

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

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

City of Palmer, Alaska
City Council Meeting
June 12, 2018, at 7 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.cityofpalmer.org

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. **Action Memorandum No. 18-064:** Authorizing the City Manager to Execute Change Order No. 4 with Roger Hickel Contracting, Inc., to Install 150 Linear Feet of Additional 24" DIP Line from the Control Building to the MBBR as Part of the Wastewater Treatment Plant Facility Plan Update Page 3
2. Approval of Minutes of Previous Meetings
 - a. April 17, 2018, Joint City Council and Planning & Zoning Commission Meeting Page 11

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Presentation of a Proclamation for Karen Cordero for Teacher of the Week Page 15

F. REPORTS

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

G. AUDIENCE PARTICIPATION

H. NEW BUSINESS

1. Committee of the Whole (note: action may be taken by the council following the committee of the whole)
 - a. Review of Council Member Applications
 - b. City Council Member Applicant Interviews
2. Selection and Appointment of City Council Member

I. RECORD OF ITEMS PLACED ON THE TABLE

J. AUDIENCE PARTICIPATION

K. COUNCIL MEMBER COMMENTS

L. ADJOURNMENT

Tentative 2018 Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
June 19	Special	6 pm	
June 26	Regular	7 pm	
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
Action Memorandum No. 18-064**

Subject: Authorizing the City Manager to Execute Change Order No. 4 with Roger Hickel Contracting, Inc., to Install 150 Linear Feet of Additional 24" DIP Line from the Control Building to the MBBR as Part of the Wastewater Treatment Plant Facility Plan Update

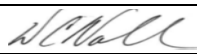
Agenda of: June 12, 2018

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


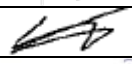

Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<input checked="" type="checkbox"/>	Finance		05/24/18
_____	Fire	_____	_____
_____	Police	_____	_____
<input checked="" type="checkbox"/>	Public Works		5/22/18

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 64,693.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 64,693.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 24-53-41-6225
- Not budgeted _____

Director of Finance Signature: 

Attachment(s):

- EJCDC Change Order No. 4 with provider cost estimate and drawings.

Summary Statement/Background:

This Change Order is to install 150 linear feet of 24" DIP line from the northwest corner of the control building to the existing flange on the influent channel of the MBBR. This line will serve as a portion of a future outfall line from lagoon 1 to the MBBR in order to use Lagoon 1 for grit settling or temporary influent storage in times of excess flow.

This item was removed from original design in order to meet funding levels. With minimal change orders to date and substantial completion anticipated within 90 days, this is being put back into the design and funded by contingency funding set aside at project start.

USDA concurs with this Change Order.

Administration's Recommendation:

To approve Action Memorandum No. 18-064 allowing the City Manager to execute Change Order No. 4.


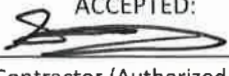
Date of Issuance: May 18, 2018	Effective Date: May 18, 2018
Owner: City of Palmer, AK	Owner's Contract No.:
Contractor: Roger Hickel Contracting, Inc.	Contractor's Project No.: 374
Engineer: HDR	Engineer's Project No.: 10022766
Project: Wastewater Treatment Facility Improvements	Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: Install 150 linear feet of additional 24" DIP line from northwest of the control building to the existing flange on the influent channel of the MBBR (see attached drawing). This is referred to as Phase I in the attached letter. This line will serve as a portion of a future outfall line from Lagoon 1 to the MBBR in order to use Lagoon 1 for grit settling or temporary influent storage in times of excess flow

Attachments: [List documents supporting change] Change Order Proposal letter from Roger Hickel Contracting, Inc. dated May 11, 2018.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>9,514,000.00</u>	Original Contract Times: Substantial Completion: <u>July 31, 2018</u> Ready for Final Payment: <u>November 30, 2018</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>3</u> : CO#3 is pending approval \$ <u>61,943.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : No Change Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>9,575,943.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>July 31, 2018</u> Ready for Final Payment: <u>November 30, 2018</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>64,693.00</u>	[Increase] [Decrease] of this Change Order: No Change Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>9,640,636.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>July 31, 2018</u> Ready for Final Payment: <u>November 30, 2018</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: 	By: _____	By: 	Contractor (Authorized Signature)		
Title: <u>Project Manager - HDR</u>	Title: _____	Title: <u>Vice-President</u>	_____		
Date: <u>5/21/2018</u>	Date: _____	Date: <u>5-22-18</u>	_____		

Approved by Funding Agency (if applicable)

By: _____ Date: _____

Title: _____

Roger Hickel Contracting, Inc.

