the base bid will be awarded. The bid tabulations are attached to this NOIA.

In accordance with Palmer Municipal Code 3.21.290 B., a protest based upon alleged improprieties in an intended award of a contract must be filed with the Palmer city manager (with a copy previously served upon the intended awardees) within two business days after the issuance of this notice of intent to award - in this case, by **5 p.m., Monday, March 26, 2018**. Failure to meet this time line shall constitute a waiver of the protesting party's rights and a bar on any further action regarding this matter.

Sincerely,

Chris Nall  
Director Public Works

**Attachment – Bid Tabulations**

**BID TABULATIONS**

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>	<b>Bidder 4</b>
	Dirworks	Prosser Dagg Construction Co	K&H Civil Constructors	Northstar Excavation & Asphalt
<b>BID PROPOSAL</b>	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
Signed Proposal (Y/N)	Y	Y	Y	Y
Bid Bond	Y	Y	Y	Y
Schedule A - Base Bid	\$ 87,000.00	\$ 93,000.00	\$ 74,495.00	\$ 74,000.00
Schedule B - Add Alt 1	\$ 40,000.00	\$ 55,555.00	\$ 37,500.00	\$ 35,400.00
Schedule C - Add Alt 2	\$ 1,900.00	\$ 2,000.00	\$ 4,500.00	\$ 3,000.00
Schedule D - Add Alt 3	\$ 39,700.00	\$ 39,000.00	\$ 34,500.00	\$ 36,000.00
Schedule E - Add Alt 4	\$ 21,500.00	\$ 16,000.00	\$ 6,000.00	\$ 13,200.00
<b>Total Bid</b>	\$ 190,100.00	\$ 205,555.00	\$ 156,995.00	\$ 161,600.00

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**City of Palmer  
Action Memorandum No. 18-050**

**Subject:** Authorizing the City Manager to Enter into a Professional Services Agreement with HDL Engineering, for the Construction Administration for City Hall Customer Parking Lot Upgrades in an Amount Not to Exceed \$13,880.00

**Agenda of:** April 24, 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>03/28/18</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u>  √  </u>	Public Works	<u><i>[Signature]</i></u>	<u>03/28/18</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:    \$ 13,880.00

This legislation (√):

- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ 13,880.00
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): 08-01-10-7164
- Not budgeted

Director of Finance Signature: *[Signature]*

**Attachment(s):**

- HDL Construction Administration Fee Proposal (03/27/18)

**Summary Statement/Background:**

This action is for approval of a Professional Services Agreement with HDL Engineering, for Construction Administration of the City Hall customer parking lot upgrade in an amount not to exceed \$13,880.00. As part of this service, HDL will provide a dedicated Project Engineer to conduct Construction Administration, Construction Inspection and Quality Assurance Testing throughout the project.

**Administration's Recommendation:**

To approve Action Memorandum No. 18-050 authorizing the City Manager to enter into a Professional Services Agreement with HDL Engineering, for Construction Administration for City Hall customer parking lot upgrades in an amount not to exceed \$13,880.00.

March 27, 2018

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

RE: Fee Proposal for Construction Administration & Inspection Services  
 City Hall Parking and Access Improvements - City of Palmer

Dear Mr. Nall:

HDL Engineering Consultants (HDL) is pleased to present this proposal to assist the City of Palmer with the City Hall Parking and Access Improvements project by providing construction assistance.

**SCOPE OF SERVICES**

We propose to provide professional services required for construction administration (CA) and inspection services. Our scope of services will be as follows:

**Task 4 - Construction Administration & Inspection**

HDL will provide CA and periodic inspection services for the base bid work during a 3-week construction period (June & July 2018). HDL will work closely with Public Works staff and will be the contractor's primary point of contact for verbal and written communication. Our scope of work will include construction monitoring, coordination, administration, inspection, material testing, and record drawings:

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

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

During the construction, HDL will review administrative submittals and schedules. HDL will review and respond to Design Clarification/Verification Requests (DCVRs) from the contractor. We will review traffic control plans and verify implementation of approved TCPs during construction. We will conduct construction progress meetings, as needed. We will review the contractor's pay requests, verify completed pay item quantities, and provide recommendations for payment.

CIVIL  
ENGINEERING

GEOTECHNICAL  
ENGINEERING

TRANSPORTATION  
ENGINEERING

ENVIRONMENTAL  
SERVICES

PLANNING

SURVEYING  
& MAPPING

CONSTRUCTION  
ADMINISTRATION

MATERIAL  
TESTING

RIGHT-OF-WAY  
SERVICES

A design survey of the existing conditions was not performed, and the final layout may need to be adjusted in the field to ensure ADA compliance. We will work closely with the Contractor during of layout the work and make minor adjustments to fit the actual conditions.

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

- b. Construction Inspection & Quality Assurance Testing. HDL will provide periodic construction inspection to observe, test, and document the construction on behalf of the City. Documentation will include photographs and daily reports detailing the equipment, labor, inspections, testing, and activities occurring each day. We will provide copies of daily reports to the City on a weekly basis. Our Inspector, Lyon Kopsack, will work up to 20 hours per week, however, actual inspection hours will depend upon the Contractor's schedule and the type of work being performed. HDL will conduct formal substantial and final completion inspections jointly with the City and prepare a substantial completion inspection report and list of deficient items.

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

- ✓ Approximately 4 field density tests
- ✓ Approximately 2 laboratory moisture-density tests (Proctors) including soil gradations.
- ✓ Approximately 2 sets of concrete tests including slump, unit weight, air, and compressive strength.

### **BASIC ASSUMPTIONS**

The following basic assumptions were used to prepare this estimate:

1. Only the base bid will be awarded. If additional work is added to the contractor's contract, a corresponding amendment for additional CA services will be necessary.
2. The area disturbed by the project is less than one-acre and no Storm Water Pollution Prevention Plan is required.
3. Preparation of Requests for Proposal (RFPs) for additional and/or unanticipated work, review of proposals and preparation of Change Orders are not included in our proposal and may require a budget amendment, depending on the extent.
4. Claims negotiations or protracted disputes with the contractor, repeated retesting due to inadequate contractor performance, and an extended performance period due to contractor delay or additional work are not included in our proposal and may require a budget amendment, depending on the extent.
5. HDL will review the contractor's construction markups and will prepare electronic record drawings. We will submit half-size record drawings on bond paper and will provide full- and half-size record drawings in Adobe PDF format, as well as final AutoCAD files, on CD for your records.
6. Overtime is not included for inspection.

### SCHEDULE

We anticipate a four-week construction period with three weeks of field work. If the contractor's work extends beyond the contract construction period or if additional work is added to the contract, there may be additional cost to our work.

### FEE

We propose to provide the aforementioned services on a time and expenses basis at our published hourly labor rates and standard 10% mark-up of reimbursable expenses for a fee not to exceed **\$13,880** as detailed on the attached fee worksheet.

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

Sincerely,

HDL Engineering Consultants, LLC



David Lundin, PE  
Principal Civil & Environmental Engineer

attach: Fee Worksheet (1 page)

**FEE PROPOSAL WORKSHEET**  
**Construction Phase Services**  
**City Hall Parking and Access Improvements**

TASK	ACTIVITY	QTY	RATE	HDL LABOR & DIRECT EXPENSES	REIMBURSABLE EXPENSES	SUB- CONTRACTS	SUBTOTAL	TOTAL
<b>4.0</b>	<b>Construction Phase Services.....</b>							<b>\$13,880</b>
4.1	<u>Construction Administration - Office (4 weeks)</u>						\$6,925	
	Project Manager	8 hrs	@ \$175	\$1,400				
	Design Engineer	4 hrs	@ \$125	\$500				
	Project Engineer (10 hrs/wk)	40 hrs	@ \$120	\$4,800				
	Clerical	3 hrs	@ \$75	\$225				
4.2	<u>Inspection Services (3 weeks)</u>						\$4,500	
	Inspector (20 hrs/wk)	60 hrs	@ \$65	\$3,900				
	Vehicle (half day rate)	15 days	@ \$40	\$600				
4.3	<u>Quality Assurance Material Testing</u>						\$1,280	
	Geotechnical Engineer	1 hrs	@ \$125	\$125				
	Field Materials Tech.		Included w/ inspection					
	Nuclear Densometer	2 days	@ \$35	\$70				
	Lab. Moisture-Density Test	2 ea	@ \$270	\$540				
	Concrete Field Testing	2 ea	@ \$125	\$250				
	Concrete Field Testing Site Visit	2 ea	@ \$50	\$100				
	Concrete Cylinder Breaks	6 ea	@ \$20	\$120				
	Clerical	1 hrs	@ \$75	\$75				
5.4	<u>Record Drawings and Closeout</u>						\$1,175	
	Project Manager	1 hrs	@ \$175	\$175				
	Project Engineer	4 hrs	@ \$120	\$480				
	Engineering Assistant	8 hrs	@ \$65	\$520				
<b>Subtotal Task 4</b>				<b>\$13,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,880</b>	
Markup*					\$0	\$0		\$0
<b>Total Task 4</b>				<b>\$13,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,880</b>	
<b>SUMMARY</b>								
<b>Subtotal all tasks</b>				<b>\$13,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,880</b>	
Markup*					\$0	\$0		\$0
<b>Total (Not-to-exceed) Fee</b>				<b>\$13,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,880</b>	
*10% for subcontracts, 10% for reimbursable expenses								

## A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on April 10, 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
John McNutt, Fire Chief	David Meneses, Interim Community Development Director

## C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

## D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
  - a. **Action Memorandum No. 18-044:** Authorizing the City Manager to Execute a Consent to Assignment for the Assumption of the Proprietary Lease from Joshua Nance to Eldon E. Bell, Jr. & Holly A. Bell for Palmer Hangars Owners Association Unit No. 4, Lot 11, Block 3 at the Palmer Municipal Airport
  - b. **Action Memorandum No. 18-045:** Authorizing the City Manager to Negotiate and Execute a Renewed Agricultural Lease with Ben VanderWeele for a Parcel of Land Containing Approximately Five Acres of Airport Land Located on Outer Springer Loop
  - c. **Action Memorandum No. 18-046:** Authorizing the City Manager to Negotiate and Execute a New Agricultural Hay Lease Agreement with Adam J. Jensi, dba RK Ranch, on Approximately 110 Acres of Airport Lands Currently in Hay Fields at the Palmer Municipal Airport
2. Approval of Minutes of Previous Meetings
  - a. February 27, 2018, Regular Meeting
  - b. March 27, 2018, Special Meeting
  - c. March 27, 2018, Regular Meeting

### Main Motion: To Approve Consent Agenda and Minutes

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

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

1. Presentation from ADOT&PF Highway Design Chief James Amundsen

Mr. Amundsen discussed the possibility of a crosswalk in Palmer per Mayor DeVries' request. He stated the Department of Transportation (DOT) will not construct the crosswalk, but they will assist the city with guidance, aide as to how to procure grant funds, and will grant the city a permit to do the work in the DOT right of way.

