

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

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

City of Palmer, Alaska
Regular City Council Meeting
May 23, 2017, 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 Minutes of Previous Meetings
 - a. April 25, 2017, Regular MeetingPage 3
- E. Communication and Appearance Requests
 - 1. Sister School Student Delegation from the Middle and High School
 - 2. Presentation on the Matanuska-Susitna Borough Long Range Plan from Mat-Su Borough Planner II Jessica Smith..... Page 13
- F. Reports
 - 1. City Manager's Report.....Page 23
 - 2. City Clerk's Report
 - 3. Mayor's Report.....Page 29
 - 4. City Attorney's Report
- G. Audience Participation
- H. Public Hearing
 - 1. **Ordinance No. 17-008:** Adopting a City of Palmer Parks, Recreation and Outdoor Facilities Memorial and Donation Policy (Pending Motion) (2nd Public Hearing)Page 37
 - 2. **Resolution No. 17-019:** Authorizing the Sale of 1.34 Acres of the Parcel of Land Located at 2390 S. Glenn Highway to the Alaska Department of Transportation and Public Facilities in Accordance with Palmer Municipal Code 3.20.080.D in the Amount of \$64,600.00 (Pending Motion) (3rd Public Hearing).....Page 49
- I. Action Memorandum
 - 1. **Action Memorandum No. 17-037:** Authorizing the City Manager to Negotiate and Execute a Two Year Agreement, With up to Three One-Year Extensions, with the City of Wasilla in which Palmer Will Act as a Secondary Public Safety Answering Point in the Event of Overflow Calls to the Primary Public Safety Answering Point.....Page 65
- J. Record of Items Placed on the Table

- K. Audience Participation
- L. Council Member Comments
- M. Adjournment

Tentative 2017 Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
June 13	Special	6 pm	Audit Report
June 13	Regular	7 pm	
June 27	Regular	7 pm	
July 11	Special	6 pm	Mid-Year Budget Review
July 11	Regular	7 pm	
July 25	Regular	7 pm	
Aug 8	Regular	7 pm	
Aug 22	Regular	7 pm	

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on April 25, 2017, at 7:00 pm in the council chambers, Palmer, Alaska.

Mayor DeVries called the meeting to order at 7:00 pm.

B. ROLL CALL

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

Edna DeVries, Mayor
Richard Best
David Fuller
Peter LaFrance

Linda Combs, Deputy Mayor
Steve Carrington
Brad Hanson

Also in attendance were the following:

Nathan Wallace, City Manager
Michael Gatti, City Attorney

Norma I. Alley, MMC, City Clerk
Bernadette Packa, CMC, Deputy City Clerk

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Finance Director Esther Greene.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. Introduction of **Ordinance No. 17-008**: Adopting a City of Palmer Parks, Recreation and Outdoor Facilities Memorial and Donation Policy
 - b. **Resolution No. 17-016**: Designating Authorized Signature for Check Signing Affecting Any and All Disbursements of City Monies for the General Checking Account, the Palmer Construction Account and Designating City Representative Who Are Authorized and Empowered to Execute and Deliver All Documentation and Instructions on City Investment Accounts
2. Approval of Minutes of Previous Meetings
 - a. March 28, 2017, Regular Meeting

Main Motion: To Approve Consent Agenda and Minutes

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

E. COMMUNICATION AND APPEARANCE REQUESTS

Item 1 – Special Presentation of Proclamation Declaring the Week of May 21-27, as Public Works Week

Mayor DeVries read and presented the proclamation to members of the Public Works Department.

Item 2 – Special Presentation of Proclamation Declaring May as Bike Month

Mayor DeVries read the proclamation.

Item 3 – Special Presentation of Proclamation to Delaina Rachelle Pugh

Mayor DeVries read and presented the proclamation to Delaina Rachelle Pugh.

Item 4 – Special Presentation of Proclamation Recognizing Greg Dellinger’s Retirement

Mayor DeVries read and presented the proclamation to Greg Dellinger.

Item 5 – Special Presentation of Proclamation Recognizing Esther Greene’s Retirement

Mayor DeVries read and presented the proclamation to Esther Greene.

The Council took a brief recess from 7:18 pm to 7:32 pm to greet guests and enjoy cake and punch.

F. REPORTS

Item 1 – City Manager’s Report

City Manager Nathan Wallace:

- Highlighted his written report; and
- Noted official notice was provided to the Mat-Su Borough specifying a July 1, 2017, termination date for the Dispatch Contract.

Item 2 – City Clerk’s Report

City Clerk Norma Alley:

- Spoke to having become a Fully Commissioned Notary; and
- Reminded the Council of community events requiring an RSVP.

Item 3 – Mayor’s Report

Mayor DeVries:

- Highlighted her written report;
- Commented on attendance of a rally in support of the Palmer Veterans and Pioneer Home; and
- Spoke to upcoming events not in the written report.

Item 4 – City Attorney’s Report

Michael Gatti:

- Noted completion of the brief for the IT proposal appeal; and
- Spoke to meeting with parties involved with the PUD hearing and noted the possibility of an amicable resolution.

G. AUDIENCE PARTICIPATION

None

H. PUBLIC HEARINGS

Item 1 – Ordinance No. 17-007: Repealing Chapter 17.84 of the Palmer Municipal Code in its Entirety and Adopting a New Chapter 17.84 Planned Unit Development

Mayor DeVries requested a staff report. City Manager Wallace provided background on the development of the ordinance and noted it outlined the process for developers. City Attorney Gatti highlighted process changes and noted the issue of density was not addressed.

Mayor DeVries opened the public hearing.

Keith Morberg:

- Spoke in favor of placing the decision-making responsibility on the Council for a proposed PUD;
- Spoke against the elimination of the density requirement in the new ordinance; and
- Requested the existing density requirement be carried over into the new ordinance.

Robert Nilsen:

- Spoke against removing the existing density requirement from the ordinance.

Allan Linn:

- Commended the Council for becoming involved in the PUD decision making process;
- Noted the City's Comprehensive Plan was only goals; and
- Noted the Borough Comprehensive Plan was commented on in the City's Comprehensive Plan.

City Clerk Alley read written testimony received from Jack Snodgrass concerning Ordinance No. 17-007.

City Attorney Mike Gatti noted the Mat-Su Borough was the areawide planning authority, and the City's Comprehensive Plan was a component of the Mat-Su Borough's Comprehensive Plan.

Hearing no objections, Mayor DeVries closed the public hearing.

Main Motion: To Adopt Ordinance No. 17-007 as Amended

Moved by:	Hanson
Seconded by:	Carrington
Action:	
In favor:	
Opposed:	

Primary Amendment #1: To Insert the Underlined Portion into 17.84.010(C) Causing it to Read: Encourage creative approaches in land development that will result in a more efficient, desirable environment in harmony with that of the surrounding area, including but not limited to providing a higher population density and increased intensity of use than is permitted in the zone in which the project is located. However, the minimum lot area per dwelling unit in planned unit development shall not be less than the minimum lot area per dwelling unit in the R-4 High Density Residential District as listed in 17.27.060(C). Appropriate mixing of uses and alternative approaches to development are permitted through the PUD zoning district process; and

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

Motion to Postpone: To Postpone to May 9, 2017, and Include All Changes of the Amended Section in the Packet

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

I. ACTION MEMORANDA

Item 1 – Action Memorandum No. 17-030: Authorize the City Manager to Execute a Contract with Pinnacle Mechanical Inc., for Procurement and Installation of a New Boiler System at the City of Palmer Library, in an Amount Not to Exceed \$43,898.00

Mayor DeVries requested a staff report. City Manager Wallace provided an overview of the bid process and the number of bids received.

Main Motion: To Authorize Action Memorandum No. 17-030

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

Item 2 - Action Memorandum No. 17-031: Authorize the City Manager to Execute a Contract with Dirtworks Inc., for Installation of ADA Compliant Sidewalks and a Driveway in Accordance with City of Palmer Resolution No. 17-006 and the City of Palmer 2006 Comprehensive Plan, in an Amount Not to Exceed \$79,310.00

Mayor DeVries requested a staff report. City Manager Wallace provided an overview of the bid process and the number of responsive bids received.

Main Motion: To Authorize Action Memorandum No. 17-031

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

Item 3 - Action Memorandum No. 17-032: Approve a Council Community Grant in the Amount of \$2000.00 to Downtown Merchants Association to Support the April 28-29, 2017, Community Event “Who Let the Girls Out”

Council Member Fuller requested a staff report. City Manager Wallace provided the history behind the event and a recap of the City's past support.

Main Motion: To Authorize Action Memorandum No. 17-032

Moved by:	Combs
Seconded by:	Fuller
Action:	Motion carried with a 6-1 vote
In favor:	Best, Carrington, Combs, DeVries, Hanson, LaFrance
Opposed:	Fuller

Primary Amendment #1: To Reduce Community Grant Amount to \$1,500.00

Moved by:	Best
Seconded by:	
Action:	Motion failed for lack of a second
In favor:	
Opposed:	

J. NEW BUSINESS

Item 1 - Resolution No. 17-017: Supporting the Engine 557 Restoration Company Preservation and Restoration of Engine 557 and Rail Infrastructure in Palmer

Mayor DeVries requested a staff report. City Manager Wallace noted the resolution did not provide any financial support.

Main Motion: To Approve Resolution No. 17-017

Moved by:	Carrington
Seconded by:	Best
Action:	Motion carried by a 6-1 vote
In favor:	Best, Carrington, Combs, DeVries, Hanson, LaFrance
Opposed:	Fuller

Primary Amendment #1: To strike out from the fifth whereas ~~the Warren "Bud" Woods Palmer Municipal Airport~~ and replace it with Chugach Street.

Moved by:	Fuller
Seconded by:	Hanson
Action:	Motion failed by a 1-6 vote
In favor:	Fuller
Opposed:	Best, Carrington, Combs, DeVries, Hanson, LaFrance

Item 2 - Resolution No. 17-018: Encouraging Congress to Create a Reliable, Predictable Stream of Resources to Address Deferred Maintenance Needs In America's National Park System

Main Motion: To Approve Resolution No. 17-018

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

K. RECORD OF ITEMS PLACED ON THE TABLE

Written Testimony Concerning Ordinance No. 17-007 from Jack Snodgrass

L. AUDIENCE PARTICIPATION

Eugene Carl Haberman:

- Spoke to the need to provide opportunity for the public to speak; and
- Addressed failed bid processes in local governing bodies.

Patrick Durand:

- Highlighted plans for operation of Engine 557; and
- Noted the need for access to the airport spur and the two stub tracks at the airport for test runs.

M. COUNCIL MEMBER COMMENTS

Deputy Mayor Combs:

- Announced the month of May being designated Older Americans Month;
- Spoke to presenting to the Alaska Commission on Aging on May 9, regarding recent events with the Palmer Veterans and Pioneer Home;
- Commented on attendance of the Recycling Conference; and
- Addressed the need to resolve the single use plastic bag issue in regards to litter.

Council Member Fuller:

- Spoke to concerns related to the route planned for Engine 557;
- Noted he was fully behind the Who Let the Girls Out event; and
- Wanted to ensure a full report would be forthcoming to the Council after the event.

Council Member Hanson:

- Noted he was a fan of the Engine 557 Restoration Project; and
- Proposed a change to the Community Grant Process regarding downtown merchant's participation.

Council Member Best:

- Expressed excitement about the Who Let the Girls Out Event; and
- Encouraged everyone to work on clean-up before the weekend.

Council Member LaFrance:

- Commended the organizers of the Science March in Palmer this past weekend; and
- Echoed concerns regarding plastic bag usage and litter.

Council Member Carrington:

- Commented on a news report addressing the addition of recycled plastic to asphalt as a means to help it last longer; and
- Expressed appreciation to all those involved with the Valley Interfaith Agency sponsored meeting concerning the Veterans and Pioneer Home this past weekend.

N. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:28 pm.

Approved this 9th day of May, 2017.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

Your MSB Planning Department Proudly Presents...

Matanuska-Susitna Borough Long Range Transportation Plan Road Show



What does Mat-Su transportation look like to you?

- What should transportation look like in 2035?
- What transportation solutions do we need?
- Where shall we focus our transportation investments between now and then?



What is the LRTP?

The Long Range Transportation Plan...

- Establishes Goals
- Identifies Strategies to achieve those goals
- Identifies an implementation strategy (Chapter 7!)

Based on the Questions...

