

Mayor Edna B. DeVries
Deputy Mayor Richard W. Best
Council Member Steve Carrington
Council Member Linda Combs
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 26, 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. 18-065:** Authorizing the City Manager to Negotiate and Execute a One Year Contract with the Matanuska-Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area (GPFSA) Page 3
 - b. **Action Memorandum No. 18-066:** Authorizing the City Manager to Negotiate and Execute a One Year Contract for Rescue Services with the Matanuska-Susitna Borough Page 15
 - c. **Action Memorandum No. 18-067:** Authorizing the City Manager to Execute Change Order #1, Execution of Additive Alternate #3, Apron Replacement at Fire Station 3-1, with North Star Excavation and Asphalt, Inc. in an Amount Not to Exceed \$36,000.00 Page 25
2. Approval of Minutes of Previous Meetings
 - a. April 24, 2018, Regular Meeting..... Page 27
 - b. June 19, 2018, Special Meeting Page 31

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Presentation of a Proclamation for Palmer High School Baseball Team for Achievement as Southcentral Conference Champions Page 33

F. REPORTS

1. City Manager's Report Page 35
2. City Clerk's Report Page 41
3. Mayor's Report Page 53
4. City Attorney's Report

G. AUDIENCE PARTICIPATION

H. NEW BUSINESS

1. **Resolution No. 18-016:** Supporting the Construction of a Restroom Facility on the Alaska State Fair Grounds Page 55

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
July 10	Regular	7 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	
Sept 11	Regular	7 pm	
Sept 25	Regular	7 pm	
Oct 8	Special	6 pm	Election Certification
Oct 9	Regular	7 pm	
Oct 16	Special	6 pm	1 st Budget Public Hearing

**City of Palmer
Action Memorandum No. 18-065**

Subject: Authorizing the City Manager to Negotiate and Execute a One Year Contract with the Matanuska-Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area (GPFSA)

Agenda of: June 26, 2018

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

Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> X </u>	Finance	<u><i>[Signature]</i></u>	<u>06/07/18</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: \$ 382,783.00

This legislation (√):

<input checked="" type="checkbox"/>	Creates revenue in the amount of:	\$ <u>382,783.00</u>
<input type="checkbox"/>	Creates expenditure in the amount of:	\$ _____
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input checked="" type="checkbox"/>	Budgeted	Line item(s): <u>01-00-00-3425 Fire Services Contract</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: *[Signature]*

Attachment(s):

- GPFSA Intergovernmental Agreement

Summary Statement/Background:

Since the mid 1960s, the Matanuska-Susitna Borough has contracted with the City of Palmer to provide fire protection and response services to the Greater Palmer Fire Service Area (GPFSA). This has resulted in a mutually beneficial relationship to Palmer and the GPFSA. The current contract will expire June 30, 2018. The contract has been revised to reflect the appropriate date and monetary changes.

The financial data has been updated to reflect the 2018 Council approved budget. With certain exceptions, such as the City and GPFSA paying the insurance on their prospective apparatus, the contract calls for the GPFSA to pay the remaining one-half of the City of Palmer's Fire & Rescue budget. Operationally, combining fire service response for the City and the GPFSA allows for a larger pool of paid-on-call volunteers to respond to a call in either area, and it allows for a smaller, more streamlined overhead expense to the borough and the city.

Administration's Recommendation:

To approve Action Memorandum No. 18-065 Authorize the City Manager to Negotiate and Execute a One Year Contract with the Matanuska-Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area (GPFSA).

MATANUSKA-SUSITNA BOROUGH
GREATER PALMER FIRE SERVICE AREA
and
CITY OF PALMER

INTERGOVERNMENTAL FIRE SERVICES AGREEMENT

THIS AGREEMENT is made between the Matanuska-Susitna Borough, a municipal corporation, hereafter referred to as “Borough” and the City of Palmer, hereafter referred to as “City” for the provision of fire protection services.

SECTION 1. Definitions

In this contract hereafter:

- A. The term “Agreement” means the Matanuska-Susitna Borough Greater Palmer Fire Service Area and City of Palmer Fire Services Agreement.
- B. The term “Borough” means the Matanuska-Susitna Borough.
- C. The term “City” means the City of Palmer.
- D. The term “GPFSA” means the Greater Palmer Fire Service Area.

SECTION 2. Authority

This intergovernmental agreement is authorized pursuant to Alaska State Constitution, Article X, Section 13 and A.S. 29.35.010(13) and is for the joint administration and exercise of fire protection services by the Borough and the City.

SECTION 3. Term

This contract shall be for one (1) year commencing on July 1, 2018, and ending on June 30, 2019, subject to the termination provisions of Sections 20 and 21.

SECTION 4. Compensation/Consideration

- A. The Borough shall pay to the City an amount not to exceed \$382,783 during the term of this contract, to be paid in two equal payments each in the amount of \$191,391.50. This amount is based upon 50% of the Palmer Fire’s annual operating budget between the Borough (GPFSA) and the City, as per Section 7.B. of this Agreement.
- B. The schedule for payments shall commence with the first payment of \$191,391.50 due no later than July 31, 2018. The second payment shall be made no later than January 30, 2019.

- C. Payments made under this contract are subject to appropriation of funds by the Borough.
- D. The City agrees that any fire department operational funds designated in the budget for specific personnel or new equipment purchases that form the basis of the above amount of the payment that are not expended will be refunded to the Borough.
- E. Should an emergency or unforeseen event occur that will require additional funds for services under this contract, the City shall notify the Borough in writing of the amount and reason for the increase. The request then must be approved by the GPFSA Board of Supervisors. The payment of any supplemental funding shall be subject to available funds and Assembly appropriation.
- F. So long as the operating budget is funded 50% from the City and Borough as in Section 4.A., any funds from the City Fire Department budget not spent during this fiscal period will be refunded to the Borough; the residual balance to be at the rate defined in Section 4.A. The refund shall be paid by check.

SECTION 5. Service Boundaries

The City shall provide fire protection services within the GPFSA and to those other Borough FSA's under the approved mutual aid and automatic aid agreements signed by the City of Palmer.

SECTION 6. Vehicles and Equipment

The City agrees to maintain all vehicles and firefighting and communications equipment belonging to the City and the GPFSA in a working condition. For major repair of Borough-owned vehicles or equipment (any repair costing more than \$1,000), the City shall first receive concurrence from the Borough Emergency Services Director prior to repair. For repairs exceeding \$1,000 for GPFSA-owned vehicles, the total cost of the repairs will be paid by the Borough (the City will pay for its own vehicles).

For Borough-owned vehicles in which an insurance claim may be involved, see Section 16 of this Agreement.

The vehicles and equipment assigned to or purchased for the GPFSA shall remain the property of the GPFSA.

SECTION 7. Expenses

- A. The City agrees that all funds expended under this contract shall be used solely and exclusively for providing fire protection services as per Section 7.B. of this agreement. The City further agrees to provide the Borough with an inventory list by station and vehicle of equipment assigned to or purchased for that station or vehicle, as per National Fire Protection Association (NFPA) 1901 and Insurance Services Organization (ISO) standards. The City will not be required to maintain separate inventories of Borough and City equipment.

- B. Eligible fire protection services operating expenses for the City are as follows:
- a. Salaries and benefits for the firefighter personnel;
 - b. A proportionate share of the salaries and benefits for City fire administrative personnel, as determined by their respective job duties and descriptions;
 - c. Travel and expense reimbursement for fire protection related travel;
 - d. Training: Firefighter training (structural and wildland), fire officer training, fire prevention training, fire code training, mandated Federal, State and local training, and any miscellaneous fire-related training;
 - e. Utilities directly related to any City fire department buildings;
 - f. Fuel expenses for fire apparatus, fire support vehicles, and motorized equipment and tools;
 - g. Rental/lease of equipment directly related to fire protection, and rent/lease of facilities or storage space that is of benefit to the GPFSA;
 - h. Insurance:
 - i. The City will provide at its own expense workers compensation insurance, and unemployment insurance for all positions related to this agreement (see Section 16);
 - ii. The City will pay the vehicle insurance for those vehicles owned by the City;
 - iii. The Borough shall provide vehicle liability, and physical damage coverage on all Borough-owned vehicles that are directly involved with a GPFSA response or official business (see Section 1).
 - i. Supplies: any supplies purchased that are directly fire related;
 - j. Maintenance: any maintenance which directly benefit the fire protection services to fire facilities, vehicles and equipment;
 - k. Personal protective equipment and uniforms purchased for firefighter and Officer personnel;
 - l. Equipment: any equipment purchased for direct use in firefighting, fire administrative office, computers, and tools.

C. Fire protection services operating expenses for the City that are non-eligible are as follows:

- a. "Miscellaneous" line item descriptions are not eligible expenditures under this Agreement;

- b. City capital budget items are not eligible expenditures under this Agreement.
- c. Administrative overhead expenses are eligible expenses but must not exceed 10% of the operating budget total (exclusive of Section 7.B.b. above).
- d. Any and all operational expenses directly or indirectly related to providing rescue services shall be excluded from this Agreement.