## **F. REPORTS**

1. City Manager's Report

City Manager Nathan Wallace Highlighted his written report.

2. City Clerk's Report

City Clerk Norma Alley highlighted her written report and announced next week's meeting will be at 6 p.m.

3. Mayor's Report

Mayor DeVries highlighted her written report.

4. City Attorney's Report

None

## **G. AUDIENCE PARTICIPATION**

Mr. Russ Ingram, Boy Scouts of America, summarized the Boy Scouts of America (BSA) Pinewood Derby event, asked Council for their support, and requested approval of the BSA grant application.

Mr. Larry Clark, Valkyrie Security and Asset Protection Inc. President (Valkyrie), requested approval of AM No. 18-048 regarding the firearm permit. He testified this project is in the negotiation phase with Fred Meyer, summarized his proposal in the packet, and provided additional information about Valkyrie.

Mrs. Carol Ryan Aube, Mr. Bill Aube, and Mrs. Maggie Aube-Trammell spoke of concerns for a gun range in downtown Palmer.

Ms. Lynn Fuller expressed concern for a gun range inside city limits, presence so close to the Post Office and day care, and increased traffic. She stated she would like a more neighborhood friendly tenant in that location.

Ms. Marta Zegzdryn requested postponement of AM No. 18-048 to allow for more public opinion to be heard.

Mr. Niall Linden expressed concern for a gun range at the old Fred Meyer location and suggested the space be utilized as a winter activity center or place for children.

Mr. Rob Czarnasky stated he is a resident of downtown Palmer and right across from the proposed location. He testified he is not for or against a shooting range, but did have safety concerns with the daycare nearby and the potential of negligent discharge occurring in the parking lot. He asked for the number of negligent discharges that had occurred at the current shooting range outside of the city of Palmer.



Mr. Chris Evens asked the City Council to consider postponing the vote to give it more thought, hoped the city will operate in a forward-thinking manner, stated the current prospective tenant, Valkyrie, is a desirable tenant, but thought further consideration should be given.

Ms. Jenel Gagnon, Friends of the Library Board Member, asked City Council to allow further public comment before decision is made and agreed with previously stated comments.

Mrs. Lorrie Koppenberg expressed gratitude and appreciation to Palmer Police Department for their hard work, dedication, and attention to activities in the early mornings. She stated it had been valued that patrols were occurring near her shops, as early as 5:00 a.m., when her staff goes to work; all of which provides for a feeling of a safe community.

Ms. Amanda Wolfe asked for postponement of vote and requested a public hearing be held.

**H. ACTION MEMORANDA**

1. **Action Memorandum No. 18-047:** Approving a Council Community Grant in the Amount of \$500.00 to the Great Alaska Council Boy Scouts of America Valleywide Community Pinewood Derby Race to be held on April 19, 2018

<b>Main Motion:</b>	<b>To Approve Action Memorandum No. 18-047</b>
Moved by:	Combs
Seconded by:	Fuller
Action:	Motion Carried
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

Deputy Mayor Best stated he was pleased City Council approved the grant, announced he will be absent during the race, and challenged the City Council and mayor to enter a derby car.

2. **Action Memorandum No. 18-048:** City Council Providing a Favorable Opinion, In Accordance with Palmer Municipal Code 9.74.010 Discharge of Firearms, to Allow the City Manager to Issue an Indoor Gun and Target Range Permit

City Manager Wallace summarized his staff report, noted that AM No. 18-048 was not a land use issue, and referenced Palmer Municipal (PMC) Section 9.74.010. He stated this location was privately owned by Fred Meyer and zoned for commercial general use. The PMC reads the City Council will need to provide a favorable opinion in order for a permit to be approved and the applicant does meet the PMC requirements.

<b>Main Motion:</b>	<b>To Approve Action Memorandum No. 18-048</b>
Moved by:	Best
Seconded by:	DeVries
Action:	
In favor:	
Opposed:	

Deputy Mayor Best asked if the business owner could challenge the City Councils ruling and what the legal ramifications would be. City Attorney Mike Gatti answered it is possible for anyone to file a case with the Superior Court.

Council Member Hanson asked what safety standards were enforced and if there were any other organization's standards the City Council should consider. City Manager Wallace responded the National Rifle Association (NRA) standards are what is stipulated in the PMC that the City would adhere to.

Deputy Mayor Best asked what the process was if the permit was issued and concerns arose. City Attorney Gatti responded the permit would be for two years and could be revoked at time of renewal or before if the permit holder is non-compliant.

Council Member Carrington stated he is considering a motion for postponement to allow for additional public comments and due process.

City Manager Wallace stated the AM is for the City Council to provide an opinion regarding the applicant proving they had meet NRA safety standards, which they have, and PMC noise requirements as outlined in PMC Section 8.36.020(F).

Council Member LaFrance asked if there was a decibel level which could be measured to assess noise disturbance and a nuisance. Interim Community Development Director/Building Official David Meneses suggested a test could be given to assess noise decibels and stated the noise would not likely be heard outside of the building.

Deputy Mayor Best asked for the number of calls or safety concerns that had been reported at the current gun range. Fire Chief McNutt answered he had not responded to the current gun range for negligent discharge, injuries, or safety issues in the nine years of his service in Palmer.

Council Member LaFrance asked for clarification on the measurement of disturbing the peace and nuisance in the code. City Manager Wallace read PMC 8.36.020(F).

Mr. Larry Clark, Valkyrie President, assured the City Council that safety is of the utmost importance to Valkyrie, current specs would be adhered to, sound would not be an issue due to inside building baffles, over \$10 Million would be invested into the facility, the building would be developed to Palmer Code specifications, and any additional considerations would be met. He stated postponing the permit approval would negatively affect his business as there are other offers on the perspective property.

**Primary Amendment #1: Motion to Postpone AM No.18-048 from May 22 to April 24, as Amended**

Moved by:	Carrington
Seconded by:	LaFrance
Action:	Motion Carried
In favor:	Carrington, Combs, DeVries, LaFrance
Opposed:	Best, Fuller, Hanson

Deputy Mayor Best commented the City Council is to consider and vote on noise and safety; postponement would not bring new information only more public opinion.

Council Member Hanson commented the task at hand for City Council's consideration is to decide on a favorable opinion on the permit; not to decide who purchases the building. He added based on the PMC, City Council has the information needed to vote.

**Secondary Amendment #1: Motion to Postpone AM No. 18-048 to April 24**

Moved by:	Combs
Seconded by:	Fuller
Action:	Motion Carried
In favor:	Carrington, Combs, DeVries, LaFrance
Opposed:	Best, Fuller, Hanson

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

None

**J. AUDIENCE PARTICIPATION**

None

**K. COUNCIL MEMBER COMMENTS**

Council Member Fuller announced Palmer High School will be hosting the 2018 Track and Field State Competition on May 24-26.

Deputy Mayor Best expressed disappointment on the outcome of Action Memorandum No. 18-048, because proper procedures were followed. He commented the City Council should have voted and not postponed the AM.

**L. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 9:43 p.m.

**Approved this \_\_\_\_ day of \_\_\_\_\_, 2018.**

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

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





## PROCLAMATION

### PROCLAIMING MAY 2018 AS PALMER BIKE MONTH

**WHEREAS**, the bicycle is a healthy, convenient, financially and environmentally sound form of transportation and an excellent tool for recreation and enjoyment of the City of Palmer's scenic beauty, local attractions, and friendly neighborhoods; and

**WHEREAS**, throughout the month of May, the residents of Palmer and its visitors will experience the joys of bicycling through commuting events, Bike to School Day, trail work days, or by simply getting out and going for a ride; and

**WHEREAS**, the City of Palmer's road and trail system attracts bicyclists each year, providing economic health, transportation, tourism, and scenic benefits; and

**WHEREAS**, creating a bicycling-friendly community has been shown to improve citizens' health, well-being, and quality of life, growing the economy of Palmer, attracting tourism dollars, improving traffic safety, supporting student health and learning, and reducing pollution, congestion, and wear and tear on our streets and roads.

**NOW, THEREFORE, IT IS PROCLAIMED** by the Mayor and City Council of the City of Palmer, Alaska, do hereby recognize May, 2018, as Palmer Bike Month, and encourage residents to bike to work, bike to school and bike for a healthy living.

**IN WITNESS WHEREOF**, I have hereunto set my hand and cause the seal of the City of Palmer to be affixed on this 24<sup>th</sup> day of April, 2018.

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Edna B. DeVries, Mayor

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Norma I. Alley, MMC, City Clerk



## PROCLAMATION

### A PROCLAMATION HONORING PALMER PARALYMPIC ATHLETES AND DECLARING APRIL 20, 2018, AS PALMER OLYMPIAN DAY IN THE CITY OF PALMER

**WHEREAS**, Palmer is home to dedicated Paralympic athletes Andrew Kurka and Grace Miller; and

**WHEREAS**, the City of Palmer is extremely proud of our local Paralympians; and

**WHEREAS**, Andrew and Grace embody the spirit of competitiveness, community, and resilience; and

**WHEREAS**, their contributions to their individual sports and to their community past, present and future warrant great appreciation and recognition; and

**WHEREAS**, their hard work and competitive drive resulted in selection to the 2018 United States Paralympic team and competition at the 2018 Paralympics which resulted in bringing home to the community a Gold and Silver Medal.

**NOW, THEREFORE, IT IS PROCLAIMED** by the Mayor and City Council of the city of Palmer, Alaska, that April 20, 2018, is Palmer Olympian Day in the City of Palmer and I call upon all citizens and civic organizations to join me in this special recognition of our Paralympians and their supporters. We offer our heartfelt congratulations on your selection and performance this year and the best of luck in your future endeavors.

**IN WITNESS WHEREOF**, I have hereunto set my hand and cause the seal of the city of Palmer to be affixed on this 18<sup>th</sup> day of April, 2018.