- **Where will YOU be in 2035?**
- **What will you need from your transportation system?**



Challenges and Risks



Goals and Strategies

GOALS

Goal 1: Improve Transportation & Land Use Connection

Goal 2: Provide Transportation Choices

Goal 3: Improve Connectivity

Goal 4: Improve Mobility

Goal 5: Safety – Make Transportation Safer

Goal 6: Support Economic Vitality

Goal 7: Enhance Environmental Quality

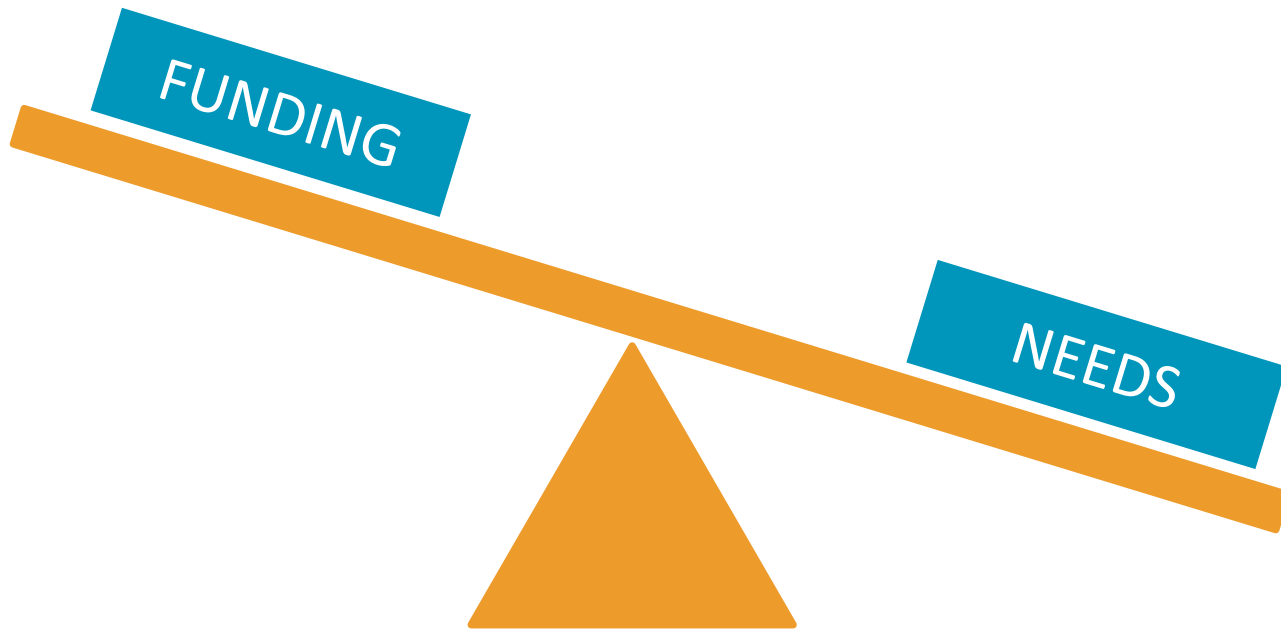
STRATEGIES

Update the MSB Comprehensive Plan	All Terrain Vehicle (ATV)/Off-Road Vehicle (ORV) Use Policy	Develop an Active Transportation Master Plan	Conduct a Roadway Network Connectivity Analysis	Implement Projects and Programs that Reduce Congestion and Travel Delays and Improve Travel Times	Improve Transportation Safety Education	Improve access to jobs for both residents and employers	Support Use of Alternative Fuels and Technologies	Develop Green Streets Policy
Continued Updates to Subdivision Regulations	Complete Transit Consolidation	Develop a Complete Streets Policy	Establish a Subdivision Connectivity Policy	Develop an Asset Management Program	Continue the Safe Route to School Program	Improve Access to Education for All Students within the MSB	Coordinate with Resource Agencies on Projects	Develop Municipal Separate Storm Sewer System Program
Continued Integration of the MSB Subdivision Construction Manual	Develop a Long-Range Transit Vision	Develop Park and Ride Facilities	Establish Non-Motorized Design Requirements on All Major Collector Roads and Above in the MSB Core Area	Expand Wayfinding Strategies for Transit and Trails	Continue Support of Highway Safety Improvement Program	Identify and Design Freight Routes	Promote TDM/TSM Measures	Continue Fish Passage Culvert Replacement Program
Create Transit Supportive Development	Support Improved Passenger Rail Service	Improve Awareness of Transportation Choices		Improve Traffic Signal Coordination		Continue Aviation Land Use Policy Development	Review Roadway Design Guidelines to Promote Sustainability	Improve Air Quality
Strategic Access Development Plans	Expand Vanpools Program	Establish a Public Facility Siting Policy						
Explore Remote Land Use Access & Infrastructure Issues	Consider Additional Demand Response Service	Adopt a Policy Requiring Bike/Pedestrian Improvements near/along Transit Corridors						

Measuring Performance



Roadways and Fiscal Constraint

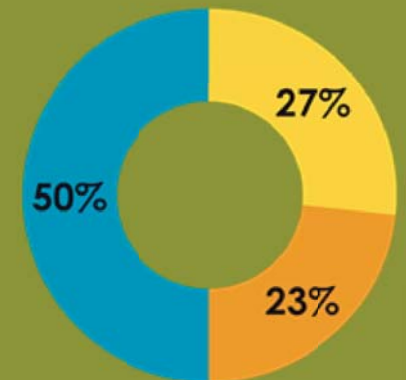


20-YEAR SNAPSHOT

48 Projects

\$1.3 Billion

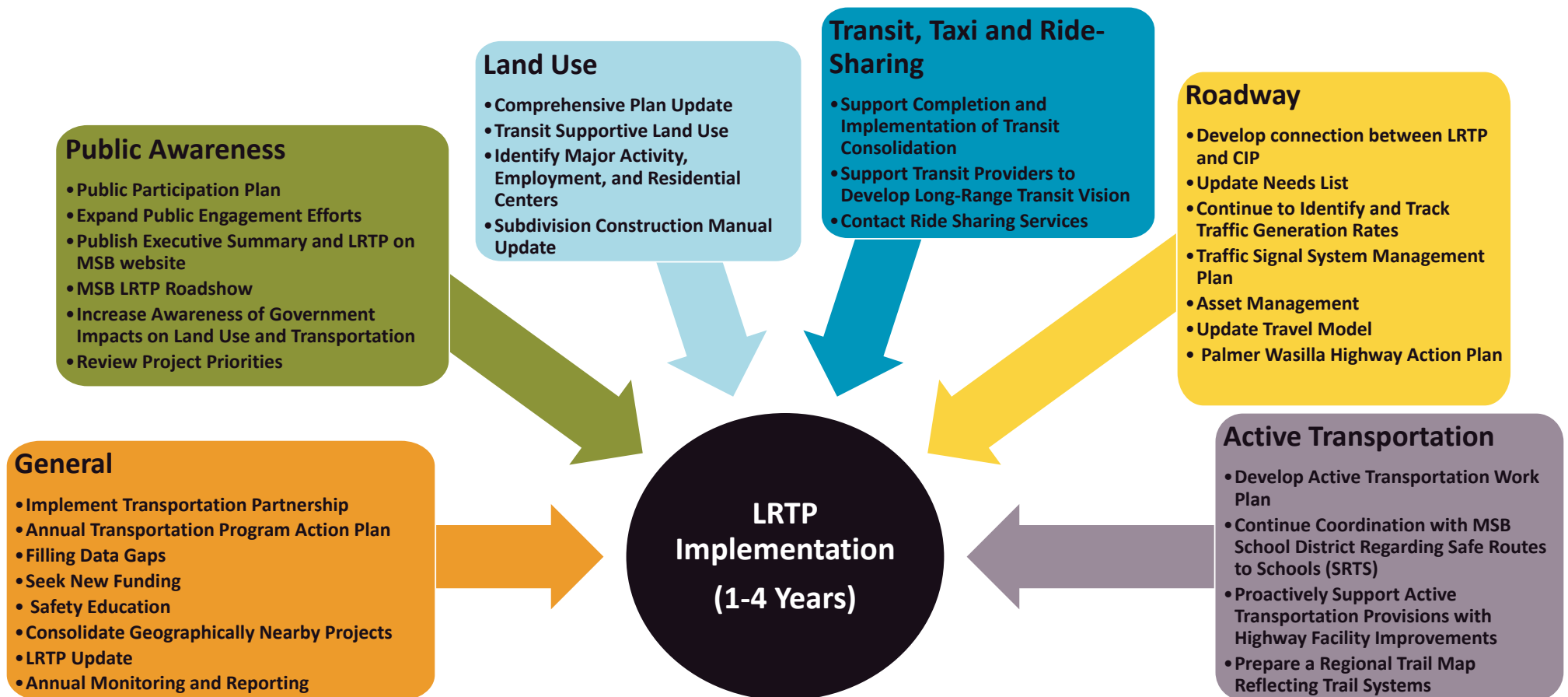
- Short-Term
- Medium-Term
- Long-Term



Road Improvements



Multi-modal Implementation



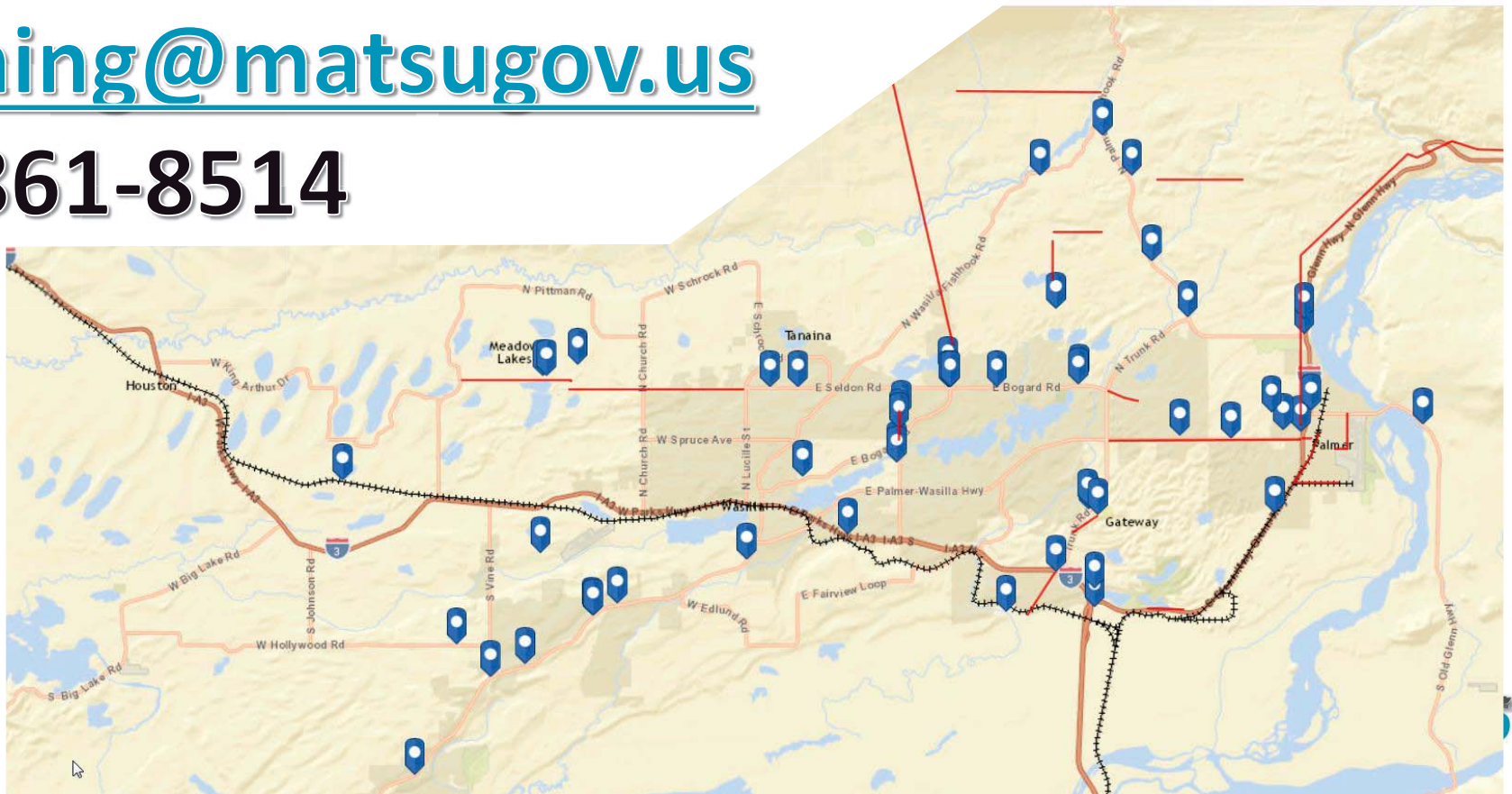
Questions, Comments?

www.MSBLRTP2035.com

planning@matsugov.us

907-861-8514

Instructions



2035

THANK YOU!