SECTION 8. Other Expenses

- A. The City agrees to bear the costs of all building and personnel supplies, office supplies, household supplies, salaries and wages, and supplies which are necessary or convenient to the operation of such fire protection services and the performance of the obligations hereunder provided.
- B. The City may, at its option, use the Borough's purchasing system for supplies and equipment at the actual cost of such supplies and equipment. The Borough purchasing procedures and policies shall apply for these purchases.

SECTION 9 Records

- A. The City shall provide a report at its own expense, to the Borough containing the following information:
- B. A copy of the City of Palmer annual audit, once approved by the Palmer City Council.
- C. Fire-specific records, including:
 - a. Total number and types of responses for both the City and the GPFSA fire services,
 - b. All City fire department expenditures detailing each of the line items in the budget, including the amount of the rebate (see Section 4F), if any. A preliminary previous fiscal year annual budget report no later than February 1st, and an audited annual budget report within 180 days from the close of the previous fiscal year.
 - c. An annual training report,
 - d. An inventory list by station of all fire apparatus and support vehicles, including all appropriate equipment for each vehicle as recommended by NFPA 1901 and related ISO standards.

SECTION 10. Personnel

- A. The City agrees to maintain an appropriate number of full-time and paid on-call fire fighters to respond to fires within the GPFSA or for automatic or mutual aid as requested

by other Borough fire service areas. The City agrees that such personnel shall meet the minimum training standards of the City of Palmer.

- B. The City agrees that all personnel will comply with all requirements of federal, state and local mandates, including, but not limited to O.S.H.A., Homeland Security, and the State Fire Marshall's Office.

SECTION 11. Operating Procedures

The City will provide fire suppression operations using city procedures that are interoperable with Borough Standard Operating Procedures as established by the Director of the Department of Emergency Services when responding to fires in the GPFSA or when providing mutual/auto aid to other Borough Fire Service Areas.

SECTION 12. Public Safety Buildings

The City shall insure that the three GPFSA Public Safety Buildings (Station 32, Station 33 and Station 35) are maintained with indoor heat for parking of the apparatus and storage of other necessary equipment and supplies. The public safety buildings shall allow for immediate and rapid entrance and exit of personnel and equipment.

The Borough shall provide any capital improvements necessary to these Borough-owned facilities and will maintain the structure, the mechanicals, and the septic and water systems unless damage is due to negligence.

SECTION 13. Relationship of Parties

The City shall perform its obligations under this agreement as an independent contractor for the Borough. The Borough shall not supervise or direct the City other than as provided in this agreement.

SECTION 14. Mutual / Auto Aid

For the purposes of this contractual relationship between the Palmer Fire and Rescue and the GPFSA, there is no traditional mutual aid response to and from either the City or the GPFSA. It is agreed by both Parties that each response within the City of Palmer's jurisdiction will be considered a City incident, and all responses within the Great Palmer Fire Service Area will be considered a Borough incident.

SECTION 15. Nondiscrimination

In performing its duties under this contract, neither party may discriminate against any person on the basis of race, creed, color, religion, national origin, age, sex or marital status, physical handicap, status as a disabled veteran.

SECTION 16. Insurance

The City agrees, at its own expense, to provide workers compensation insurance for all firefighting personnel. The City and the Borough shall provide vehicle liability for their respective vehicles, physical damage coverage on agreed to vehicles for the term of this agreement:

The City and the Borough agree to notify the other party immediately of any situation, incident or event that may cause a claim to be made against the other party. The City and the Borough agree to cooperate with one another in any accident or incident investigation and reporting required as a result of an incident involving the GPFSA.

SECTION 17. Financial Records

Expenditures of funds under this contract shall be made solely for the purpose of fulfilling the GPFSA's fire protection duties and obligations, and to the same extent as may be required by law governing all other expenditures of the City, shall be subject to independent audit.

SECTION 18. Additional Insurance.

The City agrees to add the Borough as an additional insured to the same extent as it insures itself for professional liability, errors and omissions and excess coverage. The requirement that the Borough be an additional insured shall only be required for those activities by the City in providing fire protection services under this agreement.

SECTION 19. Assignment

Neither this contract nor any interest created hereby may be assigned by the City or the Borough without the express written consent of the Borough Manager or the City of Palmer Manager.

SECTION 20. Termination of Contract for Cause

If, through any cause, the City or Borough shall fail to fulfill its obligations under this contract, or shall violate any of the covenants, agreements, or stipulations of this contract, the Borough or City shall thereupon have the right to terminate this contract. The City or Borough should do so by giving written notice at least thirty (30) days before the effective date of such termination.

SECTION 21. Termination for Convenience of the Parties

Either party may terminate this contract for any reason at any time by giving a sixty (60) day written notice to the other party of such termination and specifying the effective date of such termination. In that event, all equipment, vehicles, supplies, reports or other materials that are the property of the Borough shall be returned to the Borough by the effective date of termination. All property of the City shall be returned to the City by the effective date of termination. The City shall refund to the Borough the prorated share of any monies paid to the City by the Borough for fire services under this Agreement.

SECTION 22. Contract Administration

- A. The Department of Emergency Services Director or his designee will be the representative of the Borough administering this agreement.
- B. The services to be furnished by the City shall be administered, supervised, and directed by the City of Palmer Fire Chief or their designee. In the event that the position named above or any of the positions identified under this contract are unable to serve for any reason, the City shall appoint a successor.

SECTION 23. Modifications

The Borough and the City may, from time to time, modify the scope and content of this Agreement. Agreements to modify must be in writing, executed by both parties.

SECTION 24. Complete Agreement

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this contract shall supersede all previous communications, representations, or agreements either oral or written, between the parties.

SECTION 25. Interpretation and Enforcement

This agreement is being executed by the parties following negotiations between them. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The titles of sections in this agreement are not to be construed as limitations or definitions but are for identification purposes only.

If any provision of this agreement is determined to be void or invalid, the remaining provisions of the agreement shall be in full force and effect.

SECTION 26. Mutual Understanding

The Borough and the City acknowledge that both have read and understand the terms of this agreement, have had the opportunity to review the same with counsel of their choice, and are executing this agreement of their own free will.

The covenants and conditions contained herein shall be the whole and complete agreement between the parties and shall apply to and bind the parties, their successors and assigns.

SECTION 27. Venue

The venue of any dispute that arises and results in the filing of a claim shall be the Third Judicial District, Palmer, Alaska.

IN WITNESS WHEREOF, the parties have executed this agreement at Palmer, Alaska, on this _____ day of _____, 2018

MATANUSKA -SUSITNA BOROUGH

CITY OF PALMER

John Moosey, Borough Manager

Nathan Wallace, City Manger

**City of Palmer
Action Memorandum No. 18-066**

Subject: Authorizing the City Manager to Negotiate and Execute a One Year Contract for Rescue Services with the Matanuska-Susitna Borough

Agenda of: June 26, 2018

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

Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> X </u>	Finance	<u> <i>Shino Duro</i> </u>	<u> 06/07/18 </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>Norma L. Alley</i> </u>	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ 50,000.00

This legislation (√):

- Creates revenue in the amount of: \$ 50,000.00
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-00-00-3428 Rescue Services Contract
- Not budgeted

Director of Finance Signature: *Shino Duro*

Attachment(s):

- Rescue Services Agreement

Summary Statement/Background:

Since the founding of Palmer Fire & Rescue, Palmer firefighters have been responding to motor vehicle accidents within the City of Palmer. In the late 1960s and early 1970s, when the relationship was established with the Greater Palmer Fire Service Area (GPFSA), Palmer firefighters began responding to rescue calls throughout the GPFSA and other rescue response areas inside the Matanuska Susitna Borough. In 1980, Palmer Fire realized that specialized tools were needed to extricate entrapped victims from vehicle accident scenes. After several years, the City was able to purchase a vehicle dedicated to rescue and vehicle extrication duties. In the 1980s, training for rescue technicians was standardized, and since then Palmer rescue responders must undergo rigorous, ongoing training to meet certification requirements.

There is no change to this agreement from the previous one.

Administration's Recommendation:

To approve Action Memorandum No. 18-066 Authorize the City Manager to Negotiate and Execute a One Year Contract for Rescue Services with the Matanuska-Susitna Borough.

AGREEMENT FOR RESCUE SERVICES

By and Between the
Matanuska-Susitna Borough
and the
City of Palmer

A. Purposes:

This agreement establishes the policies and procedures whereby the City of Palmer provides primary Rescue Services to the City of Palmer and the Greater Palmer Consolidated Fire Service Area, and mutual/auto aid Rescue Services to other Matanuska-Susitna Borough emergency services jurisdictions when requested.