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

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



**Staff Update and analysis (March 2018):**

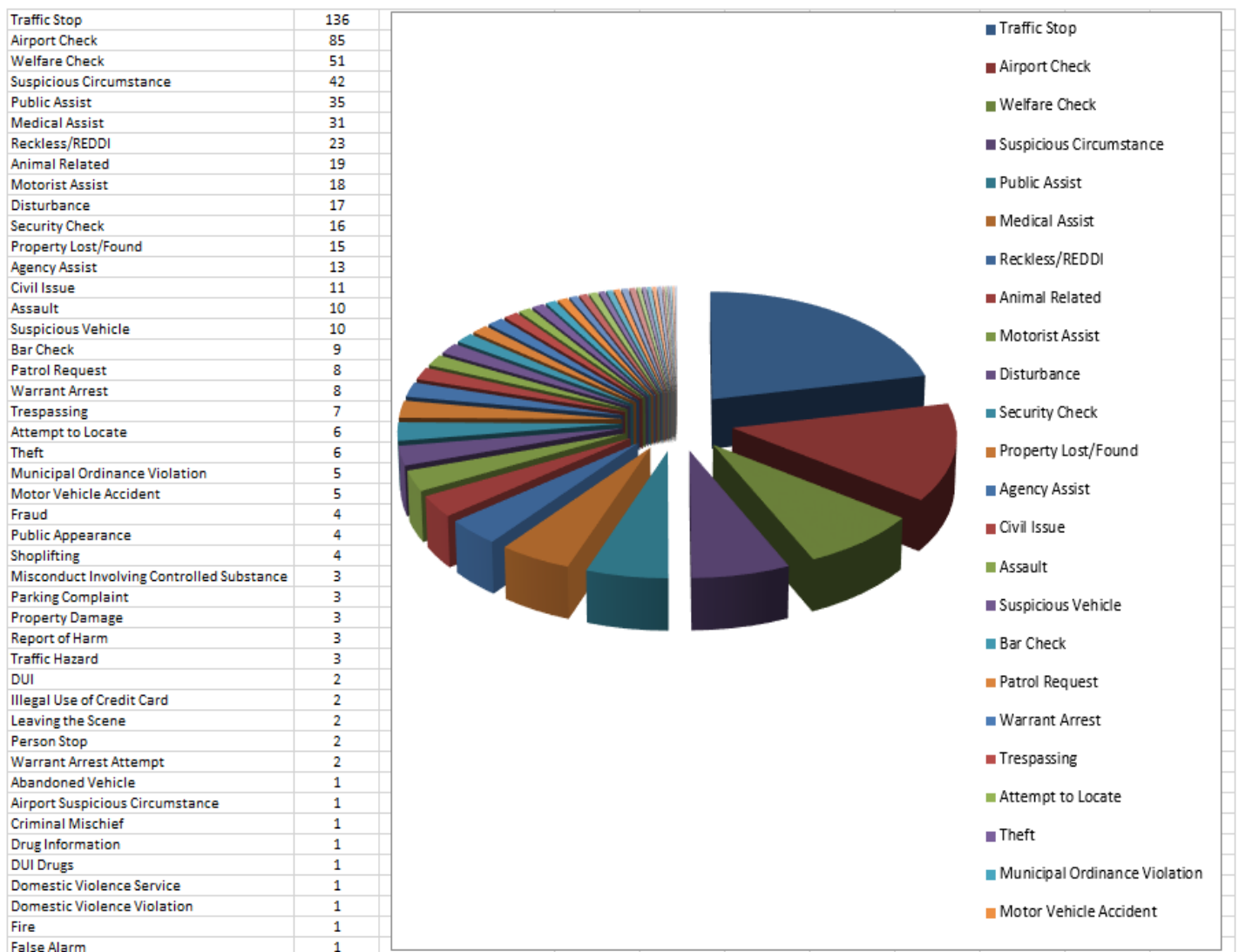
**Police Department:**

Total calls: 632 up from 513 in February

Call breakdown - 29%(February– 29%) traffic/vehicle related, 26%(February - 30%) checks (welfare/property), 19%(February - 18%) citizen assistance, 25%(February - 22%) other.

Patrol Calls  
 March, 2018

CAD REPOR



**Fire Department:** Calls: 49(38 -February) in March 2018, up 23 % from last month, last year (2017) no change.

Fire: 9(5 - February), Rescue: 21(14 - February), Hazard: 1(3 - February), Good intents: 9(9 - February), False alarm: 8(2 – February), Special Incident: 0(0 - February), Service call: 1(4 - February), Overpressure/explosion/overheat: 0(0 – February).



**Community Development:**

**Library:**

<b>Patrons:</b>	<b>February</b>	<b>March</b>
<i>Total Registered Patrons</i>	<i>13,644</i>	<i>13,716</i>
Total Mat-Su Borough Resident Patrons	10,522	10,583
Total City of Palmer Resident Patrons	3,122	3,133
New Library Users	<b>70</b>	
<b>Usage:</b>	<b>February</b>	<b>March</b>
Patron Visits/Count	7,631	9,631
Reference Questions	1,687	1,905
Library Computer Sessions	1,764	2,172
WIFI Sessions	1,167	1,448
Circulation (PPL items)	unavailable	10,894
Magazine circulation	185	1,068
Take Home Paperbacks	188	213

**Programs:**

Children's Programs	37 Events	1,104 Participants	41 Events	1,346 Participants
Class Visits	4 Events	114 Participants	3 Events	84 Participants
Young Adult Programs	4 Events	25 Participants	6 Events	84 Participants
Adult Programs	9 Events	125 Participants	17 Events	94 Participants
<b>Total Library Programs</b>	<b>54 Events</b>	<b>1,368 Participants</b>	<b>67 Events</b>	<b>1,761 Participants</b>
Community Events	54 Events	188 Participants	57 Events	153 Participants
<b>Total Events</b>	<b>108 Events</b>	<b>1,556 Participants</b>	<b>124 Events</b>	<b>1,761 Participants</b>





**Building and Compliance:**

**Building Department Report  
 MARCH 2018**

Permit Type	Count	Total Valuation	Permit Fees Collected	Plan Review Fees Collected
Building Permit	2	\$302,497.00	\$2,454.75	
Sign Permit	2	\$1,400.00	\$197.00	
Fence Permit	0	\$0.00	\$0.00	
<b>Totals</b>	4	\$303,897.00	\$2,651.75	\$0.00

**TYPE OF PERMITS:**

Applicant	Valuation	Type of Work	Permit Fee	Plan Review Fee
Cool Land Holdings LLC	\$2,500.00	COM Alteration	\$100.00	
Fuller, Andrea	\$500.00	Sign	\$77.50	
Spinell Homes, Inc.	\$299,997.00	SF New	\$2,354.75	
Matanuska Brewing Co. LLC	\$900.00	Sign	\$119.50	

**YEAR TO DATE COMPARISON:**

Year	Building Permits	Sign Permits	Fence Permits	Year to Date Valuation	Year to Date Permit Fees	Year to Date Plan Review Fees
2009	6	2	0	\$335,374.00	\$3,413.75	
2010	17	0	0	\$2,123,195.00	\$14,370.75	
2011	17	8	1	\$568,939.00	\$7,471.25	
2012	16	11	1	\$3,426,369.00	\$25,643.50	
2013	6	3	2	\$527,860.00	\$4,749.00	
2014	11	2	0	\$4,983,890.00	\$27,411.00	
2015	23	5	1	\$1,929,578.00	\$18,359.50	
2016	8	7	1	\$22,355,993.00	\$97,119.25	
2017	13	3	0	\$2,273,516.00	\$17,738.75	\$9,632.50
2018	8	3	0	\$1,491,635.00	\$12,621.50	\$5,643.50



# **Mayor's Memo** Council Meeting report April 24

## **UP COMING EVENTS**

**Mat Su Urgent Care – Palmer – open house April 24 4 to 6 pm**

**Mayor/Manager meeting – May 17 in Palmer and June 11**

**Agenda setting meeting – April 26 and May 10 and June 7**

**Mat Su Miners Fund Raiser – April 28**

**BP Teachers of Excellence – May 3 at Settler's Bay 6 pm**

**Car Show – MTA Event Center – May 5**

**Palmer High School graduation – May 8**

**Older Americans Proclamation – Senior citizen center – May 9**

**Clean Up Days – Chamber May 11 and 12 – City clean up – all week long**

**Mat-Su Health Foundation Building Ribbon Cutting – May 18 – open house to public May 19 – 11 am to 3 pm**

**American Legion Event – May 19**

**Recycling Open House - May 20 – 2 to 6 pm**

**Pioneer & Veterans Home – concert – College of the Ozarks – May 23 at 1 pm**

**Job Corps workforce luncheon – May 24**

**Colony Days June 8, 9, and 10**

**Scottish Games June 30 at Fair Grounds**

## **Discussion**

**Commuter Railroad Meeting report from April 20**

**Town hall at Assembly chambers – with Mayors on Crime in the Valley – date to be announced**

## **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**
- **Rep. Young office**
- **Cedar Hills**
- **Boards and Commission Ordinance**

*Edna DeVries Mayor*



**City of Palmer  
Action Memorandum No. 18-048**

**Subject:** City Council Providing a Favorable Opinion, In Accordance with Palmer Municipal Code 9.74.010 Discharge of Firearms, to Allow the City Manager to Issue an Indoor Gun and Target Range Permit

**Agenda of:** April 10, 2018 - Postponed  
April 24, 2018

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

**Originator Information:**

**Originator:**    City Manager Wallace

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>  X  </u>	Finance	<u><i>[Signature]</i></u>	<u>3/28/18</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:    \$   0  

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: *[Signature]*

**Attachment(s):**

- Valkrie Security and Asset Protection Inc Request for Permit of Indoor Gun and Target Range
- Site Plan
- Safety Information
- Written Public Comments

**Summary Statement/Background:**

Valkrie has requested a permit to operate an indoor gun and target range at the "Old Fred Meyers" building at 650 S Cobb Street within the city limits of the City of Palmer.

In accordance with Palmer Municipal Code (PMC) 9.74.010 Discharge of Firearms, a permit may be issued when, in the opinion of the city council, the same would not disturb the peace, and the facilities and procedures followed conform with the recommendations of the National Rifle Association (NRA) as to safety.

Valkrie has met with the Police Chief, Fire Department and Building inspector to review the site plan and proposal for safety of the plan. The site plan indicates the safety measures to insure fire and health measures are in place for the storage of ammunition. The range safety equipment planned to be utilized in the facility meet NRA standards and they plan to operate the range facility to meet or exceed recommended NRA safety standards.

The facility when complete should not disturb the peace with noise levels as all noise should be contained within the facility.

The permit would be reviewed biennially to ensure compliance with NRA recommended standards and for issues of disturbing the peace (noise abatement).

The opinion on this permit is not transferrable to any other location within the city without an additional opinion of the council.

This action does not infer any transaction between the property owner or the requestor of this permit.

**Administration's Recommendation:**

To provide a favorable opinion on the issuance of a permit to allow Valkrie Security and Asset Protection Inc to operate an indoor gun and target range within the city limits.



3/20/2018

1150 S. Colony Way  
Suite #3, PMB #307  
Palmer, Alaska 99645

**Request for Permit of Indoor Gun and Target Range**  
**Within the City Limits of Palmer, Alaska**

To the Distinguished Council of the City of Palmer,

My name is Larry Clark and I am formally requesting a permit for an Indoor Gun and Target Range within the city limits of Palmer, Alaska.

My company is Valkyrie Security and Asset Protection Inc. and we are planning an expansion for this new facility, if permitted in Palmer, Alaska, in the previous Fred Meyer building located at 650 S. Cobb St.

It is our intention to provide additional tax revenue and jobs within the city and continue to be a productive entity here in the Mat-SU valley, specifically in Palmer, for many years to come.

As a locally owned and operated business, we want to be an integral part of Palmer. By allowing us to start this endeavor in Palmer we will be able to hire 60-80 people locally. This will generate additional tax revenue from sales and put it right back into the City.

Part of our plan with this facility is to also have additional retail space for sublease to other small businesses at reasonable rates. We have begun with reaching out to small veteran owned apparel companies and want to promote those businesses as well.

