

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**  
**August 8, 2017, at 7 PM**  
City Council Chambers  
231 W. Evergreen Avenue, Palmer  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

## Agenda

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
  - 1. Approval of Consent Agenda
    - a. **Action Memorandum No. 17-057:** Authorizing the City Manager to Negotiate and Execute a Contract with K&H Civil Constructors, in the Amount, Not to Exceed, \$105,415.00, to Perform Site Work and Utility Extensions for a Future Water Pressure Booster Station Located on Bogard Road ..... Page 3
  - 2. Approval of Minutes of Previous Meetings
    - a. June 27, 2017, Regular Meeting ..... Page 7
    - b. July 25, 2017, Special Meeting ..... Page 15
    - c. July 25, 2017, Regular Meeting..... Page 17
- E. Communication and Appearance Requests
  - 1. Airport Advisory Commission Chair John Lee
- F. Reports
  - 1. City Manager's Report ..... Page 23
  - 2. City Clerk's Report ..... Page 31
  - 3. Mayor's Report ..... Page 39
  - 4. City Attorney's Report
- G. Audience Participation
- H. New Business
  - 1. Committee of the Whole (note: action may be taken by the council following the committee of the whole)
    - a. Discuss 2018 Budget Priorities
    - b. Discuss IM No. 17-016: Potential Palmer Municipal Code Amendments Regarding Boards and Commissions..... Page 41
- I. Record of Items Placed on the Table
- J. Audience Participation
- K. Council Member Comments

L. Adjournment

### Tentative 2017 Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
<b>Aug 22</b>	Regular	7 pm	
<b>Sept 12</b>	Regular	7 pm	
<b>Sept 26</b>	Regular	7 pm	
<b>Oct 9</b>	Special	6 pm	Election Certification
<b>Oct 10</b>	Regular	7 pm	
<b>Oct 17</b>	Special	6 pm	2018 Budget
<b>Oct 24</b>	Special	6 pm	2018 Budget
<b>Oct 24</b>	Regular	7 pm	

**City of Palmer  
Action Memorandum No. 17-057**

**Subject:** Authorizing the City Manager to Negotiate and Execute a Contract with K&H Civil Constructors, in the Amount, Not to Exceed, \$105,415.00, to Perform Site Work and Utility Extensions for a Future Water Pressure Booster Station Located on Bogard Road

**Agenda of:** August 8, 2017

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

**Originator Information:**

**Originator:**    Chris Nall, Public Works Director

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>  √  </u>	Finance	<u><i>[Signature]</i></u>	<u>7/24/2017</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u>  √  </u>	Public Works	<u><i>[Signature]</i></u>	<u>07/20/2017</u>

**Approved for Presentation By:**

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

**Certification of Funds:**

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

This legislation (√):

- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ 105,415.00
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s):    24-01-13-6225, Grant 14-DC-125 Bogard Water Extension
- Not budgeted

Director of Finance Signature:    *[Signature]*

**Attachment(s):**

- HDL Bid Recommendation

**Summary Statement:**

This action is to approve the City Manager to negotiate and execute a contract with K&H Civil Constructors, for the site work and utility extensions for a future water pressure booster station located on Bogard Road. Approval of this AM will allow the City to take advantage of remaining grant funding and prepare the site for a future booster station, increasing the City's capacity to service the Palmer water, sewer district.

**Administration's Recommendation:**

To approve Action Memorandum No. 17-057, allowing for the site prep and utility extensions for a future water pressure booster station on Bogard Rd.

July 21, 2017

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

RE: Recommendation of Award  
 Bogard Road Booster Station Site Preparation

Dear Mr. Nall:

We have reviewed the bids submitted for the above-referenced project and have noted no bid irregularities:

Bid totals and corresponding contractor rankings are summarized below:

Rank	Contractor	Total
1	K&H Civil Constructors, LLC	\$ 105,415.00
2	Dirtworks, Inc.	\$ 124,000.00
3	Territory North Constructors, LLC	\$ 141,315.00
	Engineer's Estimate	\$ 109,095.00

Based on the above summary, we recommend award of the contract to K&H Civil Constructors, LLC of Wasilla, Alaska.

Please contact us if you need anything further.

Sincerely,

HDL Engineering Consultants, LLC



Chris Bowman, PE  
 Project Manager

CIVIL  
ENGINEERING

GEOTECHNICAL  
ENGINEERING

TRANSPORTATION  
ENGINEERING

ENVIRONMENTAL  
SERVICES

PLANNING

SURVEYING  
& MAPPING

CONSTRUCTION  
ADMINISTRATION

MATERIAL  
TESTING

RIGHT-OF-WAY  
SERVICES



**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on June 27, 2017, at 7:00 p.m. in the council chambers, Palmer, Alaska.

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

**B. ROLL CALL**

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

Edna DeVries, Mayor	Linda Combs, Deputy Mayor
Richard Best – participated telephonically	Steve Carrington
David Fuller	Brad Hanson
Peter LaFrance	

Also in attendance were the following:

Nathan Wallace, City Manager	Norma I. Alley, MMC, City Clerk
Michael Gatti, City Attorney	Bernadette Packa, CMC, Deputy City Clerk

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Council Member LaFrance.

**Main Motion: To Add an Additional Audience Participation**

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

**D. AUDIENCE PARTICIPATION**

Eugene Carl Haberman:

- Complemented the Council on having held an additional Audience Participation;
- Requested the agenda be posted sooner to provide more time for review by the public; and
- Noted additional time should be allowed for the review of contracts.

**E. APPROVAL OF AGENDA**

1. Approval of Consent Agenda
  - a. **Action Memorandum No. 17-044:** Authorizing the City Manager to Negotiate and Execute a One Year Contract with the Matanuska-Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area (GPFSA)
  - b. **Action Memorandum No. 17-045:** Authorizing the City Manager to Negotiate and Execute a One Year Contract for Rescue Services with the Matanuska-Susitna Borough

- c. **Action Memorandum No. 17-046:** Authorizing the City Manager to Execute a Contract with Matanuska Electric Association for the Cost of Relocating the Primary Powerline at the Palmer Waste Water Treatment Facility, for \$62,000.00
- d. **Action Memorandum No. 17-047:** Authorizing the City Manager to Negotiate and Execute a New Lease Agreement with FCA Properties, LLC, Solely Owned by Mr. John A. Biornstad, on Block 3, Lease Lot 33, Palmer Municipal Airport to Coincide with the Completion of the Hangar Purchase Agreement Between Mr. Helmericks and Mr. Biornstad
- e. **Action Memorandum No. 17-048:** Authorizing the City Manager to Negotiate and Execute a Renewed Lease Agreement with Artic’s Air Academy, LLC, on Block 3, Lease Lots 26 and 27, Palmer Municipal Airport Under an Original PMA Lease No. 77-1 and PMA Lease No. 81-3 Respectively
- f. **Action Memorandum No. 17-049:** Authorizing the City Manager to Negotiate and Execute a Renewed Lease Agreement with N A Holdings, LLC, Formerly Known as Colville Logistics, LLC, Solely Owned by Mr. Jeff Helmericks, on Block 3, Lease Lot 30, Palmer Municipal Airport Under an Original PMA Lease No. 78-1 and PMA Lease No. 00-2 Respectively
- g. **Action Memorandum No. 17-050:** Authorizing the City Manager to Negotiate and Execute an Assignment and Consent to Assignment Agreement with Jeff Helmericks and Northern Aviation, LLC, for the PMA Lease No. 92-1 on Block 3, Lease Lot 29, Palmer Municipal Airport for the Purpose of Transferring the Lease from Mr. Helmericks to His Actual Operating Entity
- h. **Action Memorandum No. 17-051:** Authorizing the City Manager to Negotiate and Execute a New Lease Agreement with the Federal Aviation Administration, for their Palmer Flight Service Station Operations at the Randy Thom Flight Service Center Building Located at 901 E. Yukon Street
- i. **Action Memorandum No. 17-052:** Authorizing the City Manager to Negotiate and Execute Lease Amendment and Modification Agreements with Hinchinbrook Equipment Solely Owned by New Horizons Telecom, Inc., Lease Lot 5, Palmer Municipal Airport

- 2. Approval of Minutes of Previous Meetings
  - a. February 14, 2017, Regular Meeting
  - b. May 23, 2017, Regular Meeting

**Main Motion: Approve Consent Agenda and Minutes**

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

**F. COMMUNICATION AND APPEARANCE REQUESTS**

**G. REPORTS**

**Item 1 – City Manager’s Report**

City Manager Nathan Wallace:

- Highlighted his written report;
- Commented on attendance of a FEMA Water Wastewater Disaster Preparedness Course;
- Noted topics discussed at the recent Mat-Su Borough Assembly meeting;
- Noted approval of the Greater Palmer Fire Service Area Contract and Rescue Contract;
- Shared pictures of progress on the wastewater treatment plant;
- Commented on the award of the Eastern Terminus contract to Pruhs; and
- Noted dispatch services would effectively go live with MatCom tomorrow.



## Item 2 – Mayor’s Report

Mayor DeVries highlighter her written report.

### H. AUDIENCE PARTICIPATION

Eugene Carl Haberman:

- Addressed happenings at other local government meetings;
- Expressed concern over the State of Alaska budget; and
- Requested the public be given greater opportunity to review local government legislation prior to approval at meetings.

### I. PUBLIC HEARINGS

**Item 1 – Ordinance No. 17-009-Z-1-SL:** Amending the Zoning Map to Revise the Designation of Tax Parcel C8, Located in Section 4, Township 17 North, Range 2 East, Seward Meridian from R-1, Single-family Residential to R-4, High Density Residential with Special Limitations

Mayor DeVries opened the public hearing.

Keith Morberg:

- Thanked AMG and Cameron Johnson for researching Mt. Rose Estates concerns and incorporating mitigation of them into the rezone proposal through special conditions;
- Spoke to an alternative secondary access through the 100’ MEA easement;
- Spoke in favor of removal of the fence requirement;
- Preferred a vegetative screen and 200’ setback be put in place to allow trail and walkway access on both developments by all residents;
- Spoke in favor of the rezone subject to the special conditions and VRS withdrawal of its PUD application.

Robert Nilsen:

- Spoke in favor of Ordinance No. 17-009-Z-1-SL as a solution to the need for senior housing.

Eugene Carl Haberman:

- Felt the comment period on Ordinance No. 17-009-Z-SL was too short; and
- Requested an additional public hearing be held.

Howard Bess:

- Noted the importance of well thought out zoning decisions made by the Council; and
- Encouraged the Council to turn down the rezone request as it was not in the best interest for the community.

Cameron Johnson, Representative of AMG Associates:

- Provided a power point presentation on the proposed project for the property;
- Noted the project was designed as median income housing; and
- Fielded questions from the Council.

Ron Fassett, Representative of Valley Residential Services:

- Encouraged passage of the rezone to provide affordable senior housing in the area.

Hearing no further public testimony and no objection from the Council, Mayor Devries closed the public hearing.

Discussion by the Council ensued and included the following:

- Primary access and traffic mitigation on Cope Industrial Way and Chugach;
- The proposed parking ratio; and
- The proposed dog park.

City Clerk Alley gave the Council written testimony which was supplied after printing of the packet.

The Council took a brief recess from 8:33 to 8:42 p.m. to review the written testimony.

**Main Motion: To Adopt Ordinance No. 17-009-Z-1-SL as Amended**

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

**Primary Amendment #1: To Change Section 4, Special Limitation 4, to Read: Primary Access to be Cope Industrial Way (with Access for EVA Entrance From Commercial Drive)**

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

**Primary Amendment #2: To Add Special Limitation 8.: The R-4 Rezone with Special Limitations is Restricted to AMG & Associates, LLC and Must be Substantially in Accord with the Concept Contained in the Site Plan Presented at the June 27, 2017, Council Meeting**

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

**Primary Amendment #3: To Change Section 4, Special Limitation 7, to Read: Parking Stall Ratio Should be in Accordance with PMC 17.64.031**

Moved by:	Fuller
Seconded by:	Hanson
Action:	Motion failed by a 0-7 roll call vote
In favor:	None
Opposed:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance

**Primary Amendment #4: To Remove Section 4, Special Limitation 7**

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

**Primary Amendment #5: To Require a Dog Park as Required by the Site Plan**

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

**Primary Amendment #6: To Add Section 4, Limitation 9: Commercial Drive to be Built to COP Standards**

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

**Primary Amendment #7: Substitute New Language to Section 4, Limitation 9: Access to Commercial Drive to be Built to COP Standards as Determined by Public Works, Based Upon Proposed Usage**

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

**Primary Amendment #8: To Add Special Limitation 10: Sidewalk to be Built on Primary Access to the Development as Reflected in the Proposed Site Plan**

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

**Primary Amendment #9: Require Primary Access be Built to Residential Road Standards of 24 Feet**

Moved by:	Best
Seconded by:	Fuller
Action:	Motion failed 3-4 by roll call vote
In favor:	Best, Hanson, LaFrance
Opposed:	Carrington, Combs, DeVries, Fuller

**Primary Amendment #10: To add to Section 4, Limitation 6, in Lieu of Six and a Half Foot Fence**

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

**Item 2 – Ordinance No. 17-010-Z-1-SL:** Amending the Zoning Map to Revise the Designation of Lot 8, Lot 7 and the West One-half of Lot 6, Block 3, T A Smith Subdivision Located in Section 33, Township 18 North, Range 2 East, Seward Meridian from R-2, Low Density Residential to CG – General Commercial with Special Limitations

Mayor DeVries opened the public hearing.

City Clerk Alley noted no additional written testimony was received following the printing of the packet.

Eugene Carl Haberman:

- Noted the narrow notification window and the opportunity for people to be heard; and
- Expressed displeasure that notation of the Clerk’s written notification was not included in the packet information for the ordinance.

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

**Main Motion: To Adopt Ordinance No. 17-010-Z-1-SL**

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

**Motion to Postpone: To Postpone to the Next Meeting**

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

**Item 3 – Resolution No. 17-021:** Authorizing the Vacation of a 20’ by 113’ Alley Adjacent to Tract 3 and Lots 8, 7 and 6 of Block 3, TA Smith Subdivision and Replacement of Vacated Area with a 20’ Utility Easement

Mayor DeVries opened the public hearing. Seeing no one come forward to speak, and hearing no objection from the council, the public hearing was closed.