B. Definitions:

For the purposes of this document, “rescue service” means:

- Responding to on road vehicular accidents as dispatched with an appropriate number of responders and performing all tasks associated with a vehicular rescue including, but not limited to:
 - Establishing a safety zone to include blocking traffic if necessary;
 - Assessing the situation to plan for the safest possible environment for the responders, the patients and bystanders;
 - Stabilization of the vehicle(s) including securing batteries, airbags and insuring a stable platform;
 - Using appropriate tools to provide the safest and most efficient manner of extrication including all hand tools, saws, scene lighting devices and heavy hydraulics;
 - Assisting the ambulance responders in appropriately packaging and removing any and all patients;
 - Insuring all extrication equipment is recovered; and
 - Preparing all rescue apparatus as quickly as possible to be ready to respond to another call.
 - Landing Zones- at non-approved FAA landing sites

- Responding to off road incidents as dispatched with an appropriate number of responders and performing all tasks associated with an off road rescue including, but not limited to:
 - Insuring all responders have appropriate personal protective equipment as necessary for the environment;
 - Assessing the situation to plan for the safest possible environment for the responders, the patient and bystanders;
 - Utilizing an appropriate number of responders, snow machines, and/or ATVs as necessary to perform a safe and efficient off road recovery of the patient(s);
 - Assisting the ambulance responders and/or flight medics in appropriately packaging and removing any and all patients;
 - Insuring all equipment is recovered; and
 - Preparing all apparatus as quickly as possible to be ready to respond to another call.
- Responding as dispatched with the Matanuska-Susitna Borough Water Rescue Team to assist with any water duties as requested.
- Responding as dispatched with an ambulance service to provide assistance with medical care or lifting assistance as necessary.

C. Authority:

This intergovernmental agreement for providing services and mutual/auto aid emergency services between the Matanuska-Susitna Borough and the City of Palmer is authorized pursuant to Alaska Constitution, Article 10 § 13, A.S. 29.35.010(13), and A.S. 18.70.150.

D. Insurance:

1. The City of Palmer agrees to maintain commercial general liability and auto liability limits as shown below:

Commercial General Liability
 \$2,000,000 Each Occurrence
 \$2,000,000 General Aggregate

Auto Liability
 \$2,000,000 Combined Single Limit Bodily Injury & Property Damage
 Any one Accident

2. The City of Palmer agrees to Maintain Worker's Compensation Insurance, which shall be statutory as required by the State of Alaska. Employer's liability shall maintain limits no less than:

Bodily Injury by accident	\$1,000,000 each accident
Bodily Injury by disease	\$1,000,000 policy limit
Bodily Injury by disease	\$1,000,000 each employee

E. Jurisdiction; Choice of Law, Severability:

Any civil action arising from this agreement shall be brought in the superior court for the third judicial district of the State of Alaska. The law of the State of Alaska shall govern the rights and obligations of the parties.

If any section or clause of this agreement is held invalid by a court of law of competent jurisdiction, or is otherwise invalid under the law, the remainder of this agreement shall remain in full force and effect.

F. General:

The Director of the Matanuska-Susitna Borough Department of Emergency Services is designated as information coordinator for all parties to this Agreement. This includes, but is not limited to, compiling, updating and informing all representatives of participating agencies of changes in operations and equipment that will affect support rendered or requested.

1. This contract shall only be amended, modified or changed by a writing executed by authorized representatives of the parties
2. For the purpose of any amendment, modification, or changes to the terms and conditions of this contract, the only authorized representatives of the parties are:
 - a. Matanuska-Susitna Borough, Borough Manager
 - b. City of Palmer, City Manager
3. Any attempt to amend, modify or change this contract by either an unauthorized representative or unauthorized means shall be void.

G. Terms of Agreement:

1. It is agreed that the participants will assist each other with emergency rescue response, when requested.
2. No additional manpower and resources are required to perform the support provided for in this Agreement. Resources are limited to equipment and manpower available at the time to the mutual/auto aid provider responding to the incident.

3. In the event of mobilization, support under the terms of this Agreement will be provided on the basis of availability at the sole discretion of the mutual aid provider and will continue as long as the mutual aid provider is able to provide assistance.

H. Responsibilities:

1. The protection area of this agreement shall include all lands, public and private, situated within the City of Palmer and the boundaries of the Greater Palmer Consolidated Fire Service Area for primary response. For mutual aid response, this agreement shall include all lands, public and private, situated within the City of Palmer and the boundaries of the Matanuska-Susitna Borough.
2. In recognition of the urgent necessity for immediate and swift response in the event of emergency incidents requiring rescue services, and in order to protect human life and to assure minimum damage to and destruction of property, the City of Palmer agrees to provide primary response, and render assistance to the Greater Palmer Consolidated Fire Service Area and mutual aid response within the Matanuska-Susitna Borough, within operational capability using resources available at that time, when assistance is requested.
3. The City of Palmer Dispatch Center, through MATCOM, or the Mat-Su Borough Director of Emergency Services (or designee) may request rescue unit response from the City of Palmer. The dispatch of equipment and personnel pursuant to this agreement is subject to the following conditions:
 - a. The responding department shall report to the Incident Commander or Officer in Charge of the incident and shall be subject to the direction of that Incident Commander or Officer in Charge.
 - b. Mutual/Auto aid resources shall be released as soon as their services are no longer required. Mutual/Auto aid resources may have to be released from the incident scene, if an emergency occurs within the City of Palmer and/or the Greater Palmer Consolidated FSA primary response area.
4. In no event shall the rescue service of one of the mutual/auto aid providers to this agreement aid a jurisdiction of another mutual/auto aid provider if, by so doing, the area of the mutual aid provider responding to the aid of another would be placed in jeopardy. The decision shall be made at the sole discretion of the Palmer Fire Chief, or Mat-Su Borough Director of Emergency Services.

I. Waiver, Non-Waiver:

1. Each party waives all claims against every other mutual aid provider for compensation for loss, damage, personal injury or death occurring as a consequence of the performance of this agreement.
2. The failure of the Borough or City of Palmer at any time to enforce a provision of this agreement shall in no way constitute a waiver of provisions, nor in any way affect the validity of this agreement, or any part thereof, or the right of the Borough or City of Palmer to thereafter to enforce each and every protection thereof.

J. Interest, Non-Benefit:

1. No member of or delegate to the Congress of the United States, and no resident commissioner, shall be admitted to any share or part thereof or to any benefit to arise from this agreement. No member of the legislature or officer of the state of Alaska or the Borough shall be admitted to any share or part hereof, or to any benefit to arise from this agreement.
2. No officer, member, or employee of the Borough or City of Palmer and no member of their governing bodies, and no other public official of the governing bodies shall participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly, interested in having any personal or pecuniary interest, direct or indirect, in this agreement.

K. Nondiscrimination:

In performing its duties under this agreement, neither party may discriminate against any person on the basis of race, creed, color, religion, national origin, age, sex or marital status, physical handicap, status as a disabled veteran.

L. Review, Negotiation or Amendment, Modification:

1. This agreement will be reviewed annually by both parties no later than March 1.
2. The Borough and the City of Palmer, from time to time, may require modification, special review, negotiation or amendments in the scope and content of this agreement. Requests to modify, review, negotiate or amend may be initiated at any time upon written request from any participant. Such written request will be submitted to the Matanuska-Susitna Borough Department of Emergency Services Director or the City of Palmer Fire Chief.
3. Unless otherwise amended or terminated, this agreement will remain in effect for one (1) year beginning July 1, 2018 with one (1) optional one (1) year extension by addendum. Upon approval by both parties, the

amendment(s) or modification(s) will be attached to and become part of this document.

M. Integration:

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representations, or agreements, either oral or written, between the parties.

N. Contract Pricing:

The Matanuska-Susitna Borough will pay the City of Palmer \$50,000 (fifty thousand dollars) per year to provide rescue services as per this agreement.

O. Termination for Convenience:

The Matanuska-Susitna Borough or the City of Palmer may terminate this agreement at any time by giving written notice to the other party(s) of such termination and specifying the effective date of such termination. Each party shall provide at least ninety (90) days' notice of such termination. In that event, all equipment, vehicles, supplies, reports, or other materials shall be returned to their respective owners.

P. Interpretation and Enforcement:

The City of Palmer and the Matanuska-Susitna Borough following negotiations between them are executing this agreement. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The titles of sections in this agreement are not to be construed as limitations or definitions, but are for identification purposed only.

Q. Understanding:

The Matanuska-Susitna Borough and the City of Palmer acknowledge that they have read and understand the terms of this agreement, have had the opportunity to review the same with counsel of their choice, and are executing this agreement of their own free will.

R. Implementation Clause:

This agreement is effective upon the approval by resolution by the City of Palmer Council and the Matanuska-Susitna Borough Assembly.