This facility would be built with state of the art equipment and safety protocols in place. We have contracted SR Bales Construction and Paragon Tactical to design and build this range to the highest standards. We are having all the designs and blue prints created by Burkhart Croft Architects out of Anchorage. SR Bales and Paragon Tactical have designed and built many ranges throughout Alaska and the lower 48. We have the utmost confidence in their ability to provide us and the community with the safest range possible. The design will accommodate 21 public use lanes at 75 feet long and 8 Private lanes 196 feet long. All the range lanes will be encased by concrete walls to add to the noise containment and provide an extra layer of secure area for clients. We will be able to accommodate all popular calibers of rifle and pistols up to 50 BMG. We will not allow the 50 BMG rifles to be fired within our facility but have made sure that we have adequate bullet trap and containments systems for all calibers up to that. We anticipate that most clients will use our range for handgun and hunting or

sporting rifle target shooting. By having an indoor range, many of our community that hunt, will be able to enjoy sighting in for the season in a warm controlled environment.

We have made sure that the design of this facility, surpasses the minimum requirements set forth by OSHA, EPA and ADEC. Our design will make sure that all noise ordinances and clean air requirements and lead abatement are strictly adhered too. We have also designed the facility to a standard that will help the local fire department, if the need were ever to arise, with quick containment of the boxed ammunition storage within the building. We have no intention of selling reloading supplies now or in the future. Boxed ammunition would be sold and stored in a manner that it is safe. All firearms and ammunition will be securely stored daily in an ATF approved vault with separate fire suppression.

We will exceed all the NRA requirements by having additional staff and Paramedics on duty during business hours. Our staff are licensed NRA instructors and Chief Range Safety Officers. Many of our current staff are prior Military and Law Enforcement and have a genuine desire to help in our local community. We will make sure that all safety protocols are adhered too and that the patrons of our business follow all NRA safety rules and requirements.

This facility will also be a training center for firearm safety courses. We want to make sure that the correct information and training are being implemented when it comes to firearms and firearm safety.

We have chosen the Building in Palmer for many reasons. The first reason is we are a small locally owned company and want to see our community prosper. Secondly, we want to be able to provide jobs for many that are struggling in this economy. Finally, this location is right in the heart of Palmer. It has all the right attributes a business is looking for. We will have ample parking for clients and employees. There are many traffic entry and exit points so that we have minimal congestion. We will make sure that the surrounding property is maintained in a manner that is appealing to visitors and the community. We will be able to host events in our parking area that the city may not have an area for, such as Colony Days or Christmas parade setup, just as some examples.

Ultimately, we want to be a thriving business in the city of Palmer, providing additional revenue and jobs. Making Palmer a stronger, better community.

We would ask that the permit for this indoor gun and target range be issued to the owners of Valkyrie Security and Asset Protection Inc. and the building and have a biennial renewal. This will assure the council and the city we are providing all the necessary safety requirements we have agreed to provide.

Sincerely,



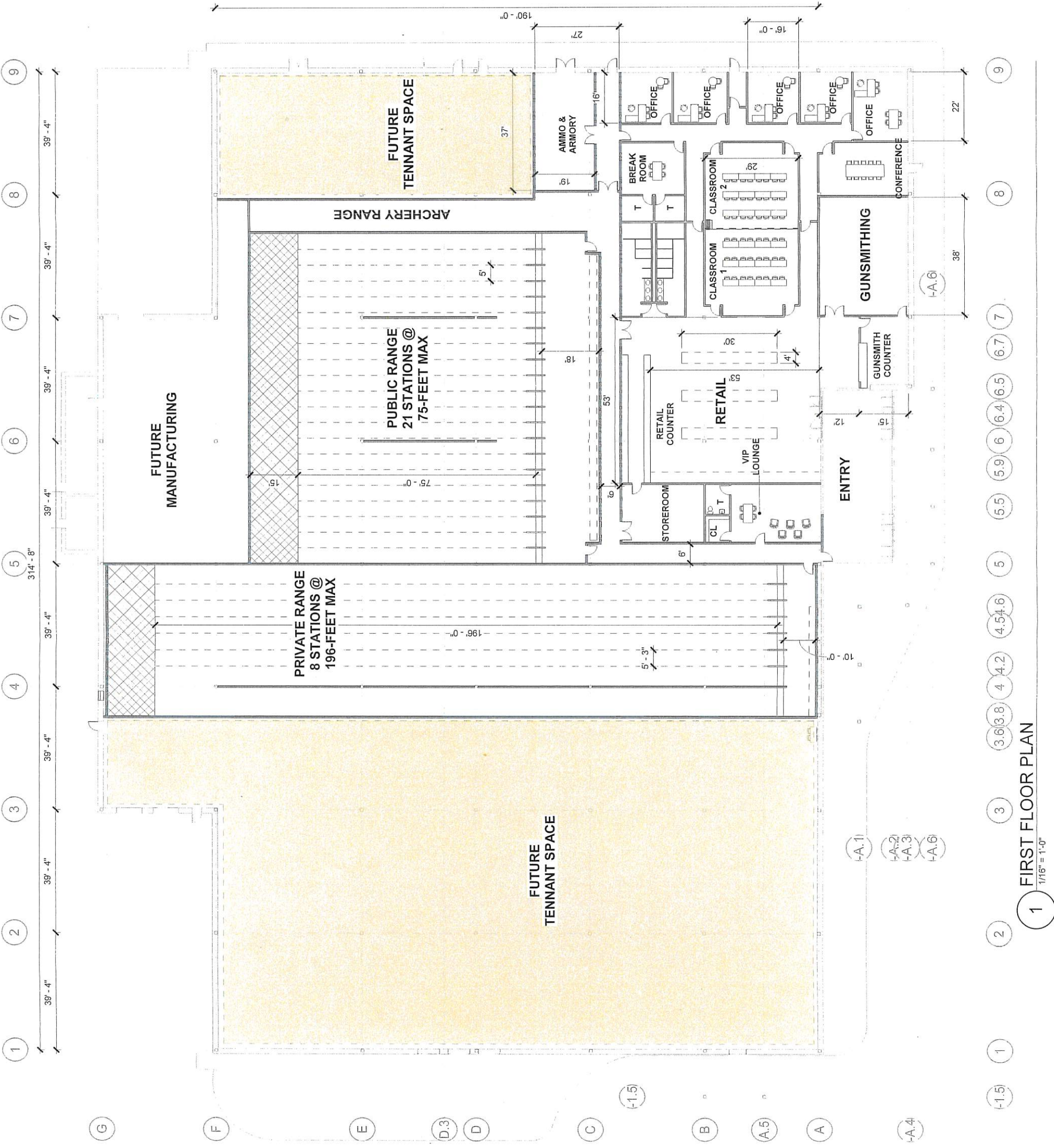
Larry Clark

President/CEO



 880 N Street Suite 302   Anchorage Alaska 99501 T: 907.929.9334   www.burkhart-croft.com	<b>RANGE DESIGN</b> VALKYRIE PALMER, ALASKA	DATE: 3/10/18
		DRAWN: DJD
		CHECKED:
		PROJECT: 1806
		DRAWING TITLE: FLOOR PLAN
		REVISIONS:
		SHEET NO: <b>A2.1</b>

CONCEPT DESIGN



**1 FIRST FLOOR PLAN**  
 1/16" = 1'-0"



# Green Chemistry

Success Story, October 2006

## Super Trap, Inc. (Corona, California)

Super Trap, Inc. produces the world's premiere tactical shooting range containment system that improves shooter safety and training, reduces costs, and minimizes environmental hazards.

There are over 10,800 small arms firing ranges in the United States for training military and law-enforcement personnel. These ranges collect over 80,000 tons of lead every year, often in soil berms and steel bullet traps, where the lead can leach into the environment. Containing and recovering lead and other heavy metals from ranges in a safe and environmentally acceptable manner is vital to controlling soil and ground water pollution and range owner liabilities.

GEL-COR™ is an engineered ballistic material designed to collect impacting bullets fired on small arms training ranges in a safe and environmentally compatible way. It captures the spent bullets and contains the heavy metals that would otherwise escape into the environment. GEL-COR™ is a mixture of recycled tire-tread rubber chunks, a hydrated super-absorbent polymer gel, and three salt additives. This resilient material stops incoming bullets, captures them intact with few exceptions, and does not make any detectable metal dust.



The gel-rubber mixture contains approximately 40 percent water by mass, which prevents it from burning if it is exposed to tracer rounds, pyrotechnics, or other sources of ignition. The resilient rubber media minimizes fragmentation and improves the overall sound attenuation. The salt additives immobilize the lead and copper in the trapped bullets and keep them from leaching into the environment. The mixture maintains an alkaline pH, minimizing the solubility of lead hydroxide in the trap and stabilizing the gel. Exposed lead surfaces react with the salts to form insoluble lead aluminum phosphate (plumbogummite), one of the safest and most stable lead compounds. Copper reacts to form an insoluble copper phosphate. GEL-COR™ is the first resilient medium that contains no toxic additives and will not burn, even if exposed to a source of ignition. GEL-COR™ is an important step in ensuring that live-fire ranges are safer and more environmentally compatible.

This range technology and a variant of it have been sold throughout the world utilizing recycled rubber from California. In California, customers include the San Francisco Police Department (PD), Berkeley PD, Rocklin PD, the California Highway Patrol, Riverside County Sheriff Department (SD), Orange County SD, San Luis Obispo SD, and the Solano Correctional Facility, among others.



www.paragontactical.com  
www.supertrap.com

**UNIQUE FEATURES AND BENEFITS OF PARAGON TACTICAL, INC. & SUPER TRAP® RANGE TECHNOLOGY IN COMPARISON TO OTHER SHOOTING RANGE COMPANIES**