May 11th, 2018

**Palmer WWTF
HDR Engineering
2525 C Street- Suite 500
Anchorage, Alaska 99503-2632**

Attention: Ryan Moyer

Re: Palmer WWTF

Change Order Proposal No. 8- Additional 24" DIP

Dear Mr. Moyer-

In accordance with your recent request, we are providing the attached proposal to add 24" DIP and associated structures to the scope of this project. This change includes a phase 1 and a phase 2 (options A and B) Please see the attached sketches provided. Please note that some items are plugged (in particular the gates associated with Phase II options). Upon further design, we reserve the right modify pricing accordingly.

Please also note that due to material availability, we are using 24" DIP in lieu of HDPE shown in sketches.

Please note that we are not charging general conditions or mobilization costs as we assume that we will be awarded this work in a manner that will allow it to be performed currently with our remaining contract work.

We propose to do this additional scope of work for the lump sum price of Phase 1 (\$64,693). Phase II-A (\$105,911), and Phase II-B (\$227,165). Please see attached breakdowns and quotes for how this figure was derived.

Please do not hesitate to contact me should you have any questions or concerns regarding this proposal. Thank you for this opportunity to be of service.

Sincerely,



Scott Dunlap, Project Manager
Roger Hickel Contracting, Inc
374-8

Accepted:

Owner's Representative

Date: _____

Roger Hickel Contracting, Inc.

Date: 5/11/2018
 Job # 374
 COP # 8

Project: **Palmer WWTF**
 Description: 24" DIP- Phase 1

General Contractors Work

1 Labor	\$ 12,964
2 Miscellaneous Job Supplies	\$ -
3 Equipment	\$ 7,700
4 Materials	\$ 35,250
6 Subtotal	\$ 55,914

Subcontractors

20 Subcontractor work - Direct Cost	\$ -
21 Subcontractor equipment	\$ -
22 2nd Tier Subcontractor	\$ -
23 3rd Tier Subcontractor	\$ -

SUMMARY

31 Markup on Prime Contractors Labor & Materials:	15%	\$ 7,232
32 Markup on Prime Contractors Equipment:		\$ -
33 Prime Contractors Subtotal		\$ 63,146
34 Prime Contractors Markup on Subcontractors Direct Cost	15%	\$ -
35 Subcontractor Subtotal With Prime Contractors Markup		\$ -
36 Subtotal Prime and Subcontractor		\$ 63,146
37 General Liability Insurance (.55%)		\$ 347
38 All risk Insurance(1.1%)		\$ 695
39 P/P Bond (0.8%)		\$ 505
40 TOTAL CHANGE ORDER AMOUNT		\$ 64,693

An additional 0 calendar day extension to the contract is required

Submitted by: _____

5/11/2018
Date

75.13

5/18/2015

Project: Palmer WWTF

CO #: 8

Roger Hickel Contracting, Inc.