**Main Motion: To Approve Resolution No. 17-021**

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

**Item 4 – Resolution No. 17-022:** Accepting and Appropriating the 2017 Volunteer Fire Assistance Grant from the State of Alaska, Department of Natural Resources, Division of Forestry, in the Amount of \$7,500.00 for the Purchase of Wildland Firefighting Equipment, Fire Safety Shelters, Firefighting Suppression Foam and Wildland Fire Personal Protective Clothing

Mayor DeVries opened the public hearing. Seeing no one come forward to speak, and hearing no objection from the council, the public hearing was closed.

City Clerk Alley noted no comments were received from the public.

**Main Motion: To Approve Resolution No. 17-022**

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

**J. ACTION MEMORANDA**

**Item 1 – Action Memorandum No. 17-053:** Authorizing the City Manager to Negotiate and Purchase Insurance Coverage for the Period July 1, 2017, through June 30, 2018, per the Premium Quote Submitted by the City’s Insurance Broker, Insurance Brokers of Alaska

**Main Motion:**

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

**K. NEW BUSINESS**

**Item 1 - Resolution No. 17-023:** Authorizing the City Manager to Negotiate and Enter into a Four-Year Agreement with Motorola Solutions to Lease-Purchase Radio and Computer Aided Dispatch Equipment in the Amount of \$725,913.28, and to Lease Over a Term Ending No Later Than August of 2021, and to Obtain the Equipment Under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230

Council Member Carrington requested a staff report. City Manager Wallace explained the need for the equipment due to the age of the current equipment and its inability to communicate with other agencies.

**Main Motion: To Approve Resolution No. 17-023**

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

**Motion to Postpone: To Postpone Until October**

Moved by:	Fuller
Seconded by:	Carrington
Action:	Motion carried by a 4-3 roll call vote
In favor:	Best, Carrington, DeVries, Fuller
Opposed:	Combs, Hanson, LaFrance

**Main Motion: To Extend the Meeting Until Midnight**

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

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

- Two Items of Written Testimony
- Pictures from the City Manager Showing the Wastewater Treatment Plant Under Construction

**M. AUDIENCE PARTICIPATION**

Eugene Carl Haberman:

- Noted a Point of Order does not require a second; and
- Spoke to concerns regarding the handling of public hearings.

Frank Kelly:

- Spoke to the possibility of including a prepayment clause when negotiating the possible Motorola Radio equipment purchase.

**N. COUNCIL MEMBER COMMENTS**

Deputy Mayor Combs:

- Commented on the influx of visitors to Palmer;
- Encouraged everyone to participate in the Mat-Su Miners events and games;
- Highlighted upcoming events for the Fourth of July celebration in Wasilla;
- Addressed passage of the State of Alaska budget;
- Spoke against the proposed Mat-Su Borough Sales Tax; and
- Commented on plans to bring legislation before the Council opposing the proposed tax.

Council Member Fuller:

- Wished everyone a Happy Fourth of July.

Council Member Hanson:

- Wished everyone a Happy Fourth of July; and
- Recognized the invaluable contribution Rick Koch's vision made to the City of Palmer.

Council Member Best:

- Echoed sentiments concerning Rick Koch and his involvement with youth activities, sports activities, and sharing knowledge within Palmer's Public Works Department.

Mayor DeVries:

- Requested input from the City Attorney concerning possible legislation to oppose the Mat-Su Borough's proposed sales tax.

**O. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 11:13 p.m.

**Approved this 8th day of August, 2017.**

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Norma I. Alley, MMC, City Clerk

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Edna B. DeVries, Mayor

**A. CALL TO ORDER**

A special meeting of the Palmer City Council was held on July 25, 2017, at 6:00 pm in the council chambers, Palmer, Alaska.

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

**B. ROLL CALL**

Comprising a quorum of the 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 Council Member Best.

**D. APPROVAL OF AGENDA**

**Main Motion: To Approve the Agenda**

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

**E. AUDIENCE PARTICIPATION**

**F. NEW BUSINESS**

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

- a. Presentation of the Audit on the 2016 Budget

**Main Motion: To Enter into a Committee of the Whole to Discuss the Audit on the 2016 Budget**

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

Lia Patton, representing the BDO auditors:

- Highlighted the written audit and noted there were no material errors;
- Noted the Compliance Audit did not identify any deficiencies in internal control over compliance that were material weaknesses; and
- Fielded questions from the Council.

**Main Motion: To Come out of the Committee of the Whole**

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

The Council entered into a Committee of the Whole at 6:03 and exited at 6:51 p.m.

Upon exiting the Committee of the Whole the following motions were made:

**Main Motion: To Accept the 2016 City of Palmer Audit**

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

**G. RECORD OF ITEMS PLACED AT THE TABLE**

- Basic Financial Statements, Required Supplementary Information, Supplementary Information, and Single Audit Reports
- Audit Wrap Up

**H. COUCNIL MEMBER COMMENTS**

**I. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 6:52 p.m.

**Approved this 8th day of August, 2017.**

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

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



## A. CALL TO ORDER

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

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

## B. ROLL CALL

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

Edna DeVries, Mayor  
Richard Best  
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 Council Member LaFrance.

## D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
  - a. **Action Memorandum No. 17-054:** Approving Commission Member Erick Cordero-Giorgana's Resignation from the Planning & Zoning Commission
  - b. **Action Memorandum No. 17-055:** Authorizing the City Manager to Enter into a Sole Source Procurement and Execute a Contract with Badger Meter, Inc. for Badger Water Meters and Supplies in the Amount of \$26,052.00
  - c. **Action Memorandum No. 17-056:** Authorizing the City Manager to Negotiate and Execute an Assignment of Lease, Acceptance and Assumption of Assignment, Personal Guarantee and Consent to Assignment Agreement with James D. DeNier and The Hangar, LLC for the PMA Lease No. 96-1 on Block 3, Lease Lot 32, Palmer Municipal Airport for the Purpose of Transferring the Lease from Mr. DeNier Back to The Hangar, LLC Following the Payoff of Its Indebtedness to Mr. DeNier
2. Approval of Minutes of Previous Meetings
  - a. July 11, 2017, Joint City Council and Park, Recreation, and Cultural Resources Advisory Board Meeting
  - b. July 11, 2017, Regular Meeting

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

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

**E. COMMUNICATION AND APPEARANCE REQUESTS**

**Item 1** – Visitor Center/Museum Director Selena Ortega-Chiolero provided an overview of the Museum Year in Review to include:

- Five grants received and the projects funded;
- Museum events undertaken; and
- The scheduling of two Temporary Exhibits.

Museum and Visitor Services Coordinator Brooke Steinke spoke to the 2018 Palmer and Vicinity Visitors and Resource Guide and the Historic Walking Tour/Audio Tour Map Project being worked on.

**F. REPORTS**

**Item 1 – City Manager’s Report**

City Manager Nathan Wallace:

- Highlighted his written report;
- Noted both construction projects are on track;
- Commented on the Celebrate Palmer with the Miners game scheduled for tomorrow;
- Reminded everyone of Palmer Pride celebration on Friday at the Depot; and
- Introduced the new Finance Manager Michele Tefft.

**Item 2 – City Clerk’s Report**

City Clerk Norma Alley:

- Provided a verbal report addressing the upcoming election;
- Noted the Nomination Period was scheduled to close on July 28;
- Commented on having two current candidates already; and
- Reminded everyone to register to vote by September 3, 2017, to ensure their vote will count.

**Item 3 – Mayor’s Report**

Mayor DeVries:

- Highlighted her written report;
- Commented on receiving a request to have an electrical transfer box removed and asked for input from the Council;
- Noted receipt of an invitation from the 49<sup>th</sup> State Street Rodders for 9/11 event;
- Shared about the Beautification Awards; and
- Directed staff to research and try for the National Awards for Financial Excellence in Reporting. Council Member Best offered support.

**G. AUDIENCE PARTICIPATION**

Larry Hill:

- Provided two letters for the Council;

- Spoke against Ordinance No. 17-011; and
- Noted concern over the proposed definition change to the word dwelling.

Emily Davenport:

- Spoke against land owners in R-1 zoned areas renting out rooms in their homes.

## H. PUBLIC HEARINGS

**Item 1 – Ordinance No. 17-011:** Amending the City of Palmer Municipal Code Chapter 5.04 Business Licenses Regarding Landlords

Mayor DeVries requested a staff report. City Manager Wallace provided an overview of the development of the ordinance and the changes to be made to the code.

Mayor DeVries opened the public hearing.

City Clerk Alley shared Katherine Vanover’s request for an additional public hearing on the issue and her objection to the ordinance due to the proposed definition of dwelling.

City Clerk Alley read into the record a letter from Larry Hill and a letter from Deborah and Dan Giffen speaking against the proposed ordinance.

Larry Hill:

- Requested an additional public hearing be granted to allow others to speak to Ordinance No. 17-011.

Seeing no one else come forward, and with no objection from the Council, Mayor DeVries closed the public hearing.

Discussion by the Council ensued and addressed the following:

- The difference between a landlord and a business;
- The proposed code change and existing Planning & Zoning code; and
- How an Air B&B would be handled.

**Motion to Postpone: To Postpone to the Meeting on August 22, 2017, and Hold an Additional Public Hearing**

Moved by:	Combs
Seconded by:	Best
Action:	Motion failed by a 3-4 voice vote
In favor:	Best, Carrington, Hanson,
Opposed:	Combs, DeVries, Fuller, LaFrance

**Main Motion: To Adopt Ordinance No. 17-011**

Moved by:	Hanson
Seconded by:	Carrington
Action:	Motion failed 0-7
In favor:	None
Opposed:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance

The Council took a brief recess from 8:34 to 8:49 p.m.

## I. NEW BUSINESS

**Item 1** – Committee of the Whole to Discuss Mid-Year Budget Review (note: action may be taken by the council following the committee of the whole)

**Main Motion: To Enter Into a Committee of the Whole to Discuss the Mid-Year Budget Review**

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

City Manager Wallace distributed the 2017 Mid-Year Budget Review handout. The overall report indicated the City was in good shape financially.

**Main Motion: To Come out of a Committee of the Whole**

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

The Council entered into a Committee of the Whole at 8:50 p.m. and exited at 9:19 p.m.

## J. RECORD OF ITEMS PLACED ON THE TABLE

- Palmer Museum / Visitor Center PowerPoint Presentation
- Letter from Larry Hill regarding Ordinance No. 17-011
- Letter from Deborah and Dan Giffen regarding Ordinance No. 17-011
- Street Rodders Invitation to 9/11 Event
- Mid-Year Budget Review PowerPoint

## K. AUDIENCE PARTICIPATION

## L. COUNCIL MEMBER COMMENTS

Deputy Mayor Combs:

- Expressed appreciation for the boy scout and his grandmother who attended the meeting;
- Expressed pleasure at hearing the needed election workers had been recruited;
- Spoke to tomorrow's speakers at the Chamber of Commerce meeting; and
- Reminded everyone to attend the Palmer Pride events on Friday.

Council Member Fuller:

- Commented on participating telephonically at the August 22 meeting;
- Spoke to efforts being made by the Mat-Su Borough and School District to promote the proposed sales tax.

Council Member Hanson:

- Expressed the very best to Deputy Mayor Combs and her family;
- Requested support to clarify definition of dumpster enclosures in downtown. Deputy Mayor Combs offered support.

Council Member Best:

- Encouraged everyone to be mindful of motorcyclists.

Council Member LaFrance:

- Noted he was glad to be back;
- Expressed appreciation for the planned completion of the sidewalk behind the depot; and
- Commented on the possibility of painting murals on electrical boxes.

Council Member Carrington:

- Conveyed his thoughts and prayers to Deputy Mayor Combs and her family.

Mayor DeVries:

- Commented on the Hot August Nights event scheduled for August 12.

## **M. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 9:29 p.m.

**Approved this 8th day of August, 2017.**

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Norma I. Alley, MMC, City Clerk

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Edna B. DeVries, Mayor



	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
<b>1</b>	Waste Water Treatment Plant Upgrades: MMBR and Secondary Clarifiers to meet EPA/ADEC permit requirement per Consent Decree	\$9,000,000- \$14,000,000 (revised estimate after 65%~ \$12,610,290)	August 2020		\$842,107 as of January	Funding Sources <b>On hand:</b> State Grant \$2.5M State Grant: \$145k Enterprise or GF: \$600,000 <b>Applied</b> for: ADEC grant: \$1M USDA Loan: \$4.8 USDA Grant: \$3.5
a	Engineering/Design to EPA and ADEC (65%)	\$ 900,000	December	Complete	\$842,107 APPROVED	
b	Material Bid (MMBR system components)		December	Complete		
c	Material Bid Award (MMBR system components)	\$ 1,100,000	December	Complete	\$918,760 APPROVED	
d	Financing options(USDA and/or interim financing)		January/February	Complete		State Grant for FY 18 not available-GF loan
e	Permitting from DEC and State Fire Marshall		February	Complete		DEC permit and Fire Marshall review approved and on hand
f	Construction Bid Doc (95%/Final) to USDA		February	Complete		Submitted to USDA for review
g	Construction Bid		April	Complete		New bid \$9.5M April 28
h	Bond Resolution to Council		February	Complete		
i	Construction Bid Award (pending financing) to Council	\$ 9,500,000	May	Complete		NOIA and NTP published
j	Townhall on financing and construction schedule		July	Complete		Discuss construction schedule, noise/dust mitigation, financing
k	Construction Commence		June	Started		Contractor Mob underway
l	Secondary Clarifier Construction Commence		UNK			
m	MMBR System on line for testing		July 2018			
n	MMBR System testing complete		April 2019			
o	Secondary Clarifiers on line		August 2020			

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
<b>2</b>	Rehabilitate RW 16/34 & Related Improvements	\$10,000,000- \$11,500,000	October 2017	Pre-Liminary Application Approved by FAA		Funding Sources <b>On hand:</b> State Grant: \$400K COP: \$225k Anticipated FAA: \$9.375M - \$10.781M
a	Engineering/Design in 2 Phases	Phase 1 \$237,913 Phase 2 \$182,579 Total \$420,492	May-17	Phase I nearing completion	\$237, 913 APPROVED	
b	Project Initiation		December	Complete		
c	Stakeholder Coordination		December	Complete		
d	Surveying & Mapping		Jan-17	Ongoing		
e	Geotechnical Evaluation		December	Ongoing		
f	Engineer's Design Report (35%)		Jan-17	Complete		EDR 35% to FAA for Review & Comment 01/10/2017
g	Phase 2 Design funding approval		Jan-17	Complete	\$182,759 Approved	
h	Construction Safety & Phasing Plan		Mar-17	Complete		
i	Final Design and submission to FAA		Apr-17	Complete		Approved by FAA
j	Townhall on project		June	Complete		FAA Fly-in
k	Bid & Grant Assistance		Apr-17	On going		With FAA for final approval
l	Bids Due		May-17	Complete		Due May 18
m	Award & Grant Acceptance from FAA	\$7,827,300.00	June			Awarded
n	Construction Mobilization		June			On going
o	Runway Closed		August 2017			
p	Supplemental FAA Funding	\$1,406,250.00	August 2017	Not likely other than change orders		If other Airport Sponsor \$ Becomes Available will require City Match approval
q	Supplemental COP Funding	\$93,750.00	August 2017			
r	Project Completion		November			Ribbon cutting ceremony



	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
<b>3</b>	Replace boiler in the Palmer Library.	\$50,000.00	September 2017		\$48,798.00	
a	Engineering and Design	\$4,900.00	In hand	Complete	\$4,900	Engineering documents have been completed by T3 Alaska
b	General Contractor Bid	\$44,100.00	Complete	Awarded	\$43,898.00	Bid awarded to Pinnacle Mechanical
c	Project work and completion		1-Sep-17	On going		Demolition has started and project is underway

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
<b>4</b>	Replace heating system in the Palmer FSS.	\$30,000.00	September 2017		\$10,000.00	
a	Engineering and Design	\$10,000.00	February 2017	Complete	\$10,000	Documents are complete.
b	General Contractor Bid	\$20,000.00	TBD	Out for bid		FAA Asbestos abatement will be done independent of most work
c	Project work and completion		October 2017	Not Started		Will establish start and completion dates with winning contractor after bidding process is complete. This project will be tied in with the FSS required FAA upgrade project.