FEATURES	BENEFITS
Enhanced Tactical Training Capabilities	<ul style="list-style-type: none"> <li>• Added training capability for range staff;</li> <li>• Improved Officer weapons skills;</li> <li>• Allows for cross lane shooting;</li> <li>• No ricochets &amp; frag splashback;</li> <li>• Enhanced officer safety during training and in the field;</li> <li>• Lower liability for the Owner</li> </ul>
Galvanized Steel Infrastructure & AR500 Hopper Baffle	<ul style="list-style-type: none"> <li>• Extended lifetime;</li> <li>• No maintenance costs;</li> <li>• Integrated durable upper baffle to store excess ballistic rubber media</li> </ul>
Ballistic Rubber Media - Pure SBR, one (1) inch average size; 99.99% free of fiber; no steel	<ul style="list-style-type: none"> <li>• Extended lifetime;</li> <li>• Extended mining cycle;</li> <li>• Less flammable;</li> <li>• Less compaction;</li> <li>• Greater ability to mine and treat the rubber;</li> <li>• Recycled product</li> </ul>
Ballistic Rubber Media (BRM) - Uncovered	<ul style="list-style-type: none"> <li>• Allows for safe “tactical” training within 2 feet of trap;</li> <li>• Enhanced sound attenuation;</li> <li>• No covers to replace and therefore a cost savings to Owner;</li> <li>• Improved recovery of lead for a profit to the Owner</li> </ul>
ELIxIR® - Treatment for BRM	<ul style="list-style-type: none"> <li>• Will verifiably immobilize all lead particulate in the trap to less than 3ppm and well below the EPA threshold of 5ppm;</li> <li>• Protection of the environment;</li> <li>• Eliminate all employee health risks;</li> <li>• Elimination of Haz/Mat disposal costs;</li> <li>• No danger to wildlife, vegetation, waterways or protected lands;</li> <li>• Allows for trap construction in designated “Wetlands” areas;</li> <li>• Lower liability to the Owner</li> </ul>
Gel-Cor® Treatment	<ul style="list-style-type: none"> <li>• Minimizes fire hazard;</li> <li>• Eliminates dust during the mining cycle;</li> <li>• Lower liability to the Owner</li> </ul>
Expanded Capabilities – Weapons use in a “tactical zone”	<ul style="list-style-type: none"> <li>• Allows for the shooting of all pistol and rifle calibers below .50 Cal “tactically”;</li> <li>• Allows for 50BMG ball ammo from the 25 yard line or greater distances</li> </ul>
Replacement parts	<ul style="list-style-type: none"> <li>• None to replace;</li> <li>• On-going cost savings to the Owner</li> </ul>
ELIxIR® & Gel-Cor® certifications	<ul style="list-style-type: none"> <li>• Approved by the Department of Defense (DOD);</li> <li>• ElixIR® is approved by the Environmental Protection Agency (CA-EPA) Toxic Substances Control (DTSC);</li> <li>• Results verified by a certified independent third party laboratory study;</li> <li>• Gel-Cor® has received a “Green Chemistry awards from the EPA.</li> </ul>
Targetry	<ul style="list-style-type: none"> <li>• Fastest 360° Fixed Lateral Turning Targets sold commercially;</li> <li>• Only self calibrating Turning Targets sold commercially;</li> <li>• Wireless communication reduces costs &amp; provides for trainer / user flexibility</li> </ul>
Change Orders - PTI self-initiated change orders since incorporation	None

**Note:** In addition to the above - PTI is a certified veteran owned small business with a CA Class B Contractors License # 800482





**PARAGON**  
**TACTICAL**









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## Norma Alley

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**From:** Jamie Allison <jallison@hopealaska.org>  
**Sent:** Monday, April 09, 2018 5:22 PM  
**To:** Norma Alley  
**Subject:** comment on gun range permit for Tues 4/10 meeting

Hello,

I will be unable to attend tomorrow's city council meeting but would like to make a comment on the permitting for a gun range in the city of palmer in the vacant Fred Meyer building. There is no need to have prime property in the center of town occupied by a gun range when there are two outside of Palmer's city limits merely minutes away. You can hear the gunfire from the Knik range when you're at the Palmer airport or the Mat-River Park as it is! The center of town should seek to communicate the shared civic values of a city and be a safe place for people to enjoy living, walking, biking, and doing business. There are several day care centers and apartments in this same neighborhood and they deserve a better neighbor than a gun range. There are many people who enjoy walking and biking downtown because it is a safe, quiet place with locally owned businesses and no predatory businesses or violent areas. This is Palmer's identity to the rest of Alaska and is its most tremendous asset! I would like to see Palmer move in a more thoughtful and progressive direction for its city planning and a gun range inside of city limits is a striking blow to that effort.

Thank you,

Jamie Allison, RN  
Community Health Nurse  
540 West International Airport Road  
Anchorage, Alaska 99518  
Tel. (907) 433-4796  
Fax (907) 272-8807  
[jallison@hopealaska.org](mailto:jallison@hopealaska.org) <<mailto:jallison@hopealaska.org>>  
DSM:Jamie.Allison@direct.hcr.akhie.com

## Norma Alley

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**From:** Beau Gibb <otrdesign@gmail.com>  
**Sent:** Tuesday, April 10, 2018 8:55 AM  
**To:** Norma Alley  
**Subject:** Gun range

Hi, I live and pay taxes in Palmer, my opinion of whether or not to have a gun range in downtown Palmer is weighted on the question of whether or not this is the BEST use of such a prime real estate location. I think that Palmer has a need for a community space, basketball/volleyball gym, indoor track, and or public pool. Somewhere kids can walk to after school to occupy their afternoons, parents can exercise during winter months, a place where weeknight movies can play, and people can gather to be a part of the amazing community we have in Palmer. Not that a gun range wouldnt bring people together, however I think it is limiting the number of people who would use this space to a niche crowd. Being it such a large space, I fear it wouldn't be used regularly enough to constitute the dedication of the space to one purpose. There are ample places to safely practice with your firearm around Palmer. A new gun range is being built just north of Palmer on Edgerton Parks by the owner of north fork supply firearms. Matsu tactical has a gun range on the Glenn hwy near Sutton. The gun range to the south on the Glenn hwy near fox run RV Park never seems to be crowded. All of these locations are much more ideal being that they are private locations in rural areas that don't require people to walk through and around downtown Palmer with firearms. Of course there will be responsible gun owners who carry their weapons in cases, unloaded, and practice safe use, however I'm more worried about the people who wouldn't practice safe and socially acceptable firearm use. Just the view of an unconcealed assault rifle being carried through the parking lot would instill fear and worry in citizens and children's minds that I think is unnecessary. Our town is so quaint, peaceful, and would benefit in having a space that more people could enjoy. Thank you for your time, surely we can be more creative in dedicating this central location to a purpose that brings people and money into downtown Palmer.

Even if the alaska club moved into the space I would feel more comfortable with spending time there.

Beau Gibb

Sent from my iPhone



## Norma Alley

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**From:** Norma Alley  
**Sent:** Thursday, April 12, 2018 9:36 AM  
**To:** Norma Alley  
**Subject:** FW:

Comments by:

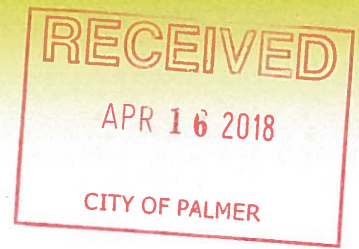
Steve Faulkner  
529-2473  
N Arabian Lane Palmer

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**From:** sfaulkner <sfaulkner@gci.net>  
**Sent:** Thursday, April 12, 2018 7:56 AM  
**To:** Norma Alley <nalley@palmerak.org>  
**Subject:**

Have not been following the issue of turning the old FM into an indoor shooting range. While an avid shooter, NRA member, and firearms enthusiast I am not sure this is a viable idea. My reasons are it would be in direct competition with the Mat Valley shooting range, who will renovate and pay for remodeling. A very intensive ventilation system has to be installed (not cheap, breathing lead is bad). The walls are not and ceiling are not sufficient for bullet impact. This would also create a hazardous environment site that in the event of business failure the cleanup would be extensive. It would render the building unuseable for other businesses. To be clear I do not live right in Palmer but 2 miles outside on Arabian lane. I have seen first hand how others treat the range on Maud rd and where some shoot at Sutton and it is horrible. I believe it would be more beneficial to give more support to MVS the old FM should be looked at for something else. If nothing else FM should remove it so a different entity could use the land. Remember the new FM removed the old Carrs. A grocery store is very seldom usefull for a new entity.

Sent from my Samsung device



# Now Health

Functional and Integrative Family Medicine

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April 16, 2018

To: City of Palmer, Mayor and Council Members

As many of you know I own a Medical Practice in Palmer. My office is located in the Cobb Street Building across the street from the old Fred Meyer.


It is my understanding that you are entertaining a permit that would allow for a shooting range and associated gun paraphernalia to occupy this space. I have many concerns about this with regards to my business and the safety of all individuals in Palmer.

We have a great little community and have worked really hard to develop what we have. I do not feel that this sort of business belongs in "downtown" Palmer. The outlying commercial area would be better suited. This is not what I want advertised to people as they drive into Palmer. I am concerned about the increased weapons that will be in the parking lot across from my office and down the road from my home.

I grew up hunting in Minnesota and Wisconsin and value the opportunity we have in this state and in hunter education. I worked at a Gun Club as a kid, but it was outside of town.

I am not against the idea of a safe shooting range. It does not belong downtown in the center of our community.

Thank you for your time and consideration,

  
Jill K Valerius, MD, ABIHM, IFMCP, ATC

## Norma Alley

---

**From:** Thompson <joyful@mtaonline.net>  
**Sent:** Monday, April 16, 2018 3:13 PM  
**To:** Norma Alley  
**Subject:** Fwd: Concerns regarding indoor shooting range in Palmer

Dear Ms. Alley,

We would like our email regarding the indoor shooting range to be read for public comment during the meeting on April 24th.

Thank you,

Edward and Tracey Thompson  
7912 N Highlander Loop  
Palmer, Alaska 99645  
(907) 232-7672

Begin forwarded message:

**From:** Edna DeVries <[edevries@palmerak.org](mailto:edevries@palmerak.org)>  
**Subject: Re: Concerns regarding indoor shooting range in Palmer**  
**Date:** April 16, 2018 at 2:20:18 PM AKDT  
**To:** Thompson <[joyful@mtaonline.net](mailto:joyful@mtaonline.net)>

Thanks for your input.

Sent from my iPhone

On Apr 16, 2018, at 2:18 PM, Thompson <[joyful@mtaonline.net](mailto:joyful@mtaonline.net)> wrote:

Dear Palmer City Council Members,

Our family has lived in Palmer for almost 20 years now, and we raised both of our children in this beautiful town. We were initially drawn to the quaintness and strong sense of community in the town of Palmer.

We are completely opposed to an indoor shooting range in the vacant downtown Fred Meyer building due to the proximity of a preschool, post office, schools, small businesses, etc.

Instead, I urge you to consider a business that would encourage that strong sense of community in our town of Palmer like a Palmer Sports Complex/Community Center with an ice skating rink, indoor soccer field, location for graduation ceremonies, etc.

Thank you for your service to our community, and we urge you to vote "no" on this issue.

## Norma Alley

---

**From:** Norma Alley  
**Sent:** Monday, April 16, 2018 4:26 PM  
**To:** Norma Alley  
**Subject:** FW: Concerns Regarding Palmer Fred Meyer Building

Begin forwarded message:

**From:** Makenzie Thompson <[makenziethompson8@gmail.com](mailto:makenziethompson8@gmail.com)>  
**Date:** April 16, 2018 at 2:11:16 PM AKDT  
**To:** [edevries@palmerak.org](mailto:edevries@palmerak.org), [rbest@palmerak.org](mailto:rbest@palmerak.org), [scarrington@palmerak.org](mailto:scarrington@palmerak.org), [scombs@palmerak.org](mailto:scombs@palmerak.org), [dfuller@palmerak.org](mailto:dfuller@palmerak.org), [bhanson@palmerak.org](mailto:bhanson@palmerak.org), [plafrance@palmerak.org](mailto:plafrance@palmerak.org)  
**Subject:** **Concerns Regarding Palmer Fred Meyer Building**

Dear Palmer City Council Members,

My name is Makenzie Thompson and I am a Palmer resident. I'd like to begin by thanking you all for your service to our community; I am proud to have you as representatives and appreciate all that you do to ensure that our town is healthy and vibrant. I know that the decisions you make are intended to be in Palmer's best interests; I'm writing you today because I, too, have its best interests in mind and am extremely concerned about an upcoming decision that I believe would compromise the safety and character of the town we love.