Matanuska-Susitna Borough

John Moosey, Borough Manager

Date

City of Palmer

Nathan Wallace, City Manager

Date

**City of Palmer
Action Memorandum No. 18-067**

Subject: Authorizing the City Manager to Execute Change Order #1, Execution of Additive Alternate #3, Apron Replacement at Fire Station 3-1, with North Star Excavation and Asphalt, Inc. in an Amount Not to Exceed \$36,000.00


Agenda of: Jun 26, 2018

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


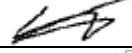

Originator Information:

Originator: Chris Nall, Director of Public Works

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<input checked="" type="checkbox"/>	Finance		06/08/18
_____	Fire	_____	_____
_____	Police	_____	_____
<input checked="" type="checkbox"/>	Public Works		06/07/18

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ **36,000.00**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 36,000.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 08-01-10-7164 (\$128,225.00)
- Not budgeted City Hall Customer Parking Lot \$74,000, CO#1 \$36,000

Director of Finance Signature: 

Attachment(s): None

Summary Statement/Background:

This action will authorize the City Manager to execute Change Order #1, Additive Alternate #3 of the City Hall and Access Improvements Project with North Star Excavation and Asphalt, Inc. in an Amount Not to Exceed \$36,000.00. This phase of the project will completely replace the driveway apron at Fire Station 3-1, as well as, raise and reinforce underneath the asphalt as it connects to the garage of the station house.

\$128,225.00 was budgeted for this project. The Customer entrance parking lot of City Hall was awarded at \$74,000.00. This Change Order is not to exceed \$36,000.00. Bringing the Construction costs for the Project to \$110,000.00

Administration's Recommendation:

To approve Action Memorandum No. 18-067 authorizing the City Manager execute this change order with North Star Excavation and Asphalt, Inc.

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on April 24, 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 (participated telephonically)
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 (participated telephonically)	Angie Anderson, Deputy City Clerk

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. Introduction to **Ordinance No. 18-003**: Amending the Palmer Municipal Code Title 18 Pertaining to Absentee Voting by Electronic Transmission
 - 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
 - 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
2. Approval of Minutes of Previous Meetings
 - a. April 10, 2018, Regular Meeting

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

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

Main Motion: To Postpone Communication and Appearance Request to May 1, 2018 and Move Reports After Public Hearing

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

E. AUDIENCE PARTICIPATION

Mr. Richard Stryken came forward to present a proposal of a possible development for a vacant building on Cobb Street.

Mr. Eugene Carl Haberman spoke to the City Council meeting being held at the same time as other jurisdiction's meetings and the Council Chambers not being adequate to accommodate larger crowds.

F. 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)

City Clerk Norma Alley announced all testimony submitted after the packet was published had been placed on the table for the Council and public.

Mayor DeVries opened the public hearing on Action Memorandum No. 18-048.

The Council heard testimony from 26 people in favor of Action Memorandum No. 18-048 (see official meeting packet for list of citizens).

The Council heard testimony from 25 people opposing Action Memorandum No. 18-048 (see official meeting packet for list of citizens).

Mayor Devries closed the public hearing and called a recess at 8:33 p.m. The meeting reconvened at 8:42 p.m.

City Manager Wallace stated AM No.18-048 is for a permit specific to the location, but the Council can allow the permit to be used for any commercial general location stated in the staff report. A permit is required per City Charter Section 9.74. All requirements have been met by the applicant, and the last step is an opinion by the Council.

Council Member LaFrance commented on the process and stated that the Planning and Zoning Commission should have been consulted.

Council Member Fuller stated the city of Palmer has had previous gun ranges and noise was not an issue, so precedence has been set to support this AM.

Deputy Mayor Best gave thanks for all who came out to speak and asked Council to vote in accordance to code and precedence.

Council Member Hanson asked City Attorney Mike Gatti for clarification on land use and for thoughts he may offer. City Attorney Gatti responded the AM is not a planning and zoning issue or a land use matter and the Council is within guidelines to make the decision.

Main Motion: To Table Action Memorandum No. 18-048 Indefinitely

Moved by:	LaFrance
Seconded by:	
Action:	Motion Failed for lack of second
In favor:	
Opposed:	

Council Member Carrington stated he would support the AM being allowed for other locations.

Council Member Combs encouraged all citizens concerned to contact Kroger as they are the owner of the building.

Mayor DeVries called for a vote on the pending motion from the April 10, 2018 meeting.

Main Motion: To Approve Action Memorandum No. 18-048

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

Mayor DeVries called a break at 9:09 p.m. and reconvened at 9:20 p.m.

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

Mayor DeVries opened the public hearing on Action Memorandum No. 18-051. Seeing no one come forward to speak, and hearing no objection from the Council, the public hearing was closed.

Main Motion: To Approve Action Memorandum No. 18-051

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

G. REPORTS

1. City Manager's Report - City Manager Nathan Wallace highlighted his written report.
2. City Clerk's Report - City Clerk Norma I. Alley highlighted her written report
3. Mayor's Report - Mayor DeVries highlighted her written report.
4. City Attorney's Report - None.

H. 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

Main Motion: To Approve Action Memorandum No. 18-052

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

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

Main Motion: To Approve Action Memorandum No. 18-053

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

I. RECORD OF ITEMS PLACED ON THE TABLE

City Clerk Norma Alley stated written testimony for AM No. 18-048 were Items Placed on the Table.

J. AUDIENCE PARTICIPATION

Mr. Eugene Carl Haberman requested consideration be given to meeting dates and times and suggested they not interfere with other state and local jurisdiction's meetings.

K. COUNCIL MEMBER COMMENTS

All council members thanked the community for attending and participating in the public process.

L. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 10:29 p.m.

Approved this ____ day of _____, 2018.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

A. CALL TO ORDER

A special meeting of the Palmer City Council was held on June 19, 2018 at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor DeVries called the meeting to order at 6:00 p.m.

B. ROLL CALL

Comprising a quorum of the Council, the following were present:

Edna DeVries, Mayor	Richard Best, Deputy Mayor (arrived at 6:09 p.m.)
Steve Carrington	Sabrena Combs
David Fuller	Linda Combs
Peter LaFrance	

Staff in attendance were the following:

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

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda

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

E. OATH OF OFFICE

City Clerk Norma Alley administered the Oath of Office to newly appointed member Linda Combs.

F. AUDIENCE PARTICIPATION

None.

G. PUBLIC HEARING

1. **Resolution No. 18-014:** Approving the Terms and Conditions of the Attached Loan Resolution Required by United States Department of Agriculture in Connection with Securing Funding to Finance Improvements to the City of Palmer's Wastewater Treatment Plant

City Manager reported Resolution No. 18-014 is a bond for the City to procure \$4,816,000.00 from the United States Department of Agriculture.

Mayor DeVries opened the public hearing on Resolution No. 18-014.

Mr. John Combs asked what the current bond indebtedness balance was for the city. City Manager Wallace answered roughly eleven million dollars.

Hearing no objection from the Council, Mayor DeVries closed the public hearing.

Main Motion: To Approve Resolution No. 18-014

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

- Resolution No. 18-015:** Amending and Restating Resolution No. 18-011 Authorizing the Issuance and Sale of a Utility Revenue Refunding Bond by the City in the Principal Amount of Not to Exceed \$4,816,000 for Purposes of Refinancing Costs of Wastewater Utility Improvements; Establishing the Terms of the Utility Revenue Refunding Bond; Authorizing the Sale of the Utility Revenue Refunding Bond to the United States of America, Acting Through the Department of Agriculture, Rural Utility Services; and Related Matters

City Manager Wallace reported Resolution No.18-015 is an amendment to Resolution No. 18-007 clarifying language of the refunding bond.

Mayor DeVries opened the public hearing on Resolution No. 18-015. Seeing no one come forward to speak and hearing no objection from the Council, the public hearing was closed.

Main Motion: To Approve Resolution No. 18-015

Moved by:	Best
Seconded by:	Fuller
Action:	Motion Carried
In favor:	Best, L. Combs, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None

H. RECORD OF ITEMS PLACED ON THE TABLE

None.

I. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 6:17 p.m.