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
<b>5</b>	Palmer FSS interior improvements	\$54,500.00	September 2017	Awaiting new lease signing by FAA	\$8,500.00	
a	Architectural Services and Design	\$8,500.00	February 2017	Complete	\$8,500	Documents are complete
b	General Contractor Bid	\$46,000.00	TBD	Out for Bid		FAA Asbestos abatement will be done independent of most work
c	Project work and completion		October 2017	Not Started		Will establish start and completion dates with winning contractor after bidding process is complete. This project will be tied in with the FSS required FAA upgrade project.

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
<b>6</b>	City Hall and Fire Station 3-1 Parking Lot Upgrade	\$100,000.00	Aug 2017			
	a Engineering and Design	~\$15,000		Complete		HDL has completed design work for the Fire Station and is still making adjustments to the City Hall parking lot. Expect documents for bid by mid-AUGUST.
	b Paving Contractor Bid	\$85,000.00	May 2017	Not Started		
	c Project work and completion		Aug 2017	Not Started		Project will be broken into 2x phases. 1) Fire Station driveway 2) Front and employee parking lots

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
<b>7</b>	<b>Bogard Road Booster Station to provide adequate pressure and flow for the western portion of Bogard Rd Water Main Extension Project.</b>	<b>\$1,420,000.00</b>	<b>TBD</b>	<b>Land Prep and Engineering Drawings Working</b>	<b>\$118,595.00</b>	Through use of remaining grant funds (14-DC-125), PW has contracted HDL Engineering for Preliminary Engineering and site preparation.
	a HDL conduct preliminary engineering work and booster station site prep	\$118,595.00	July 2017	Working	\$118,595.00	Construction and Engineering drawings/specs are complete.
	b Project out for bid			accepting bids		Project is currently open for bids. Pre-bid is scheduled for 11 July Bid opening scheduled for 20 July

	<b>Project Description</b>	<b>Estimated Budget/Cost</b>	<b>Planned Completion</b>	<b>Status</b>	<b>Expenditures</b>	<b>Comments</b>
<b>8</b>	<b>ADA Sidewalk installation of designated driveways and curb corners in the downtown Palmer area</b>	<b>\$100,000.00</b>	<b>Late August</b>	<b>In progress</b>		Contract for this phase of the ADA Sidewalk project was awarded to Dirtworks. The project is underway at this time.



**Norma I. Alley, MMC**  
**City Clerk**

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Fax: (907) 745-0930

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**TO:** Palmer City Council  
**FROM:** Norma I. Alley, MMC *Norma I. Alley*  
**SUBJECT:** City Clerk's Report for the August 8, 2017, Council Meeting

1. The monthly Boards & Commissions attendance spreadsheets are attached.
  - a. AAC
  - b. BED
  - c. PRCRAB
  - d. P&ZC

2. Elections – **Election Day is October 3<sup>rd</sup>**

The Nominating Petition period ended Friday, July 28 at 4:00 p.m. There are four qualified citizens running for two Council Member seats. Attached is the list of candidates that will appear on the ballot.

The next election deadlines are:

- Last Day to Withdraw Candidacy – Aug. 4 at 4:00 p.m.
- Declaration of Write-In Candidacy – July 31 - Sept. 28
- Last Day to Register to Vote – Sept. 3

3. Upcoming Meetings

The tentative meetings schedule is attached.

Tentative Future Meeting Schedule			
Meeting Date	Meeting Type	Time	Notes
Aug 22	Regular	7 pm	
Sept 12	Regular	7 pm	
Sept 26	Regular	7 pm	
Oct 9	Special	6 pm	Election Certification
Oct 10	Regular	7 pm	
Oct 17	Special	6 pm	2018 Budget
Oct 24	Special	6 pm	2018 Budget
Oct 24	Regular	7 pm	
Nov 7	Special	6 pm	2018 Budget
Nov 14	Special	6 pm	2018 Budget

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<b>Nov 14</b>	Regular	7 pm	
<b>Nov 21</b>	Special	6 pm	2018 Budget
<b>Nov 28</b>	Special	6 pm	2018 Budget
<b>Nov 28</b>	Regular	7 pm	
<b>Dec 5</b>	Special	6 pm	2018 Budget
<b>Dec 12</b>	Special	6 pm	2018 Budget
<b>Dec 12</b>	Regular	7 pm	Budget Adoption
<b>Dec 26</b>	Regular	7 pm	
<b>Jan 9, '18</b>	Regular	7 pm	

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# City of Palmer

## Airport Advisory Commission Members

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

Seat	Board Member	Term Expires
A	John Lee	Oct. 2019
B	Kenneth More	Oct. 2019
C	Jeff Helmericks	Oct. 2017
D	Andrew Weaver	Oct. 2018
E	Joyce Momarts	Oct. 2017
F	Shannon Jardine	Oct. 2019
G	Allan Linn	Oct. 2018

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

### 2017 Attendance Record

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

### 2016 Attendance Record

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

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

# City of Palmer

## Board of Economic Development Members

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

Seat	Board Member	Term Expires
A	LaMarr Anderson	Oct. 2017
D	Christopher Chappel	Oct. 2018
B	Peter Christopher	Oct. 2019
E	Janet Kincaid	Oct. 2019
C	Lorie Koppenberg	Oct. 2018
F	Tendra Nicodemus	Oct. 2017
G	Dusty Silva	Oct. 2018
CC	David Fuller	Oct. 2017
PZC	Not Yet Appointed	Oct. 2017

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

### 2017 Attendance Record

Board Member	Jan	Feb	Mar	Mar **	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Anderson	E	✓	✓	✓	✓	✓	✓	✓					
Chappel	✓	✓	✓	✓	✓	✓	✓	E					
Christopher	✓	✓	✓	E	✓	✓	E	E					
Kincaid	✓	E	✓	✓	✓	✓	✓	✓					
Koppenberg	✓	✓	E	✓	✓	✓	E	✓					
Nicodemus	✓	✓	✓	✓	✓	E	✓	✓					
Silva	✓	✓	✓	✓	✓	✓	✓	✓					
Fuller	✓	✓	✓	✓	✓	✓	✓	✓					
PZ&C	V	V	V	V	V	V	V	V					

### 2016 Attendance Record

Board Member	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Anderson	*	✓	✓	✓	✓	E	✓	✓	✓	✓	✓	✓
Chappel	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	E	✓
Christopher											✓	✓
Kincaid											✓	✓
Koppenberg	*	E	✓	✓	E	✓	✓	✓	✓	✓	E	✓
Nicodemus	*	E	✓	✓	✓	E	E	E	✓	✓	E	✓
Silva	*	✓	✓	✓	✓	✓	✓	E	✓	✓	✓	✓
Fuller												✓
PZ&C	V	V	V	V	V	V	V	V	V	V	V	V

\* Meeting Cancelled  
 \*\* Special Meeting  
 ✓ – Present

E – Excused Absence  
 U – Unexcused Absence  
 V – Vacant

# City of Palmer

## Parks, Recreation and Cultural Resources Advisory Board Members

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

Seat	Board Member	Term Expires
A	Stephanie Allen	Oct. 2017
F	Meggie Aube-Trammell	Oct. 2018
D	Shannon Connelly	Oct. 2019
B	Jo Ehmann	Oct. 2018
C	Dot Helm	Oct. 2017
E	Jan Newman	Oct. 2017
G	Fran Seager-Boss	Oct. 2017

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

### 2017 Attendance Record

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

### 2016 Attendance Record

Board Member	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Allen	✓	✓	U	E	✓	E	✓	✓	✓	✓	✓	✓
Aube-Trammell	✓	✓	✓	✓	✓	✓	✓	✓	E	✓	✓	✓
Connelly											✓	✓
Ehmann	✓	✓	E	✓	✓	E	✓	E	✓	✓	✓	✓
Helm	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Newman	✓	E	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Seager-Boss			E	✓	E	✓	✓	✓	✓	U	U	✓

\* Meeting Cancelled  
 \*\* Special Meeting  
 ✓ – Present

E – Excused Absence  
 U – Unexcused Absence  
 V – Vacant

# City of Palmer

## Planning & Zoning Advisory Commission Members

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

Seat	Commission Member	Term Expires
A	Gena Ornquist	Oct. 2017
B	Erik Cordero-Giorgana	Oct. 2019
C	Merry Maxwell	Oct. 2018
D	Kristy Thom Bernier	Oct. 2019
E	Dan Lucas	Oct. 2017
F	David Petty	Oct. 2018
G	Douglas Cruthers	Oct. 2018

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

### 2017 Attendance Record

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

### 2016 Attendance Record

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

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



## City Clerk's Office

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## 2017 Candidate List

October 3, 2017, Regular City Election  
Updated: 7/30/2017 5:26 PM

Candidates have until 4:00 p.m. on August 4, 2017, to withdraw from candidacy. If there are changes to the slate of candidates, this list will be updated.

### Council Member Two, Three-Year Term (Arranged in alphabetical order by last name)

Name	Telephone	Date Certified
COMBS, Linda A.	(907) 746-0367	7/18/2017
COMBS, Sabrena K.	(907) 350-8070	7/21/2017
HANSON, BRAD	(907) 355-4213	7/30/2017
LINDEN, Kenni M. "Psenak"	(907) 982-4304	7/28/2017



# Mayor's Memo

**Council Meeting report – August 8, 2017**

## **UP COMING EVENTS**

**Mayor/manager meeting school district, August 10 at school district bldg. 5 pm**

**Outreach to High school age student(s) for Boards and Commission**

**Mayor's Minute on Radio – Sept 22**

**Mayors/Managers Meeting – Wasilla August 24 – 4 pm**

**Mat Su Miners/City of Palmer – 2018 ??**

**Manager, Mayor, Clerk & Attorney agenda – August 10/31**

**Job Corps graduation – August 25 – 2 pm**

**Back to School – August 14**

**City of Houston – Founder's Day – 6 pm**

**Alaska State Fair – August 24/parade August 26**

### **Palmer Pride – July 28 - awards –**

**Citizen of the Year, Former Mayor John Combs (thanks to Councilman Fuller in getting him and Linda there);**

**Sourdough Business of the Year, B&B Bargains, Anita Chace;**

**Cheechako Business of the Year, Boutique on Main;**

**Innovative Business of the Year, Active Soles along with best business coming soon, Troubled Soles;**

**Newest business moving into Palmer from outside and starting the renovation of the Matanuska Maid Property – Alaska Pickers.**

**10 Beautification Awards awarded - ordered more signs – so have more to give out. Your suggestions welcome.**

### **PENDING ITEMS – Flag Pole by Library**

#### **Palmer Pride – debrief with Theresa Roy**

Theresa Roy and I talked on Saturday after Palmer Pride at Fred Myers. Need volunteers to help set up. Great help at end of the event. Thank you every one. Try to interchange music and awards. So some music then some awards then some more music? Get people to stay for the whole program. Change name to Palmer proud because of definitions of pride now. This idea was from one of Theresa Roy's employees. New banner that would just say 4 pm with ending time because we run out of food and people came at 6 and we were already done.