I recently heard that the previous Fred Meyer building in Palmer may be turned into a shooting range; this is appalling and I urge you to vote against it. While I am not opposed to shooting ranges or firearm sales, I am opposed to having one in the center of town, especially so close to a post office, pre-school and high school. It is unsafe and inappropriate, and I believe I speak on behalf of many when I say that I would much prefer another grocery store or ice skating rink instead. I work at Turkey Red, which is just down the street from the old Fred Meyer building, and would be highly uncomfortable knowing a shooting range was so close to where I spend a large portion of my time. I do not think the noise and potential danger of having a shooting range at such a locale benefits anyone (particularly considering it would be right next to the busy Glenn Highway).

I believe safety is paramount, and I encourage you all to hold our safety in highest consideration when you vote on this issue. Again, thank you very much for your time and your service.

Sincerely,

Makenzie Thompson

(907) 982-5866

## Norma Alley

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**From:** Pete LaFrance  
**Sent:** Monday, April 16, 2018 4:40 PM  
**To:** Norma Alley  
**Subject:** Fw:

Sent from OWA on Android

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**From:** Patty Haugom <phaugom@mtaonline.net>  
**Sent:** Monday, April 16, 2018 3:51:55 PM  
**To:** Pete LaFrance  
**Subject:**

Hi Pete,

I just want to go on record as being completely against Valkyrie Security Turing the old Fred Meyer building into an indoor shooting range. As you know there are two daycare centers and an apartment building full of kids right there. People carrying guns would be coming in and out of that parking lot all day long. That's that's a perfect recipe for disaster. I hope you'll continue to vote against the proposal.

Thank you, Patty Haugom.

Sent from my iPad

## **Norma Alley**

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**From:** materamike <materamike@gmail.com>  
**Sent:** Monday, April 16, 2018 6:06 PM  
**To:** City Clerk  
**Subject:** Purposed Gun Range in old Fred Meyer bld.

I would like to voice my support for this range effort as an excellent way to advance safe shooting for our community.

Thank you,  
Mike Matera

Sent via the Samsung Galaxy S® 5 ACTIVE™, an AT&T 4G LTE smartphone

## **Norma Alley**

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**From:** Dave Atherton <dcaribou@mtaonline.net>  
**Sent:** Tuesday, April 17, 2018 12:53 PM  
**To:** City Clerk  
**Subject:** gun range

I would like to add my support for the Fred Meyer / gun range here in Palmer. Thank you Dave Atherton 3460 N. Eves Dr  
Palmer

## **Norma Alley**

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**From:** patrickfamilyak@yahoo.com  
**Sent:** Tuesday, April 17, 2018 12:54 PM  
**To:** Norma Alley  
**Subject:** Gun & Target Range Within Palmer City Limits.

Dear Ms. Alley (City Clerk),

I am writing regarding the permit request for an indoor gun and target range in the old Fred Meyer building on S. Cobb Street. This morning was the first I've heard of this possibility, and I am not in favor of this use of the building.

I understand the perceived need for this type of facility by gun enthusiasts. I also see that it would provide jobs and revenue for the city of Palmer. But I, personally, have problems with many things including the location. Being across from a daycare, with another one down the street, bothers me. I don't think a facility like this should be next to the post office and a firehouse. I don't want it in the heart of downtown Palmer.

This place, that I've lived in for 10 years now, shouldn't become known for a huge gun range. I don't want our town to become the premier location a tourist, or someone from another town like Anchorage, to come just to shoot your gun. When I think of Palmer, I think of smalltown businesses with charm. Not guns.

Thank you for your time,  
Deborah Patrick



## **Norma Alley**

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**From:** David Fuller  
**Sent:** Tuesday, April 17, 2018 5:12 PM  
**To:** Norma Alley  
**Subject:** Fw: No to shooting range in downtown Palmer

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**From:** Ann Knobbe <annknobbe@me.com>  
**Sent:** Tuesday, April 17, 2018 5:05:06 PM  
**To:** David Fuller  
**Subject:** No to shooting range in downtown Palmer

Dear City Counselman,  
Thank you for your service for our city. I live in the heart of Palmer. I DO NOT want a shooting range inside our city. It needs to be in more of a secluded area, away from housing, city life, P.O., stores, schools and day care.  
Thank you for your consideration,  
Ann Knobbe  
110 W Caribou Ave  
907-746-2201

Sent from my iPad

Palmer City Hall | 231 Evergreen Avenue | Palmer, AK 99645

Dear Council Members,

April 17, 2018

I strongly oppose the idea of using the vacant *Fred Meyer* building in downtown Palmer for a shooting range.

Residents of Palmer are fortunate to have so many recreational opportunities, both indoors and out. The *Matanuska River Park*, *Palmer Museum of History and Art*, and the *Mat-Su College's Glenn Massay Theater* are notable examples that fortify our economy and community.

A shooting range downtown is not reflective of Palmer's unique culture. Gun enthusiasts already have plenty of opportunities to practice, such as the range on Maud Road.

I am a local scientist, proud to be a lifelong Alaskan, and currently establishing a science consultancy in Palmer. Let's preserve Palmer's community and choose better, safer and more sustainable options for this vacant building.

Sincerely,

  
Dr Amy Du Beau

**RECEIVED**

APR 18 2018

**City of Palmer**

## Norma Alley

---

**From:** Heather Branvold <hbranvold@hotmail.com>  
**Sent:** Wednesday, April 18, 2018 8:27 PM  
**To:** Norma Alley  
**Subject:** Indoor shooting range

To Whom It May Concern,

I am writing in opposition to the proposed gun range at the old Fred Meyer in Palmer. I believe it is not a good fit for our community to have a gun range in the heart of town. There are other gun ranges close by where people can go for practice, it is not necessary to have one so close to businesses, the Post Office, and a daycare center. Although it would be nice to have a locally owned business purchase the building, an indoor gun range is not the answer. Thank you.

Heather Faber  
730 Cascade Ct  
Palmer, AK 99645

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## Norma Alley

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**From:** Norma Alley  
**Sent:** Thursday, April 19, 2018 9:07 AM  
**To:** Norma Alley  
**Subject:** FW: Please do not permit gun range in old FM building

Begin forwarded message:

**From:** Carol Montgomery <[anclm4@mtaonline.net](mailto:anclm4@mtaonline.net)>  
**Date:** April 18, 2018 at 10:14:58 PM AKDT  
**To:** <[edavries@palmerak.org](mailto:edavries@palmerak.org)>, <[rbest@palmerak.org](mailto:rbest@palmerak.org)>, <[scombs@palmerak.org](mailto:scombs@palmerak.org)>, <[scarrington@palmerak.org](mailto:scarrington@palmerak.org)>, <[dfuller@palmerak.org](mailto:dfuller@palmerak.org)>, <[bhanson@palmerak.org](mailto:bhanson@palmerak.org)>, Pete LaFrance <[plafrance@palmerak.org](mailto:plafrance@palmerak.org)>  
**Subject:** Please do not permit gun range in old FM building

Dear Mayor DeVries and Members of the Palmer City Council:

My husband and I own firearms and support the use of indoor and outdoor gun ranges to improve skill and safety in handling firearms. We would have no problem with Valkyrie applying for a permit in an industrial area of Palmer, or other location that is removed from pedestrian traffic, a day care center and a nearby Post Office.

We would argue that putting a gun range and future gun manufacturing facility in the heart of Palmer, in the former Fred Meyer building, would constitute a disturbance of the peace. The Frontiersman reported that the sound would not extend beyond the parking lot, and "likely" be drowned out by traffic. We are not convinced that the noise from shooting will not be a disturbance. Once Valkyrie has invested 10 million dollars in this facility there will be no turning back if the noise is a disturbance. As pedestrian shoppers, who walk on public sidewalks adjacent to the building, we would be disturbed by the sound of shooting, and would choose to avoid that area and the adjacent shops.

Despite the responsible culture and history of Alaskan firearm use, we cannot deny the recent terrorizing of schools, concerts, and other public events. Many citizens are frightened, and some are traumatized by the sight and sound of assault rifles.

Downtown Palmer is not the place. We believe it will hurt the pedestrian and family friendly, small retail environment that the City of Palmer has so successfully nurtured. Please keep the peace of downtown Palmer and deny the noise permit for this gun range.

Thank you for your consideration,

Paul Lugin and Carol Montgomery

4542 N. Slumber Dr.

Palmer, AK 99645

To: Palmer City Council

From: Joan E Kirk ND

Date: 4/19/18

RE: Proposed Gun shooting range at Former Fred Meyer Building

I thank the council for hearing my testimony and regret I will not be able to attend the upcoming meeting. I am opposed to the proposal for a shooting range and possible manufacturing plant in downtown Palmer.

I am a naturopathic doctor and have had a private practice in the Koslosky Building 2 short blocks away from Fred Meyer for 8 years. My decision to practice in Palmer was based on the community based environment, being a very walkable and family-oriented town. To put a shooting range across from a post office and a day care center and within a block of 4 medical practices is negligent and counter to the health of Palmer. The noise and ambiance of such a business in downtown Palmer is counter-intuitive to the values of this community.

Signed in health and wellbeing.

Joanie Kirk ND

642 S Alaska St 204B

Palmer, AK 99645



**City of Palmer  
Action Memorandum No. 18-051**

**Subject:** Directing the City Clerk to Notify the State of Alaska of the City Council's Statement of Non-Objection to Liquor License #119 and #5638, for Palmer City Alehouse, Located at 320 E. Dahlia Avenue

**Agenda of:** April 24, 2018

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


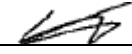

**Originator Information:**

**Originator:**    Norma Alley, City Clerk

**Department Review:**

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

**Approved for Presentation By:**

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

**Certification of Funds:**


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

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature: 

**Attachment(s):**

- Notice for License #119 - Change of Ownership
- Notice for License #5638 – Duplicate
- Application and Floor Plan for License #5638
- Review Form

**Summary Statement/Background:**

Palmer City Alehouse has applied for a duplicate liquor license (#5638) and a change in ownership of their current Liquor License #119. State law requires local governing bodies (per AS 04.21.080, this is defined as the City Council) to review requests pertaining to liquor licenses within their municipalities. The City may voice a non-objection or may file a protest to a request.

The application for license #119 is to change the licensee from Tomter Enterprises, LLC to Palmer Alehouse, LLC.