Approved this ____ day of _____, 2018.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor



PROCLAMATION

RECOGNIZING THE PALMER HIGH SCHOOL BASEBALL TEAM

WHEREAS, many of our children participate in worthwhile extracurricular activities while attending schools in the Matanuska-Susitna; and

WHEREAS, the Palmer High School Baseball Team has persevered to become Southcentral Conference Champions and reached the State Championships for the first time in team history; and

WHEREAS, Head Coach David Combs, the parents, administration, and educators at Palmer High School express the highest academic and athletic expectations from students; and

WHEREAS, the PHS Baseball Team concentrates on the joy, camaraderie, and skill of the game, with all team members contributing to the team's success; and

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Palmer, Alaska, do hereby express our pride and congratulations to the Palmer High School Baseball Team and Southcentral Conference Champions. I call upon all citizens of Palmer to join me in this special recognition of some of our fine youth in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the seal of the City of Palmer to be affixed on this 26th day of June, 2018.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



Staff Update and analysis (May 2018):

Police Department:

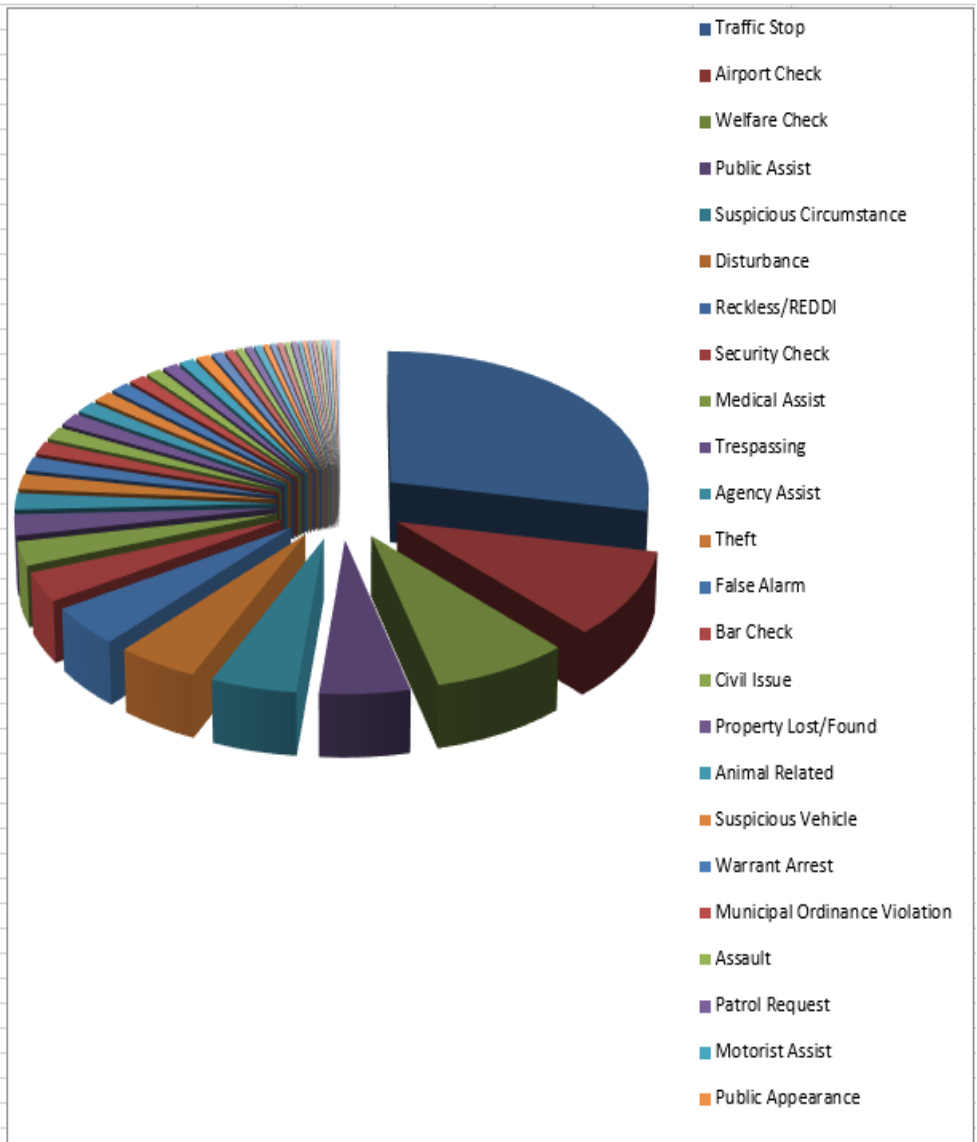
Total calls: 802 up from 736 in April

Call breakdown - 37%(April – 39%) traffic/vehicle related, 24%(April - 26%) checks (welfare/property), 16%(April - 15%) citizen assistance, 23%(April - 20%) other.

**Patrol Calls
 May, 2018**

CAD REPR

Traffic Stop	226
Airport Check	79
Welfare Check	64
Public Assist	42
Suspicious Circumstance	40
Disturbance	38
Reckless/REDDI	36
Security Check	27
Medical Assist	22
Trespassing	19
Agency Assist	15
Theft	14
False Alarm	13
Bar Check	12
Civil Issue	12
Property Lost/Found	12
Animal Related	11
Suspicious Vehicle	10
Warrant Arrest	10
Municipal Ordinance Violation	9
Assault	8
Patrol Request	8
Motorist Assist	8
Public Appearance	7
Burglary	6
DUI	5
Attempt to Locate	4
Person Stop	4
Traffic Hazard	4
DUI Drugs	3
Harassment	3
Misconduct Involving Controlled Substance	3
Parking Complaint	3
Recovered Vehicle	3
Criminal Mischief	2
Driving in Violation of Instructional Permit	2
Driving While License Revoked/Suspended	2
Fraud	2
Motor Vehicle Accident	2
Report of Harm	2
Sex Offense	2
Shoplifting	2
Subpoena Service	2
Warrant Arrest Attempt	2
Counterfeiting	1
Disorderly Conduct	1



Fire Department: Calls: 40(50 -April) in May 2018, down 25% from last month, down by 45% from last year
 Fire: 7(4 - April), Rescue: 13(18 - April), Hazard: 0(1 -April), Good intents: 10(13 - April), False alarm: 3(10 – April),
 Special Incident: 0(0 - April), Service call: 7(4 - April), Overpressure/explosion/overheat:
 0(0 – April).



Report to Council
City Manager Nathan Wallace
June 26, 2018

Palmer Fire & Rescue

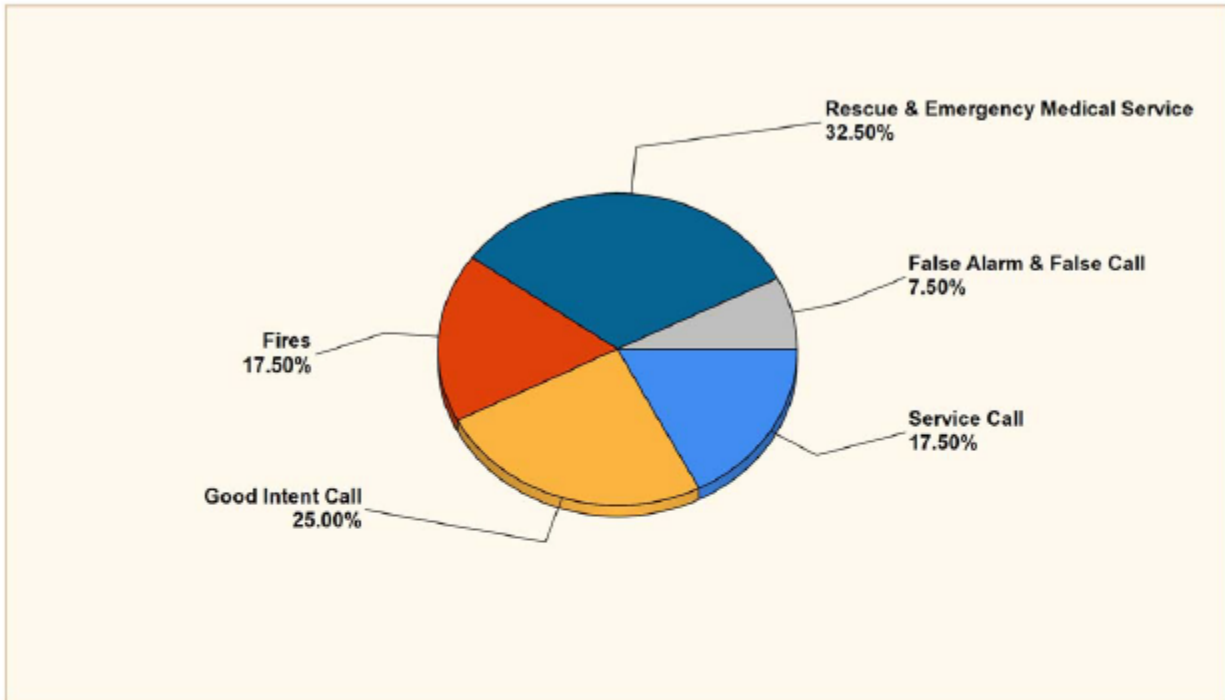
Palmer, AK

This report was generated on 6/11/2018 7:42:21 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2018 | End Date: 05/31/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	17.50%
Rescue & Emergency Medical Service	13	32.50%
Service Call	7	17.50%
Good Intent Call	10	25.00%
False Alarm & False Call	3	7.50%
TOTAL	40	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.





Report to Council
 City Manager Nathan Wallace
 June 26, 2018

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	5.00%
142 - Brush or brush-and-grass mixture fire	3	7.50%
151 - Outside rubbish, trash or waste fire	2	5.00%
311 - Medical assist, assist EMS crew	6	15.00%
321 - EMS call, excluding vehicle accident with injury	2	5.00%
322 - Motor vehicle accident with injuries	4	10.00%
324 - Motor vehicle accident with no injuries.	1	2.50%
522 - Water or steam leak	1	2.50%
551 - Assist police or other governmental agency	2	5.00%
561 - Unauthorized burning	1	2.50%
571 - Cover assignment, standby, moveup	3	7.50%
611 - Dispatched & cancelled en route	6	15.00%
622 - No incident found on arrival at dispatch address	2	5.00%
631 - Authorized controlled burning	2	5.00%
745 - Alarm system activation, no fire - unintentional	3	7.50%
TOTAL INCIDENTS:	40	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.