**City of Palmer  
Information Memorandum No. 17-016**



**Subject:** Discussion on Potential Palmer Municipal Code Amendments Regarding Boards and Commissions

**Agenda of:** August 8, 2017


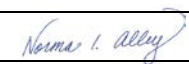
**Originator Information:**

**Originator:** Mayor Devries via Norma Alley, City Clerk

**Department Review:**

Route to:	Department Director:	Signature:	Date:
<input checked="" type="checkbox"/>	Community Development		7/31/2017
<input checked="" type="checkbox"/>	Airport		7/31/2017
<input type="checkbox"/>	Fire		
<input type="checkbox"/>	Police		
<input type="checkbox"/>	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):**

- PMC 2.18: Boards & Commission Generally – Current and Potential Amendments
- PMC 2.20: Planning and Zoning Commission – Current and Potential Amendments
- PMC 2.22: Parks, Recreation, and Cultural Resources Advisory Board – Current and Potential Amendments
- PMC 2.25: Airport Advisory Commission – Current and Potential Amendments
- PMC 2.30: Board of Economic Development – Current and Potential Amendments

## Summary Statement:

Over the past year the City Council requested the code be reviewed regarding the Airport Advisory Commission (AAC); Board of Economic Development (BED); Parks, Recreation and Cultural Resources Advisory Board (PRCRAB); and Planning and Zoning Commission (PZC) for potential revisions. Below is a list of items the Council and staff have identified for potential code amendments:

1. **Term of office changed to calendar year.** Navigating last year's appointment process was difficult due to the City Clerk's office immersed in administering the election and the transition between Mayors. It is suggested to change the terms of office from November 1-October 31 to January 1-December 31. This change is reflected, as well as, clarification that someone would remain in their seat until a successor is appointed. (Changes: PMC 2.18.030 and 2.18.040)

If the term of office changes to a calendar year, there would be an immediate effect on all members. Their terms would extend by two months to end December 31 of the respective year of their current term. The Clerk's Office would advertise terms for new appointments this year to end December 31, 2020. The new terms would be:

Member	Current Term Expires	New Term Expires
Term A	October 31, 2017	December 31, 2017
Term B	October 31, 2018	December 31, 2018
Term C	October 31, 2019	December 31, 2019

2. **Staff assistance.** This is to amend language to keep with current practice. (Changes: PMC 2.20.050, 2.22.050, 2.25.050 and 2.30.050)
3. **Membership.** On BED, the ex-officio membership requirement of a PZC member was removed. This position has remains vacant and is not necessary for the board to function. (Changes: PMC 2.30.010) A student liaison position has been created for the AAC, BED, and PRCRAB. (Changes: 2.22.010, 2.25.020, and 2.30.010).
4. **Payment for service.** Current code as written pays board members and commissions for all meeting regardless of attendance. Amended as written adds language that a member would only get paid if they were in attendance in person or by teleconference. (Changes: PMC 2.20.025, 2.22.040, 2.25.040 and 2.30.040)
5. **Meetings specifications.** Some of the boards and commissions have requested their meetings begin at 6:00 p.m. instead of 7:00 p.m. Additionally, there is an amendment to change the boards and commission to be required to meet quarterly at a minimum. This does not preclude the boards or commissions to meet more often; rather, it provides flexibility to meet when there is a full agenda and at their pleasure. (only affects AAC, BED, PRCRAB with changes PMC 2.22.080, 2.25.080 and 2.30.080).
6. **Teleconferencing.** After review of teleconferencing requirements, the City Clerk is recommending adding the requirement of a roll call vote to the PZC (PZC was the only commission that did not have this requirement in PMC 2.20.061(D)), that the presiding officer may not preside when on teleconference, and remove the notice requirement for the location of the teleconferencing facilities be on the agenda. ((Changes: PMC 2.20.025(D), 2.20.070(A), 2.22.080(D), 2.22.090(A), 2.25.080(D), 2.25.090(A), 2.30.080(D), and 2.30.090(A)).
7. **Recording of meeting proceedings.** Due to the inability to guarantee and meet the "shall" requirement, as well as, meeting the current retention practices of electronically recording meetings, removal of this requirement is recommended by the City Clerk. Additional language was added clarifying the written minutes retention and intent as the official permanent record. (Changes: PMC 2.20.061(A), 2.20.061(G), 2.22.080(A) and (F), 2.25.080(A) and (F) and 2.30.040(A) and (F)).
8. **Noticing.** Current language for noticing requirements has created confusion and is amended to provide clarification. The primary publication will be the city's website with intent that publishing



in the newspaper is a secondary publication for noticing and transparency, but not a requirement to hold a meeting. Current language also does not meet the newspaper's current deadline requirements to get a special meeting agenda published. It is important we remain consistent with our noticing requirements, so any implication that publishing in the newspaper is mandatory has been cleaned up. (Changes: PMC 2.20.070(B) and (C), 2.22.090(B) and (C), 2.25.090(B) and (C) and 2.30.090(B) and (C)).

9. **Oath of office.** Failure to take an oath of office as a cause for removal for the AAC, BED, and PRCRAB was removed as they are advisory boards and do not require oath of offices. The requirement remains for the PZC. (Changes: PMC 2.22.140, 2.25.140 and 2.30.140)
10. **Excused vs. unexcused absences.** Language has been added providing an expectation of notification when a member is to be absent from a meeting and how the decision will be made to the excused or unexcused status of that absence. (Changes: PMC 2.20.321, 2.22.140, 2.25.140 and 2.30.140)
11. **Name change for PRCRAB to Park and Recreation Board.** (Changes: PMC 2.22)

The City Clerk is looking for direction and any additional amendments. After Council's discussion and direction, the City Clerk will present the amendments to the boards and commissions over the next month. After these meetings, legislation will be drafted to be introduced and set to a public hearing for Council's consideration.

## Chapter 2.18

### BOARDS AND COMMISSIONS GENERALLY

Sections:

- 2.18.010 Board and commission creation.
- 2.18.020 Member appointment.
- 2.18.030 Membership terms.
- 2.18.040 Officers.
- 2.18.050 Board or commission termination.

**2.18.010 Board and commission creation.**

All boards and commissions shall be established by ordinance of the city council. (Ord. 15-019 § 3, 2015)

**2.18.020 Member appointment.**

A. Members shall be nominated by the mayor and confirmed by the council.

B. Mayoral nomination and council confirmation may occur anytime there is a vacancy. (Ord. 15-019 § 3, 2015)

**2.18.030 Membership terms.**

A. The term of each appointed member shall be three years;

B. The three-year terms ~~are calculated as: term beginning date: November 1st, and term ending date: October 31st~~ shall commence on January 1 and end December 31 or until a successor is appointed and qualified;

C. Terms shall be staggered by the appointment of initial members for lesser terms so that as nearly as possible a pro rata number of members are appointed each year;

D. A person appointed to fill a vacancy shall serve the remainder of the previous member's term. (Ord. 15-019 § 3, 2015)

**2.18.040 Officers.**

A. Each board or commission shall have a chair and vice chair.

B. The chair and vice chair are selected and appointed from and by the appointive members during the first regular meeting of ~~November~~ each calendar year. If the meeting is not held, the selection and appointment shall occur at the next meeting.

C. If a chair or vice chair vacancy occurs, the appointive members shall select a new chair or vice chair during the next regular meeting following the vacancy. (Ord. 15-019 § 3, 2015)

**2.18.050 Board or commission termination.**

The council may terminate a board or commission in the same manner as it was created. (Ord. 15-019 § 3, 2015)

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## Chapter 2.20

### PLANNING AND ZONING COMMISSION\*

Sections:

- 2.20.010 Creation – Officers – Membership.
- 2.20.025 Compensation.
- 2.20.030 Incorporation of state law by reference.
- 2.20.040 Powers and duties.
- 2.20.050 Staff assistance to commission.
- 2.20.055 Quorum.
- 2.20.060 Commission chair.
- 2.20.061 Meetings.
- 2.20.070 Public meeting notification.
- 2.20.115 Commission-initiated legislation requests.
- 2.20.122 Agenda and agenda packets.
- 2.20.131 Order of business.
- 2.20.135 Meetings – Rules of proceedings.
- 2.20.137 Audience participation.
- 2.20.281 Voting.
- 2.20.321 Cause for removal.
- 2.20.331 Conflict of interest.

\* Prior ordinance history: Ords. 75, 446, 499 and 600.

#### **2.20.010 Creation – Officers – Membership.**

A. There is created a city planning and zoning commission which shall consist of seven members.

B. All members must be residents of the city. (Ord. 15-019 § 4, 2015; Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

#### **2.20.025 Compensation.**

A. Each commission member shall receive \$50.00 per each regular and special meeting attended in person or by teleconference.

B. A commission member may decline compensation by completing the form required to decline compensation. (Ord. 14-014 § 3, 2014; Ord. 14-004 § 3, 2014; Ord. 05-013 § 3, 2005)

#### **2.20.030 Incorporation of state law by reference.**

To the extent applicable, the laws of the state dealing with planning and zoning commissions, present and future, and all amendments thereto, are incorporated into this chapter and expressly included herein. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

#### **2.20.040 Powers and duties.**

The commission shall be required to do the following:

A. Comprehensive Plan. From time to time, develop, adopt, alter or revise, subject to approval and amendment by the city council, a comprehensive plan for the physical development of the city. Such comprehensive plan, with accompanying maps, plats, charts, descriptive and explanatory matter, shall show the commission's recommendations for the development of the city territory and may include, among other things:

1. A statement of policies, goals, and standards;
2. A land use plan;
3. A community facilities plan;

4. A transportation plan; and

5. Recommendations for implementation of the comprehensive plan;

B. Make Recommendations. Make recommendations to the borough platting board regarding platting and subdividing of lots, blocks or lands, roads, water and sewer, within the city limits and, to the extent allowed by the borough platting board, regarding water and sewer within the city's water and sewer district outside the city limits;

C. Ordinances and Policies Concerning Subdivision of Land.

1. In exercising the powers granted it by this section, the commission may prepare and recommend for city council adoption ordinances and policies governing the subdivision of land within the city limits. Such ordinances and policies may provide for the harmonious development of the city and its environs; for the coordination of streets and other ways within the subdivided land with other existing or planned streets and ways and for conformance to the comprehensive plan or official map; for adequate open spaces; for spaces for traffic, utilities, recreation, light and air; and for the avoidance of congestion of population;

2. Subdividing, for the purposes of this section, shall be deemed to include the division of any lot, tract, or parcel of land into two or more lots, sites or other divisions of land for the purpose, whether immediate or future, of sale or building development;

D. Perform duties as set out in PMC Title 17, Zoning; and

E. Perform those duties established by the council from time to time. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.050 Staff assistance to commission.**

A. The city manager or designee shall assist the commission and shall be qualified by special training and experience in the field of city planning. The city manager or designee will be the regular technical adviser of the commission, but shall not have the power to vote.

B. City staff shall provide a recording clerk to the commission. The recording clerk shall keep a record of commission proceedings. ~~The city manager or designee will be the regular technical adviser of the commission and may also be designated its executive secretary, but the city manager or designee shall not have the power to vote.~~ (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.055 Quorum.**

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005)

**2.20.060 Commission chair.**

A. The chair shall preside at all meetings, may participate in the debate, and vote on any matter of the commission.

B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during such temporary absence or disability of the chair and may also vote. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005)

**2.20.061 Meetings.**

A. Public Participation. All meetings are open to the public and ~~shall be electronically recorded.~~ The public shall have the reasonable opportunity to be heard.

B. Regular Meetings.

1. Regular meetings of the commission shall be held on the third Thursday of each month beginning at 7:00 p.m. in the city council chambers, unless otherwise designated by the commission.



2. In order to give the public a greater opportunity to attend and participate in the commission meetings, the commission may hold a regular meeting in public locations throughout the city other than the usual meeting place. When the commission designates an alternate location, the public must be notified as required in PMC 2.20.070.

C. Special Meetings.

1. A special commission meeting may be held at the call of the chair, any two commission members, or the city manager.
2. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.

D. Teleconferencing. Teleconferencing may be used for all lawful activities of the city and, if all voting individuals have an opportunity to evaluate all testimony and evidence, to vote on actions. The vote at a meeting held by teleconference shall be taken by roll call. The presiding officer shall not preside over the meeting when participating by teleconference.

E. Adjournment.

1. The commission shall adjourn not later than 11:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day.
2. However, by two-thirds consent of the commission the meeting may be extended for up to one hour, at which time adjournment is mandatory.

F. Unsuitable Location.

1. If, after having been lawfully assembled in a location properly designated, the commission determines ~~that~~ a condition exists which renders such location unsuitable, it may recess the meeting and reconvene at a different location suitable to the needs of the commission.
2. The location to which the meeting shall be reconvened shall be made known publicly prior to recess and notices shall be posted at the place originally designated ~~by the clerk or designee~~; provided, that failure to post shall not affect the jurisdiction of the meeting.

G. Minutes.

1. Minutes shall be kept of the commission's proceedings, and such minutes shall record the vote of each member upon every question.
2. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person.
3. Minutes shall be kept in accordance with current best practices to ensure permanent retention of the written record and maintained in accordance with applicable local and state laws. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.070 Public meeting notification.**

A. All public notices must include the date, time and place of a meeting, ~~and if the meeting is by teleconference, the location of teleconferencing facilities that will be used.~~

B. Regular Meeting. Public meeting notification shall be by means of ~~posting~~ publishing the agenda on the city's website ~~and by publishing the agenda for a regular meeting~~ five days prior to ~~the a regular~~ meeting.

C. Special Meeting. Public meeting notification shall be by means of ~~posting~~ publishing the agenda on the city's website ~~and by publishing the agenda for a special meeting~~ three days prior to ~~the a special~~ meeting. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005)

**2.20.115 Commission-initiated legislation requests.**

At a regular meeting, two commission members may direct the city manager or designee to prepare legislation pertaining to PMC Title 17 for action at a subsequent meeting; provided, however, the majority of the commission may vote to override the direction. The direction and motion to override may occur even though neither is on the agenda. (Ord. 14-014 § 3, 2014; Ord. 07-020 § 6, 2007)

**2.20.122 Agenda and agenda packets.**

A. The agenda for each meeting shall be prepared by the city manager or designee after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two commission members. The request shall be made to allow the timeframes of PMC 2.20.070.

B. The city manager or designee shall attempt to notify each commission member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet. (Ord. 14-014 § 3, 2014; Ord. 07-020 § 5, 2007; Ord. 05-013 § 3, 2005)

**2.20.131 Order of business.**

At every regular meeting of the commission the order of business shall be as follows:

A. Call to order;

B. Roll call;

C. Pledge of allegiance;

D. Approval of agenda;

E. Minutes of previous meetings;

F. Staff Report

GF. ~~Persons to be heard~~Audience participation;

HG. Public hearings;

IH. Unfinished business;

J. New business;

KJ. Plat reviews;

LK. ~~Public comments~~Audience participation;

L. ~~Staff report;~~

M. Commission member comments;

N. Adjournment; provided, however, the agenda can be changed by the majority vote of the commission if such change would serve the public interest or expedite business. (Ord. 14-014 § 3, 2014; Ord. 06-022 § 3, 2006; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.135 Meetings – Rules of proceedings.**

Meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised Edition. (Ord. 14-014 § 3, 2014)

**2.20.137 Audience participation.**

All presentations to the commission shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits. (Ord. 14-014 § 3, 2014)

**2.20.281 Voting.**

A. The presiding officer shall declare all votes; but if any member doubts a vote, the presiding officer, without further debate upon the question, shall request a roll call vote, and the presiding officer shall declare the result.

B. The vote upon all matters considered by the commission shall be taken by yes or no votes which shall be entered upon the record, except that when the vote is unanimous, it shall be necessary only to so state.

C. Every member present shall vote, unless the presiding officer excuses the member because of substantial financial interest and the commission does not override the presiding officer's action. Declarations to be excused must be made before the vote, and shall be decided without debate.

D. The affirmative or negative vote of at least four members shall be required for official action of the commission. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.321 Cause for removal.**

A. A commission seat shall become vacant upon the occurrence of any of the following:

1. Expiration of the term of office;
2. Death of the commission member;
3. Resignation approved by the council;
4. Ceasing to possess required eligibility qualifications to be a commission member;
5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
6. Judicial determination that the commission member is of unsound mind;
7. A decision of a competent tribunal declaring the appointment of the commission member void;
8. Failure to take an oath of office within 30 days of appointment to office or within such shorter time between appointment and the date of the commission member's first commission meeting;
9. No longer physically resides in the city; and
10. Other just cause for removal.