In accordance to AS 04.11.090(e), a duplicate license is required if there is a regularly maintained fixed bar in a separate room from which alcohol is served or sold to members of the public. The Palmer Alehouse is intending to set up a second bar upstairs; therefore, applied for Liquor License #5638.

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. 18-051 directing the City Clerk to notify the State of Alaska of the City Council's statement of non-objection to Liquor License #119 and #5638, for Palmer City Alehouse.





April 2, 2018

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

<b>License Type:</b>	Beverage Dispensary	<b>License Number:</b>	119
<b>Licensee:</b>	Palmer City Alehouse, LLC		
<b>Doing Business As:</b>	Palmer City Alehouse		

- New Application**
 **Transfer of Ownership Application**  
 **Transfer of Location Application**
 **Transfer of Controlling Interest Application**

We have received a completed 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 protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant’s proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Jedediah Smith, Local Government Specialist  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



April 2, 2018

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

<b>License Type:</b>	Beverage Dispensary – Duplicate	<b>License Number:</b>	5638
<b>Licensee:</b>	Palmer City Alehouse, LLC		
<b>Doing Business As:</b>	Palmer City Alehouse		

- New Application**
 **Transfer of Ownership Application**  
 **Transfer of Location Application**
 **Transfer of Controlling Interest Application**

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Sincerely,

Jedediah Smith, Local Government Specialist  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Form AB-03: Restaurant Designation Permit Application**

**What is this form?**

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A detailed floor plan of the proposed designated and undesignated areas of the licensed business and a menu or expected menu listing the meals to be offered to patrons must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

**Section 1 – Establishment Information**

Enter information for licensed establishment.

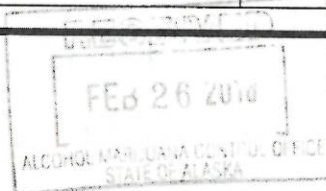
Licensee:	Palmer Alehouse, LLC <i>Duplicate</i>			
License Type:	Beverage Dispensary	License Number:	119	
Doing Business As:	Palmer City Alehouse			
Premises Address:	320 E. Dahlia			
City:	Palmer	State:	AK	ZIP: 99645
Contact Name:	MATT Tomter	Contact Phone:	907-854-8248	

**Section 2 – Type of Designation Requested**

This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

- Dining after standard closing hours: AS 04.16.010(c)
  - Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
  - Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
  - Employment for persons 16 or 17 years of age: AS 04.16.049(c)
- NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

OFFICE USE ONLY				
Issue Date:		Transaction #:		BRE:







Alaska Alcoholic Beverage Control Board

**Form AB-03: Restaurant Designation Permit Application**

**Section 3 – Additional Information**

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

8AM-2AM 7 DAYS A WEEK

Are any forms of entertainment offered or available within the licensed business or on the proposed designated portions of the premises?

Yes  No

If "Yes", describe the entertainment offered or available:

TELEVISION, OCCASIONAL LIVE MUSIC

Food and beverage service offered or anticipated is:

table service  buffet service  counter service  other

If "other", describe the manner of food and beverage service offered or anticipated:

Is an owner, manager, or assistant manager 21 years of age or older always present on the premises during business hours?

Yes  No

Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the third page of this form.

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the third page of this form that meet the requirements of this form.

Yes  No





Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

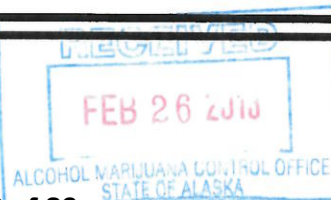
Alaska Alcoholic Beverage Control Board

## Form AB-03: Restaurant Designation Permit Application

### Section 4 – Detailed Floor Plan

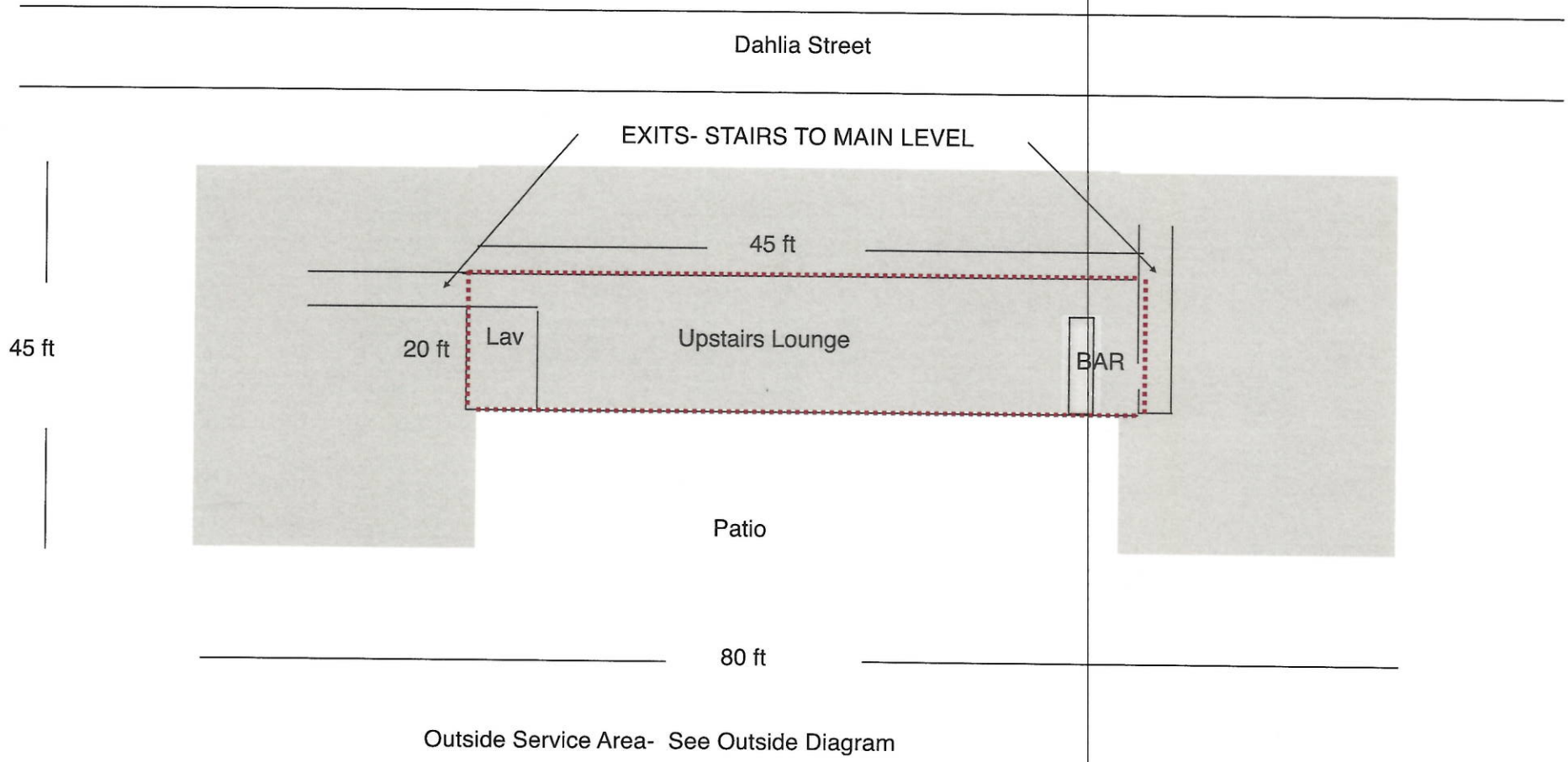
Provide a detailed floor plan that meets the requirements listed in Form AB-02 and clearly indicates the proposed designated and undesignated areas of the licensed business for purposes of this permit application.

*See ATTACHED*



Palmer Alehouse LLC (UP STAIRS)  
DBA Palmer City Alehouse  
320 E. Dahlia, Palmer Alaska 99645

■ = Building Exits





Alaska Alcoholic Beverage Control Board

**Form AB-03: Restaurant Designation Permit Application**

**Section 5 – Certifications and Approvals**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I have included with this form a detailed floor plan of the proposed designated and undesignated areas of the licensed business for purposes of this application. I understand that this diagram is different than my licensed premises diagram.

I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons.

I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license.

I declare under penalty of perjury that this form, including all attachments and accompanying schedules and statements, is true, correct, and complete.

[Signature]  
 Signature of licensee

[Signature]  
 Signature of Notary Public

MATT Tomte  
 Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: Aug 20, 2020

Subscribed and sworn to before me this 19 day of February, 2018.

Notary Public  
**CHAD McCAFFREY**  
 State of Alaska  
 My Commission Expires Aug. 20, 2020

Local Government Review (to be completed by an appropriate local government official):

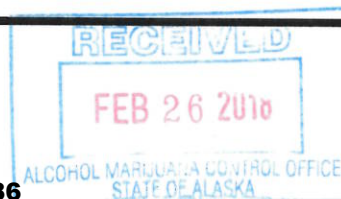
Approved Disapproved

\_\_\_\_\_  
 Signature of local government official

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed name of local government official

\_\_\_\_\_  
 Title



# √City of Palmer • Liquor License Review Form

**BUSINESS NAME:** Palmer City Alehouse

**OWNER:** Tomter Enterprises LLC to Palmer City Alehouse

**LICENSE TYPE:** Beverage Dispensary

**LOCATION:** 320 E. Dahlia Ave.

*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: N/A

Other Comments:



Finance Director

04/03/2018

Date

*Route to: Department of Community Development*

### Department of Community Development

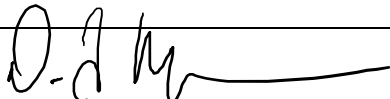
Code Compliant:  Yes  No

If no, explain:

Fire Compliant (Plans Review):  Yes  No

If no, explain:

Other Comments:



Community Development Director

4/3/18

Date



**Route to: Police Department**

**Police Department**

Code Compliant:  Yes  No

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

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



Chief of Police

4-3-18

Date

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

**City Manager's Office**

Citizen Comments:  Yes  No

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

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



City Manager

4/3/18

Date

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

**City Clerk's Office**

Citizen Comments:  Yes  No

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

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



City Clerk

April 4, 2018

Date

**FORWARD TO COUNCIL FOR AGENDA OF: April 24, 2018**



**City of Palmer  
Action Memorandum No. 18-052**

**Subject:** Confirming the Mayor's Nomination of Denise Christopher with a Term Ending October 31, 2020, to the Parks, Recreation and Cultural Resources Advisory Board

**Agenda of:** April 24, 2018

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

**Originator Information:**

**Originator:**    Mayor DeVries via City Clerk

**Department Review:**

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

**Approved for Presentation By:**

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

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ 600.00

This legislation (√):

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

Funds are (√):

- Budgeted                      Line item(s): 01-19-90-6059
- Not budgeted

Director of Finance Signature: \_\_\_\_\_

**Attachment(s):**

- None

**Summary Statement/Background:**

The Parks, Recreation and Cultural Resources Advisory Board (PRCRAB) is a seven-member board. PRCRAB Member Wesley Rath resigned, which was accepted by the City Council with approval of AM No. 18-034 on March 13, 2018.