Community Development:

Library:

Patrons:	April	May
<i>Total Registered Patrons</i>	<i>13,753</i>	<i>13,821</i>

Total Mat-Su Borough Resident Patrons	10,609	10,662
Total City of Palmer Resident Patrons	3,144	3,159
New Library Users	37	68

Usage:	April	May
Patron Visits/Count	8,232	9,974
Reference Questions	1,735	1,767
Library Computer Sessions	2,166	1,925
WIFI Sessions	1,310	1,453
Circulation (PPL items)	9,507	10,354
Magazine circulation	250	25
Take Home Paperbacks	271	180

Programs:

Children's Programs	33 Events	961 Participants	7 Events	910 Participants
Class Visits	3 Events	81 Participants	7 Events	910 Participants
Young Adult Programs	5 Events	30 Participants	8 Events	108 Participants
Adult Programs	11 Events	94 Participants	18 Events	107 Participants
Total Library Programs	52 Events	1,166 Participants	38 Events	2,035 Participants
Community Events	44 Events	148 Participants	50 Events	180 Participants
Total Events	96 Events	1,314 Participants	88 Events	287 Participants

Building and Compliance:

Compliance Letters dispatched: 8(0 - April) (unsightly premise), 2(1 - April) (clean up follow up), and 14(12 - April) (permit follow ups), other: 1(2 -April)



**Building Department Report
 MAY 2018**

Permit Type	Count	Total Valuation	Permit Fees Collected	Plan Review Fees Collected
Building Permit	15	\$1,793,910.00	\$13,201.00	\$5,753.75
Sign Permit	1	\$0.00	\$0.00	
Fence Permit	4	\$16,600.00	\$104.00	
Totals	20	\$1,810,510.00	\$13,305.00	\$5,753.75

TYPE OF PERMITS:

Applicant	Valuation	Type of Work	Permit Fee	Plan Review Fee
Hubbard, Marjorie M.	\$6,800.00	Fence	\$26.00	
Moore, Phyllis D.	\$2,500.00	Fence	\$26.00	
State of Alaska DOT/PF	\$126,012.00	COM Alteration	\$1,275.00	\$828.75
Garney, Hilary	\$2,800.00	Fence	\$26.00	
Garney, Hilary	\$4,995.00	Storage Shed	\$123.75	
Lee, Leighton	\$10,000.00	COM Alteration	\$201.50	\$130.75
Matanuska-Susitna Borough	\$260,200.00	COM Alteration	\$2,106.25	\$1,369.00
Fred Meyer	\$125,000.00	COM Alteration	\$1,262.75	\$820.75
Mat Valley Federal Credit Union	\$0.00	Banner	\$0.00	
Lemieux, Laura	\$1,250.00	RES Alteration	\$53.00	
WM Construction	\$238,801.00	RES Single Family	\$1,974.00	
Dinges, Sam & Emily	\$4,500.00	Fence	\$26.00	
TriJet Precision Cutting	\$2,600.00	COM Alteration	\$92.50	\$60.00
Stahle, Wade	\$2,000.00	COM Alteration	\$77.00	
Mat Valley Federal Credit Union	\$800,000.00	COM Alteration	\$3,914.75	\$2,544.50
Bandy, Douglas Matthew Jr.	\$3,000.00	RES Alteration	\$92.50	
Lewis, Harold & Verda	\$2,500.00	Storage Shed	\$92.50	
Riedel, Nathan	\$250.00	RES Alteration	\$0.00	
Spinell Homes, Inc.	\$212,302.00	RES Single Family	\$1,811.75	
Miller, Pat	\$5,000.00	RES Alteration	\$123.75	



**Building Department Report
 MAY 2018**

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	19	6	11	\$899,937.00	\$9,097.25	
2010	39	10	7	\$2,693,173.00	\$21,180.25	
2011	41	11	9	\$3,192,197.00	\$28,576.25	
2012	43	15	3	\$13,260,332.00	\$77,048.75	
2013	24	7	4	\$6,001,741.00	\$42,787.25	
2014	45	11	3	\$11,723,307.00	\$75,276.00	
2015	52	11	5	\$6,000,801.00	\$50,456.50	
2016	36	17	9	\$24,123,558.00	\$116,294.50	
2017	28	5	9	\$2,824,450.00	\$24,983.35	\$10,903.25
2018	29	7	4	\$3,985,211.00	\$32,174.25	\$11,638.75

Golf Course:

	May 2018	May 2017
Operational Days:	31	31
Number of Rounds:	2,271	1,886
Green Fees:	74,259.50	55,767.73
Cart Rental:	15,554.00	12,432.00
Club Rental:	530.00	810.00
Driving Range:	5,275.00	5,262.00
Merchandise Sales:	30,717.18	25,301.00
Snack Bar:	7,285.53	7,545.00
Beer & Wine:	6,365.50	5,302.75



Norma I. Alley, MMC
City Clerk

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

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

TO: Palmer City Council
FROM: Norma I. Alley, MMC *Norma I. Alley*
SUBJECT: City Clerk's Report for the June 26, 2018, Council Meeting

1. Boards & Commissions Attendance Spreadsheets

The monthly attendance spreadsheets are attached for:

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

2. October 2, 2018, Regular Election Update

The city and MSB are still looking for volunteers to work the Polls on Election Day. This need is in the city of Palmer's Precinct 11-070 and many of the precincts all over the borough. If you know of anyone willing to volunteer their time, please encourage them to contact the Deputy Borough Clerk Jessica Kilborn at 861-8683, myself at 761-1321, or go to the borough's website at www.matsugov.us/elections. Attached is the application and cover letter with more information.

Notice of Offices to be Filled has been submitted to The Frontiersman and is posted (see attached). We have two positions with terms expiring 2021 and one with a term expiring 2020 that will be on the ballot.

Important Election Dates:

- Candidate Filing: candidate filing period begins July 16 at 8:00 a.m. and closes at 4:00 p.m. on July 27. Packets will be available on the city's website or at the City Clerk's Office starting Friday, July 13.
- Deadline to get propositions on the ballot: At this time, we don't have any propositions/measures on the ballot. In order to get a proposition on the ballot, the legislation will have to be introduced no later than July 10 with adoption on July 24.
- Voter Registration: Last day to register to vote or update your voter registration information is Sunday, September 2. Registration can be done online at <http://www.elections.alaska.gov/>.
- Early Voting: September 17 - October 1
 - MSB: M-F from 8:00 a.m. – 5:00 p.m.
 - DOE:
 - September 17 – September 29
 - M-F from 9:00 a.m. – 7:00 p.m.
 - Sat. from 10:00 a.m. – 3:00 p.m.
 - October 1:
 - 9:00 a.m. – 5:00 p.m.
- Last Day to Request an Absentee Ballot: September 25
- Canvass Board: October 5 at 2:00 p.m. in City Hall Council Chambers
- Certification of Election: October 8 at 6:00 p.m. at City Hall

3. PZC & PRCRAB Recruitment

Advertising has begun to fill the vacant PZC & PRCRAB seats with the following:

- The Frontiersman (will be in the paper twice)
- Website's Home and Boards & Commissions pages
- Bulletin board/window at City Hall (see attached)
- Facebook

Applications will be accepted until 4:30 p.m. on Friday, March 30, with the intention of having the appointment on the April 24th Agenda. If you know anyone interested in serving, please feel free to send them to the website (www.cityofpalmer.org) to download a fillable application, ask them to stop by City Hall, or contact my office.

4. MSB Initiative Petition

I received news that the Borough Clerk has certified an initiative petition for circulation. The petition is to change the Borough's regular election from the first Tuesday in October to the First Tuesday in November (to coincide with federal/state election). I have not seen the petition to know the intricacies. I will keep the Council updated as I receive news.

5. Tentative Upcoming Meetings

Tentative Future Meeting Schedule			
Meeting Date	Meeting Type	Time	Notes
July 10	Regular	7 pm	
July 24	Special	6 pm	2019 Budget Planning Priorities
July 24	Regular	7 pm	
Aug 14	Regular	7 pm	
Aug 28	Regular	7 pm	

City of Palmer

Airport Advisory Commission Members

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

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

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

2018 Attendance Record

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

2017 Attendance Record

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

* Meeting Cancelled
 ** Special Meeting
 ✓ - Present

E - Excused
 U - Unexcused Absence
 V - Vacant

City of Palmer

Board of Economic Development Members

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

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

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

2018 Attendance Record

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

2017 Attendance Record

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

* Meeting Cancelled
 ** Special Meeting
 ✓ - Present

E - Excused Absence
 U - Unexcused Absence
 V - Vacant

City of Palmer

Parks, Recreation and Cultural Resources Advisory Board Members

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

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

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

2018 Attendance Record

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

2017 Attendance Record

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

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

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City of Palmer

Planning & Zoning Advisory Commission Members

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

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

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

2018 Attendance Record

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

2017 Attendance Record

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

* Meeting Cancelled
 ** Special Meeting
 ✓ – Present

E – Excused Absence
 U – Unexcused Absence
 V – Vacant

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MATANUSKA-SUSITNA BOROUGH 2018 ELECTION OFFICIAL APPLICATION

Borough Clerk's Office
350 E. Dahlia Avenue
Palmer, AK 99645
907-861-8683 phone | 907-861-7845 fax
www.matsugov.us

Thank you for your interest in serving as an election official for the Matanuska-Susitna Borough. Every election, hundreds of Borough residents play an important role in the election by helping to operate polling places. Election officials put a face on the election process and work hard to ensure their neighbors can vote with ease, while helping us to safeguard the process so all Borough residents have confidence in the election results.