B. In addition, a commission member may be removed by the council if, during any 12-month period while in office:

1. The commission member is absent from three regular meetings without excuse; or
2. The commission member is absent from six regular meetings.

3. Absence from a meeting for good and sufficient cause shall be provided in writing to the chair and staff representative prior to the meeting. The commission will determine if the good or sufficient absence is considered excused or unexcused by means of consent of the commission. The absence will be presumed unexcused if notification of the absence is not received prior to the meeting. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.331 Conflict of interest.**

A commission member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

A. The chair shall rule on the request to be excused from discussion and vote;

B. The decision of the chair on the request may be overridden by a majority vote. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

## Chapter 2.20

### PLANNING AND ZONING COMMISSION\*

Sections:

- 2.20.010 Creation – Officers – Membership.
- 2.20.020 *Repealed.*
- 2.20.025 Compensation.
- 2.20.030 Incorporation of state law by reference.
- 2.20.040 Powers and duties.
- 2.20.050 Staff assistance to commission.
- 2.20.055 Quorum.
- 2.20.060 Commission chair.
- 2.20.061 Meetings.
- 2.20.065 *Repealed.*
- 2.20.070 Public meeting notification.
- 2.20.071 *Repealed.*
- 2.20.081 *Repealed.*
- 2.20.091 *Repealed.*
- 2.20.101 *Repealed.*
- 2.20.111 *Repealed.*
- 2.20.115 Commission-initiated legislation requests.
- 2.20.121 *Repealed.*
- 2.20.122 Agenda and agenda packets.
- 2.20.131 Order of business.
- 2.20.135 Meetings – Rules of proceedings.
- 2.20.137 Audience participation.
- 2.20.141 *Repealed.*
- 2.20.151 *Repealed.*
- 2.20.161 *Repealed.*
- 2.20.171 *Repealed.*
- 2.20.181 *Repealed.*
- 2.20.191 *Repealed.*
- 2.20.201 *Repealed.*
- 2.20.211 *Repealed.*
- 2.20.221 *Repealed.*
- 2.20.231 *Repealed.*
- 2.20.241 *Repealed.*
- 2.20.251 *Repealed.*
- 2.20.261 *Repealed.*
- 2.20.271 *Repealed.*
- 2.20.281 Voting.
- 2.20.291 *Repealed.*
- 2.20.301 *Repealed.*
- 2.20.311 *Repealed.*
- 2.20.321 Cause for removal.
- 2.20.331 Conflict of interest.

\* Prior ordinance history: Ords. 75, 446, 499 and 600.

**2.20.010 Creation – Officers – Membership.**

A. There is created a city planning and zoning commission which shall consist of seven members.

B. All members must be residents of the city. (Ord. 15-019 § 4, 2015; Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.020 Membership terms.**

*Repealed by Ord. 15-019.* (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.025 Compensation.**

A. Each commission member shall receive \$50.00 per each regular and special meeting.

B. A commission member may decline compensation by completing the form required to decline compensation. (Ord. 14-014 § 3, 2014; Ord. 14-004 § 3, 2014; Ord. 05-013 § 3, 2005)

**2.20.030 Incorporation of state law by reference.**

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**2.20.040 Powers and duties.**

The commission shall be required to do the following:

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1. A statement of policies, goals, and standards;
2. A land use plan;
3. A community facilities plan;
4. A transportation plan; and
5. Recommendations for implementation of the comprehensive plan;

B. Make Recommendations. Make recommendations to the borough platting board regarding platting and subdividing of lots, blocks or lands, roads, water and sewer, within the city limits and, to the extent allowed by the borough platting board, regarding water and sewer within the city's water and sewer district outside the city limits;

C. Ordinances and Policies Concerning Subdivision of Land.

1. In exercising the powers granted it by this section, the commission may prepare and recommend for city council adoption ordinances and policies governing the subdivision of land within the city limits. Such ordinances and policies may provide for the harmonious development of the city and its environs; for the coordination of streets and other ways within the subdivided land with other existing or planned streets and ways and for conformance to the comprehensive plan or official map; for adequate open spaces; for spaces for traffic, utilities, recreation, light and air; and for the avoidance of congestion of population;
2. Subdividing, for the purposes of this section, shall be deemed to include the division of any lot, tract, or parcel of land into two or more lots, sites or other divisions of land for the purpose, whether immediate or future, of sale or building development;

D. Perform duties as set out in PMC Title 17, Zoning; and

E. Perform those duties established by the council from time to time. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.050 Staff assistance to commission.**

A. The city manager or designee shall assist the commission and shall be qualified by special training and experience in the field of city planning.

B. The city manager or designee will be the regular technical adviser of the commission and may also be designated its executive secretary, but the city manager or designee shall not have the power to vote. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.055 Quorum.**

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005)

**2.20.060 Commission chair.**

A. The chair shall preside at all meetings, may participate in the debate, and vote on any matter of the commission.

B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during such temporary absence or disability of the chair and may also vote. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005)

**2.20.061 Meetings.**

A. All meetings are open to the public and shall be electronically recorded. The public shall have the reasonable opportunity to be heard.

**B. Regular Meetings.**

1. Regular meetings of the commission shall be held on the third Thursday of each month beginning at 7:00 p.m. in the city council chambers, unless otherwise designated by the commission.

2. In order to give the public a greater opportunity to attend and participate in the commission meetings, the commission may hold a regular meeting in public locations throughout the city other than the usual meeting place. When the commission designates an alternate location, the public must be notified as required in PMC 2.20.070.

**C. Special Meetings.**

1. A special commission meeting may be held at the call of the chair, any two commission members, or the city manager.

2. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.

D. Teleconferencing. Teleconferencing may be used for all lawful activities of the city and, if all voting individuals have an opportunity to evaluate all testimony and evidence, to vote on actions.

**E. Adjournment.**

1. The commission shall adjourn not later than 11:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day.

2. However, by two-thirds consent of the commission the meeting may be extended for up to one hour, at which time adjournment is mandatory.

**F. Unsuitable Location.**

1. If, after having been lawfully assembled in a location properly designated, the commission determines that a condition exists which renders such location unsuitable, it may recess the meeting and reconvene at a different location suitable to the needs of the commission.

2. The location to which the meeting shall be reconvened shall be made known publicly prior to recess and notices shall be posted at the place originally designated by the clerk or designee; provided, that failure to post shall not affect the jurisdiction of the meeting.

G. Minutes.

1. Minutes shall be kept of the commission's proceedings, and such minutes shall record the vote of each member upon every question.
2. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.065 Public meetings required.**

*Repealed by Ord. 14-014. (Ord. 05-013 § 3, 2005)*

**2.20.070 Public meeting notification.**

A. All public notices must include the date, time and place of a meeting, and if the meeting is by teleconference, the location of teleconferencing facilities that will be used.

B. Regular Meeting. Public meeting notification shall be by means of posting the agenda on the city's website and by publishing the agenda for a regular meeting five days prior to the meeting.

C. Special Meeting. Public meeting notification shall be by means of posting the agenda on the city's website and by publishing the agenda for a special meeting three days prior to the meeting. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005)

**2.20.071 Presiding officer.**

*Repealed by Ord. 05-013. (Ord. 605 § 3, 2003)*

**2.20.081 Time and location – Public meetings required.**

*Repealed by Ord. 05-013. (Ord. 605 § 3, 2003)*

**2.20.091 Special meetings – Notice.**

*Repealed by Ord. 05-013. (Ord. 605 § 3, 2003)*

**2.20.101 Commission meetings – Time of adjournments.**

*Repealed by Ord. 05-013. (Ord. 605 § 3, 2003)*

**2.20.111 Location change.**

*Repealed by Ord. 05-013. (Ord. 605 § 3, 2003)*

**2.20.115 Commission-initiated legislation requests.**

At a regular meeting, two commission members may direct the city manager or designee to prepare legislation pertaining to PMC Title 17 for action at a subsequent meeting; provided, however, the majority of the commission may vote to override the direction. The direction and motion to override may occur even though neither is on the agenda. (Ord. 14-014 § 3, 2014; Ord. 07-020 § 6, 2007)

**2.20.121 Emergency special meetings.**

*Repealed by Ord. 05-013. (Ord. 605 § 3, 2003)*

**2.20.122 Agenda and agenda packets.**

A. The agenda for each meeting shall be prepared by the city manager or designee after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two commission members. The request shall be made to allow the timeframes of PMC 2.20.070.

B. The city manager or designee shall attempt to notify each commission member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet. (Ord. 14-014 § 3, 2014; Ord. 07-020 § 5, 2007; Ord. 05-013 § 3, 2005)

**2.20.131 Order of business.**

At every regular meeting of the commission the order of business shall be as follows:



- A. Call to order;
- B. Roll call;
- C. Pledge of allegiance;
- D. Approval of agenda;
- E. Minutes of previous meetings;
- F. Persons to be heard;
- G. Public hearings;
- H. Unfinished business;
- I. New business;
- J. Plat reviews;
- K. Public comments;
- L. Staff report;
- M. Commission member comments;
- N. Adjournment; provided, however, the agenda can be changed by the majority vote of the commission if such change would serve the public interest or expedite business. (Ord. 14-014 § 3, 2014; Ord. 06-022 § 3, 2006; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.135 Meetings – Rules of proceedings.**

Meetings shall be conducted under the current edition of Robert’s Rules of Order, Newly Revised Edition. (Ord. 14-014 § 3, 2014)

**2.20.137 Audience participation.**

All presentations to the commission shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits. (Ord. 14-014 § 3, 2014)

**2.20.141 Amending amendments.**

*Repealed by Ord. 05-013.* (Ord. 605 § 3, 2003)

**2.20.151 Speaking procedure.**

*Repealed by Ord. 14-014.* (Ord. 05-013 § 3, 2005)

**2.20.161 Parliamentary inquiry of chair.**

*Repealed by Ord. 14-014.* (Ord. 05-013 § 3, 2005)

**2.20.171 Point of order.**

*Repealed by Ord. 14-014.* (Ord. 05-013 § 3, 2005)

**2.20.181 Second required.**

*Repealed by Ord. 14-014.* (Ord. 05-013 § 3, 2005)

**2.20.191 Reduction to writing.**

*Repealed by Ord. 14-014.* (Ord. 05-013 § 3, 2005)

**2.20.201 Amending amendments.**

*Repealed by Ord. 14-014.* (Ord. 05-013 § 3, 2005)

**2.20.211 Ordering previous question.**

*Repealed by Ord. 14-014. (Ord. 05-013 § 3, 2005)*

**2.20.221 Withdrawal.**

*Repealed by Ord. 14-014. (Ord. 05-013 § 3, 2005)*

**2.20.231 Division of question.**

*Repealed by Ord. 14-014. (Ord. 05-013 § 3, 2005)*

**2.20.241 Motion to reconsider and rescind.**

*Repealed by Ord. 14-014. (Ord. 05-013 § 3, 2005)*

**2.20.251 Rules – Amendment – Observance required – Transgression.**

*Repealed by Ord. 14-014. (Ord. 05-013 § 3, 2005)*

**2.20.261 Motions – Disposition – Withdrawal.**

*Repealed by Ord. 05-013. (Ord. 605 § 3, 2003)*

**2.20.271 Speaking procedure.**

*Repealed by Ord. 05-013. (Ord. 605 § 3, 2003)*

**2.20.281 Voting.**

A. The presiding officer shall declare all votes; but if any member doubts a vote, the presiding officer, without further debate upon the question, shall request a roll call vote, and the presiding officer shall declare the result.

B. The vote upon all matters considered by the commission shall be taken by yes or no votes which shall be entered upon the record, except that when the vote is unanimous, it shall be necessary only to so state.

C. Every member present shall vote, unless the presiding officer excuses the member because of substantial financial interest and the commission does not override the presiding officer's action. Declarations to be excused must be made before the vote, and shall be decided without debate.

D. The affirmative or negative vote of at least four members shall be required for official action of the commission. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.291 Procedural rules – Suspension – Observance required – Transgression.**

*Repealed by Ord. 05-013. (Ord. 605 § 3, 2003)*

**2.20.301 Robert's Rules of Order.**

*Repealed by Ord. 05-013. (Ord. 605 § 3, 2003)*

**2.20.311 Informal meetings.**

*Repealed by Ord. 14-014. (Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)*

**2.20.321 Cause for removal.**

A. A commission seat shall become vacant upon the occurrence of any of the following:

1. Expiration of the term of office;
2. Death of the commission member;
3. Resignation approved by the council;
4. Ceasing to possess required eligibility qualifications to be a commission member;
5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
6. Judicial determination that the commission member is of unsound mind;

7. A decision of a competent tribunal declaring the appointment of the commission member void;
8. Failure to take an oath of office within 30 days of appointment to office or within such shorter time between appointment and the date of the commission member's first commission meeting;
9. No longer physically resides in the city; and
10. Other just cause for removal.

B. In addition, a commission member may be removed by the council if, during any 12-month period while in office:

1. The commission member is absent from three regular meetings without excuse; or
2. The commission member is absent from six regular meetings. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

**2.20.331 Conflict of interest.**

A commission member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

A. The chair shall rule on the request to be excused from discussion and vote;

B. The decision of the chair on the request may be overridden by a majority vote. (Ord. 14-014 § 3, 2014; Ord. 05-013 § 3, 2005; Ord. 605 § 3, 2003)

## Chapter 2.22

### **PARKS, ~~and~~ RECREATION, ~~AND~~ CULTURAL RESOURCES ADVISORY BOARD**

Sections:

- 2.22.005 Purpose.
- 2.22.010 Creation.
- 2.22.020 Duties and responsibilities.
- 2.22.040 Compensation.
- 2.22.050 Staff assistance to board.
- 2.22.060 Quorum.
- 2.22.070 Board chair.
- 2.22.080 Meetings.
- 2.22.090 Public meeting notification.
- 2.22.100 Meetings – Rules of proceedings.
- 2.22.110 Audience participation.
- 2.22.120 Agenda and agenda packets.
- 2.22.130 Voting.
- 2.22.140 Cause for removal.
- 2.22.150 Conflict of interest.

#### **2.22.005 Purpose.**

A. The purpose of the city of Palmer parks, ~~and~~ recreation ~~and cultural resources~~ advisory board is to develop, support, and advise the city council on all matters pertaining to city parks, recreation and cultural programs and projects.