Upon acceptance of Mr. Rath's resignation, the City Clerk's Office began the recruitment process. Public notice of this recruitment was posted on the City's website, published in *The Frontiersman* on 3/18 and 3/23, posted on the City Hall bulletin board, posted on the City of Palmer Facebook page, and advertised in the Chamber's weekly e-newsletter.

Five applications were received, as noted below. Four applications were received prior to the final deadline of 4:30 p.m., Friday, March 30, and one was received after deadline. As advertised, the Mayor reserved the right to extend deadlines and accept late applications.

Applicants were:

1. Denise Christopher
2. Lee Henrikson
3. Felicia Desimini
4. Tanya Shanks
5. Tiffany Mukaabya (received after deadline)

All applications met code requirements and were considered. After review, Denise Christopher is nominated to fill the vacant seat.

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

**Mayor's Recommendation:**

To approve Action Memorandum No. 18-052

**City of Palmer  
Action Memorandum No. 18-053**

**Subject:** Approving a Council Community Grant in the Amount of \$500.00 to the American Legion Post 15 to Support a Salute to Service Fun Run and Picnic to be Held on May 19, 2018


**Agenda of:** April 24, 2018

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


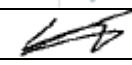

**Originator Information:**

**Originator:**    City Manager

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		04/13/18
_____	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:    \$ 500.00

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
X	Creates expenditure in the amount of:	\$ <u>500.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

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

Director of Finance Signature: 

**Attachment(s):**

- 2018 Council Grant Application
- 2018 Scoresheet

**Summary Statement/Background:**

The America Legion Salute to Service event is new to the valley. This event supports scholarship fundraising for valley students, veteran’s service organizations, military recruiting, and high school booster clubs.

The organization will conduct the event at the American Legion Post off the Glenn Highway.

This event has not been sponsored in the past.

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	\$1500	02/13/18
AM No. 18-028	Mayor's Green Day Gallup	\$1000	2/27/18
AM No. 18-029	Who Let the Girls Out Run	\$1000	2/27/18
AM No. 18-038	PMHA Garden and Art Faire	\$2000	3/13/18
AM No. 18-047	Valleywide Community Pinewood Derby	\$500	4/10/18
AM No. 18-053	Am. Legion Post 15 Community Social		
Total 2018 Grants approved prior:		\$6,000.00	

**Administration’s Recommendation:**

To approve Action Memorandum No. 18-053 Council Community Grant in the Amount of \$500.00 to the to the American Legion Post 15 to support a Community Social and Fundraiser.



## City of Palmer • City Manager's Office

231 W. Evergreen Avenue • Palmer, AK 99645

Phone: 907-745-3271 Fax: 907-745-0930

### Council Community Grant

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

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

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

#### **Applicant eligibility**

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

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

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



## City of Palmer • City Manager's Office

231 W. Evergreen Avenue • Palmer, AK 99645

Phone: 907-745-3271 Fax: 907-745-0930

### Council Community Grant Application

Program, service, project or event title: Salute to Service Fun Run & Picnic

Date(s) of program, service, project or event: 19 May 2018

#### Applicant Information

Name: American Legion Post 15 (POC Stephanie Wright)

Address: 1550 Mystic Cir

City: Palmer State: AK Zip: 99645

Phone: 910-273-1597 Email: \_\_\_\_\_

#### Organization Information

Name of organization/group: Palmer American Legion Post 15

Type of organization:  Non-profit  Volunteer community group  Other

#### Funding Request

Amount of Request: \$ 500.00

Matching funds provided by applicant: \$ 2350 in kind

#### 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.

Post 15 is hosting throwing a summer kick off party to raise funds for a scholarship for our local graduates. State and local emergency services, high school sports boosters, military entities, and veterans programs are all invited to be a part of the day to raise money and awareness at no cost to the groups participating. The day is starting with a family fun run/walk, includes a BBQ, cornhole tournament, and more.



### 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).

All events are taking place on 19 May 2018. The run is starting at Bleeding Heart Brewery, all else is at Post 15 on Outer Springs. Volunteers with the Legion family are doing the set up, running, and clean up of the event.

### Eligibility

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

Beneficiaries of the primary events are local students through the scholarship fund being started. Other groups to benefit are varied veterans help programs, and teams such as PHS football and cheer that are hosting their own kiddie events.

### Matching Funding Source

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

The Post is seeking sponsorships and donations from a wide array of sources to make the day as fun as possible for the entire community.

### Community Benefit

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

- Scholarship for local students
  - Interaction between vets and programs
  - Fundraising opportunity for teams
  - Local business interaction
- AAR will be provided to city mgr.  
Open to all.

### Detailed Budget

#### Revenue:


Source:	Cash	In-Kind	Total
<u>dunk tank</u>	\$ _____	\$ 200.-	\$ _____
<u>prizes (Airfare)</u>	\$ _____	\$ 350.-	\$ _____
<u>location</u>	\$ _____	\$ 500.-	\$ _____
<u>food</u>	\$ _____	\$ 500.-	\$ _____
<u>labor (volunteers)</u>	\$ _____	\$ 800.-	\$ _____
Totals	\$ _____	\$ _____	\$ 2350

#### Expenditures:

Item/Service:	Cash	In-Kind	Total
<u>Scholarship</u>	\$ 1,000 /yr	\$ _____	\$ _____
<u>food</u>	\$ _____	\$ _____	\$ _____
<u>advertisement</u>	\$ 300.-	\$ _____	\$ _____
<u>t-shirts</u>	\$ 2,000.-	\$ _____	\$ _____
Totals	\$ 3300	\$ _____	\$ 3300

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

Applicant signature:

  
\_\_\_\_\_

Date:

8/9/18  
\_\_\_\_\_

---

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:

\_\_\_\_\_

Palmer American Legion Post 15 presents:

# SALUTE TO SERVICE

# FAMILY FUN RUN & PICNIC

Saturday 19 May 2018 ~ Post 15, Palmer, AK



Registration Starts 10am at

**BLEEDING  
HEART  
BREWERY**



Step Off at Noon



Tournament Starts at 3pm

Pre-Registration \$10

Day-of Registration \$15

1st Place

2 Round Trip Tickets

Anchorage to Kenai

Register at Post 15

**Fun Run Costume Contest**

Individual and Group Categories

Prizes for best entries!

BBQ Chicken

Hamburgers

Hot Dogs



**BBQ & TOURNAMENT  
PROCEEDS BENEFIT THE**

**POST 15**

**SCHOLARSHIP FUND**

**EVERYONE  
WELCOME**

**Displays, Demos, and Activities by:**

- Local High School sports boosters
- Palmer Fire Department
- Army, Navy, USAF, Marine, and USCG
- Alaska Wildlife Troopers
- Veteran's Organizations
- Local EMS

# **SALUTE TO SERVICE**

## **FAMILY FUN RUN & PICNIC**

Dear Sir or Ma'am,

Pursuant to the goals and aims of the American Legion, Palmer Post 15 is hosting an event to raise funds for a scholarship for the young men and women of our local area. This May 19th, we have invited local high school sports teams, veterans programs, and public safety entities to join us in a kick off to summer party sure to be a fun day for everyone. This event includes a Family Fun Run/Walk, BBQ, Cornhole Tournament, and more. We are not charging admission or fees to any participating groups, and therefore we can use a little help with start-up funds. As a sponsor, you can be assured that all proceeds from this event will be going directly to the scholarship, and your business or company's name will stand out as a donor to the fund. We have provided a list of tier levels for your consideration, and look forward to hearing from you. Thank you very much for your time.

Sincerely, American Legion Post 15, Palmer, AK

### **Sponsorship Tiers**

- \$100 - Business name listed as a sponsor and recognition at the event
  
- \$250 - Business name listed on event advertisements, and 2 steak dinners at Post 15
  
- \$500 - Business logo on event advertisements, 2 steak dinners at Post 15, and 2 event Sponsor thank you souvenirs
  
- \$1000 - Business logo on event advertisements, 2 steak dinners at Post 15, 2 event Sponsor thank you souvenirs, and recognition on radio advertisements

The American Legion is a non-profit 501(c)(19) Veterans Organization.

Please contact Post 15 or event coordinator Stephanie Wright (910)273-1597 for more information or to become a sponsor today!

**Palmer American Legion Post 15**  
1550 Mystic Circle  
Palmer, AK 99645

Project Name: American Legion Community Event

Reviewer Name: Nathan Wallace

Date: 4/6/2018

## Qualification Pre-Check

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

- Event must be accessible to all members of the community.
- Event must take place within Palmer city limits or within one mile of city limits. .5 miles
- Event has received funding from the City in the past. List the years funding was received: None
  - If event was supported by a City grant in the past, the post event report from the previous event is complete.

	Application Elements		Expectations	Points Earned
Accessibility & Strategic Priorities	10 pts	7 pts.	3-0 pts	
	The application clearly states the economic benefits and the reader/evaluator easily understands the benefits to the community and residents of the City.	The application states the benefits, however it is not clear and/or the reviewer/evaluator must assume or use reason to determine the benefits to the community and residents of the City.	The application does not clearly demonstrate the benefits and/or the reader/evaluator cannot determine through reasoning the benefits to the community or residents of the City.	7
	The application clearly addresses how the project meets one or more of the City's Economic Development Strategic Priorities.	The application attempts to address how the project meets one or more of the City's Economic Development Strategic Priorities; however, the reviewer/evaluator must assume or use reason to determine how the project is addressing a strategic priority(s).	The application does not clearly demonstrate how the project is addressing a strategic priority and/or the reader/evaluator cannot determine through reasoning how the project is addressing a strategic priority.	3
Fiscal	The application clearly states how much financial or in-kind services are being requested for the project.	The application contains information regarding financial and/or in-kind services as part of the project; however, it is not clear and the reviewer/evaluator must assume or use reason to determine what is being requested.	The application does not clearly state what is being requested and/or the reviewer/evaluator cannot determine through reasoning.	10
	The application includes a project budget which demonstrates sound fiscal practices and reviewer/evaluator can easily understand.	The application includes a project budget; however, the reviewer/evaluator has questions or has to use reason to understand the overall budget for the project.	The application does not include a project budget or the reviewer/evaluator cannot understand and/or has significant concerns about the budget as presented.	10
Benefit	The application clearly states how the community will benefit as a result of the event.	The application states the degree of benefits; however, it is not clear and the reviewer/evaluator must assume or use reason to determine the how the community will benefit as a result of this grant.	The application does not clearly demonstrate the degree of benefits and/or the reviewer/evaluator cannot determine the how the community will benefits as a result of this grant.	7
Reporting	The application clearly states how and when the City will receive a post event report on this project.	The application attempts to address how a post event report will be given to the City; however it is unclear and the reviewer/evaluator must assume or use reason to determine how and when the report will be presented.	The application does not attempt to address how a post event report will be given to the City or the reviewer/evaluator cannot determine how the report will be presented.	3
			<b>Total:</b>	<b>40/60</b>