Description: Phase 1- 160' of 24" DIP

SPEC SECT	ACTIVITY	QTY	Unit	Labor MH	Labor \$	Total MH's	TOTAL LABOR \$	Material rates	TOTAL MATL \$	TOTAL EQUIP \$	SUB \$	Line Totals
						0	0		0			0
2	Purchase new pipe and fittings	1	LS		78.00	0	78	0	33,000			33,000
	Excavate and install pipe (includes install of fittings)- 5 man crew gets 50 feet completed per day- material is bedding- 100 tns at \$20/tn	150	LF	1,000	78.00	150	78	11,700		2,000	7,500	21,200
	Pressure Test Line	1	EA	16,000	78.00	16	79	1,264	250	250	200	1,714
###			LS		75.13	0	0					0
###					.00	0	0					0
SECTION TOTALS						166	12,964.00		35,250.00	7,700	0	55,914

Total MH 166

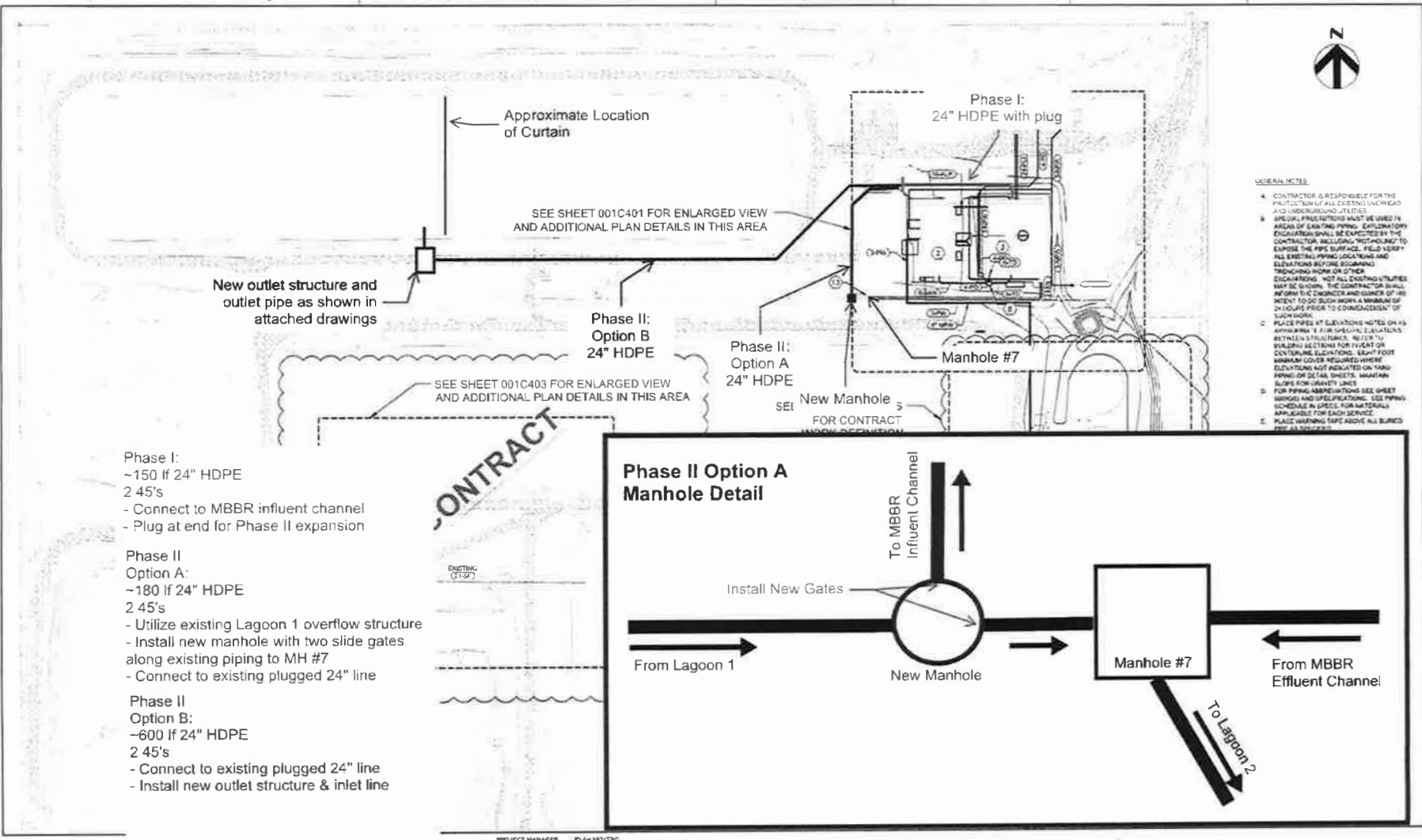
Total Labor \$ 12,964

Total Matl \$ 35,250

Total Equip \$ 7,700

Total Sub \$ 0

Total \$ 55,914



- GENERAL NOTES**
- CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING ABOVE AND UNDERGROUND UTILITIES
 - BEFORE PROCEEDING MUST BE USED IN AREAS OF EXISTING PIPING. EXPLORATORY EXCAVATIONS SHALL BE CONDUCTED BY THE CONTRACTOR INCLUDING NOTIFICATION TO EXPOSE THE PIPE SURFACE. FIELD VERIFY ALL EXISTING PIPING LOCATIONS AND ELEVATIONS BEFORE BEGINNING TRENCHING WORK OR OTHER EXCAVATIONS. NOT ALL EXISTING UTILITIES MAY BE SHOWN. THE CONTRACTOR SHALL INFORM THE ENGINEER AND OWNER OF ANY INTENT TO DO SUCH WORK A MINIMUM OF 24 HOURS PRIOR TO COMMENCEMENT OF SUCH WORK.