B. The board shall provide input and recommendations on issues relating to placement of memorials and plaques on city property and on the annual budget for city parks, recreation and cultural programs and projects. (Ord. 15-005 § 3, 2015)

#### **2.22.010 Creation.**

A. There is created a city board for parks, ~~and~~ recreation ~~and cultural resources~~ which shall consist of seven members. The city council may appoint one ex officio student member from the Palmer high school to serve a one year term.

B. Membership should include representatives from the community with interests in parks, recreation, trails, playgrounds, bikeways, the arts and the general public.

C. The majority of the membership shall be residents of the city of Palmer. (Ord. 15-019 § 5, 2015; Ord. 15-005 § 3, 2015)

#### **2.22.020 Duties and responsibilities.**

The parks, ~~and~~ recreation, ~~and cultural resources~~ advisory board shall have the following duties and responsibilities:

A. To offer recommendations on the management, marketing, operations and maintenance of all city parks and recreation facilities, including the golf course;

B. Support and guide acquisition and development of future parks, trails and recreational amenities;

C. Receive public comment and input related to parks ~~and~~, recreation ~~and cultural resources~~;

D. Recommend relevant policy changes or enhancements to council;

E. Advise staff and council on parks, recreational and cultural amenities capital projects;

F. Periodically review the parks, trails and recreational facilities plan and recommend changes necessary in keeping with community needs and future growth;

G. Promote art activities and the role of art in economic development and in reinforcing civic pride through arts and culture; and

H. Recommend any necessary changes to the established fees for use of facilities and properties. (Ord. 15-005 § 3, 2015)

**2.22.040 Compensation.**

A. Each board member shall receive \$50.00 per regular and special meeting attended in person or by teleconference.

B. A ~~commission board~~ member may decline compensation by completing the form required to decline compensation. (Ord. 15-005 § 3, 2015)

**2.22.050 Staff assistance to board.**

~~The city manager or designee shall serve as staff to the board. The city manager or designee shall be the regular technical adviser of the board and may also be designated its executive secretary, but shall not have the power to vote.~~

A. The city manager or designee shall assist the board and will be the regular technical adviser of the board, but shall not have the power to vote.

B. City staff shall provide a recording clerk to the board. The recording clerk shall keep a record of board proceedings. (Ord. 15-005 § 3, 2015)

**2.22.060 Quorum.**

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date. (Ord. 15-005 § 3, 2015)

**2.22.070 Board chair.**

A. The chair shall preside at all board meetings and may participate in the debate and vote on any matter.

B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during the temporary absence or disability of the chair. (Ord. 15-005 § 3, 2015)

**2.22.080 Meetings.**

A. Public Participation. All meetings are open to the public and ~~shall be electronically recorded.~~ The public shall have the reasonable opportunity to be heard.

B. Regular Meetings. Regular board meetings shall be held at least quarterly on the first Thursday of ~~each~~the month beginning at ~~7~~6:00 p.m. in the city council chambers, unless otherwise designated by the board.

C. Special Meetings. A special board meeting may be held at the call of the chair, any two members of the board, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.

D. Teleconferencing. Attendance and participation at meetings by board members may be by teleconferencing. Materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. The vote at a meeting held by teleconference shall be taken by roll call. The presiding officer shall not preside over the meeting when participating by teleconference.

E. Adjournment. The board shall adjourn not later than 10:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the board the meeting may be extended for up to one hour, at which time adjournment is mandatory.

F. Minutes. Minutes shall be kept of the board's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a

public record open to inspection by any person. Minutes shall be kept in accordance with current best practices to ensure permanent retention of the written record and maintained in accordance with applicable local and state laws.

G. Report to Council. The board shall report quarterly to the city council on board objectives and performance. (Ord. 15-005 § 3, 2015)

**2.22.090 Public meeting notification.**

A. All public notices must include the date, time and place of a meeting, ~~and if the meeting is by teleconference, the location of teleconferencing facilities that will be used.~~

B. Regular Meeting. Public meeting notification shall be by means of posting-publishing the agenda on the city's website ~~and by publishing the agenda for a regular meeting~~ five days prior to ~~the a regular~~ meeting.

C. Special Meeting. Public meeting notification shall be by means of posting-publishing the agenda on the city's website ~~and by publishing the agenda for a special meeting~~ three days prior to ~~the a special~~ meeting. (Ord. 15-005 § 3, 2015)

**2.22.100 Meetings – Rules of proceedings.**

Meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised Edition. (Ord. 15-005 § 3, 2015)

**2.22.110 Audience participation.**

All presentations to the board shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits. (Ord. 15-005 § 3, 2015)

**2.22.120 Agenda and agenda packets.**

A. The agenda for each meeting shall be prepared by the city manager or designee after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two board members.

B. The city manager or designee shall attempt to notify each board member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet. (Ord. 15-005 § 3, 2015)

**2.22.125 Order of business**

At every regular meeting, the order of business shall be as follows:

A. Call to order;

B. Roll call;

C. Pledge of allegiance;

D. Approval of agenda;

E. Minutes of previous meetings;

F. Staff report.

G. Audience participation;

H. Unfinished business;

I. New business;

J. Commission member comments;

K. Adjournment.

**2.22.130 Voting.**

A. The chair shall declare all votes; but if any member doubts a vote, the chair, without further debate upon the question, shall request a roll call vote and the chair shall declare the result.

B. The vote upon all matters considered by the board shall be taken by yes or no votes which shall be entered into the record, except that when the vote is unanimous it shall be necessary only to so state.

C. Every member present shall vote, unless the chair excuses the member because of substantial financial interest and the board does not override the chair's action. Declarations to be excused must be made before the vote, and shall be decided without debate.

D. The affirmative vote of at least four members shall be required for official action of the board. (Ord. 15-005 § 3, 2015)

**2.22.140 Cause for removal.**

A. A board seat shall become vacant upon the occurrence of any of the following:

1. Expiration of the term of office;
2. Death of the board member;
3. Resignation approved by the council;
4. Ceasing to possess the required eligibility qualifications to be a board member;
5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
6. Judicial determination that the board member is of unsound mind; and

~~7. Failure to take an oath of office within 30 days of appointment to office or within such shorter time between appointment and the date of the board member's first board meeting; and~~

~~8.~~ Other just cause for removal, as determined by a majority vote of the city council.

B. In addition, a board member may be removed by the council if, during any 12-month period while in office:

1. The board member is absent from three regular meetings without excuse; or
2. The board member is absent from six regular meetings.

3. Absence from a meeting for good and sufficient cause shall be provided in writing to the chair and staff representative prior to the meeting. The board will determine if the good or sufficient absence is considered excused or unexcused by means of consent of the board. The absence we be presumed unexcused if notification of the absence is not received prior to the meeting. (Ord. 15-005 § 3, 2015)

**2.22.150 Conflict of interest.**

A board member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

A. The chair shall rule on the request to be excused from discussion and vote.

B. The decision of the chair on the request may be overridden by a majority vote. (Ord. 15-005 § 3, 2015)

## Chapter 2.22

### PARKS, RECREATION, AND CULTURAL RESOURCES ADVISORY BOARD

Sections:

- 2.22.005 Purpose.
- 2.22.010 Creation.
- 2.22.020 Duties and responsibilities.
- 2.22.030 *Repealed.*
- 2.22.040 Compensation.
- 2.22.050 Staff assistance to board.
- 2.22.060 Quorum.
- 2.22.070 Board chair.
- 2.22.080 Meetings.
- 2.22.090 Public meeting notification.
- 2.22.100 Meetings – Rules of proceedings.
- 2.22.110 Audience participation.
- 2.22.120 Agenda and agenda packets.
- 2.22.130 Voting.
- 2.22.140 Cause for removal.
- 2.22.150 Conflict of interest.

**2.22.005 Purpose.**

A. The purpose of the city of Palmer parks, recreation and cultural resources advisory board is to develop, support, and advise the city council on all matters pertaining to city parks, recreation and cultural programs and projects.

B. The board shall provide input and recommendations on issues relating to placement of memorials and plaques on city property and on the annual budget for city parks, recreation and cultural programs and projects. (Ord. 15-005 § 3, 2015)

**2.22.010 Creation.**

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

B. Membership should include representatives from the community with interests in parks, recreation, trails, playgrounds, bikeways, the arts and the general public.

C. The majority of the membership shall be residents of the city of Palmer. (Ord. 15-019 § 5, 2015; Ord. 15-005 § 3, 2015)

**2.22.020 Duties and responsibilities.**

The parks, recreation, and cultural resources advisory board shall have the following duties and responsibilities:

A. To offer recommendations on the management, marketing, operations and maintenance of all city parks and recreation facilities, including the golf course;

B. Support and guide acquisition and development of future parks, trails and recreational amenities;

C. Receive public comment and input related to parks, recreation and cultural resources;

D. Recommend relevant policy changes or enhancements to council;

E. Advise staff and council on parks, recreational and cultural amenities capital projects;

F. Periodically review the parks, trails and recreational facilities plan and recommend changes necessary in keeping with community needs and future growth;



G. Promote art activities and the role of art in economic development and in reinforcing civic pride through arts and culture; and

H. Recommend any necessary changes to the established fees for use of facilities and properties. (Ord. 15-005 § 3, 2015)

**2.22.030 Membership and terms.**

*Repealed by Ord. 15-019.* (Ord. 15-005 § 3, 2015)

**2.22.040 Compensation.**

A. Each board member shall receive \$50.00 per regular and special meeting.

B. A commission member may decline compensation by completing the form required to decline compensation. (Ord. 15-005 § 3, 2015)

**2.22.050 Staff assistance to board.**

The city manager or designee shall serve as staff to the board. The city manager or designee shall be the regular technical adviser of the board and may also be designated its executive secretary, but shall not have the power to vote. (Ord. 15-005 § 3, 2015)

**2.22.060 Quorum.**

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date. (Ord. 15-005 § 3, 2015)

**2.22.070 Board chair.**

A. The chair shall preside at all board meetings and may participate in the debate and vote on any matter.

B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during the temporary absence or disability of the chair. (Ord. 15-005 § 3, 2015)

**2.22.080 Meetings.**

A. All meetings are open to the public and shall be electronically recorded. The public shall have the reasonable opportunity to be heard.

B. Regular board meetings shall be held on the first Thursday of each month beginning at 7:00 p.m. in the city council chambers, unless otherwise designated by the board.

C. A special board meeting may be held at the call of the chair, any two members of the board, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.

D. Attendance and participation at meetings by board members may be by teleconferencing. Materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. The vote at a meeting held by teleconference shall be taken by roll call.

E. The board shall adjourn not later than 10:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the board the meeting may be extended for up to one hour, at which time adjournment is mandatory.

F. Minutes shall be kept of the board's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person.

G. The board shall report quarterly to the city council on board objectives and performance. (Ord. 15-005 § 3, 2015)

**2.22.090 Public meeting notification.**

A. All public notices must include the date, time and place of a meeting, and if the meeting is by teleconference, the location of teleconferencing facilities that will be used.

B. Regular Meeting. Public meeting notification shall be by means of posting the agenda on the city's website and by publishing the agenda for a regular meeting five days prior to the meeting.

C. Special Meeting. Public meeting notification shall be by means of posting the agenda on the city's website and by publishing the agenda for a special meeting three days prior to the meeting. (Ord. 15-005 § 3, 2015)

**2.22.100 Meetings – Rules of proceedings.**

Meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised Edition. (Ord. 15-005 § 3, 2015)

**2.22.110 Audience participation.**

All presentations to the board shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits. (Ord. 15-005 § 3, 2015)

**2.22.120 Agenda and agenda packets.**

A. The agenda for each meeting shall be prepared by the city manager or designee after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two board members.

B. The city manager or designee shall attempt to notify each board member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet. (Ord. 15-005 § 3, 2015)

**2.22.130 Voting.**

A. The chair shall declare all votes; but if any member doubts a vote, the chair, without further debate upon the question, shall request a roll call vote and the chair shall declare the result.

B. The vote upon all matters considered by the board shall be taken by yes or no votes which shall be entered into the record, except that when the vote is unanimous it shall be necessary only to so state.

C. Every member present shall vote, unless the chair excuses the member because of substantial financial interest and the board does not override the chair's action. Declarations to be excused must be made before the vote, and shall be decided without debate.

D. The affirmative vote of at least four members shall be required for official action of the board. (Ord. 15-005 § 3, 2015)

**2.22.140 Cause for removal.**

A. A board seat shall become vacant upon the occurrence of any of the following:

1. Expiration of the term of office;
2. Death of the board member;
3. Resignation approved by the council;
4. Ceasing to possess the required eligibility qualifications to be a board member;
5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
6. Judicial determination that the board member is of unsound mind;
7. Failure to take an oath of office within 30 days of appointment to office or within such shorter time between appointment and the date of the board member's first board meeting; and
8. Other just cause for removal, as determined by a majority vote of the city council.

B. In addition, a board member may be removed by the council if, during any 12-month period while in office:

1. The board member is absent from three regular meetings without excuse; or
2. The board member is absent from six regular meetings. (Ord. 15-005 § 3, 2015)

**2.22.150 Conflict of interest.**

A board member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

A. The chair shall rule on the request to be excused from discussion and vote.

B. The decision of the chair on the request may be overridden by a majority vote. (Ord. 15-005 § 3, 2015)

## Chapter 2.25

### AIRPORT ADVISORY COMMISSION

Sections:

- 2.25.010 Purpose and duties.
- 2.25.020 Creation.
- 2.25.040 Compensation.
- 2.25.050 Staff assistance to commission.
- 2.25.060 Quorum.
- 2.25.070 Commission chair.
- 2.25.080 Meetings.
- 2.25.090 Public meeting notification.
- 2.25.100 Meetings – Rules of proceedings.
- 2.25.110 Audience participation.
- 2.25.120 Agenda and agenda packets.
- 2.25.125 Order of business.
- 2.25.130 Voting.
- 2.25.140 Cause for removal.
- 2.25.150 Conflict of interest.

**2.25.010 Purpose and duties.**

The purpose of the commission includes the following:

- A. To assist in the development of plans for the airport;
- B. To recommend methods and means to implement airport plans;
- C. To assist in the promulgation of airport regulations;
- D. To work with and support city staff in the implementation of airport regulations; and
- E. To advance, promote and improve aviation development and opportunities. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.020 Creation.**

A. There is created a city airport advisory commission which shall consist of seven members. The city council may appoint one ex officio student member from the Palmer high school to serve a one year term.

B. Commission Organizational Structure. The commission shall be structured as follows:

- 1. At least two members shall be city residents;
- 2. At least three but no more than four shall have interests in the city airport.

C. A person who leases real property (to include a tie-down space) at the airport or who uses the airport for any aircraft-related purpose is considered to be a person who has an interest in the airport. (Ord. 15-019 § 6, 2015; Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.040 Compensation.**

A. Each ~~board~~ commission member shall receive \$50.00 per each regular and special meeting attended in person or by teleconference.

B. A commission member may decline compensation by completing the form required to decline compensation. (Ord. 14-015 § 3, 2014; Ord. 14-005 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.050 Staff assistance to commission.**

~~A. The city manager or designee shall serve as staff to the commission.~~

~~B. The manager or designee will be the regular technical adviser of the commission and may also be designated its executive secretary, but the manager or designee shall not have the power to vote.~~

A. The city manager or designee shall assist the commission and will be the regular technical adviser of the commission, but shall not have the power to vote.

B. City staff shall provide a recording clerk to the commission. The recording clerk shall keep a record of commission proceedings. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.060 Quorum.**

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.070 Commission chair.**

A. The chair shall preside at all commission meetings and may participate in the debate and vote on any matter.

B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during the temporary absence or disability of the chair. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.080 Meetings.**

A. Public Participation. All meetings are open to the public and ~~shall be electronically recorded.~~ ~~T~~he public shall have the reasonable opportunity to be heard.

B. Regular Meetings. Regular commission meetings shall be held at least quarterly on the fourth Thursday of ~~each~~ ~~the~~ month beginning at ~~7~~6:00 p.m. in the city council chambers, unless otherwise designated by the commission.

C. Special Meetings. A special commission meeting may be held at the call of the chair, any two members of the commission, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.

D. Teleconferencing. Attendance and participation at meetings by commission members may be by teleconferencing. Materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. The vote at a meeting held by teleconference shall be taken by roll call. The presiding officer shall not preside over the meeting when participating by teleconference.

E. Adjournment. The commission shall adjourn not later than ~~14~~10:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the commission the meeting may be extended for up to one hour, at which time adjournment is mandatory.

F. Minutes. Minutes shall be kept of the commission's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person. Minutes shall be kept in accordance with current best practices to ensure permanent retention of the written record and maintained in accordance with applicable local and state laws.

G. Report to Council. The commission shall report quarterly to the city council on commission objectives and performance. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.090 Public meeting notification.**

A. All public notices must include the date, time and place of a meeting, ~~and, if the meeting is by teleconference, the location of teleconferencing facilities that will be used.~~

B. Regular Meeting. Public meeting notification shall be by means of ~~posting~~ publishing the agenda on the city's website ~~and by publishing the agenda for a regular meeting~~ five days prior to ~~the~~ a regular meeting.

C. Special Meeting. Public meeting notification shall be by means of ~~posting~~ publishing the agenda on the city's website ~~and by publishing the agenda for a special meeting~~ three days prior to ~~the a special~~ meeting. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.100 Meetings – Rules of proceedings.**

Meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised Edition. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.110 Audience participation.**

All presentations to the commission shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the chair may set reasonable limits. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.120 Agenda and agenda packets.**

A. The agenda for each meeting shall be prepared by the city manager or designee after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two commission members. The request shall be made to allow the timeframes of PMC 2.25.090.

B. The manager or designee shall attempt to notify each commission member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.125 Order of business.**

At every regular meeting, the order of business shall be as follows:

- A. Call to order;
- B. Roll call;
- C. Pledge of allegiance;
- D. Approval of agenda;
- E. ~~Approval of the m~~Minutes of previous meetings;
- F. ~~Staff~~ Reports:
  - ~~1. Airport manager's report;~~
- G. Audience participation;
- H. Unfinished business;
- I. New business;
- J. Commission member comments;
- K. Adjournment. (Ord. 14-015 § 3, 2014)

**2.25.130 Voting.**

A. The chair shall declare all votes; but if any member doubts a vote, the chair, without further debate upon the question, shall request a roll call vote, and the chair shall declare the result.

B. The vote upon all matters considered by the commission shall be taken by yes or no votes which shall be entered into the record, except that when the vote is unanimous, it shall be necessary only to so state.

C. Every member present shall vote, unless the chair excuses the member because of substantial financial interest and the commission does not override the chair's action. Declarations to be excused must be made before the vote, and shall be decided without debate.

D. The affirmative or negative vote of at least four members shall be required for official action of the commission. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.140 Cause for removal.**

A. A commission seat shall become vacant upon the occurrence of any of the following:

1. Expiration of the term of office;
2. Death of the commission member;
3. Resignation approved by the council;
4. Ceasing to possess the required eligibility qualifications to be a commission member;
5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
6. Judicial determination that the commission member is of unsound mind;
7. A decision of a competent tribunal declaring the appointment of the commission member void;

~~8. Failure to take an oath of office within 30 days of appointment to office or within such shorter time between appointment and the date of the commission member's first commission meeting; and~~

~~9. If a requirement of a members appointment, No longer physically resides in the city; and~~

10. Other just cause for removal.

B. In addition, a commission member may be removed by the council if, during any 12-month period while in office:

1. The commission member is absent from three regular meetings without excuse; or
2. The commission member is absent from six regular meetings.

~~3. Absence from a meeting for good and sufficient cause shall be provided in writing to the chair and staff representative prior to the meeting. The commission will determine if the good or sufficient absence is considered excused or unexcused by means of consent of the commission. The absence will be presumed unexcused if notification of the absence is not received prior to the meeting.~~ (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.150 Conflict of interest.**

A commission member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

A. The chair shall rule on the request to be excused from discussion and vote;

B. The decision of the chair on the request may be overridden by a majority vote. (Ord. 14-015 § 3, 2014)

## Chapter 2.25

### AIRPORT ADVISORY COMMISSION

Sections:

- 2.25.010 Purpose and duties.
- 2.25.020 Creation.
- 2.25.030 *Repealed.*
- 2.25.040 Compensation.
- 2.25.050 Staff assistance to commission.
- 2.25.060 Quorum.
- 2.25.070 Commission chair.
- 2.25.080 Meetings.
- 2.25.090 Public meeting notification.
- 2.25.100 Meetings – Rules of proceedings.
- 2.25.110 Audience participation.
- 2.25.120 Agenda and agenda packets.
- 2.25.125 Order of business.
- 2.25.130 Voting.
- 2.25.140 Cause for removal.
- 2.25.150 Conflict of interest.

**2.25.010 Purpose and duties.**

The purpose of the commission includes the following:

- A. To assist in the development of plans for the airport;
- B. To recommend methods and means to implement airport plans;
- C. To assist in the promulgation of airport regulations;
- D. To work with and support city staff in the implementation of airport regulations; and
- E. To advance, promote and improve aviation development and opportunities. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.020 Creation.**

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

B. Commission Organizational Structure. The commission shall be structured as follows:

- 1. At least two members shall be city residents;
- 2. At least three but no more than four shall have interests in the city airport.

C. A person who leases real property (to include a tie-down space) at the airport or who uses the airport for any aircraft-related purpose is considered to be a person who has an interest in the airport. (Ord. 15-019 § 6, 2015; Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.030 Membership terms.**

*Repealed by Ord. 15-019.* (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.040 Compensation.**

A. Each board member shall receive \$50.00 per each regular and special meeting.



B. A commission member may decline compensation by completing the form required to decline compensation. (Ord. 14-015 § 3, 2014; Ord. 14-005 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.050 Staff assistance to commission.**

A. The city manager or designee shall serve as staff to the commission.

B. The manager or designee will be the regular technical adviser of the commission and may also be designated its executive secretary, but the manager or designee shall not have the power to vote. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.060 Quorum.**

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.070 Commission chair.**

A. The chair shall preside at all commission meetings and may participate in the debate and vote on any matter.

B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during the temporary absence or disability of the chair. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.080 Meetings.**

A. All meetings are open to the public and shall be electronically recorded. The public shall have the reasonable opportunity to be heard.

B. Regular commission meetings shall be held on the fourth Thursday of each month beginning at 7:00 p.m. in the city council chambers, unless otherwise designated by the commission.

C. A special commission meeting may be held at the call of the chair, any two members of the commission, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.

D. Attendance and participation at meetings by commission members may be by teleconferencing. Materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. The vote at a meeting held by teleconference shall be taken by roll call.

E. The commission shall adjourn not later than 11:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the commission the meeting may be extended for up to one hour, at which time adjournment is mandatory.

F. Minutes shall be kept of the commission's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.090 Public meeting notification.**

A. All public notices must include the date, time and place of a meeting, and, if the meeting is by teleconference, the location of teleconferencing facilities that will be used.

B. Regular Meeting. Public meeting notification shall be by means of posting the agenda on the city's website and by publishing the agenda for a regular meeting five days prior to the meeting.

C. Special Meeting. Public meeting notification shall be by means of posting the agenda on the city's website and by publishing the agenda for a special meeting three days prior to the meeting. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.100 Meetings – Rules of proceedings.**

Meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised Edition. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.110 Audience participation.**

All presentations to the commission shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the chair may set reasonable limits. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.120 Agenda and agenda packets.**

A. The agenda for each meeting shall be prepared by the city manager or designee after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two commission members. The request shall be made to allow the timeframes of PMC 2.25.090.

B. The manager or designee shall attempt to notify each commission member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.125 Order of business.**

At every regular meeting, the order of business shall be as follows:

- A. Call to order;
- B. Roll call;
- C. Pledge of allegiance;
- D. Approval of agenda;
- E. Approval of the minutes of previous meetings;
- F. Reports.
  - 1. Airport manager's report;
- G. Audience participation;
- H. Unfinished business;
- I. New business;
- J. Commission member comments;
- K. Adjournment. (Ord. 14-015 § 3, 2014)

**2.25.130 Voting.**

A. The chair shall declare all votes; but if any member doubts a vote, the chair, without further debate upon the question, shall request a roll call vote, and the chair shall declare the result.

B. The vote upon all matters considered by the commission shall be taken by yes or no votes which shall be entered into the record, except that when the vote is unanimous, it shall be necessary only to so state.

C. Every member present shall vote, unless the chair excuses the member because of substantial financial interest and the commission does not override the chair's action. Declarations to be excused must be made before the vote, and shall be decided without debate.

D. The affirmative or negative vote of at least four members shall be required for official action of the commission. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.140 Cause for removal.**

A. A commission seat shall become vacant upon the occurrence of any of the following:

1. Expiration of the term of office;
2. Death of the commission member;
3. Resignation approved by the council;
4. Ceasing to possess the required eligibility qualifications to be a commission member;
5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
6. Judicial determination that the commission member is of unsound mind;
7. A decision of a competent tribunal declaring the appointment of the commission member void;
8. Failure to take an oath of office within 30 days of appointment to office or within such shorter time between appointment and the date of the commission member's first commission meeting; and
9. No longer physically resides in the city; and
10. Other just cause for removal.

B. In addition, a commission member may be removed by the council if, during any 12-month period while in office:

1. The commission member is absent from three regular meetings without excuse; or
2. The commission member is absent from six regular meetings. (Ord. 14-015 § 3, 2014; Ord. 08-003 § 6, 2008)

**2.25.150 Conflict of interest.**

A commission member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

A. The chair shall rule on the request to be excused from discussion and vote;

B. The decision of the chair on the request may be overridden by a majority vote. (Ord. 14-015 § 3, 2014)

## Chapter 2.30

### BOARD OF ECONOMIC DEVELOPMENT

Sections:

- 2.30.005 Purpose.
- 2.30.010 Creation.
- 2.30.020 Duties.
- 2.30.040 Compensation.
- 2.30.050 Staff assistance to board.
- 2.30.060 Quorum.
- 2.30.070 Board chair.
- 2.30.080 Meetings.
- 2.30.090 Public meeting notification.
- 2.30.100 Meetings – Rules of proceedings.
- 2.30.110 Audience participation.
- 2.30.120 Agenda and agenda packets.
- 2.30.125 Order of business.
- 2.30.130 Voting.
- 2.30.140 Cause for removal.
- 2.30.150 Conflict of interest.

#### **2.30.005 Purpose.**

A. The purpose of the city of Palmer board of economic development is to develop a policy for the city of Palmer economic development plan based upon city council consideration. The plan is a statement of goals and objectives to guide the city in its provision of long-term, permanent employment opportunities, enhancement of the quality of life for city residents, highest and best land use, and maximum development of natural resources. The plan will describe the economic condition of the city and identify potential economic development areas.

B. The board shall also advise the city council on economic development issues. (Ord. 08-004 § 3, 2008)

#### **2.30.010 Creation.**

A. There is created a city board of economic development which shall consist of seven members and two non-voting ex officio members. The ex officio members shall be one member of the city council and the city council may appoint a student from one of the local high schools, both to serve a one year term.-

B. Membership should include representatives from the following categories, including but not limited to: business, tourism, industry, education, finance, health care and the general public.

C. Members are not required to be city residents.

~~D. A member of the city council and representative from the planning and zoning commission shall serve as ex-officio members of the board, but shall have no vote.~~ (Ord. 15-019 § 7, 2015; Ord. 08-004 § 3, 2008)

#### **2.30.020 Duties.**

The board shall:

A. Prepare a city of Palmer economic development plan.

1. The plan shall be updated bi-annually and submitted to the council for consideration.
2. The economic development plan and strategy shall be consistent with the city council policies and the city's comprehensive plan.
3. The major components of the plan are:

- a. Factual data to assure that city residents understand the current development situation as a base upon which to make decisions;
- b. Identification of community visions and potentials (such as resources or location) that can be the basis for economic development;
- c. Establishment of goals and intermediate objectives to point the direction of development activities, and upon which to measure progress toward satisfying long-term goals;
- d. A strategy for development – an implementation plan of activities necessary to accomplish the city’s stated goals and objectives.

4. The plan shall encourage activities that:

- a. Provide long-term benefits, quality of life, increased efficiencies and economies in public service, and increased permanent private sector employment to the residents of the city by strengthening and diversifying the present economic bases and encouraging and supporting new activities;
- b. Have positive effects on the revenue and fiscal conditions of the city and do not impose burdensome costs to the taxpayer in excess of their positive effects.

5. The plan must recognize and support the city council’s policy statement that government does not produce wealth but instead supports the private sector’s efforts to advance and promote commerce.

B. Provide for research, public input, collect, analyze and disseminate information to the city council to evaluate economic development opportunities and strategies.