Staff Update and analysis (April 2017):

Police Department:

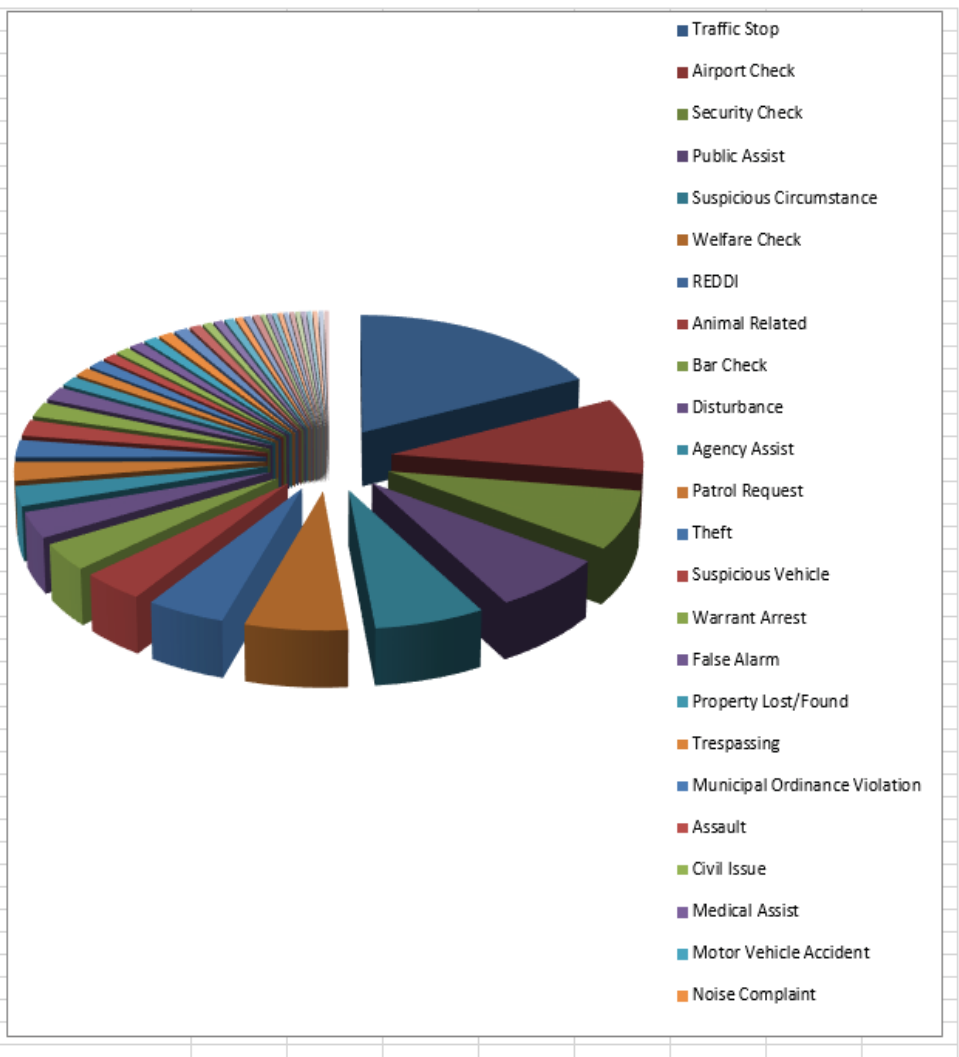
Total calls: 633 down from 651 in March

Call breakdown - 29 %(March - 33%) traffic/vehicle related, 35% (March - 29%) checks (welfare/property), 15%(March - 19%) citizen assistance, 21%(March - 19%) other.

Patrol Calls
 April, 2017

CAD REPORT

Traffic Stop	112
Airport Check	61
Security Check	47
Public Assist	44
Suspicious Circumstance	42
Welfare Check	39
REDDI	30
Animal Related	24
Bar Check	22
Disturbance	21
Agency Assist	16
Patrol Request	15
Theft	14
Suspicious Vehicle	13
Warrant Arrest	12
False Alarm	11
Property Lost/Found	8
Trespassing	7
Municipal Ordinance Violation	7
Assault	6
Civil Issue	6
Medical Assist	6
Motor Vehicle Accident	6
Noise Complaint	6
Traffic Complaint	6
Public Appearance	5
Criminal Mischief	4
Stolen Vehicle	4
Motorist Assist	4
DUI	3
Parking Complaint	3
Traffic Control	3
Airport Suspicious	2
Attempt to Locate	2
Conditions of Release	2
Drug Information	2
Domestic Violence Service	2
Domestic Violence Violation	2
Flight	2
Minor in Need	2
Motor Vehicle Accident w/Injury	2
Robbery	2
Sex Offense	2
Traffic Hazard	2
Abandoned Vehicle	1
Burglary	1



Fire Department:

Calls: 53(49 - March) in April 2017, up by 8% from last month, up by 8% from last year. Fire: 9(4 - March), Recue: 17(16 - March), Hazard: 4(3 - March), Good intents: 10(10 - March), False alarm: 5(13 - March), Special Incident: 0(0 - March), Service call: 8(3 - March).



Community Development:

Library:

Patrons:	March	April
<i>Total Registered Patrons</i>	<i>12,930</i>	<i>12,985</i>

Total Mat-Su Borough Resident Patrons	9,930	10,018
Total City of Palmer Resident Patrons	3,000	2,967
New Library Users	52	53

Usage:	March	April
Patron Visits/Count	10,050	8,549
Reference Questions	1,838	1,641
Library Computer Sessions	2,681	1,495
WIFI Sessions	1,413	1,413
Circulation (PPL items)	10,485	9,356
Magazine circulation	11,361	9,034
Take Home Paperbacks	160	153

Programs:	March		April	
Children’s Programs	18 Events	1,215 Participants	16 Events	1,164 Participants
Class Visits	4 Events	48 Participants	5 Events	192 Participants
Young Adult Programs	2 Events	99 Participants	4 Events	220 Participants
Adult Programs	2 Events	14 Participants	5 Events	108 Participants
Total Library Programs	26 Events	1,376 Participant	26 Events	1,376 Participants
Community Events	43 Events	365 Participants	38 Events	153 Participants
Total Events	69 Events	1,741 Participants	64 Events	1,529 Participants

Building and Compliance:

Compliance Letters dispatched: 5(5- March) (unsightly premise), 3(1- March) (clean up follow up), and 20(21- March) (permit follow ups), other: 1(0- March)



**Building Department Report
 APRIL 2017**

Permit Type	Count	Total Valuation	Permit Fees Collected	Plan Review Fees Collected
Building Permit	4	\$19,400.00	\$382.25	\$231.25
Sign Permit	0	\$0.00	\$0.00	
Fence Permit	3	\$6,900.00	\$78.00	
Totals	7	\$26,300.00	\$460.25	\$231.25

TYPE OF PERMITS:

Applicant	Valuation	Type of Work	Permit Fee	Plan Review Fee
Bushika, Donna	\$3,500.00	Fence	\$26.00	
Dobrova, Atli	\$10,000.00	COM Alteration	\$201.50	\$130.75
Lucas, Dan	\$6,500.00	COM Alteration	\$154.75	\$100.50
KLH, Inc.	\$400.00	Shed Roof	\$26.00	
Reiman, David	\$2,500.00	Storage Shed	\$0.00	
Essian, Justin J.	\$3,000.00	Fence	\$26.00	
Zendle, Larry & Julie	\$400.00	Fence	\$26.00	

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
2008	28	4	3	\$1,386,530.00	\$13,737.50	
2009	11	6	2	\$404,841.00	\$4,440.25	
2010	26	5	4	\$2,637,203.00	\$19,554.25	
2011	24	8	2	\$2,290,679.00	\$19,381.75	
2012	29	12	1	\$4,210,550.00	\$33,084.50	
2013	15	7	2	\$3,931,275.00	\$28,507.25	
2014	31	4	0	\$7,593,951.00	\$51,537.50	
2015	35	10	3	\$2,778,357.00	\$26,684.75	
2016	19	12	4	\$22,974,593.00	\$105,513.50	
2017	17	3	3	\$2,299,816.00	\$18,199.00	\$9,863.75



PALMER GOLF COURSE

April

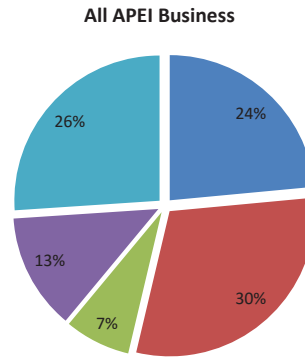
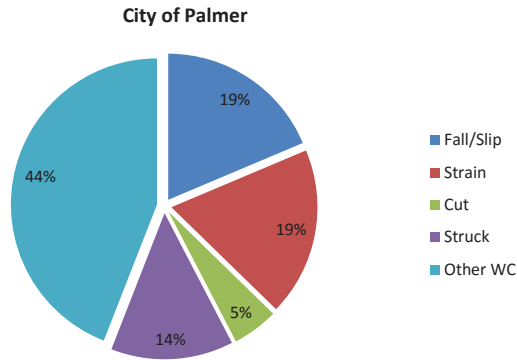
Operational Days:	18
Number of Rounds:	1,409
Green Fees:	\$59,679.00
Cart Rental:	\$8,397.00
Club Rental:	\$110.00
Driving Range:	\$2,911.00
Merchandise Sales:	\$20,493.50
Snack Bar:	\$3,817.00
Beer & Wine:	\$2,461.50

Summary of Workers' Compensation Experience

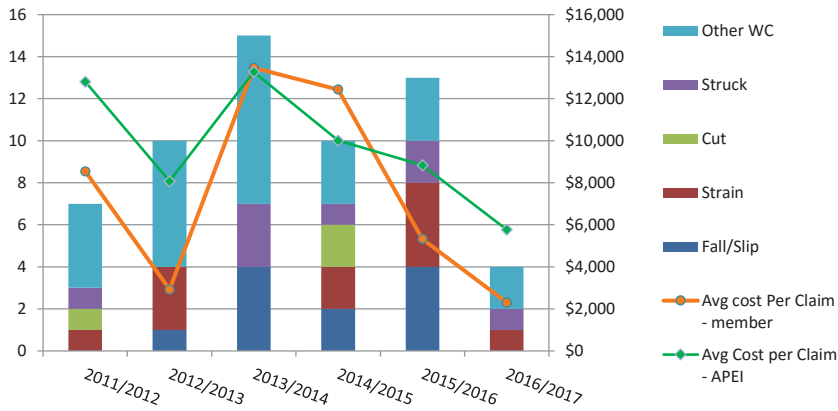
City of Palmer

7/1/11 - 3/31/17

Claim Count by Injury Type



Number, Type, and Average Size of Claims by Year



Timeliness

Proportion of claims reported to APEI within 14 days of the date of injury

95% City of Palmer
92% Overall APEI



Frequency

Number of Injuries per \$1 Mil of Payroll

2.12 City of Palmer
1.50 Overall APEI non-School Districts



Severity

Average medical and indemnity cost per claim (claims capped at \$750,000)

12,562 City of Palmer
13,607 Overall APEI non-School Districts

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Fall/Slip	0	1	4	2	4	0
Strain	1	3	0	2	4	1
Cut	1	0	0	2	0	0
Struck	1	0	3	1	2	1
Other WC	4	6	8	3	3	2
Total WC Claims	7	10	15	10	13	4
Average Cost Per Claim for Member	8,543	2,924	13,469	12,439	5,325	2,306
Overall Avg Cost Per Claim for APEI	12,805	8,071	13,269	10,010	8,835	5,768

City of Palmer represents

1.6% of the 2015/16 Workers' Compensation Payroll written by APEI

Note on Injury Types

"Fall/Slip" includes falls or slips from a ladder, from a different level, on ice/snow, due to liquids or grease, or on stairs

"Strain" includes strains due to reaching, twisting, lifting, pulling, noise, or from using a tool or machinery

"Cut" includes cuts from broken glass, tools, objects being handled, or other sources

"Struck" includes injuries from being struck, kicked, stabbed,

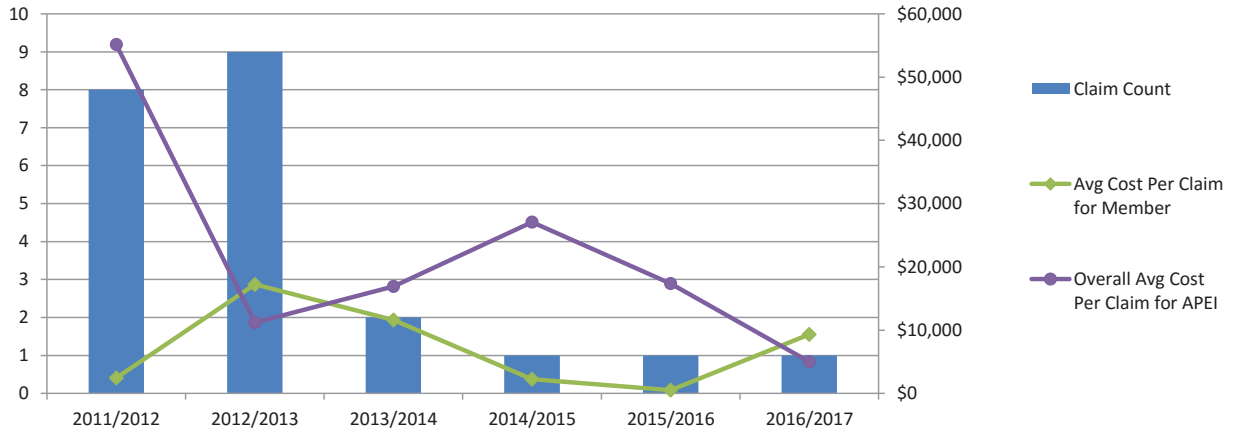
Data is as of 3/31/2017

Summary of Liability and Auto Experience

City of Palmer

7/1/11 - 3/31/2017

Number and Size of Liability & Auto Claims by Year



	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Claim Count	8	9	2	1	1	1
Avg Cost Per Claim for Member	2,448	17,232	11,588	2,256	500	9,319
Overall Avg Cost Per Claim for APEI	55,155	11,210	16,917	27,089	17,342	4,997

City of Palmer represents

1.5% of the 2015/16 Liability & Auto Payroll written by APEI

Data is as of 3/31/2017

Mayor's Memo

Council Meeting report – May 23, 2017

OUTREACH:

- ✓ Drew names of winners for bikes at Clean Up Day
- ✓ First pitch at Little League – don't think you could count it a pitch – my coach tried to teach me
- ✓ Proclamation for Older Americans Month at Senior citizen center
- ✓ Attendance at Alaska Bible College Commencement

UP COMING EVENTS:

- ✓ Town Hall meeting on Sewer Project
- ✓ Outreach to High school age student(s) for Boards and Commission
- ✓ Mayor's Minute on Radio – June 9
- ✓ Town Hall meeting on airport improvements
- ✓ Palmer Clean Up Day – May 12 and 13
- ✓ Mayor/Manager's meeting – Palmer – May 18 - 3:30 pm
- ✓ Mayor/manager's meeting on Sales Tax – May 18
- ✓ May 24 – Noon – Crowley's
- ✓ Work Force Luncheon – May 25 – Job Corps
- ✓ Art Festival – Machentz at Massay Theatre – June 2
- ✓ Rally to the Ranch – Ranch – fundraiser – June 3
- ✓ Valley Board of Realtors – Borough/City Mayors – June 14
- ✓ Mayor/Manager's – June 15 – Houston
- ✓ **Palmer Pride – July 28 – starting thinking of Citizen of Year; Business Person of the Year; New Business of the Year –**
- ✓ **Beautiful Lawn/Gardens – we will be getting lawn markers for the winners to display on their lawns**

Leaders choose the right things to do
and managers do those things.