 - PLACE PIPES AT ELEVATIONS NOTED ON THIS DRAWING. 1' IS AN UNUSUAL ELEVATION. BETWEEN STRUCTURES, REFER TO BUILDING SECTIONS FOR TIE-IN OR CENTERLINE ELEVATIONS. 18" FOOT MANHOLE COVERS REQUIRED WHERE ELEVATIONS ARE INDICATED ON THIS DRAWING. SEE DETAIL SHEETS. MAINTAIN SLOPE FOR GRAVITY LINES.
 - FOR PIPING ABBREVIATIONS SEE SHEET WORKS AND SPECIFICATIONS. SEE PIPING SCHEDULE IN SPEC. FOR MATERIALS APPLICABLE FOR EACH SERVICE.
 - PLACE WARNING TAPE ABOVE ALL BURIED PIPE AS REQUIRED.

C:\pwworkspace\10114101.dwg PLOT: 6/12/2015 10:12:55 AM: 10/10/15



ISSUE	DATE	DESCRIPTION
1	JUN 2015	CONFIRMED DOCUMENTS

PROJECT MANAGER	J. J. MONTY
LEAD	B. WIDERS
STRUCTURAL	J. HERMAN
ARCHITECTURAL	M. LAMBERT
PROCESS	J. MCCRECH
MECHANICAL	T. JARDAN
ELECTRICAL	B. SARGENT
INSTALLATION	B. TEST
PROJECT NUMBER	10114101

CONTRACT REQUIREMENTS AND SUBSEQUENTLY ISSUED ADDENDUMS HAVE BEEN INCORPORATED INTO ONE COMPREHENSIVE SET OF DOCUMENTS FOR THE CONVENIENCE OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL INFORMATION AND REQUIREMENTS IN THE CONTRACT DOCUMENTS AND THE CONTRACT DOCUMENTS ARE FINAL. THE CONTRACT DOCUMENTS AND ADDENDUMS SHALL TAKE PRECEDENCE.



City of Palmer
WWTF
 Improvements Project

CIVIL
YARD PIPING PLAN

SCALE: 1" = 20'

FILENAME: 001C101.dwg

SHEET: 001C101

Special Joint Planning & Zoning Commission Meeting
April 17, 2018

A. CALL TO ORDER

A special meeting of the Joint Planning & Zoning Commission and the Palmer City Council was held on April 17, 2018, at 6:00 pm in the Council Chambers, Palmer, Alaska.

Mayor DeVries called the meeting to order at 6:00 pm.