Election officials are recommended by the Borough Clerk to the Borough Assembly for appointment. Election officials are responsible for carrying out the election process under the direction and supervision of the Borough Clerk. Qualifications and general duties are described below. Training and compensation are provided.

Applications must be submitted annually. If you are interested in serving, please complete, sign, and return the attached application to the Borough Clerk's Office **by May 28, 2018**, at 350 E. Dahlia Avenue, Palmer, AK 99645, email to Jessica.kilborn@matsugov.us, or fax it to 861-7845.

Electronically fillable applications are available on our website at <http://www.matsugov.us/elections> or by request via email to Jessica.kilborn@matsugov.us.

Applicants selected to serve will be contacted in August to confirm their precinct assignment and training schedule.

If you have any questions, please contact the Borough Clerk's Office at 861-8683.

Qualifications include:

- Must be a registered voter of the Matanuska-Susitna Borough.
- Must be available to work on Election Day from 6:30 a.m. to approximately 9 p.m.
- Must be available to work for a few hours on the day before the election to set up the precinct for voting, if needed.
- Must be able to lift 25 lbs.
- Must be available to attend a mandatory training session for approximately 2.5 hours prior to Election Day.
- Must have transportation to the polling place.
- Must take an oath that you will honestly, faithfully, and promptly perform the duties of an election official, according to law, and you will diligently endeavor to prevent the violation of any provision of law in conducting the election, and if you provide assistance to a voter, you will not divulge how the voter cast their ballot.
- Must be dedicated, cooperative, and professional.

General duties include:

- Prepare, open, and close the polling place.
- Find voter information on the voter register.
- Issue and accept official ballots.
- Assist voters in any phase of the voting process.

Lonnie McKechnie, CMC
Borough Clerk

Jessica Kilborn, CMC
Deputy Clerk

**MATANUSKA-SUSITNA BOROUGH
2018 ELECTION OFFICIAL APPLICATION**

Borough Clerk's Office
350 E. Dahlia Avenue
Palmer, AK 99645
907-861-8683 phone | 907-861-7845 fax
www.matsugov.us

1. SELECT THE ELECTION(S) FOR WHICH YOU ARE AVAILABLE TO WORK		
<input type="checkbox"/> Regular Borough Election (Tuesday, October 2, 2018) <input type="checkbox"/> All Borough Elections in Calendar Year 2018 (i.e., Special Borough Elections)		
2. APPLICANT INFORMATION - PRINT CLEARLY AND LEGIBLY		
Last Name:	First Name:	Middle Initial:
Cell Phone:	Home Phone:	Work Phone:
Email Address:		
Residence address (include street name and house number):		
City:	Zip:	
Mailing address, if different from your residence address:		
City:	Zip:	
What position(s) are you most interested in working?		
<input type="checkbox"/> Precinct Chairperson	<input type="checkbox"/> Review Board	<input type="checkbox"/> Absentee Voting Official
<input type="checkbox"/> Poll Worker	<input type="checkbox"/> Canvass Board	
What area of the Borough or to which precinct do you wish to be assigned, if any? (Due to the large number of precincts, we are unable to accommodate all requests):		
Have you ever served as an election official for the Borough?		
<input type="checkbox"/> YES If yes, how long? _____ <input type="checkbox"/> NO If no, what experience do you have that will help you to successfully serve as an election official?		
Have you ever served as an election official for the Alaska State Division of Elections or another municipality?		
<input type="checkbox"/> YES If yes, who did you work for? _____ <input type="checkbox"/> NO		
3. CONFLICTS (Attach a separate sheet, if necessary)		
Are you aware of any conflict of interest with an issue or candidate that may appear on the ballot that could be considered incompatible with your service as an election official, such as, a candidate is a member of your immediate family or you are actively involved in a political campaign?		
<input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please explain the conflict.		
Have you been convicted of any crime, excluding traffic tickets?		
<input type="checkbox"/> NO <input type="checkbox"/> YES If yes, what were you convicted of?		
4. CERTIFICATION AND SIGNATURE		
I certify that the information contained in this application is true, accurate, and complete to the best of my knowledge.		
Signature: _____		Date: _____
FOR OFFICE USE ONLY		
Voter No.:	Registered Precinct:	Date Received:
Precinct Assignment: _____	Other Assignments:	
<input type="checkbox"/> Chairperson	<input type="checkbox"/> Absentee Voting Official - Location: _____ Shift: _____	
<input type="checkbox"/> Poll Worker	<input type="checkbox"/> Review Board <input type="checkbox"/> Canvass Board	
Database Entry Date: _____	Notes:	



Norma I. Alley, MMC
City Clerk

Office: (907) 761-1301
Direct: (907) 761-1321
Fax: (907) 761-1332
Email: elections@palmerak.org

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

City of Palmer

Notice of Vacancies in Office October 2, 2018, Regular Election

The City of Palmer will hold a regular election on Tuesday, **October 2, 2018**. The nominating period for the following offices is **July 16 through July 27, 2018**:

- Two (2) Council Member positions, each with a three (3) year term ending **October, 2021**.
- One (1) Council Member position, with a two (2) year term ending **October, 2020**.

Candidate Qualifications:

To qualify as a candidate for council member, a person must meet the following requirements of the Palmer Municipal Code (PMC) 18.15.010 and 2.04.031:

Any person is eligible for city office if the person is a qualified voter of the city and meets state and city requirements for the office.

- A. Candidates for the office of council member shall reside in the city or in territory annexed into the city for one continuous year immediately prior to the election.
- B. Candidates shall provide sufficient proof that they are eligible, or shall be eligible by the date of the election, to be recognized as a candidate for any election.

Nominating Petitions:

Candidates may obtain a nominating petition packet from the Palmer City Clerk's Office or may download one from the City's website at www.cityofpalmer.org/elections on **July 13, 2018**.

To be a valid nominating petition, the candidate must file a completed Candidates Information and Statement form accompanied by a petition containing a minimum of twenty (20) signatures of registered City of Palmer voters pursuant to PMC 18.15.020.

Completed petitions may be filed with the Palmer City Clerk's Office beginning at **8 a.m. on July 16, 2018**. All candidates must file a valid nominating petition with the Palmer City Clerk by **4 p.m. on July 27, 2018**, to be placed on the ballot.

For further information regarding the **October 2, 2018**, Regular City Election, please contact the Palmer City Clerk's Office at (907) 761-1301, email elections@palmerak.org or go to our website at www.cityofpalmer.org/elections.

**CITY OF PALMER CITY CLERK'S OFFICE
ELECTION CALENDAR FOR THE
OCTOBER 2, 2018, REGULAR ELECTION**

DATE	ACTION	AUTHORITY
July 13	Declaration of candidacy packets available online and from the Office of the City Clerk. (target date)	
July 16	Candidate filing period opens at 8 a.m. (78 days prior to election)	PMC 18.15.026
July 27	Candidate filing period closes at 4 p.m. (67 days prior to election)	PMC 18.15.026
July 30	First day to declare candidacy as a write-in candidate (day immediately following last day of filing)	PMC 18.15.023 and Charter Section 1.8
August 3	Last day to withdraw candidacy by 4 p.m. (7 days after closing of filing period)	PMC 18.15.020(C)(2)(e) and 18.15.030(C) and Charter Section 1.8
July 24	Last <u>regularly</u> scheduled Council meeting to <i>adopt</i> legislation placing propositions and questions on the ballot. (53 days prior to election, which is August 10)	PMC 18.05.067
August 21	Last day for Council to appoint Precinct Election Officials	PMC 18.22.020(B)
September 2	Last day to register to vote (30 days prior to election)	Charter Section 10.3 and PMC 18.10.010
September 17	<ul style="list-style-type: none"> • Early In-Person voting begins (15 calendar days prior to election) • First day to request Special Need Ballot 	PMC 18.27.040 PMC 18.27.060(B)(1)
September 25	Last day to request an Absentee By-Mail ballot (7 calendar days prior to election)	PMC 18.27.020
September 27	Last day to declare candidacy as a write-in candidate by 5 p.m. (5 days prior to election)	PMC 18.15.023
October 1	<ul style="list-style-type: none"> • Early In-Person voting ends at 5 p.m. • Last day to request Special Need Ballot 	PMC 18.27.040 PMC 18.27.060(B)(1)
October 2	Election Date – Polls open from 7 a.m. to 8 p.m.	Charter Section 10.1 and PMC 18.05.045
October 8	<ul style="list-style-type: none"> • Council Election Certification (Within five days and no later than the second Tuesday after election) • Oath of Offices (within 10 days of election) • Election of Deputy Mayor and Alternate Deputy Mayor (First meeting following the election) 	Charter Section 2.4 and PMC 18.35.100(B) Charter Section 3.1 Charter Section 3.3 PMC 2.05.070 PMC 2.05.060

City of Palmer Seeking Applications for a Planning & Zoning Commissioner and Parks, Recreation and Cultural Resources Advisory Board Member

The City of Palmer is seeking applications from citizens to serve on the Planning and Zoning Commission (PZC) and Parks, Recreation and Cultural Resources Advisory Board (PRCRAB). This is an opportunity to be part of a valuable team governing your community.