C. Identify impediments to economic development in the city of Palmer area imposed by all influences, such as government at all levels, and lack of transportation and energy systems necessary to support business and industry. (Ord. 08-004 § 3, 2008)

**2.30.040 Compensation.**

A. Each board member shall receive \$50.00 per regular and special meeting attended in person or by teleconference.

B. A ~~commission board~~ member may decline compensation by completing the form required to decline compensation. (Ord. 14-016 § 3, 2014; Ord. 14-008 § 3, 2014; Ord. 08-004 § 3, 2008)

**2.30.050 Staff assistance to board.**

~~The city manager or designee shall serve as staff to the board. The city manager or designee shall be the regular technical adviser of the board and may also be designated its executive secretary, but shall not have the power to vote.~~

A. The city manager or designee shall assist the board and will be the regular technical adviser of the board, but shall not have the power to vote.

B. City staff shall provide a recording clerk to the board. The recording clerk shall keep a record of board proceedings. (Ord. 08-004 § 3, 2008)

**2.30.060 Quorum.**

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date. (Ord. 08-004 § 3, 2008)

**2.30.070 Board chair.**

A. The chair shall preside at all board meetings and may participate in the debate and vote on any matter.

B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during the temporary absence or disability of the chair. (Ord. 14-016 § 4, 2014; Ord. 08-004 § 3, 2008)

**2.30.080 Meetings.**

A. Public Participation. All meetings are open to the public and ~~shall be electronically recorded.~~ The public shall have the reasonable opportunity to be heard.

B. Regular Meetings. Regular board meetings shall be held at least quarterly on the first Monday of ~~each the~~ month beginning at ~~7~~6:00 p.m. in the city council chambers, unless otherwise designated by the board.

C. Special Meetings. A special board meeting may be held at the call of the chair, any two members of the board, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.

D. Teleconferencing. Attendance and participation at meetings by board members may be by teleconferencing. Materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. The vote at a meeting held by teleconference shall be taken by roll call. The presiding officer shall not preside over the meeting when participating by teleconference.

E. Adjournment. The board shall adjourn not later than 10:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the board the meeting may be extended for up to one hour, at which time adjournment is mandatory.

F. Minutes. Minutes shall be kept of the board's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person. Minutes shall be kept in accordance with current best practices to ensure permanent retention of the written record and maintained in accordance with applicable local and state laws.

G. Report to the Council. The board shall report quarterly to the city council on board objectives and performance. (Ord. 14-010 § 3, 2014; Ord. 11-001 § 3, 2011; Ord. 10-007 § 3, 2010; Ord. 08-004 § 3, 2008)

**2.30.090 Public meeting notification.**

A. All public notices must include the date, time and place of a meeting, ~~and if the meeting is by teleconference, the location of teleconferencing facilities that will be used.~~

B. Regular Meeting. Public meeting notification shall be by means of ~~posting-publishing~~ the agenda on the city's website ~~and by publishing the agenda for a regular meeting~~ five days prior to ~~the a regular~~ meeting.

C. Special Meeting. Public meeting notification shall be by means of ~~posting-publishing~~ the agenda on the city's website ~~and by publishing the agenda for a special meeting~~ three days prior to ~~the a special~~ meeting. (Ord. 14-016 § 5, 2014; Ord. 10-007 § 4, 2010; Ord. 08-004 § 3, 2008)

**2.30.100 Meetings – Rules of proceedings.**

Meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised Edition. (Ord. 14-016 § 6, 2014; Ord. 08-004 § 3, 2008)

**2.30.110 Audience participation.**

All presentations to the board shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits. (Ord. 08-004 § 3, 2008)

**2.30.120 Agenda and agenda packets.**

A. The agenda for each meeting shall be prepared by the city manager or designee after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two board members. The request shall be made to allow the timeframes of PMC 2.30.090.

B. The city manager or designee shall attempt to notify each board member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the

agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet. (Ord. 14-016 § 7, 2014; Ord. 08-019 § 3, 2008; Ord. 08-004 § 3, 2008)

**2.30.125 Order of business.**

At every regular meeting, the order of business shall be as follows:

- A. Call to order;
- B. Roll call;
- C. Pledge of allegiance;
- D. Approval of agenda;
- E. Minutes of previous meetings;

F. Staff report

~~G.F.~~ Audience participation;

~~H.G.~~ Unfinished business;

~~I.H.~~ New business;

~~J.I.~~ Board member comments;

~~K.J.~~ Adjournment. (Ord. 14-016 § 8, 2014)

**2.30.130 Voting.**

A. The chair shall declare all votes; but if any member doubts a vote, the chair, without further debate upon the question, shall request a roll call vote and the chair shall declare the result.

B. The vote upon all matters considered by the board shall be taken by yes or no votes which shall be entered into the record, except that when the vote is unanimous, it shall be necessary only to so state.

C. Every member present shall vote, unless the chair excuses the member because of substantial financial interest and the board does not override the chair's action. Declarations to be excused must be made before the vote, and shall be decided without debate.

D. The affirmative vote of at least four members shall be required for official action of the board. (Ord. 14-016 § 9, 2014; Ord. 08-004 § 3, 2008)

**2.30.140 Cause for removal.**

A. A board seat shall become vacant upon the occurrence of any of the following:

1. Expiration of the term of office;
2. Death of the board member;
3. Resignation approved by the council;
4. Ceasing to possess the required eligibility qualifications to be a board member;
5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
6. Judicial determination that the board member is of unsound mind; and

~~7. Failure to take an oath of office within 30 days of appointment to office or within such shorter time between appointment and the date of the board member's first board meeting; and~~

§7. Other just cause for removal, as determined by a majority vote of the city council.

B. In addition, a board member may be removed by the council if, during any 12-month period while in office:

1. The board member is absent from three regular meetings without excuse; or
2. The board member is absent from six regular meetings.

3. Absence from a meeting for good and sufficient cause shall be provided in writing to the chair and staff representative prior to the meeting. The board will determine if the good or sufficient absence is considered excused or unexcused by means of consent of the board. The absence will be presumed unexcused if notification of the absence is not received prior to the meeting. (Ord. 14-016 § 10, 2014; Ord. 10-007 § 5, 2010; Ord. 08-004 § 3, 2008)

**2.30.150 Conflict of interest.**

A board member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

- A. The chair shall rule on the request to be excused from discussion and vote;
- B. The decision of the chair on the request may be overridden by a majority vote. (Ord. 14-016 § 11, 2014)



## Chapter 2.30

### BOARD OF ECONOMIC DEVELOPMENT

Sections:

- 2.30.005 Purpose.
- 2.30.010 Creation.
- 2.30.020 Duties.
- 2.30.030 *Repealed.*
- 2.30.040 Compensation.
- 2.30.050 Staff assistance to board.
- 2.30.060 Quorum.
- 2.30.070 Board chair.
- 2.30.080 Meetings.
- 2.30.090 Public meeting notification.
- 2.30.100 Meetings – Rules of proceedings.
- 2.30.110 Audience participation.
- 2.30.120 Agenda and agenda packets.
- 2.30.125 Order of business.
- 2.30.130 Voting.
- 2.30.140 Cause for removal.
- 2.30.150 Conflict of interest.

#### **2.30.005 Purpose.**

A. The purpose of the city of Palmer board of economic development is to develop a policy for the city of Palmer economic development plan based upon city council consideration. The plan is a statement of goals and objectives to guide the city in its provision of long-term, permanent employment opportunities, enhancement of the quality of life for city residents, highest and best land use, and maximum development of natural resources. The plan will describe the economic condition of the city and identify potential economic development areas.

B. The board shall also advise the city council on economic development issues. (Ord. 08-004 § 3, 2008)

#### **2.30.010 Creation.**

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

B. Membership should include representatives from the following categories, including but not limited to: business, tourism, industry, education, finance, health care and the general public.

C. Members are not required to be city residents.

D. A member of the city council and representative from the planning and zoning commission shall serve as ex officio members of the board, but shall have no vote. (Ord. 15-019 § 7, 2015; Ord. 08-004 § 3, 2008)

#### **2.30.020 Duties.**

The board shall:

A. Prepare a city of Palmer economic development plan.

1. The plan shall be updated bi-annually and submitted to the council for consideration.
2. The economic development plan and strategy shall be consistent with the city council policies and the city's comprehensive plan.
3. The major components of the plan are:

- a. Factual data to assure that city residents understand the current development situation as a base upon which to make decisions;
- b. Identification of community visions and potentials (such as resources or location) that can be the basis for economic development;
- c. Establishment of goals and intermediate objectives to point the direction of development activities, and upon which to measure progress toward satisfying long-term goals;
- d. A strategy for development – an implementation plan of activities necessary to accomplish the city’s stated goals and objectives.

4. The plan shall encourage activities that:

- a. Provide long-term benefits, quality of life, increased efficiencies and economies in public service, and increased permanent private sector employment to the residents of the city by strengthening and diversifying the present economic bases and encouraging and supporting new activities;
- b. Have positive effects on the revenue and fiscal conditions of the city and do not impose burdensome costs to the taxpayer in excess of their positive effects.

5. The plan must recognize and support the city council’s policy statement that government does not produce wealth but instead supports the private sector’s efforts to advance and promote commerce.

B. Provide for research, public input, collect, analyze and disseminate information to the city council to evaluate economic development opportunities and strategies.

C. Identify impediments to economic development in the city of Palmer area imposed by all influences, such as government at all levels, and lack of transportation and energy systems necessary to support business and industry. (Ord. 08-004 § 3, 2008)

**2.30.030 Membership terms.**

*Repealed by Ord. 15-019. (Ord. 08-004 § 3, 2008)*

**2.30.040 Compensation.**

A. Each board member shall receive \$50.00 per regular and special meeting.

B. A commission member may decline compensation by completing the form required to decline compensation. (Ord. 14-016 § 3, 2014; Ord. 14-008 § 3, 2014; Ord. 08-004 § 3, 2008)

**2.30.050 Staff assistance to board.**

The city manager or designee shall serve as staff to the board. The city manager or designee shall be the regular technical adviser of the board and may also be designated its executive secretary, but shall not have the power to vote. (Ord. 08-004 § 3, 2008)

**2.30.060 Quorum.**

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date. (Ord. 08-004 § 3, 2008)

**2.30.070 Board chair.**

A. The chair shall preside at all board meetings and may participate in the debate and vote on any matter.

B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during the temporary absence or disability of the chair. (Ord. 14-016 § 4, 2014; Ord. 08-004 § 3, 2008)

**2.30.080 Meetings.**

A. All meetings are open to the public and shall be electronically recorded. The public shall have the reasonable opportunity to be heard.

B. Regular board meetings shall be held on the first Monday of each month beginning at 7:00 p.m. in the city council chambers, unless otherwise designated by the board.

C. A special board meeting may be held at the call of the chair, any two members of the board, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.

D. Attendance and participation at meetings by board members may be by teleconferencing. Materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. The vote at a meeting held by teleconference shall be taken by roll call.

E. The board shall adjourn not later than 10:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the board the meeting may be extended for up to one hour, at which time adjournment is mandatory.

F. Minutes shall be kept of the board's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person.

G. The board shall report quarterly to the city council on board objectives and performance. (Ord. 14-010 § 3, 2014; Ord. 11-001 § 3, 2011; Ord. 10-007 § 3, 2010; Ord. 08-004 § 3, 2008)

**2.30.090 Public meeting notification.**

A. All public notices must include the date, time and place of a meeting, and if the meeting is by teleconference, the location of teleconferencing facilities that will be used.

B. Regular Meeting. Public meeting notification shall be by means of posting the agenda on the city's website and by publishing the agenda for a regular meeting five days prior to the meeting.

C. Special Meeting. Public meeting notification shall be by means of posting the agenda on the city's website and by publishing the agenda for a special meeting three days prior to the meeting. (Ord. 14-016 § 5, 2014; Ord. 10-007 § 4, 2010; Ord. 08-004 § 3, 2008)

**2.30.100 Meetings – Rules of proceedings.**

Meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised Edition. (Ord. 14-016 § 6, 2014; Ord. 08-004 § 3, 2008)

**2.30.110 Audience participation.**

All presentations to the board shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits. (Ord. 08-004 § 3, 2008)

**2.30.120 Agenda and agenda packets.**

A. The agenda for each meeting shall be prepared by the city manager or designee after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two board members. The request shall be made to allow the timeframes of PMC 2.30.090.

B. The city manager or designee shall attempt to notify each board member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet. (Ord. 14-016 § 7, 2014; Ord. 08-019 § 3, 2008; Ord. 08-004 § 3, 2008)

**2.30.125 Order of business.**

At every regular meeting, the order of business shall be as follows:

A. Call to order;

- B. Roll call;
- C. Pledge of allegiance;
- D. Approval of agenda;
- E. Minutes of previous meetings;
- F. Audience participation;
- G. Unfinished business;
- H. New business;
- I. Board member comments;
- J. Adjournment. (Ord. 14-016 § 8, 2014)

**2.30.130 Voting.**

A. The chair shall declare all votes; but if any member doubts a vote, the chair, without further debate upon the question, shall request a roll call vote and the chair shall declare the result.

B. The vote upon all matters considered by the board shall be taken by yes or no votes which shall be entered into the record, except that when the vote is unanimous, it shall be necessary only to so state.

C. Every member present shall vote, unless the chair excuses the member because of substantial financial interest and the board does not override the chair's action. Declarations to be excused must be made before the vote, and shall be decided without debate.

D. The affirmative vote of at least four members shall be required for official action of the board. (Ord. 14-016 § 9, 2014; Ord. 08-004 § 3, 2008)

**2.30.140 Cause for removal.**

A. A board seat shall become vacant upon the occurrence of any of the following:

1. Expiration of the term of office;
2. Death of the board member;
3. Resignation approved by the council;
4. Ceasing to possess the required eligibility qualifications to be a board member;
5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
6. Judicial determination that the board member is of unsound mind;
7. Failure to take an oath of office within 30 days of appointment to office or within such shorter time between appointment and the date of the board member's first board meeting; and
8. Other just cause for removal, as determined by a majority vote of the city council.

B. In addition, a board member may be removed by the council if, during any 12-month period while in office:

1. The board member is absent from three regular meetings without excuse; or
2. The board member is absent from six regular meetings. (Ord. 14-016 § 10, 2014; Ord. 10-007 § 5, 2010; Ord. 08-004 § 3, 2008)

**2.30.150 Conflict of interest.**

A board member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

- A. The chair shall rule on the request to be excused from discussion and vote;
- B. The decision of the chair on the request may be overridden by a majority vote. (Ord. 14-016 § 11, 2014)