Norma Alley

From: Norma Alley
Sent: Tuesday, May 16, 2017 8:14 AM
To: Council Members
Subject: FW: FERC Application Letter of Support for Alaska LNG
Attachments: Example Federal Energy Regulatory Commission Letter of Support.docx; 20170501-3022(32139638).doc

The Mayor has requested the Council receive this information and is recommending the City Council does not take a position. This will be in the Mayor's Report for the 5/23 meeting to be brought up for discussion.

Norma

Begin forwarded message:

From: Jordan Engel <JEngel@agdc.us>
Date: May 15, 2017 at 12:12:53 PM AKDT
To: "edevries@palmerak.org" <edevries@palmerak.org>
Subject: [EXTERNAL]FERC Application Letter of Support for Alaska LNG

Mayor DeVries,

On April 17th, AGDC filed its application pursuant to Section 3 of the Natural Gas Act to the Federal Energy Regulatory Commission (FERC) for authorization to site, design and construct the Alaska LNG project. FERC published the attached Notice of Application in the Federal Register on May 1, 2017 to give notice to any person that would like to comment on or become an intervener on the project should do so by May 22, 2017.

We are requesting that you show your support and the City of Palmer's support of the project by submitting a letter of support or a request to become an intervener to FERC. Attached is an example letter with the appropriate address and website.

If you have any questions or I can be of any assistance, please send me a note or contact me at 330-6327.

Sincerely,

Jordan Engel

Jordan Engel | Project Specialist | Alaska Gasline Development Corporation | T 907.330.6327 | C 907.398.6746 | JEngel@agdc.us

Privileged and Confidential Communication: This electronic mail communication and any documents attached hereto may contain confidential and privileged material for the sole use of the intended recipient(s) named above. If you are not the intended recipient of this message (or if

you are not authorized to receive information for the recipient) any review, use, distribution, copying or disclosure by you or others is strictly prohibited. Please notify sender by reply email or telephone and delete and/or destroy this message and all attachments.

UNITED STATES OF AMERICA
FEDERAL ENERGY REGULATORY COMMISSION

Alaska Gasline Development Corporation

Docket Nos. CP17-178-000
PF14-21-000

NOTICE OF APPLICATION

(May 1, 2017)

Take notice that on April 17, 2017, Alaska Gasline Development Corporation (AGDC), Suite 200, 3201 C Street, Anchorage, Alaska 99503, filed in the above referenced docket an application pursuant to section 3 of the Natural Gas Act (NGA) for its proposed Alaska LNG Project. Specifically, AGDC proposes: (i) a liquefaction facility designed to produce up to 20 million metric tons per annum of liquefied natural gas; (ii) an approximately 807-mile, 42-inch-diameter pipeline with a peak day capacity of 3.3 billion cubic feet per day; (iii) a gas treatment plant; (iv) an approximately one-mile, 60-inch-diameter pipeline; (v) an approximately 63-mile, 32-inch-diameter pipeline; and (vi) eight compressor stations, all within the State of Alaska, all as more fully set forth in the application which is on file with the Commission and open to public inspection. The filing is available for review at the Commission in the Public Reference Room or may be viewed on the Commission's website web at <http://www.ferc.gov> using the "eLibrary" link. Enter the docket number excluding the last three digits in the docket number field to access the document. For assistance, contact FERC at FERCOnlineSupport@ferc.gov or call toll-free, (886) 208-3676 or TYY, (202) 502-8659.

Any questions concerning this application may be directed to Frank T. Richards, P.E., Senior V.P., Program Management, Alaska Gasline Development Corporation, Suite 200, 3201 C Street, Anchorage, Alaska 99503, by telephone at (907) 330-6532 or by email at FRichards@agdc.us and Howard L. Nelson and Kenneth M. Minesinger, Greenberg Traurig, 2001 L Street, NW, Suite 1000, Washington, DC 20037 by telephone at (202) 331-3163 and (202) 530-8572 or by email at nelsonh@gtlaw.com or minesingerk@gtlaw.com.

On September 12, 2014, Commission staff granted AGDC's request to utilize the Pre-Filing Process and assigned Docket No. PF14-21-000 to staff activities involved in the Alaska LNG Project. Now, as of April 17, 2017 application, the Pre-Filing Process for this project has ended. From this time forward, this proceeding will be conducted in Docket No. CP17-178-000, as noted in the caption of the Notice.

Pursuant to section 157.9 of the Commission's rules (18 CFR 157.9), within 90 days of this Notice, the Commission staff will issue a Notice of Schedule for Environmental Review. If a Notice of Schedule for Environmental Review is issued, it

will indicate, among other milestones, the anticipated date for the Commission staff's issuance of the final environmental impact statement (FEIS) for this proposal. The issuance of a Notice of Schedule for Environmental Review will serve to notify federal and state agencies of the timing for the completion of all necessary reviews, and the subsequent need to complete all federal authorizations within 90 days of the date of issuance of the Commission staff's FEIS.

There are two ways to become involved in the Commission's review of this project. First, any person wishing to obtain legal status by becoming a party to the proceedings for this project should, on or before the comment date stated below file with the Federal Energy Regulatory Commission, 888 First Street, NE, Washington, DC 20426, a motion to intervene in accordance with the requirements of the Commission's Rules of Practice and Procedure (18 CFR 385.214 or 385.211) and the Regulations under the NGA (18 CFR 157.10). A person obtaining party status will be placed on the service list maintained by the Secretary of the Commission and will receive copies of all documents filed by the applicant and by all other parties. A party must submit seven copies of filings made in the proceeding with the Commission and must mail a copy to the applicant and to every other party. Only parties to the proceeding can ask for court review of Commission orders in the proceeding.

However, a person does not have to intervene in order to have comments considered. The second way to participate is by filing with the Secretary of the Commission, as soon as possible, an original and two copies of comments in support of or in opposition to this project. The Commission will consider these comments in determining the appropriate action to be taken, but the filing of a comment alone will not serve to make the filer a party to the proceeding. The Commission's rules require that persons filing comments in opposition to the project provide copies of their protests only to the party or parties directly involved in the protest.

Persons who wish to comment only on the environmental review of this project should submit an original and two copies of their comments to the Secretary of the Commission. Environmental commentators will be placed on the Commission's environmental mailing list, will receive copies of the environmental documents, and will be notified of meetings associated with the Commission's environmental review process. Environmental commentators will not be required to serve copies of filed documents on all other parties. However, the non-party commentators will not receive copies of all documents filed by other parties or issued by the Commission (except for the mailing of environmental documents issued by the Commission) and will not have the right to seek court review of the Commission's final order.

The Commission strongly encourages electronic filings of comments, protests and interventions in lieu of paper using the "eFiling" link at <http://www.ferc.gov>. Persons unable to file electronically should submit an original and seven copies of the protest or

intervention to the Federal Energy regulatory Commission, 888 First Street, NE,
Washington, DC 20426.

Comment Date: 5:00pm Eastern Time on May 22, 2017.

Kimberly D. Bose,
Secretary.

Federal Energy Regulatory Commission

888 First Street, NE

Washington, DC 20426

<http://www.ferc.gov>

Re.: Docket No. CP17-178-000 for the Alaska LNG Project

Dear Secretary Bose,

I am writing in support of the application filed with FERC pursuant to section 3 of the Natural Gas Act (NGA) for the proposed Alaska LNG Project. The Alaska LNG Project is an integrated gas infrastructure project with three major components: a gas treatment plant located at Prudhoe Bay, an 807-mile long pipeline to Southcentral Alaska with offtakes for in-state use, and a natural gas liquefaction plant in Nikiski, Alaska.

The project has been thoroughly studied and analyzed over the last couple of decades, including over a million man-hours invested in pre-FEED efforts for the Alaska LNG Project, with more than 193,000 acres mapped, over 300 streams surveyed, and thousands of borehole researched along the proposed route. The recent application contained more than 58,000 pages describing the environmental, engineering, and safety aspects of the projects and its impacts to the environment and benefits to Alaskans.

Alaska holds America's largest concentration of proven, conventional, but stranded gas. The Alaska LNG Project will liberate these resources and provide America with a major new energy infrastructure that can supply domestic needs and provide a stable source of gas supply for trading partners in the Asia-Pacific region and positively reduce of trade imbalance.

Sincerely,

**City of Palmer
Ordinance No. 17-008**

Subject: Adopting a City of Palmer Parks, Recreation and Outdoor Facilities Memorial and Donation Policy


Agenda of: April 25, 2017 – Introduction
 May 9, 2017 – 1st Public Hearing
 May 23, 2017 – 2nd Public Hearing

Council Action: **Adopted** **Amended:** _____
 Denied



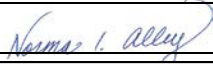
Originator Information:

Originator: Community Development Director Sandra Garley

Department Review:

Route to:	Department Director:	Signature:	Date:
<u>X</u>	Community Development		<u>4/3/17</u>
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:


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

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature: 

Attachment(s):

- Ordinance No. 17-008 adopting a City of Palmer Parks, Recreation, and Outdoor Facilities Memorial and Donation Policy
- Parks, Recreation & Cultural Resources Advisory Board Resolution No. 16-002
- Resolution No. 05-028

Summary Statement:

The purpose of this policy is to establish guidelines, standards, and procedures for the acceptance, installation, and care of donated park improvements, either as a result of a cash or physical property donation. When the City is approached by families or other community members who wish to donate items for installation in a public space, the City staff should have a specific set of guidelines to use in processing the requested donation or memorial.

The Parks, Recreation and Cultural Resources Advisory Board has developed criteria that will ensure that there is a uniform standard for items being placed on City property. Having a set of guidelines will also assist a family or organization that wants to make a donation in making a decision on what to donate.

Palmer Municipal Code (PMC) 12.24.040 authorizes the manager to promulgate regulations for "maintenance or other reasons."

Palmer Municipal Code 2.07.030 requires Ordinances of less than general and permanent nature, and not intended to become a part of the code, shall conform to the requirements of PMC 2.07.010.

Administration's Recommendation:

Adopt Ordinance No. 17-008 adopting a City of Palmer Parks, Recreation, and Outdoor Facilities Memorial and Donation Policy.

Introduced by: City Manager Wallace
Date: April 25, 2017
1st Public Hearing: May 9, 2017
2nd Public Hearing: May 23, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 17-008

An Ordinance of the Palmer City Council Adopting a City of Palmer Parks, Recreation, and Outdoor Facilities Memorial and Donation Policy

WHEREAS, the City has public land that citizens enjoy throughout the year; and

WHEREAS, many citizens and visitors desire to assist and enhance these public lands through donation and memorialization items; and

WHEREAS, the Parks, Recreation and Cultural Resources Advisory Board developed and recommends a standard operating procedure for accepting and maintaining donations for public use at recreational and outdoor facilities.

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This is a non-code ordinance which adopts regulations for the Parks, Recreation and Outdoor Facilities Memorial and Donation Policy.

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

Section 3. The City of Palmer Parks, Recreation and Outdoor Facilities Memorial and Donation Policy is hereby adopted as follows:

1. PURPOSE

The purpose of this policy is to establish guidelines, standards, and procedures for the acceptance, installation, and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, picnic tables, bicycle racks, trees, monuments, banners, interpretive signs, public art, and other types of park and trails accessories. This policy does not apply to buildings or land. The City desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

Donations will be incorporated into upcoming or ongoing park improvement projects. The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on City owned or City maintained property.

Standards established by this policy will apply to purchased equipment, installation techniques, donation plaques, decoration and long term care of all donations made after the adoption of this policy. Materials and design of such donations shall be reviewed by the Palmer Parks, Recreation and Cultural Resources Advisory Board (the Board). The Board shall forward their recommendation as to the acceptance of the proposed donation to City Council for final action.

2. STANDARDS FOR DONATIONS

- A. Acquisition or Purchase:** The City and the community have an interest in ensuring that park and trail elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The Board will be responsible for review and approval of material and design of all park elements.

- B. Appearance and Aesthetics:** The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgments should reflect the character of the park or facility. Prior to installation, the Board must determine that all park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

- C. Cost:** The City has an interest in ensuring that the donor covers the full-cost of the purchase, installation, and maintenance for the expected life cycle of donated park elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation, and maintenance. The City also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently, the City will assess, at the time of purchase, a charge sufficient to cover anticipated ongoing maintenance of donated park elements during their expected life expectancy.

- D. Maintenance:** Donated park elements and/or their associated donation plaques, become City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donation. (See Section 11 for more information on life cycle.) If current information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

- E. Repair:** The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated

park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

3. PROCEDURE FOR MAKING A DONATION

The City's Community Development office will manage all donations located on City park property, with the assistance of the Parks Maintenance Crew.

A. Application: The donor must contact the Community Development office to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail or in person at the Community Development office.

4. CRITERIA FOR ACCEPTANCE

A. Park Plan: To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the City may accept the donation under certain conditions. Under this circumstance, the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use or function of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

B. Donation Plaques: Donation plaques, as approved by the Board, are to be directly affixed to the donation and/or, are to be made of bronze and purchased through the City. Donation plaques will be a maximum 5" x 7" or 2" x 18" inches in size (depending on the donated item), utilize either "Palatino" or "Cheltenham Light" lettering and numbers, have a leatherette or travertine background texture, be of dark brown oxide stain and be manufactured by a City approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, the Board may approve alternative types. The Board must approve all text and graphics for donation plaques.

In park bench applications, the donation plaque will be affixed to the front of the seat back of the bench. In picnic table applications, the donation a plaque will be affixed to the table top. In tree installation applications, the donation plaque will be installed on a post or on a stone next to the base of the tree.

C. Notification: It shall be the responsibility of the donor to provide the Community Development office with a current address for purposes of notification regarding their donation. For the purposes of notification, the City will send a certified letter to the donor, notifying the donor of changes related to the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

5. PARK BENCHES, PICNIC TABLES, & BICYCLE RACKS

Park benches, picnic tables, bicycle racks, and playground components may be placed in locations approved by the Board in accordance with an available site plan approved by City Council. Items donated must be of a product approved by the Board, and these items become City property at time of purchase.

A. Bicycle Specifications:

1. Bicycle Rack Dimensions -

Height:	36" max. – 30" min.
Materials:	Stainless steel or galvanized round or square pipe [2-3/8 in OD, 0.154-inch wall, Schedule 40 steel pipe] [1-5/8 inch OD, 0.140 wall Schedule 40 steel pipe]
Safety:	1. Comply with ADA Standards – no overhangs or protrusions that could be difficult for visually impaired in the walkway or that may cause tripping hazard; 2. Minimum 10" gap at the bottom of the rack to allow space for pedal; 3. Space gaps on the rack shall be larger than 9" and smaller than 3.5"
Locking:	1. Must provide minimum of two-point connection between the bicycle frame and the rack; 2. Locking points must be a minimum of 1 inch and a maximum of 4 inches

2. Required Bicycle Rack Clearances on Sidewalks -

Description	Minimum Clearance (feet)	Object
Bicycle Rack Clearances from other Sidewalk Objects	0	In-ground utility pull box – allow enough room to remove cover
	2	Tree or tree well; newspaper rack; trash can; curb cut/driveway
	6	Bicycle rack (along curb)
	3	Bicycle rack (parallel to other rack)
	5	Fire hydrant; stand pipe (near entrances)
	10	Building entrance
	5	Street light pole; Traffic sign pole
Bicycle Rack Clearances from Parking Spaces	2	Sign pole (mid-block)
	5	Parallel car parking
	5	Perpendicular car parking

3. Sidewalk Width Requirements for Bicycle Parking -

Description	Minimum Clearance (feet)	Location
Curbside bicycle rack	9	Between curb face and building or café seating (leaving 6' walkway)
Building side bicycle rack	1	Between bicycle rack and building

B. Bench Specifications:

Bench Type	Framing	Seating
Contour wooden park bench with back (6-ft.)	Heavy duty 2-3/8" O. D. pipe fame	Planks (2" x 4") with 8 slats of untreated wood, or pressure-treated planking options
Wooden park bench without back (6-ft.)	Heavy duty 2-3/8" O. D. pipe welded framework and brace 1-5/16" O. D. pipe	Wood planks (2" x 4"); finished seat dimensions 15" wide by 18" high

C. Picnic Table Specifications:

Table	Framing
Rectangular expanded metal table with backless bench (6-ft. or 8-ft.)	2-3/8" O.D. steel tubing frame to create a sturdy base

D. Options:

The Board may recommend alternative sizes and types of park bench or picnic table based on the location proposed and the City's needs to the City Council.

6. TREES

Landscaping and plant selection for park facilities is critical due to the wind conditions, soils, and winter weather in Palmer. Accordingly, location, size and specie of tree or trees proposed for donation shall be limited to those reviewed and recommended by the Board. The Board shall forward their recommendation as to the acceptance of the proposed tree(s) to City Council for final action.

Trees will only be accepted for areas with suitable soils for the species and areas that have access to public water supply in place.

A. Minimum Tree Size:

Coniferous trees shall have a minimum height of six feet (6'); and
Deciduous trees shall have a minimum caliper (diameter or thickness) of two inches (2").

B. Prohibited Plant Species:

- | | |
|------------------------------|----------------------|
| <i>Acer platanoides</i> | Norway Maple |
| <i>Aegopodium podagraria</i> | Bishop's Weed |
| <i>Berberis sp.</i> | Barberry |
| <i>Caragana arborescens</i> | Siberian Pea Shrub |
| <i>Eleagnus sp</i> | Russian Olive |
| <i>Euonymus alatus</i> | Burning Bush |
| <i>Fallopia japonica</i> | Japanese Knotweed |
| <i>Ligistrum sp</i> | Privet |
| <i>Lonicera japonica</i> | Japanese Honeysuckle |

Polygonum sp
Populus alba
Prunus padus
Rosa multiflora
Sorbaria sorbifolia
Sorbus aucuparia
Viburnum opulus

Knotweed
White Poplar
European Bird Cherry
Multiflora Rose
False Spirea
European Mountain Ash
European Cranberry Bush

7. MONUMENTS

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City park facility. Exceptions to this policy are monuments installed by the City commemorating the history and/or dedication of a park facility.

8. INTERPRETIVE & OTHER DONATED PARK SIGNS

Interpretive and other donated park signs as recommended by the Board. The Board shall forward their recommendation as to the acceptance of the proposed sign to City Council for final action. Signs shall be consistent with any adopted City way finding standards may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

9. PUBLIC ART

Donated public art is subject to full review by the Board. The Board shall forward their recommendation as to the acceptance of the proposed art to City Council for final action.

10. OTHER DONATIONS

There may be donations possible, other than those expressly listed or contained within this policy. The Board may, at their discretion, review any donation proposal and forward a recommendation. The City may accept those donations subject to approval by the City Council.

11. CONDITIONS

A. Installation: Installation of donated park elements will be scheduled at a time and date as determined by Parks Maintenance Crew so as not to unnecessarily interfere with routine park maintenance activities.

Placement of the memorial or equipment may not pose a safety risk to users of the public space or impede mowing, drainage or public access.

B. Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedures in this policy, the City will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the

action taken. In the event a donation must be permanently removed; the City will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location.

12. MAINTENANCE AND REPAIR

The long-term care and maintenance of donated park elements is important to both the donor and the City.

- A. Life Cycle Care Fund:** The establishment of the Life Cycle Care Fund ensures that the City will care for the donation for the estimated life of the donation, or until such time the City determines that the memorial donation must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase and installation, and the funds estimated to be sufficient, based upon the expected life cycle, for maintenance of the donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

Accordingly, the City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation if deemed necessary by the Board and its associated maintenance cost. The City reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the City has not been able to contact the original donor.

Section 4. Effective Date. Ordinance No. 17-008 shall take effect upon adoption by the City of Palmer City Council.

Adopted this ____ day of _____, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

CITY OF PALMER
PARKS, RECREATION & CULTURAL RESOURCES ADVISORY BOARD
Resolution No. 16-002

**A Resolution of the Parks, Recreation & Cultural Resources Advisory Board
Recommending the Adoption of a Memorial Policy**

WHEREAS, the City Council in creating the Parks, Recreation & Cultural Resources Advisory Board required the Board under Palmer Municipal Code 2.22.006. B. to provide input and recommendations on issues relating to placement of memorials and plaques on City property; and

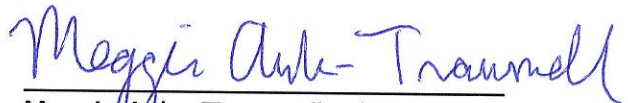
WHEREAS, the Board has considered standards for various types of memorials during the September 10, 2015 and October 1, 2015 meetings; and

WHEREAS, the Board reviewed and amended to wording to incorporate further input on October 6, 2016 ; and

WHEREAS, the Board has worked to develop a draft memorial and donation policy for consideration by City Council that will authorize the Manager to establish guidelines, standards and procedures for the installation and care of donated memorials that are benches, picnic tables, bicycle racks, trees, monuments, banners, interpretive signs, public art pieces or other park improvements, either as result of a cash or physical property donations.

NOW, THEREFORE, BE IT RESOLVED that the Palmer Parks, Recreation & Cultural Resources Advisory Board recommends that the City Council consider adoption of the attached memorial and donation policy

Passed and approved by the Parks, Recreation & Cultural Resources Advisory Board of Palmer, Alaska, this 6th day of October, 2016.



Meggie Aube-Trammell, Chair



Sandra Garley, Director of Community Development

Introduced by: Mayor Combs
Date: June 26, 2005
Action: Adopted
Vote: Unanimous

CITY OF PALMER, ALASKA

RESOLUTION NO. 05-028

A RESOLUTION OF THE PALMER CITY COUNCIL AUTHORIZING THE CITY MANAGER TO OFFICIALLY NAME ANY UNNAMED CITY PARKS AND ANY FUTURE CITY PARKS CREATED BY THE CITY OF PALMER, AFTER THE MAYORS WHO HAVE SERVED THIS COMMUNITY SINCE 1951, BEGINNING WITH THE FIRST MAYOR OF PALMER AND CONTINUING FORWARD

WHEREAS, There exists parks within the City of Palmer parks that are unnamed or only referred to as to location or configuration; and

WHEREAS, The City of Palmer has adopted a Neighborhood Parks Ordinance that will serve to continue creating new parks in the City of Palmer; and

WHEREAS, The Mayors of Palmer since 1951 have served the City faithfully and should be recognized for their contribution to the community; and

WHEREAS, The City of Palmer agrees to place a permanent marker in each park with an official ceremony, naming the park in honor of each Mayor.

NOW THEREFORE, BE IT RESOLVED by the Palmer City Council that the City of Palmer City Manager is authorized to officially name any unnamed city parks and any future city parks created by the City of Palmer, after the Mayors who have served this community since 1951, beginning with the first Mayor of Palmer and continuing forward.

Passed and approved by the City Council of the City of Palmer, Alaska this 26th day of July, 2005.

/s/
John C. Combs, Mayor

/s/
Janette Bower, City Clerk

**City of Palmer
Resolution No. 17-019**

Subject: Authorizing the Sale of 1.34 Acre of the Parcel of Land Located at 2390 S. Glenn Highway to the Alaska Department of Transportation and Public Facilities in Accordance with Palmer Municipal Code 3.20.080(D) in the Amount of \$64,600.00

Agenda of: May 23, 2017 – Public Hearing

Council Action: **Approved** **Amended:** _____
 Denied

Originator Information:

Originator: City Manager Nathan Wallace

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	<u><i>Janie Davis</i></u>	<u>4/17/2017</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<u><i>Nathan Wallace</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: \$ 64,600.00

This legislation (√):

<input checked="" type="checkbox"/>	Creates revenue in the amount of:	\$ <u>64,600.00</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 type="checkbox"/>	Budgeted	Line item(s): <u>01-00-00-3699 Land Sale</u>
<input checked="" type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: *[Signature]*

Attachment(s):

- Resolution No. 17-019
- Memorandum of Agreement
- Letter from David F. Heier HDL Engineering Consultants Senior Right of Way Agent
- Certification of market value by Steve Carlson, MAI General Real Estate Appraiser
- Vicinity maps

Summary Statement:

The property contains 9.86 acres and is located on the west side of the Glenn Highway in the vicinity of Mile Post 39. The site contains an unoccupied residential building. The appraisal conducted by Black-Smit, Bethard and Carlson LLC for Alaska Department of Transportation & Public Facilities sets the current appraised value for this property as \$472,900.00, with the required easement portion (1.34 acres) valued at \$64,600.00. The remaining value of the property as appraised is listed as \$408,300.00 with 8.52 acres.

The city has an appraisal from 2016 that assessed the property value at \$372,800.00.

Palmer Municipal Code permits the sale of city real estate to a state without conducting a public sale.
PMC 3.20.080(D)

D. Public and Charitable Conveyances. The council may sell, donate or exchange with the United States, the state, any political subdivision, or a nonprofit organization, city-owned real property without a public sale and for less than the fair market value, whenever in the judgment of the city council it is advantageous to the city to make the conveyance.

All sale of real property requires council action by resolution.
PMC 3.20.080(P)

P. Council Action. No action of the council to dispose of any city interest in real property dedicated to public use shall be final until the resolution to do so has been on file in the office of the city clerk for 30 days. Prior to any council action on the sale of real property, the city manager shall make his recommendation to the city council as to any change of use or merits of the sale or disposition of the real property.

Administration's Recommendation:

Approve Resolution No. 17-019 authorizing the sale of 1.34 acres of the parcel of land located at 2390 S. Glenn Highway to the Alaska Department of Transportation and Public Facilities.

Introduced by: City Manager Wallace
Public Hearing: May 23, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 17-019

A Resolution of the Palmer City Council Authorizing the Sale of a 1.34 Acre Portion of a Parcel Located at 2390 S. Glenn Highway, Palmer, Alaska to the Alaska Department of Transportation and Public Facilities in Accordance with Palmer Municipal Code 3.20.080(D) in the amount of \$64,600.00

WHEREAS, the City of Palmer owns a certain 9.86 parcel of land located at 2930 S Glenn Highway described as Lot D2, Section 18, Township 17 North, Range 2 East, Seward Meridian, located in the Palmer Recording District, Third Judicial District, State of Alaska; and

WHEREAS, the Alaska Department of Transportation and Public Facilities plans to reconstruct the Glenn Highway in Palmer which is parallel to the subject parcel; and

WHEREAS, in order to accomplish the improvements that are part of the Glenn Highway reconstruction, the Alaska Department of Transportation and Public Facilities will need to acquire 1.34 acres of the City's parcel for the highway improvement; and

WHEREAS an appraisal has been conducted by Steve Carlson, MAI (Estimator) and the AK DOT for the value of this property to be \$472,900.00 which is broken out as \$64,600.00 for the acquired portion and \$408,300.00 for the remaining parcel; and

WHEREAS, Palmer Municipal Code 3.20.080(D) allows the Council to sell real property to the state without a public sale whenever in the judgement of the city council it is advantageous to the city; and

WHEREAS, the city council finds that it is advantageous to the City to sell this 1.34 acre portion to the Alaska Department of Transportation and Public Facilities for the reconstruction of the Glenn Highway in Palmer.

NOW, THEREFORE, BE IT RESOLVED, the Palmer City Council directs the city manager to execute an agreement for the sale of this property and to take those steps necessary to sell the portion of property located at 2930 S. Glenn Highway to the Alaska Department of Transportation and Public Facilities in accordance with Palmer Municipal Code 3.20.080(D) in the amount of \$64,600.00.

Approved by the City Council of the City of Palmer, Alaska, this ____ day of _____, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES
MEMORANDUM OF AGREEMENT

PROJECT NAME: GLENN HIGHWAY MP 34 TO 42 RECONSTRUCTION
STATE PROJECT NO.: Z581040000
FEDERAL-AID PROJECT NO.: 0A15024
PARCEL NO.: 74

AGREEMENT has been reached this _____ day of _____, 20____, between **CITY OF PALMER**, the owner of the below designated parcel, and the **STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES** hereinafter (**DOT&PF**), for the purchase of said parcel. The amounts to be paid, and other considerations to be given, in full satisfaction of this Agreement, are as follows:

Right-of-Way Acquisition Parcel	74				
Fixtures and Improvements Purchased:	N/A				X
Land Purchased:	1.347	acres	58,675	square feet	64,600.00
Utility Easement Parcel	N/A				N/A
Temporary Construction Easement (TCE) No.	N/A				N/A
Temporary Construction Permit (TCP) No.	TCP-74		1,546	square feet	Mutual Benefits
Cost to Cure:	N/A				N/A

Damages are a consideration: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Amount of Damages: \$0.00 included in total compensation above.
TOTAL COMPENSATION	\$64,600.00
Other Conditions: Acquisition Incentive Program per the terms of the Addendum to Memorandum of Agreement Regarding Acquisition Incentive Program	

- Taxes and Special Assessments, if any, delinquent from former years, and Taxes and Special Assessments for the current year, if due and/or payable, shall be paid by the owner or owners.
- This Memorandum embodies the whole Agreement between the parties hereto as it pertains to the real estate, and there are no promises, terms, conditions or obligations referring to the subject matter hereof, other than as contained herein.
- The owner or owners hereby agree that the compensation herein provided to be paid includes full compensation for their interest and the interests of their life tenants, remaindermen, reversioners, liens and lessees, and any and all other legal and equitable interest that are or may be outstanding and said owner or owners agree to discharge the same.
- THIS AGREEMENT shall be deemed a CONTRACT extending to and binding upon the parties hereto and upon the respective heirs, devisees, executors, administrators, legal representative, successors and assigns of the parties, only when the same shall have been approved by the Regional Chief Right-of-Way Agent on behalf of DOT&PF.

Of the total amount of compensation hereinabove agreed upon, the sum of \$64,600.00 shall be paid upon execution and delivery of a good and sufficient: Warranty Deed Easement Temporary Construction Permit or Other, and the balance of the compensation, amounting to \$0.00 shall be paid upon compliance by the owner or owners with the terms hereof.

Disbursement of funds will be made in the following manner:

	Amount of Payment
FBO City of Palmer	\$64,600.00

The Owner or Owners certify that there are no known hazardous materials on the property.
 The terms of this Agreement are understood and assented to by us and payment is to be made in accordance with the above.

STATE OF ALASKA DOT&PF OWNER:

_____ Date _____ Date
 DESIGN PROJECT MANAGER CITY OF PALMER by
 Signature required when construction consideration is involved EDNA B. DEVRIES, Mayor

_____ Date
 RIGHT OF WAY AGENT
 HDL Engineering Consultants, LLC.

APPROVED FOR PAYMENT AS ABOVE:

_____ Date
 REGIONAL CHIEF RIGHT OF WAY AGENT
 CENTRAL REGION

April 14, 2017

File: 08-016-14

Mr. Nathan Wallace
City of Palmer
231 W. Evergreen Ave
Palmer, Alaska 99645

RE: Glenn Highway MP 34-42 Reconstruction
Project No. Z581040000/OA15024
Parcel No. 74

Dear Mr. Wallace:

As you may know, the State of Alaska, Department of Transportation and Public Facilities (DOT&PF) plans to reconstruct the Glenn Highway in Palmer. To accomplish the improvements, easements and properties in the project area will need to be acquired. HDL Engineering Consultants (HDL) is under contract to complete the right-of-way acquisition phase of this project on behalf of DOT&PF.

To build this project, the DOT&PF needs to purchase a portion of your property known as project parcel No. 74, containing 58,675 SF (1.347 AC), described as:

The Northeast one-quarter of the Northeast one-quarter of the Southwest one-quarter (NE1/4 NE1/4 SW1/4) and all of the Northwest one-quarter of the Southeast one-quarter (NW1/4 SE1/4) lying West of Alaska Railroad of Section 18, Township 17 North, Range 2 East, Seward Meridian, located in the Palmer Recording District, Third Judicial District, State of Alaska, EXCEPTING THEREFROM that portion conveyed to the State of Alaska by Warranty Deed, recorded April 14, 1967 in Book 65D at Page 121.

Based on the approved Appraisal (copy enclosed) for Parcel No. 74 the Fair Market Value (FMV) has been determined to be **\$64,600.00**. Please consider this an offer to purchase your property.

In addition, a Temporary Construction Permit (TCP-74) containing 1,546 SF is needed for driveway reconstruction. TCP-74 is considered a mutual benefit with no compensation.

Offer:

Your purchase offer is calculated as follows:

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING
& MAPPING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

RIGHT-OF-WAY
SERVICES

Parcel No. 74: Land: 58,675 SF X \$1.10 per SF = \$64,600 (RD)
TCP-74: 1,546 SF is considered mutual benefit with no compensation being offered.

Total just compensation **\$64,600.00**

As a State agency, the DOT&PF is subject to specific laws and regulations. As a result, the way in which we acquire property differs in several important respects from ordinary real estate transactions. We'd like to explain the most important of these differences in order to assist you in consideration of our offer.

We are required by Federal law and policy to offer no less than appraised Fair Market Value (FMV) for private property and any improvements. The various federal agencies refer to this as "one full fair price offer policy." The law is designed to protect and provide fairness to owners who, after all, may not voluntarily be in the market as sellers. The nature of this type of sale makes the process somewhat different than ordinary private transactions. The enclosed brochure, "Acquiring Real Property for Federal- Aid Programs and Projects", will provide additional information about right of way acquisition procedures.

In the private market, voluntary sellers often ask for a price that is more than what they expect to receive, the buyers routinely offer less that they are eventually willing to pay. Bargaining in the fashion is common in most real estate sales, however, when we acquire property for a project; we make a full, fair price offer. Unlike a private buyer, we do not make a low offer with the expectation that a counteroffer will then be made by the seller.

All the documents necessary to complete the purchase of permanent interest in your property are enclosed and include:

Memorandum of Agreement. The Memorandum of Agreement expresses the terms in writing. Please sign and date the document where indicated.

Warranty Deed. The Deed is the written document that will convey Parcel No. 74 to the DOT&PF. Please sign the document in the presence of a Notary Public. DOT&PF will need a resolution from the city council that authorizes the acquisition and signature authority.

Temporary Construction Permit. This document authorizes the DOT&PF to access your property to perform work of mutual benefit to you, the property owner, and the DOT&PF. The TCP creates no permanent interest in your property, is not recordable, non-compensable. Please sign where indicated in the presence of a Notary Public.

Purchase Voucher. The Purchase Voucher is needed to order payment. Please sign where indicated.

IRS Form W-9. The Internal Revenue Service requires that we report sale proceeds. To help us with that obligation, please include your Social Security Number or Tax Identification Number on the form and sign where indicated. A check cannot be issued without a Social Security Number or Tax Identification Number.

W-9 Substitution Form. The State of Alaska Administrative Services Division requires that we provide this form to allow them to process payments through their accounting system. Please provide your tax payer identification number and signature where indicated on the form. *Note:* This form should be filled out and signed in addition to the IRS W-9 form.

All liens, mortgages and encumbrances on the property must be released (title clearing) before we can complete the transaction. Once an agreement is reached for the purchase, you can expect to close the transaction and receive payment in 60 to 90 days. However, if title clearing is extremely complex, it may take longer. Owners whose properties are free and clear of encumbrances can expect to close the transaction and receive payment sooner.

Documents as noted need to be signed in the presence of a Notary Public and all documents need to be returned to HDL's office at your earliest convenience in the attached, stamped envelope. HDL has a Notary Public at our office in Palmer. Please call us for an appointment if that is convenient for you.

After review, if you find everything is order, please execute the enclosed documents and return them to us in the envelope provided. If we can provide additional information, please do not hesitate to call me at (907) 746-5230 or email me at dheier@hdlalaska.com. We look forward to working with you to make this project a success for you, DOT&PF, and the public.

Sincerely,

HDL Engineering Consultants, LLC.



David F. Heier
Senior Right of Way Agent

Attachments: As Stated
Acquiring Real Property for Federal and Federal-Aid Programs
Relocation Services for Residential Property
Appraisal, Parcel No. 74

cc: Matthew Walsh, Right of Way Agent, State of Alaska DOT&PF

BLACK-SMITH, BETHARD & CARLSON, LLC

March 30, 2017

Client: State of Alaska Department of Transportation and Public Facilities
Statewide Design & Engineering Division
Central Region - Right of Way Section
4111 Aviation Avenue
Anchorage, Alaska 99519-6900

Attention: Ms. Lorraine Kastner, Acquisitions Supervisor

Re: Glenn Highway Reconstruction Project; MP 34-42; Parks Highway to Old
Glenn Highway
Project Number: 58104/NH-0A1-5(24)
Parcel Number: 74, TCP 74
TCE Number: N/A
Property Owner: City of Palmer
Property Location: 2390 S. Glenn Highway, in Palmer, Alaska
Legal Description: Lot D2, Section 18, T17N, R2E, S.M., AK¹
Tax ID #: 17N02E18D002

Dear Ms. Kastner:

The attached *appraisal report* summarizes our appraisal of the proposed acquisition as of February 9, 2017 at:

\$64,600

The value opinion is stated in terms of cash and is qualified by certain definitions, assumptions, limiting conditions and certifications.

The appraisal and report are intended to comply with the requirements of the *Uniform Standards of Professional Appraisal Practice* (USPAP), the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA), and the procedures and guidelines of the Alaska Right-of-Way Manual.²

Sincerely,
BLACK-SMITH, BETHARD & CARLSON, LLC



Steve Carlson, MAI
General Real Estate Appraiser (Cert. #231)

March 30, 2017

Date

¹ The parcel is identified by a lengthy aliquot parts description found in the Title Report. The MSB assessor recognizes an abbreviated description: Lot D2, Section 18, T17N, R2E, S.M., AK

² State of Alaska Department of Transportation and Public Facilities

NARRATIVE APPRAISAL SUMMARY

PROJECT INFORMATION

PROJECT NAME:	Glenn Highway Reconstruction Project; MP 34-42; Parks Highway to Old Glenn Highway
STATE PROJECT #:	58104
FEDERAL-AID PROJECT #:	NH-0A1-5(24)
PARCEL #:	74, TCP 74
TCE #:	N/A

OWNER INFORMATION

OWNER:	City of Palmer
ADDRESS:	645 E. Cope Industrial Way, Palmer, Alaska 99645-6748
TELEPHONE NUMBER:	907-761-1304 (Nathan Wallace, City Manager, City of Palmer)
PARCEL LOCATION:	2390 S. Glenn Highway, Palmer, Alaska
LEGAL DESCRIPTION:	Lot D2, Section 18, T17N, R2E, S.M., AK ³
ZONING:	Un-zoned
CURRENT USE:	Under-Improved Mixed-Use Parcel
HIGHEST AND BEST USE:	Mixed-use development; could include residential & comm-indus elements Removal in favor of mixed-use development
As Vacant	
As Improved	
RIGHTS APPRAISED:	Fee Simple
INSPECTION DATE:	February 9, 2017
DATE OF VALUE:	February 9, 2017

Note: The area shown on the Project Parcel Plat (14.368 AC⁴) includes submerged land. For the purpose of measuring compensation, I recognize an allocation to the uplands as the larger parcel.

Larger Parcel Reconstruction and Allocation

	<u>AC</u>	<u>SF</u>
Gross Area Per Parcel Plat	14.368	±625,870
<u>Less: allocation to submerged land</u> ±31%	<u>(4.500)</u>	<u>(±196,020)</u>
Allocation to Larger Parcel (uplands)	9.868	±429,850
<u>Less: Net Take</u>	<u>(1.347)</u>	<u>(±58,675)</u>
Remainder (uplands)	8.521	±371,175

PARCEL DESCRIPTION SUMMARY

PARCEL AREA:	Gross: 429,850 SF (9.868 AC) Net: 429,850 SF (9.868 AC)	EASEMENT ACQUIRED:	0 SF (0.00 AC)
AREA OF ACQUISITION:	Gross: 58,675 SF (1.347 AC) Net: 58,675 SF (1.347 AC)	PERMIT ACQUIRED:	0 SF (0.00 AC)
REMAINDER:	371,175 SF (8.521 AC)		
AREA OF LARGER PARCEL SUBJECT TO PLO OR SECTION LINE EASEMENT:			0 SF (0.00 AC)

³ The parcel is identified by a lengthy aliquot parts description found in the Title Report. The MSB assessor recognizes an abbreviated description: Lot D2, Section 18, T17N, R2E, S.M., AK

⁴ The MSB assessor reports size of 14.00 AC (609,840 SF); slightly less than shown in the project plans. I relied on the project materials provided.

ACQUISITION SUMMARY

1. MARKET VALUE BEFORE ACQUISITION: See Note 1	LAND	\$472,900		
	See Note 2 IMPROVEMENTS	\$0	=	\$472,900
2. LESS ACQUISITION VALUE AS PART OF THE WHOLE:	LAND	\$64,600		
	IMPROVEMENTS	\$0	-	\$64,600
3. REMAINDER VALUE AS PART OF THE WHOLE:			=	\$408,300
4. ESTIMATED MARKET VALUE OF REMAINDER:	LAND	\$408,300		
	IMPROVEMENTS	N/A		\$408,300
5. DAMAGES (if any)		\$0		
6. LESS SPECIAL BENEFITS (if any)		\$0	*	\$0
7. ACQUISITION VALUE as PART of the WHOLE			+	\$64,600
8. NET DAMAGES			+	\$0
9. COST-to-CURE			+	\$0
10. PERMITS:			+	\$0
11. EASEMENTS:			+	\$0
12. PLO OR SECTION LINE EASEMENTS:			+	\$0
13. OTHER: Temporary Construction Easements (TCEs)			+	\$0
14. MARKET VALUE OF ACQUISITION: See Note 1			=	\$64,600

1. The indicated value of the whole (and the value of the acquisition) reflects the fee value – unallocated for rights previously reserved or conveyed, if any (e.g. subsurface rights, utility easements, leaseholds, etc.).
2. The existing improvements are not affected by the acquisition; there are no incurable damages to the remainder. Given these conditions, their contribution (if any) is not essential to the measure of compensation. For the purpose of the analysis, the value of the whole is recognized as the land value plus the contribution of site improvements in the acquisition area that can't be relocated, if any.

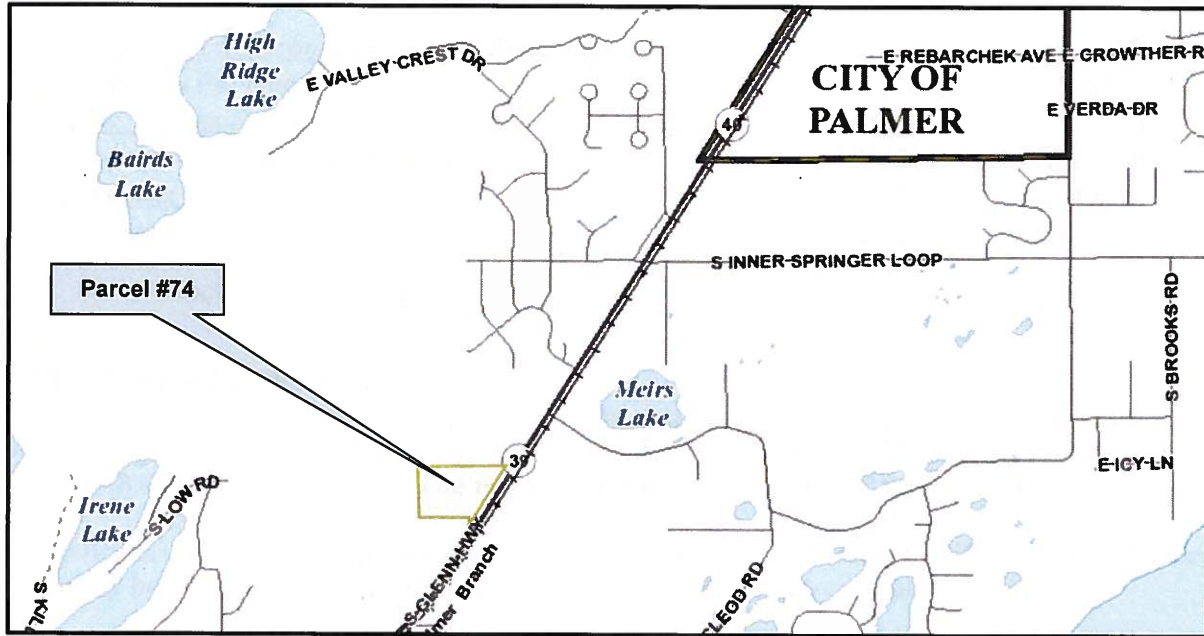
Date: March 30, 2017

Prepared By: Steve Carlson, MAI

IDENTIFICATION OF THE PROPERTY

LOCATION

The property is located at 2390 S. Glenn Highway in Palmer, Alaska (±MP 38.9).



LEGAL DESCRIPTION

Lot D2, Section 18, T17N, R2E, S.M., AK⁷

MOA TAX ID #

17N02E18D002

OWNERSHIP

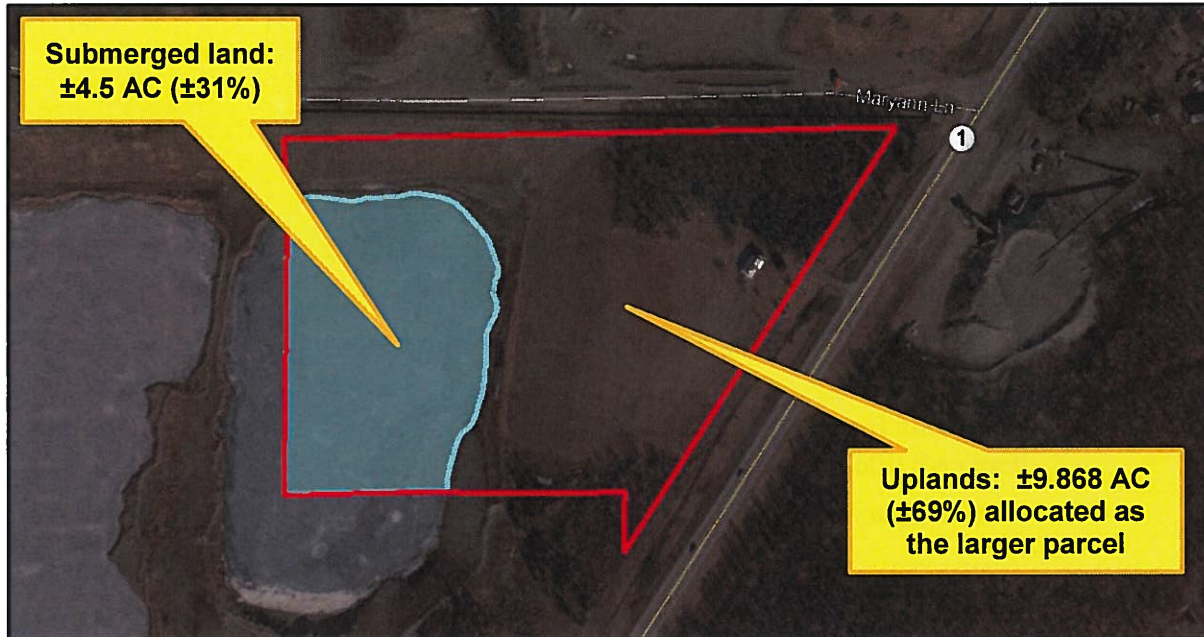
City of Palmer
645 E. Cope Industrial Way
Palmer, Alaska 99645-6748

907-761-1304 (Nathan Wallace, City Manager, City of Palmer)

⁷ The parcel is identified by a lengthy aliquot parts description found in the Title Report. The MSB assessor recognizes an abbreviated description: Lot D2, Section 18, T17N, R2E, S.M., AK

Utilities: The site is served by electricity, a drilled well and septic system. Gas is on site. Public water and sewer mains extending south from Palmer are across the highway.

Topography: Approximately 4.5 acres are submerged by a gravel-pit pond.¹³ The uplands allocated as the larger parcel include a steep shoreline bluff but most of it is cleared and leveled at/near highway grade.



Soils / Wetlands: The soils appear to be suitable for improved uses including on-site well and septic systems. The subject is located outside classified wetlands. (Source: Google Earth image overlay).

Flood Plain: The subject site is outside the Matanuska River flood zone depicted on the MSB interactive parcel viewer.

Seismic: Most of south-central Alaska is classified in "seismic zone 4". Permitting agencies typically recognize this zone in its application of the uniform building code.

Easements/ Encumbrances: Title report notes a 15' MEA easement along the west Highway ROW boundary.

A blanket easement in favor of Matanuska Telephone Association (MEA) is typical for the area.

¹³ Google Earth Pro reconstruction

**City of Palmer
Action Memorandum No. 17-037**

Subject: Authorize the City Manager to Negotiate and Execute a Two Year Agreement, With up to Three One-Year Extensions, with the City of Wasilla in which Palmer Will Act as a Secondary Public Safety Answering Point in the Event of Overflow Calls to the Primary Public Safety Answering Point

Agenda of: May 23, 2017

Council Action: **Approved** **Amended:** _____
 Denied

Originator Information:

Originator: Chief of Police Ketterling

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> X </u>	Finance	<u><i>B. Davis</i></u>	<u> 5-11-17 </u>
_____	Fire	_____	_____
<u> X </u>	Police	<u><i>Samuel Ketterling</i></u>	<u> 5-11-17 </u>
_____	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: \$ 0

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature: *B. Davis*

Attachment(s):

- Secondary PSAP Agreement

Summary Statement:

For many years, the City of Palmer acted as the primary Public Safety Answering Point (PSAP) in the Mat Su Borough as a result of our contract to provide Borough emergency dispatch services. During that time the City of Wasilla, through their dispatch center, acted as the secondary PSAP. In June of 2016 the Mat Su Borough awarded the contract for dispatch services to Wasilla. This contract makes Wasilla the primary PSAP for the Mat Su Valley. The contract also requires Wasilla provide or identify a secondary PSAP. Wasilla has asked Palmer to act in the secondary PSAP role.

It is important to differentiate between what a secondary PSAP does and does not do. By entering into this agreement, Palmer would agree to provide call taking services inside and outside our city boundaries in the event of overflow E-911 calls not answered by call takers at the primary PSAP. By way of example, in 2016 there were a total of 13 overflow calls to the secondary PSAP out of a total of approximately 47,000 911 calls. Additionally, Palmer would provide call taking services for E-911 calls diverted to Palmer in the event of a systemic failure of the primary PSAP. In other words, should Wasilla suffer a major failure of their dispatch center, those E-911 calls would come to Palmer until the situation could be remedied.

There is a key distinction between call taking and dispatching. By entering into this agreement, Palmer is not taking on the role of a backup dispatch center. We neither need to purchase additional equipment, nor hire additional staff beyond what we need to operate our own center for City dispatch services. Also, Palmer dispatchers would not be dispatching Borough, State, or Wasilla resources, nor would they be giving pre-arrival instructions to emergency callers. Their role in the event of an overflow would be to provide basic call taking (which is fundamentally gathering information from the caller) and then routing that information and caller back to the primary PSAP for dispatch.

Palmer benefits from this agreement in a significant manner. Wasilla has agreed to fund and maintain E-911 telephone lines into Palmer's dispatch center. This includes hardware and software for four E-911 workstations including servers and related equipment. Wasilla will also maintain the ANI / ALI database and associated servers and hardware. This represents about \$200,000.00 worth of cost Palmer does not have to bear.

The agreement may be terminated without cause by withdrawal of either Palmer or Wasilla. If Palmer were to do so prior to the completion of the first two year period, we would be responsible for a prorated, negotiated amount of installation costs for the E-911 system provided by Wasilla. Withdrawal requires 180 days written notice.

When viewed in its totality this agreement benefits all parties involved. Additionally, and most importantly, it provides a critical piece of emergency infrastructure to all citizens of the Mat Su Borough. For further detail please see the attached agreement.

Administration's Recommendation:

Approve Action Memorandum No. 17-037, allowing the City Manager to enter into an agreement with the City of Wasilla in which Palmer would act as a secondary PSAP.

**AGREEMENT FOR EMERGENCY COMMUNICATIONS OVERFLOW AND
ANI/ALI ADDRESSING SERVICES BETWEEN CITY OF WASILLA AND CITY OF
PALMER**

This agreement, effective on the date of the last signature, is between the Matanuska-Susitna Borough, 350 East Dahlia Avenue, Palmer, AK 99645, hereinafter referred to as the "Borough", and The City of Palmer, 231 West Evergreen, Palmer, AK 99645, hereinafter referred to as "Palmer," and The City of Wasilla, 290 East Heming Avenue, Wasilla, AK 99654, hereinafter referred to as "Wasilla." In this contract, the Borough and Cities are jointly referred to as "the parties," the City of Wasilla and the City of Palmer are referred to as "the Cities."

WHEREAS, AS Section 29.35.131 and MSB Code 1.10.285 authorizes the Borough to provide 9-1-1 emergency communications services to the residents of the Borough; and

WHEREAS, pursuant to MSB Code Chapter 3.38, MSB has established an Enhanced-911 system throughout the Borough to provide an E-911 emergency communications system including both call-taking and dispatch services; and

WHEREAS, the Borough has elected to delegate some of its authority and contract with Wasilla for E911 call answering and Dispatch Services, including the identification of, and contract with, a Secondary PSAP; and

WHEREAS, the City of Palmer operates an E-911 PSAP and emergency communications center (9GBASE) in the Palmer Police Department; and

WHEREAS, The City of Wasilla operates an E-911 PSAP and emergency communications center (MAT-COM) located in the Wasilla Police Department; and

WHEREAS, it is beneficial to the residents of the Borough and the Cities to establish a cooperative agreement for Secondary PSAP services; and

WHEREAS, it is beneficial to the residents of the Borough and the Cities to maintain a dedicated connection between the Primary and Secondary PSAP's to transfer automatic number information (ANI) and automatic location information (ALI); and

WHEREAS, on behalf of the Borough and the City of Wasilla, Palmer is willing and able to assist the Primary PSAP in emergency E-911 call-taking should an overflow situation occur.

NOW, THEREFORE, THE PARTIES DO HEREBY AGREE AS FOLLOWS:

SECTION 1. Establishment of Palmer as a Secondary PSAP

The parties do hereby agree to work cooperatively to improve the technology of the E911 System, to include providing a direct transfer method of voice and data (ANI/ALI) from calls received via the 911 system.

SECTION 2. Compliance with NFPA 1221

The parties do hereby agree to work cooperatively to implement the recommendations of the NFPA 1221 Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems, subject to the appropriation and availability of funds. This agreement addresses the roles and responsibilities of the Borough and the Cities regarding implementing those recommendations and 911 emergency communications services provided by the Cities on behalf of the Borough and the Borough on behalf of the Cities. It may be amended only in writing signed by all parties.

SECTION 3. E-911 Call-Taking Service.

- A. The City of Palmer hereby agrees to serve as an overflow Secondary PSAP, to provide 911 call-taking services inside and outside the boundaries of the City of Palmer:
1. For E-911 calls not answered by the E-911 call-takers located in the Primary PSAP;
 2. For E-911 calls diverted to Palmer in times of systematic failure of the Primary PSAP located in Wasilla;
 3. Any other services subsequently agreed to in writing by all Parties.

SECTION 4. Emergency E-911 Communications Services Costs.

- A. The City of Wasilla shall be responsible for the following E-911 service related costs, subject to the appropriation and availability of funds:
- a. E-911 telephone line charges for services performed pursuant to this contract.
 - b. Repair costs for E-911 equipment provided by Wasilla pursuant to this contract.
 - c. Hardware and software for four (4) E-911 workstations, and replacement of E-911 servers and related hardware/equipment.
 - d. ANI/ALI database management.
 - e. Maintenance agreements for Wasilla provided E-911 equipment,
- B. The Cities shall be responsible for their own respective quality control to ensure that all call-taking personnel comply with the guidelines set forth in NFPA 1221 standards.
- C. Palmer agrees to provide a facility with adequate space, power and backup power for any equipment deployed or maintained by Wasilla for the purpose of E911 services
- D. Palmer agrees to provide a secure facility, with adequate protection against structural breach or compromise.

SECTION 5. Equipment Ownership.

All equipment purchased by Wasilla shall remain the property of Wasilla. Wasilla may, at Wasilla's sole option, remove such equipment upon termination of this agreement. Additionally, Wasilla may at its sole option repair and replace equipment at any reasonable time with advance notice to Palmer for access.

SECTION 6. Qualification and Training.

- A. The Cities shall require all telecommunicators used pursuant to this contract to meet the qualification requirements of NFPA 1061, Standard for Professional Qualifications for Public Safety Telecommunicators, and NFP A 1221 Section 6.2. A --field-training program that meets Public Safety Telecommunicator I (PST1) standards shall be used to train all new call taking personnel within the first twelve months of hire.
- B. The parties recognize that training requirements may be expanded in the future to address other types of call-handling procedures. In that event, the parties agree that this agreement maybe amended by mutual written agreement to require attendance at additional training events.

SECTION 7. Addressing.

In cooperation with the Borough, the Cities shall comply with NENA Standards and Borough requirements governing the flow of addressing information to the Borough. Additionally, the parties shall promptly endeavor to update their ordinances regarding the assignment of street names and addresses to make their ordinances mutually consistent and compliant with NENA 02-010 and U.S. Postal Service Publication 28, if not already compliant.

Address Maintenance. The City of Palmer will identify an Addressing Officer:

Name: David Meneses
Telephone #: (907) 745-3709 Fax #: (907) 745-5443
E-mail address: dmeneses@palmerak.org

Address Maintenance. The City of Wasilla will identify an Addressing Officer:

Name: Sandi Connolly Telephone #: (907) 373-9017 Fax #: (907) 373-9011 E-mail address:sconnolly@ci.wasilla.ak.us

Address Maintenance. The Borough will identify an Addressing Officer:

Name: Eric Goudey, Addressing Officer Telephone #: (907) 746-7400 E-mail address:egoudey@matsugov.us

Street Address Guide: The Cities will provide within 5 business days to the Matanuska--

Susitna Borough Office of Geographic Information Systems (MSB GIS) any and all:

- a. Corrections and/or changes of existing addresses within the Cities,
- b. Addresses for all new parcels and subdivision lots within the Cities, and Street Segment Address Ranges within the Cities.
- c. Wasilla is responsible for the maintenance of the MSAG (Master Street Address Guide).

The Cities are responsible for maintenance of their own SAG (Street Address Guide). The Cities shall verify the accuracy of the routing information contained in their SAG and to advise the Borough, on an as-occurred basis, of any changes in road names, the establishment of new roads, changes in address numbers used on existing roads, closing and abandonment of roads, jurisdictional changes in police, fire, emergency medical service or other appropriate agencies, jurisdiction over any address, annexations and other changes in municipal and Borough boundaries, incorporation of new communities or any other matter that will affect routing of 9-1-1 calls to the proper PSAP. All changes to the Cities SAG shall be communicated to the borough on a weekly basis.

If no record is found, a misroute occurs, or erroneous ALI displays are noted at the PSAP, an E-911 Inquiry form should be completed by the call taker and returned to the Mat-Su Borough's E-911 Addressing Officer within (1) one business day. The E-911 Addressing Officer is then responsible for reviewing, researching, and forwarding the inquiry to the Database Management System Provider within one (1) business day.

SECTION 8. Persons Interested Herein.

Nothing in this Agreement, express or implied, is intended or shall be construed to give to any person, other than the parties, any right, remedy or claim under or by reason of this Agreement. The covenants, stipulations and agreements contained in this Agreement are and shall be for the sole and exclusive benefit of the parties, and their successors and assigns.

SECTION 9. Term.

This agreement shall take effect immediately upon approval of a contract defining Wasilla as the Primary PSAP by the Matanuska-Susitna Borough Assembly and signature by all parties, and shall continue in effect for a minimum of two (2) years. At the end of the initial two (2) year term, this agreement will automatically renew for one (1) year thereafter, and in subsequent years for up to a total of five years, or until terminated by any of the parties as provided in this agreement.

SECTION 10. Termination.

This agreement may be terminated without cause by withdrawal of either party. Should the City of Palmer terminate the agreement prior to the end of the first two-year period, the City of Palmer shall pay a prorated-negotiated amount to Wasilla, based on the cost of the E911 system installation costs related to the E911 hardware, software, incurred by Wasilla at the Palmer PSAP. Any early termination fee will be negotiated between the Mayor of the City of Wasilla and the Manager of the City of Palmer.

A party wishing to withdraw shall tender to the other parties such intent in writing 180 days prior to the expected termination date. Such termination shall be in effect upon the July 1st date immediately following the notice unless otherwise agreed in writing by all parties.

Should any party breach any term or condition of this agreement, the non-breaching party shall provide 10-days notice of the breach. If the breaching party fails to cure the breach within the notice period, then the non-breaching party may terminate this agreement.

Upon termination of this agreement by Wasilla for cause, Palmer may reimburse to Wasilla a negotiated-prorated amount of funds spent by Wasilla to install e911 equipment upgrades at the Palmer PSAP. These costs would be negotiated between the Mayor of the City of Wasilla and the Manager of the City of Palmer. Additionally, Wasilla shall be entitled to peaceably enter Palmer premises and take possession of any and all equipment belonging to Wasilla.

SECTION 12. Modifications.

No modifications, amendments, revisions, or alterations may be made to this agreement by any party except by the written mutual consent of all parties.

SECTION 13. Assignment.

None of the parties hereto shall assign their rights, duties or obligations hereunder without prior written consent of the other. This agreement does not affect, and is independent of the statutory use of E-911 funds as per A.S. 29.35.131.

SECTION 14. Definitions.

For the purposes of this agreement, unless the context clearly requires a different meaning, the terms below are defined as follows:

"Public Safety Answering Point (PSAP)" -a communication center which is the first point of reception of 9-1-1 calls, sometimes referred to as a Primary PSAP.

"Secondary PSAP" -a communication center to which emergency calls are transferred from a Primary PSAP or which emergency calls are automatically transferred from a Primary PSAP.

"E-911 equipment" -includes all equipment and systems used with the PSAP to answer E-911 calls. This includes, but is not limited to, E-911 workstations, telephone key systems, controllers, servers, cabling, and/or ancillary systems and products associated with the delivery of an E-911 call, and is limited to that equipment solely or partially funded by the borough.

"Call-taking" -means answering calls, placed or routed to either E-911 or alternate emergency communications number, and asking systemized questions of the caller designed to ascertain the reason for the call, and following systemized protocols designed to enable the

call-taker to identify the appropriate response mode.

"Dispatch" or "Dispatch Services" -means providing instructions to appropriate police, fire and/or emergency medical service providers in response to the report of an incident, including incident location and available information concerning the incident.

"Overflow" -means the telephone calls that are not answered because the surge capacity is exceeded in the either dispatch center. The alternate center will answer the telephone call and perform basic call-taking until such time the originating dispatch center may take the call.

The parties do hereby set their hands and seals on the dates provided below:

CITY OF WASILLA

CITY OF PALMER

Bert Cottle, Mayor

Nathan Wallace, City Manager

Date

Date