The "Board/Commission Application" may be obtained by going to the city's website at www.cityofpalmer.org or in hard copy form from the City Clerk's Office at City Hall (231 W. Evergreen Ave.). A completed application must be received by the City Clerk's Office no later than **4:30 p.m. on Friday, June 29, 2018**.

The Mayor reserves the right to extend the deadline and accept late applications. The Mayor nominates members with confirmation by City Council. Applicants will be notified of the date the City Council will consider the appointment and should plan on attending.

Planning & Zoning Commission

The City Council is seeking applications to fill two vacant seats on the PZC with terms expiring October 31, 2018. The purpose of the PZC is to develop, adopt, alter, or revise the Comprehensive Plan; make recommendations to the Borough Platting Board; prepare and recommend ordinances and policies to the City Council concerning subdivision of land; perform duties as set out in Palmer Municipal Code Title 17: Zoning; and perform duties established by the City Council from time to time.

Meetings are held the third Thursday of each month at 7:00 p.m.

Applicant Requirements:

- Must reside within the Palmer city limits.
- Have interest in issues and activities related to planning, platting, and land use regulation and community development in general.
- Able to serve the remainder of the term from time of appointment through October 31, 2018.

Parks, Recreation and Cultural Resources Advisory Board

The City Council is seeking applications to fill one vacant seat on the PRCRAB with a term expiring on October 31, 2020. The purpose of the PRCRAB is to develop, support, and advise the City Council on all matters pertaining to City parks, recreation and cultural programs and projects; provide input and recommendations on issues relating to placement of memorials and plaques on City property; and provide input on the annual budget for City parks, recreation, and cultural programs and projects.

Meetings are held the first Thursday of each month in the evening.

Applicant Requirements:

- Must reside within the Palmer city limits.
- Have interest in parks, recreation, trails, playgrounds, bikeways, the arts, and the general public.
- Able to serve the remainder of the term from time of appointment through October 31, 2020.



Norma I. Alley

Norma I. Alley, MMC
Palmer City Clerk

Mayor's Memo

Council Meeting Report May 26

UPCOMING EVENTS:

Agenda Setting Meetings June 28, July 12, July 26 at City Hall

Scottish Games June 30 at Fair Grounds

Car Show July 1 at Country Cuts

Dr. McPeck Opening July 14 at Lupine Road

Mayor/Manager Meeting July 19 at Palmer City Hall

Palmer Pride July 27 at Depot (need nominations)

Miners Game July 27

Hot Summer Nights August 11 Downtown Palmer

DISCUSSION:

Nominations for Palmer Pride

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
Resolution No. 18-016**

Subject: Supporting the Construction of a Restroom Facility on the Alaska State Fair Grounds

Agenda of: June 26, 2018

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

Originator Information:

Originator: Mayor DeVries

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> X </u>	Finance	<u> Michelle Tefft </u>	<u> 6/5/2018 </u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:

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

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature: Michelle Tefft

Attachment(s):

- Resolution No. 18-016
- State Fair Board Letter

Summary Statement/Background:

During the 2015 Alaska State Fair, it became abundantly clear to the State Fair Board that the rented temporary toilets the Fair rents each year, at a considerable expense, was inadequate and over-taxed to serve the needs of the growing annual attendance at the Alaska State Fair. In addition, the Board of Directors was not satisfied that the temporary units met the standards required of the Fair for the health, convenience and safety of the fairgoers.

After a professional review of the issue it was determined by the board to construct additional permanent restrooms as well as refurbish three existing restroom facilities. In order to finance the new facility and to renovate existing facilities, it is necessary to raise funds from other sources. Since the board addressed the issue, they have been involved in a fundraising campaign to secure monies to offset the capital improvement cost.

Attached is a resolution of support wherein the City of Palmer acknowledges its support of Alaska State Fair, Inc. in its efforts to raise funds to finance the cost of a new restroom on the fairgrounds.

Administration's Recommendation:

Approve Resolution No. 18-016 Supporting the Construction of a Restroom Facility on the Alaska State Fair Grounds.

LEGISLATIVE HISTORY

Introduced by: Mayor DeVries

Date: June 26, 2018

Action:

Vote:

Yes:

No:

--	--

CITY OF PALMER, ALASKA

Resolution No. 18-016

A Resolution of the Palmer City Council Supporting the Construction of a Restroom Facility on the Alaska State Fair Grounds

WHEREAS, the City Council of the City of Palmer, home of the Alaska State Fair, recognizes and appreciates the favorable contribution Alaska State Fair, Inc. makes to the socio-economic climate in our community; and

WHEREAS, the City Council members recognize that the Alaska State Fair is the flagship of cultural and entertainment activities for the state of Alaska and that 95% of the events and activities offered at the annual Fair to fairgoers are at no additional cost; and

WHEREAS, the Council members take pride that Alaska State Fair, Inc. through their efforts, attract an average of approximately 300,000 residents and visitors to attend the annual Fair each year and an additional 50,000 people attend various activities on the fairgrounds in non-fair days; and

WHEREAS, the Council members recognize that Alaska State Fair, Inc. has an annual financial impact from operations of \$22.5 million in Alaska, based on a recent socio-economic study consisting partially of economic activities generated by the 500 vendors operating at the Fair which employ 1,700 Alaskans creating a payroll exceeding \$1.5 million. According to the study, all-inclusive payroll during the annual Fair from vendors, contractors and the Alaska State Fair payroll is estimated to be \$3.5 million; and

WHEREAS, it is recognized by the Council members that the Goal of the governing Board of Directors of the Alaska State Fair is **"To make attending the Alaska State Fair an enjoyable experience without concern for life, health and safety for themselves or their family."** and to that end the Board and General Manager of the Alaska State Fair have decreed to design and construct a 1,850 square foot permanent restroom facility on the Yellow Trail next to The Gathering Place, an Alaska Native Theme Park on the fairgrounds at a cost of \$650,000.00. The decision for this action was based on fairgoers convenience and safety i.e. to mitigate/prevent disease transfer and the elimination of the need for sewer service trucks during crowded activities at the Fair, as well as need based on future growth of the Alaska State Fair.

NOW, THEREFORE, BE IT RESOLVED the Palmer City Council hereby proclaims its support of Alaska State Fair, Inc. construction of the "Yellow Trail Restroom" project and in its efforts to raise funds to finance the project, and

BE IT FURTHER RESOLVED that the City of Palmer takes pride in being home to Alaska State Fair, Inc. and appreciates the contributions it has made to promote education and establishing partnerships that have assisted other community entities in hosting a variety of community non-profit, cultural, and business events in its 82 years.

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



May 22, 2018

The Honorable Edna DeVries
Mayor
City of Palmer
231 W. Evergreen Avenue
Palmer, AK 99645

Dear Mayor DeVries:

During the 2015 Alaska State Fair, it became abundantly clear that the rented temporary toilets the Fair rents each year, at a considerable expense, was inadequate and over-taxed to serve the needs of the growing annual attendance at the Alaska State Fair. In addition, our Board of Directors was not satisfied that the temporary units met the standards required of the Fair for the health, convenience and safety of the fairgoers.

After a professional review of the issue it was determined by the board to construct additional permanent restrooms as well as refurbish three existing restroom facilities. In order to finance the new facility and to renovate existing facilities, it was necessary to raise funds from other sources. Since the board addressed the issue, we have been involved in a fund raising campaign to secure monies to offset the capital improvement cost.

Please find enclosed, a "draft" of a Resolution wherein the City of Palmer acknowledges its support of Alaska State Fair, Inc. in its efforts to raise funds to finance the cost of a new restroom on the fairgrounds.

We would appreciate the approval of the Resolution we offer and, of course, any changes in the wording of the document you and the Council care to make is acceptable to us.

Your anticipated cooperation is appreciated and if you have any questions or comments, please do not hesitate to contact me.

Yours truly,

Jerome Hertel
General Manager