B. ROLL CALL

Comprising a quorum of the City Council and Planning & Zoning Commission, the following roll call was taken:

City Council:

Edna DeVries, Mayor
Richard Best, Deputy Mayor (participated telephonically)
Steve Carrington
David Fuller
Brad Hanson
Peter LaFrance
Sabrena Combs

Planning & Zoning Commission:

Dan Lucas, Chair
David Petty, Vice Chair
Richard Benedetto
Kristy Thom-Berneir

Deputy Mayor Best participated telephonically and was excused from the meeting at 7:35 p.m.

Planning & Zoning Commissioners Gena Ornquist and Merry Maxwell were absent and excused. Planning & Zoning Commissioner Douglas Cruthers was absent and unexcused.

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
David Meneses, Interim Community Development Director

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

CC Main Motion: To Approve the Agenda

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

PZC Main Motion: To Approve the Agenda

Moved by:	Petty
Seconded by:	Benedetto
Action:	Motion carried
In favor:	Lucas, Petty, Thom-Bernier, Benedetto
Opposed:	None
Absent:	Cruthers, Maxwell, Ornquist

E. AUDIENCE PARTICIPATION

Mr. Richard Stricken presented his vision for the previous Fred Meyer building.

F. NEW BUSINESS

1. Committee of the Whole (note: action may be taken by the council following the committee of the whole)

CC Main Motion: To Enter into a Committee of the Whole

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

PZC Main Motion: To Enter into a Committee of the Whole

Moved by:	Petty
Seconded by:	Thom-Bernier
Action:	Motion carried
In favor:	Lucas, Petty, Thom-Bernier, Benedetto
Opposed:	None
Absent:	Cruthers, Maxwell, Ornquist

The Council entered into a Committee of the Whole at 6:15 p.m.

- a. Annual Work Plan: Title 17 Review

City Council and Planning and Zoning Commission (Commission) reviewed the Commission’s work on the Palmer Municipal Code (PMC) Title 17. Discussion, review, recommendations, and guidance was provided on the following:

- Definitions
- Rentals in R-1 or R-2
- Possible need for CUP approval in R-1 and R-2

- b. Presentation by City Attorney on Ex-Parte Contact and Conflicts of Interest

City Attorney Michael Gatti provided a presentation focusing on Quasi-Judicial matters and ex-parte contact.

- c. Other Matters Related to Planning & Zoning Commission

Council Member Brad Hanson requested the PMC be reviewed for a potential rearrangement with a focus on “District Established”.

The City Council and Commission adjourned the Committee of the Whole and reconvened the regular joint meeting at 8:14 p.m.

G. RECORD OF ITEMS PLACED ON THE TABLE

None

H. COUNCIL AND COMMISSION MEMBER COMMENTS

All other members thanked the City Council and Commissioners for their time, willingness to hold a joint meeting, and hard work serving the community.

Mayor DeVries thanked the commission members for their time and effort for making Palmer "Alaska at Its Best".

I. ADJOURNMENT

With no further business before the Council and Planning and Zoning Commission, the meeting adjourned at 8:20 p.m.

Approved by the City Council on this ____ day of _____, 2018.

Norma I. Alley, MMC, City Clerk

Edna DeVries, Mayor

Approved by the Planning & Zoning Commission this ____ day of _____, 2018

David Meneses, Community Development Director

Dan Lucas, Planning & Zoning Commission Chairman



PROCLAMATION

RECOGNIZING KAREN CORDERO

WHEREAS, The City of Palmer and the City Council would like to extend their congratulations to Karen Cordero, a Palmer Citizen, for her recent award; and

WHEREAS, Karen was selected as the KTVA Channel 11 and Sylvan Learning Center Teacher of the Week April 16, 2018; and

WHEREAS, Karen is well respected by the Palmer community, the school community and her peers; and

WHEREAS, Karen has shown great leadership, ingenuity in her teaching, and has opened doors for her students to go out and further explore the world; and

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Palmer, Alaska, do hereby express our gratitude and appreciation for all the work Karen Cordero does as a teacher and role model for her students and all those she encounters. I call upon all citizens of Palmer to join me in this special recognition and the impact she has made and continues to make on our youth.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the seal of the City of Palmer to be affixed on this 12th day of June, 2018.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk