

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 22, 2017, at 7 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.cityofpalmer.org

Agenda

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
 - 1. Approval of Consent Agenda
 - a. **Resolution No. 17-026:** Confirming the Appointment of Election Officials for the City of Palmer Regular Election on Tuesday, October 3, 2017 Page 3
 - b. **Action Memorandum No. 17-058:** Authorizing the City Manager to Negotiate and Enter Into a Contract with Bering Marine Corporation for the Purchase and Delivery of 120 Tons of Road Salt in the Amount of \$18,966.00 Page 7
 - 2. Approval of Minutes of Previous Meetings
 - a. August 8, 2017, Regular Meeting Page 11
- E. Communication and Appearance Requests
 - 1. Presentation of a Proclamation Recognizing Sandra Garley's Retirement... Page 15
- F. Reports
 - 1. City Manager's Report Page 17
 - 2. City Clerk's Report Page 21
 - 3. Mayor's Report Page 37
 - 4. City Attorney's Report
- G. Audience Participation
- H. Action Memoranda
 - 1. **Action Memorandum No. 17-059:** Authorizing the City Manager to Negotiate and Execute a Contract with Bore Tide Construction, in an Amount Not to Exceed \$133,693.33 to Perform Removal of Old Electrical Heating, Installation of New Mechanical Hydronic Heating Equipment and Required Flight Service Station Finishing Upgrades per City of Palmer Lease Agreement with the Federal Aviation Administration Page 39
- I. New Business
- J. Record of Items Placed on the Table
- K. Audience Participation

L. Council Member Comments

M. Executive Session

1. Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Manager Evaluation (Note: Personnel action may be taken following the executive session)

N. Adjournment

Tentative 2017 Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
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	

**City of Palmer
Resolution No. 17-026**

Subject: Appointing Election Officials for the City of Palmer Regular Election on Tuesday, October 3, 2017

Agenda of: August 22, 2017

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



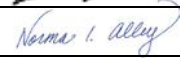
Originator Information:

Originator: Norma I. Alley, City Clerk

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 2,000.00 approximate

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 2,000.00 approximate
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-02-10-6099 (Election Expenses)
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- Resolution No. 17-026

Summary Statement:

Palmer Municipal Code 18.22.020 (B) states, "the clerk shall recommend to the council at least three election officials for each precinct to constitute the election board for that precinct. The council shall, by resolution, appoint the election officials...".

Resolution No. 17-026 lists the individuals recommended to serve as election officials for the October 3, 2017, election.

Administration's Recommendation:

Approve Resolution No. 17-026 Appointing Election Officials for the October 3, 2017, Regular Election.

Introduced by: Mayor by Request of
City Clerk Alley
Date: August 22, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 17-026

A Resolution of the Palmer City Council Appointing Election Officials for the City of Palmer Regular Election on Tuesday, October 3, 2017

WHEREAS, in accordance with section 18.22.020 of the Palmer Municipal Code, the following persons have been deemed qualified and have agreed to serve as Election Officials for the City of Palmer Regular Election on Tuesday, October 3, 2017:

Election Officials:

Precinct 11-070 Mat-Su Borough Building	Precinct 11-075 Palmer Senior Center
Meredith "Jo" Weller (Chair)	Virginia Sweeney (Chair)
Cynthia Richmond	Gena Ornquist
Sandra "Sandi" Woolsey	George Platt
Alice Williams	Shirley Platt
	Barbara Entsminger

NOW, THEREFORE BE IT RESOLVED that the Palmer City Council confirms the appointment of these individuals as Election Officials for the October 3, 2017, City of Palmer Regular Election.

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Action Memorandum No. 17-058**

Subject: Authorizing the City Manager to Negotiate and Enter into a Contract with Bering Marine Corporation for the Purchase and Delivery of 120 Tons of Road Salt in the Amount of \$18,966.00

Agenda of: August 22, 2017

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

Originator Information:

Originator: Chris Nall, Director of Public Works

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> √ </u>	Finance	<u><i>[Signature]</i></u>	<u>08/02/2017</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u> √ </u>	Public Works	<u><i>[Signature]</i></u>	<u>08/02/2017</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: \$ 18,966.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-17-40-6066
- Not budgeted

Director of Finance Signature: *[Signature]*

Attachment(s):

- State of Alaska Contract 2513H031

Summary Statement:

This Action Memorandum authorizes the City's annual purchase of salt that is mixed with sand for winter street maintenance and ice control.

This purchase will utilize the governmental procurement provision of City code (PMC 3.21.230). This allows the City, without the use of the competitive bidding procedure, to use another governmental bid process through bid extension.

In this case, the State of Alaska solicited bids for the supply of Type 1 sodium chloride in bulk. Bering Marine Corporation was awarded the contract. Under that contract, the City will purchase 120 tons of road salt at a per ton cost of \$158.05 delivered to Palmer, for a total cost of \$18,966.00.

Administration's Recommendation:

To approve Action Memorandum No. 17-058.

AGENCY CONTRACT AWARD	STATE OF ALASKA Department of Transportation & Public Facilities Statewide Contracting & Procurement (3132 Channel Drive, Suite 310) P.O. Box 112500 Juneau, Alaska 99811-2500		CONTRACT AWARD NUMBER 2513H031
	ORDERING DEPARTMENT: Department of Transportation & Public Facilities Statewide Contracting & Procurement P.O. Box 112500 Juneau, Alaska 99811-2500	COMMODITY CODE 19246	DATE OF CONTRACT February 19, 2013
	NUMBER & PERIOD OF RENEWAL OPTIONS Four (4) One-Year	PR NO. / DATE ASSIGNED N/A	
	DATE INITIAL CONTRACT BEGINS February 19, 2013	DATE INITIAL CONTRACT ENDS February 28, 2014	
CONTRACTOR: Bering Marine Corporation ADDRESS: 6441 South Airpark Place Anchorage, Alaska 99502	GS VENDOR CODE:	ISSUED IN ACCORDANCE WITH BID #: 2513H031 DATED: Jan. 2, 2013	
CONTACT NAME: Rick Gray TELEPHONE NUMBER: 907-249-0204 fax: 907-245-1744 EMAIL: rickg@lvnden.com	PRICE ADJ. REQ. PRIOR TO EACH:	CPI/PPI BASE INDEX POINTS & MO/YR:	
	REVIEW DATE:	RENEWALS EXPIRE (MO/YR):	
	ESTIMATED VALUE OF INITIAL TERM: \$3,500,000.00 REBID: 01/18		
SEND INVOICE IN DUPLICATE TO: <input type="checkbox"/> Ordering Department OR <input checked="" type="checkbox"/> As Specified in Description			
NOTE: This order constitutes a binding commitment between the State and the contractor listed hereon. Unauthorized modification without the expressed prior approval of the contracting authority will result in a financial obligation on the contractor and/or unauthorized State personnel making the change.			
DESCRIPTION			
Mandatory contract for the as-needed purchase of Sodium Chloride, Type 1 in bulk form for delivery to various locations within Alaska for the Department of Transportation & Public Facilities. All terms and conditions of ITB #2513H031 apply.			
CONTRACT TERMS: February 19, 2013 through February 28, 2014 with four (4) one-year renewal options.			
ORDERS: Individual Purchase Orders will be issued by the Regional Procurement Offices on an as-needed basis with no guaranteed maximum quantities. Minimum orders will be 30 tons.			
PRICES: Prior to September 30, 2013, the price per ton for all locations noted in the Price List is <u>\$144.25</u>			
At any time during the contract period, new F.O.B. Points may be added. The price per ton for a new destination shall be the same as the nearest priced delivery destination with the State reimbursing the additional freight costs.			
Orders placed <u>after September 30, 2013</u> shall be at the following rate (plus freight to final destination):			
CDPP	Price	Deliver	
Anchorage	\$271.63/ton	30 days ARO	
Fairbanks	\$338.25/ton	30 days ARO	
Valdez	\$328/ton	30 days ARO	
Seattle	\$200/ton	30 days ARO	
INVOICES: Send invoices to the address on the ordering agency's Purchase Order. Additional shipping costs for new delivery destinations shall be invoiced as a separate line item with the actual receipts attached.			
CONTRACTING AUTHORITY NAME Becky Gattung	TITLE Procurement Specialist IV	SIGNATURE <i>Becky Gattung</i>	
TELEPHONE NUMBER: (907) 465-8949	PAGE 1 OF 1		
IMPORTANT:			
1. Contract award number and ordering department name must appear on all invoices and documents relating to this order. 2. The State is registered for tax free transactions under Chapter 32, BEC Code, Registration No. 92-601183. Items are for the exclusive use of the State and not for resale.			
DISTRIBUTION: ORIGINAL TO CONTRACTOR ONE COPY TO JUNEAU GENERAL SERVICES ONE COPY TO RECEIVING DEPARTMENT SUPPLY SECTION			

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on August 8, 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	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 Carrington.

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
2. Approval of Minutes of Previous Meetings
 - a. June 27, 2017, Regular Meeting
 - b. July 25, 2017, Special Meeting
 - c. July 25, 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 – Airport Advisory Commission Chair John Lee

- Commented on the paving project underway at the airport;
- Spoke to the Federal Aviation Administration Pancake Breakfast and Summer Solstice Boogie;

- Commented on outcome of the fuel flowage fee and addressed lease activity;
- Highlighted accomplishments of the commission to include additions to the City website airport pages;
- Noted the direction in which the commission wanted to move; and
- Fielded questions from the Council.

Deputy Mayor Combs thanked Chair Lee for his years of service and the hard work accomplished by the entire Airport Advisory Commission. Mayor DeVries expressed appreciation to the commission for their service.

F. REPORTS

Item 1 – City Manager’s Report

City Manager Nathan Wallace:

- Provided an overview of the project report;
- Provided an update on the proposed Mat-Su Borough Sales Tax;
- Addressed a proposed plastic bag tax by the Mat-Su Borough;
- Noted the Mat-Su Miners won the 2017 Alaska Baseball League Championship;
- Noted the city was on the list to receive a Homeland Security Grant;
- Highlighted work on the Palmer–Wasilla Eastern Terminus;
- Commented on receipt of a new offer from Granite Construction;
- Noted his evaluation was scheduled for the August 22, meeting; and
- Fielded questions from the Council.

City Attorney Gatti spoke to the provision for municipalities to dedicate funds received through sales tax. He also noted the differences between a sales tax and an excise tax.

Item 2 – City Clerk’s Report

City Clerk Norma Alley highlighted her written report.

Item 3 – Mayor’s Report

Mayor DeVries:

- Highlighted her written report;
- Addressed a letter received from the Mat-Su Tennis Association concerning resurfacing of the Bill Hermann Tennis Courts;
- Addressed a work party scheduled for Friday to clean-up graffiti at the Amosment Park;
- Noted additional upcoming events; and
- Commented on the public’s reception of the Beautification Awards for Palmer Pride.

G. AUDIENCE PARTICIPATION

Eugene Carl Haberman:

- Addressed Information Memorandum No. 17-016 concerning proposed meeting time change for the boards and commissions;
- Spoke against the potential changes to sections on recording proceedings and noticing; and
- Spoke against use of substitute resolutions.

Mike Chmielewski:

- Spoke to excise taxes and noted positive points regarding them.

Reese Everett:

- Provided Mat-Su Borough School District updates; and
- Expressed excitement regarding the start of the new school year.

H. NEW BUSINESS

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

- Discuss 2018 Budget Priorities
- Discuss IM No. 17-016: Potential Palmer Municipal Code Amendments Regarding Boards and Commissions

Main Motion: To Enter Into a Committee of the Whole to Discuss the 2018 Budget Priorities and IM No. 17-016: Potential Palmer Municipal Code Amendments Regarding Boards and Commissions

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

The Council took a brief recess from 8:07 to 8:21 p.m.

a. Discussion on 2018 Budget Priorities

City Manager Wallace provided a handout which graphically displayed budgeted amounts and actual expenditures from the last four years. He also spoke to items from the capital projects list he handed out.

City Clerk Alley presented and addressed three major budget items, including an electronic records management system, election equipment, and the addition of a half-time administrative assistant.

b. Discussion on IM No. 17-016: Potential Palmer Municipal Code Amendments Regarding Boards and Commissions

City Clerk Alley presented and clarified the proposed changes while fielding questions from the Council.

Items of discussion included:

- Meeting time change;
- Excused absences;
- Change of term to start January 1 and end December 31;
- Appointment of an ex officio student member from an area high school;
- Resident requirement for the Board of Economic Development;
- Noticing in the Frontiersman; and
- Recording of meetings.

The Council entered into a Committee of the Whole at 8:06 p.m. and exited at 10:00 p.m.

I. RECORD OF ITEMS PLACED ON THE TABLE

Mat-Su Tennis Association Funding Request letter handed out during the Mayor’s Report
 Map of Palmer–Wasilla Highway Eastern Terminus Project handed out by City Manager Wallace
 Graphs and Spreadsheets regarding 2018 Budget handed out by City Manager Wallace
 Table of Items for 2018 Budget handed out by City Clerk Alley

J. AUDIENCE PARTICIPATION

Eugene Carl Haberman:

- Addressed the Mat-Su Borough's proposed sales tax and responses from local governments.

K. COUNCIL MEMBER COMMENTS

Deputy Mayor Combs:

- Reminded everyone of the first at home football game for Palmer High School scheduled for Friday night;
- Commented on the success of the Palmer Pride Picnic;
- Commented on the outstanding video on the City's Facebook page showing work being done at the airport; and
- Mentioned the Mat-Su Regional Medical Center would be applying for a Certificate of Need to add beds specifically for behavioral health assessments.

Council Member Fuller:

- Noted he would be out of state for the next meeting, and he hoped to participate telephonically.

Council Member Hanson:

- Extended his support to Deputy Mayor Combs; and
- Suggested the City look at the installation of security cameras to stave off the occurrence of graffiti.

Council Member Best:

- Concurred with Council Member Hanson concerning security cameras; and
- Spoke in support of the use of cameras as well, but addressed concern regarding retention of the images.

Council Member LaFrance:

- Reminded everyone of the Hatcher Pass Epic scheduled for this weekend;
- Expressed his heartfelt condolences to Deputy Mayor Combs;
- Commented on the wonderful experience of his first flight from the Palmer Airport.

Council Member Carrington:

- Offered his condolences and prayers to Deputy Mayor Combs; and
- Thanked Radio Free Palmer for partnering with the Council to broadcast the meetings.

Mayor DeVries:

- Noted this week's cancellation of the meeting of the Mayor's, Manager's, and Mat-Su School District.

L. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 10:15 p.m.

Approved this 22nd day of August, 2017.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor



PROCLAMATION

A PROCLAMATION HONORING SANDRA GARLEY IN RETIREMENT

WHEREAS, Sandra faithfully and professionally served as the City of Palmer Director of Community Development for more than 9 years and served over 38 years in municipal government in Alaska and New Mexico; and

WHEREAS, displaying her leadership, management and planning expertise, Sandra was the driver behind the Board of Economic Development; the Parks, Recreation, and Cultural Resources Advisory Board; and the Planning and Zoning Commission which have positioned the city for a stable and prosperous future; and

WHEREAS, this was repeatedly demonstrated by her genuine care for Palmer's citizens and employees and always helping to make the City of Palmer – "Alaska at its Best"; and

WHEREAS, during Sandra's years of service she represented the City well in serving the Mayor, Council, City Manager, and the many City employees while displaying remarkable patience and professionalism performing these duties; and

WHEREAS, the City of Palmer recognizes the invaluable resource it has enjoyed in the longevity of Sandra's gracious service and desires to acknowledge the unanimous appreciation of the City Council, administration and her coworkers; and

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Palmer, Alaska, do hereby express our gratitude and appreciation for all the work Sandra did while serving the City as Director of Community Development for the City of Palmer and although she will no longer be a city employee, we are certain she will continue to serve our community with enthusiasm well into the future as she has always done.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the seal of the City of Palmer to be affixed on this 22nd day of August, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



Report to Council
 City Manager Nathan Wallace
 August 22, 2017

Staff Update and analysis (July 2017):

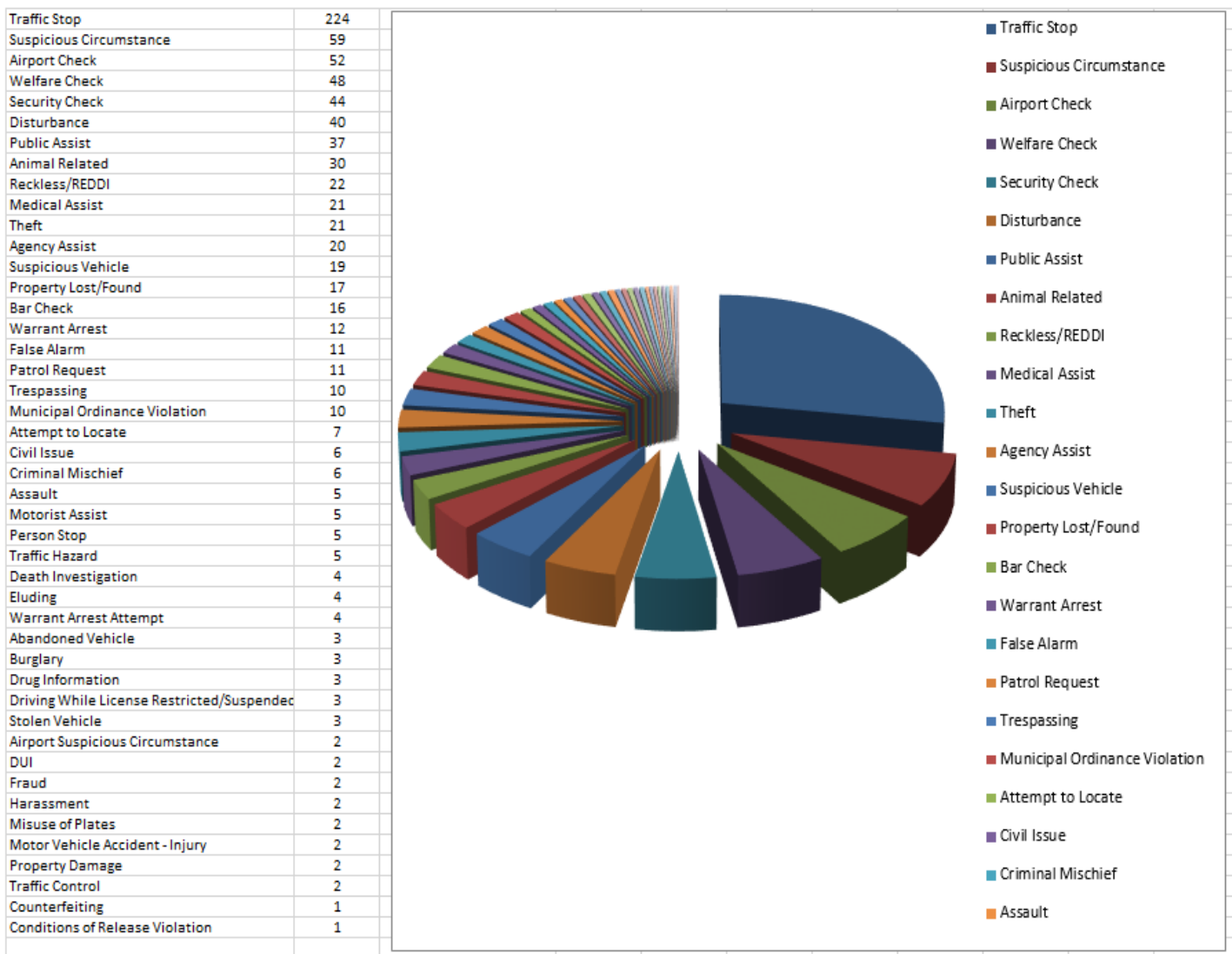
Police Department:

Total calls: 808 down from 841 in June

Call breakdown - 37%(June - 32%) traffic/vehicle related, 22% (June - 22%) checks (welfare/property), 13%(June - 15%) citizen assistance, 29%(June - 30%) other.

Patrol Calls
 July, 2017

CAD REPO



Fire Department: Calls: 49(50 -June) in July 2017, down by 2.1% from last month, up by 44% from last year.

Fire: 6(7 -June), Rescue: 15(15 - June), Hazard: 2(2 -June), Good intents: 12(13 -June), False alarm: 6(7 -June), Special Incident: 0(0 -June), Service call: 7(6 - June), Overpressure/explosion/overheat: 1(0 - June).



Report to Council
 City Manager Nathan Wallace
 August 22, 2017

Community Development:

Library:

Patrons:

June

July

<i>Total Registered Patrons</i>	<i>13,133</i>	<i>13,179</i>
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Total Mat-Su Borough Resident Patrons	10,132	10,163
Total City of Palmer Resident Patrons	3,001	3,016
New Library Users	77	46

Usage:

June

July

Patron Visits/Count	10,617	10,196
Reference Questions	2,093	2,260
Library Computer Sessions	2,872	2,517
WIFI Sessions	1,611	1,553
Circulation (PPL items)	11,044	10,804
Magazine circulation	150	696
Take Home Paperbacks	307	163

Programs:

Children's Programs	21 Events	1,219 Participants	15 Events	1,113 Participants
Class Visits	5 Events	76 Participants	6 Events	85 Participants
Young Adult Programs	7 Events	337 Participants	6 Events	636 Participants
Adult Programs	5 Events	75 Participants	4 Events	376 Participants
Total Library Programs	38 Events	1,707 Participants	31 Events	2,210 Participants
Community Events	33 Events	307 Participants	31 Events	211 Participants
Total Events	71 Events	2,014 Participants	62 Events	2,421 Participants

Building and Compliance:

Compliance Letters dispatched: 2(9- June) (unsightly premise), 1(4- June) (clean up follow up), and 16 (5 - June) (permit follow ups), other: 9(5 - June)



Report to Council
 City Manager Nathan Wallace
 August 22, 2017

Building Department Report
 JULY 2017

Permit Type	Count	Total Valuation	Permit Fees Collected	Plan Review Fees Collected
Building Permit	9	\$111,705.00	\$1,963.75	\$595.50
Sign Permit	5	\$14,400.00	\$966.00	
Fence Permit	2	\$2,400.00	\$52.00	
Totals	16	\$128,505.00	\$2,981.75	\$595.50

TYPE OF PERMITS:

Applicant	Valuation	Type of Work	Permit Fee	Plan Review Fee
Goodrich, M. & Stansell, G.	\$600.00	Storage Shed	\$29.25	
Kavanaugh, Matt	\$54,405.00	RES Addition	\$755.75	
Hughes, Rhonda	\$3,000.00	Sign	\$254.00	
Matlock, Timothy	\$1,500.00	Storage Shed	\$60.00	
Miller, Jim & Pat	\$1,400.00	Fence	\$26.00	
Fox, Kyle	\$200.00	Sign	\$43.00	
Fox, Kyle	\$200.00	Sign	\$43.00	
Walker, David G. Sr.	\$1,000.00	Storage Shed	\$43.00	
Walker, David G. Sr.	\$1,000.00	Fence	\$26.00	
Combs, Linda A.	\$0.00	Temporary Sign	\$0.00	
Tsalach LLC	\$20,000.00	COM Alteration	\$357.50	\$232.25
Zupanivic, Mike	\$2,500.00	RES Alteration	\$92.50	
Johnson, Jeff	\$18,000.00	COM Alteration	\$326.25	\$212.00
State of Alaska DOT/PF	\$12,000.00	COM Alteration	\$232.75	\$151.25
Kramer, William L.	\$11,000.00	Sign	\$626.00	
Sczawinski, David	\$1,700.00	COM Alteration	\$66.75	

YEAR TO DATE COMPARISON:

Year	Building Permits	Sign Permits	Fence Permits	Year to Date Valuation	Year to Date Permit Fees	Year to Date Plan Review Fees
2008	56	21	18	\$2,400,074.00	\$26,091.00	
2009	54	8	22	\$13,482,861.00	\$76,821.50	
2010	62	22	10	\$18,309,195.00	\$94,183.50	
2011	65	17	14	\$3,803,908.00	\$37,172.00	
2012	60	21	7	\$17,204,592.00	\$102,859.25	
2013	46	11	12	\$10,067,760.00	\$67,975.75	
2014	58	24	8	\$12,471,715.00	\$82,617.00	
2015	71	16	10	\$8,584,580.00	\$71,969.25	
2016	56	27	12	\$31,333,851.00	\$158,832.75	\$17,308.75
2017	48	10	14	\$3,384,521.00	\$32,486.10	\$11,821.50



PALMER GOLF COURSE

	June	July
Operational Days:	30	31
Number of Rounds:	2,428	3,300
Green Fees:	56,377.00	46,934.00
Cart Rental:	19,519.00	22,273.00
Club Rental:	1,733.00	1,640.00
Driving Range:	5,473.00	4,929.00
Merchandise Sales:	31,423.13	31,874.31
Snack Bar:	11,255.44	16,522.75
Beer & Wine:	8,456.00	10,396.00



Norma I. Alley, MMC
City Clerk

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

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

TO: Palmer City Council
FROM: Norma I. Alley, MMC *Norma I. Alley*
SUBJECT: City Clerk's Report for the August 22, 2017, Council Meeting

1. Elections – **Election Day is October 3rd**

At the August 8 Council Meeting, a couple questions came up regarding the impacts of the Borough not having a ballot at the Palmer precincts. Those questions are addressed below:

- Will Borough ballots from other precincts be made available at the Palmer precincts? – There will be Absentee Voting available at the Borough building only.
- Will the DOE be open on September 2 and September 3 to assist with voter registrations? – No, they are not open on the weekends. They remain open on the weekend of the State's voter registration deadline, but they do not for the local election.

Important Election Dates:

- Declaration of Write-In Candidacy: July 31 - Sept. 28
- Last Day to Register to Vote: Sept. 3 (Update registration online at <http://www.elections.alaska.gov/>)
- Early Voting: September 18 - October 2
 - MSB: M-F, 8:00 a.m. – 5:00 p.m.
 - DOE:
 - September 19 – October 1
 - M-F, 9:00 a.m. – 7:00 p.m.
 - Sat., 10:00 a.m. – 3:00 p.m.
 - October 3:
 - 9:00 a.m. – 5:00 p.m.
- Last Day to Request an Absentee Ballot: September 26
- Canvass Board: October 6, 2:00 p.m. at City Hall
- Certification of Election: October 9, 6:00 p.m. at City Hall

2. AML Annual Conference

I have received information for the AML Annual Conference to be held November 15-17. When you have a chance to review the attached material, please let me know if you wish to attend so room reservations can be made.

3. Upcoming Meetings

The tentative meetings schedule is attached.

Tentative Future Meeting Schedule			
Meeting Date	Meeting Type	Time	Notes
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
Nov 14	Regular	7 pm	
Nov 21	Special	6 pm	2018 Budget
Nov 28	Special	6 pm	2018 Budget
Nov 28	Regular	7 pm	
Dec 5	Special	6 pm	2018 Budget
Dec 12	Special	6 pm	2018 Budget
Dec 12	Regular	7 pm	Budget Adoption
Dec 26	Regular	7 pm	
Jan 9, '18	Regular	7 pm	



August 1, 2017

RECEIVED

JUL 31 2017

City of Palmer

TO: Alaska Municipal League (AML) Members
FROM: Betty Svensson, Deputy Director
RE: Official Notice of the AML Annual Business Meeting
2017 AML Local Government Conference Registration Form
2017 AML Awards of Excellence

The Alaska Municipal League will hold its 67th Annual Local Government Conference November 13-17, 2017.

The AML Annual Business Meeting will convene at the Hotel Captain Cook in Anchorage, Alaska at 9:00 am on Friday, November 17, 2017 as part of the 67th Annual Local Government Conference. Major agenda items include adoption of the 2018 Resolutions, Priorities and Position Statements and elections of AML Board of Directors for the upcoming year. Only delegates from member municipalities in good standing (FY2018 dues paid) are eligible to vote.

Enclosed is the registration form for the 2017 AML Annual Local Government Conference and Newly Elected Officials (NEO) Training. Please distribute the form to all interested parties. Online registration will be available soon at www.akml.org.

The AML & NEO registration form must be returned by October 13th to receive the early registration rates. After October 13th a \$50 fee **will be added per person**. This deadline for early registration falls close to many municipal elections. To reserve a registration for a **vacant** position at the early registration fee, use the **position title** of the person's name (i.e. "Mayor" or "Assembly/Council Member"). As soon as your election results are certified, be sure to notify the AML office of the proper name for each unnamed registration.

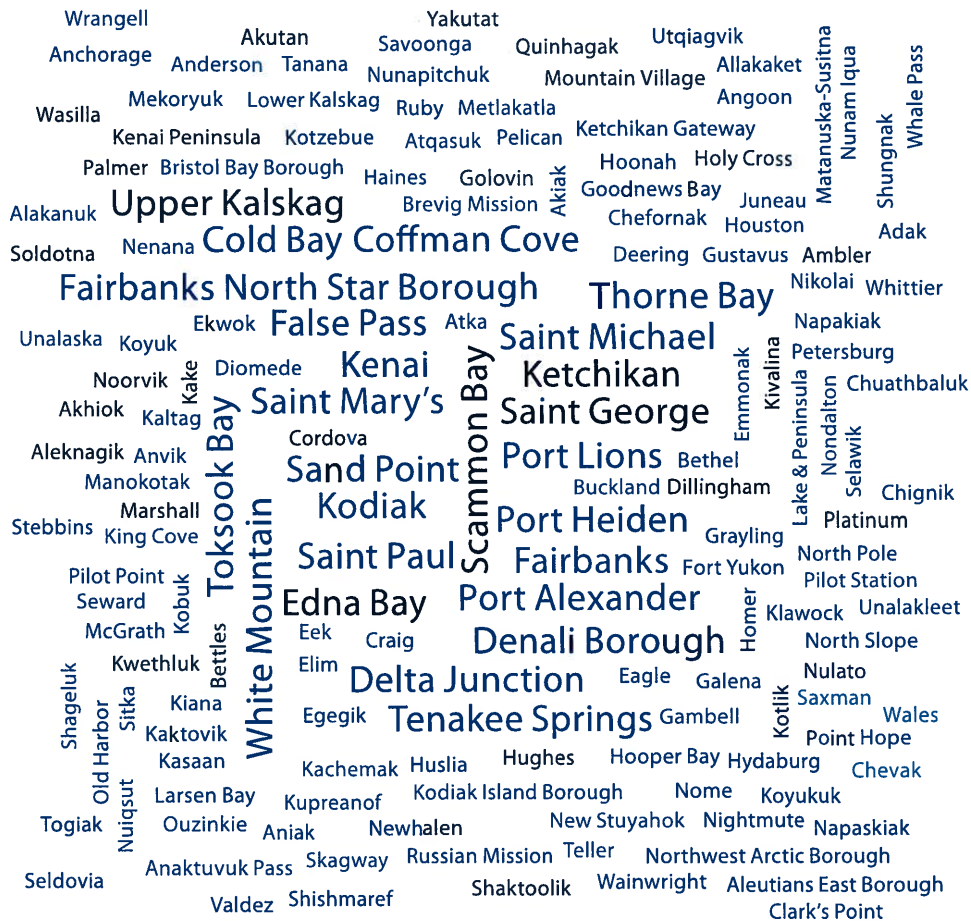
Also enclosed you will find an application form for the 22nd Annual Awards of Excellence. Do you know someone in your municipality who deserves recognition? Send your nomination and give AML the opportunity to recognize their dedication to local government. Send in your entry!

If you have any questions regarding the upcoming conference, please call the AML office at 586-1325. Hope to see you in Anchorage!

Alaska Municipal League Annual Local Government Conference

November 13-17, 2017

Local Government Closest to the People



Conference Registration Packet

The Hotel Captain Cook ~ Anchorage, AK

Alaska Municipal League

This year's theme is "Local Government – Closest to the People." This is a fact AND a wonderful truth for us to hold onto. No matter where our Legislature holds their sessions (Juneau, Anchorage, Attu, Bizarrostan), the number of citizens that will show up to comment, or take part, pale to the number of people that can crowd an Assembly or Council meeting during an important item in the community (try dealing with a leash law and see what happens). The State Legislature made a few moves this last session that erodes local government authority. As the government "closest to the people," we must NOT let this continue. Join with all of us at AML to protect local government authority. There are many of us and we CAN assert ourselves enough to make a sizable difference!

Kathie Wasserman, AML Executive Director

Conference Fees

Member rates apply to elected officials and staff from municipalities as well as Affiliate & Associate member organizations who are 2017 dues paying members. You may register by mail or online at www.akml.org. Register by October 13, 2017 and save!

Elections

The deadline for early registration falls close to many municipal elections. To reserve a registration for a vacant position at the early registration fee, use the position title for the person's name (i.e. "Mayor" or "Assembly/Council Member"). As soon as election results are certified, be sure to notify the AML office of the proper name for each unnamed delegate.

Municipal Policy

An important part of the Annual Local Government Conference is to discuss and approve the 2018 AML Legislative Priorities, Position Statements and adopt Resolutions on key legislative issues. AML members are invited to comment on and/or propose Resolutions. Please see the complete resolution submission & position statement guidelines on the AML website at www.akml.org. The process is completed at the 67th Annual Business Meeting where the membership will review and adopt the 2018 documents.

Training & Networking

AML provides the best training in the state on issues facing municipal leaders. The conference also offers networking opportunities between communities and municipal officials. Preconference events for AML Affiliate Associations begin Sunday, November 12, 2017. Affiliate Associations require a separate fee and registration. Please contact the appropriate person listed below.

Affiliate Pre-Conference Events & Contacts

Sunday - Tuesday
Nov. 12 - 14, 2017

Alaska Association of
Municipal Clerks
Nova Javier, MMC
AAMC President
njavier@kodiakak.us
www.alaskaclerks.org

Monday & Tuesday
Nov. 13 & 14, 2017

Alaska Association of Assessing
Officers
Marty McGee, AAAO President
marty.mcgee@alaska.gov

Alaska Government Finance
Officers Association
Joyce Mason, AGFOA
finance@craigak.com

Alaska Municipal Attorneys
Association
Amy Mead, AMAA President
amy.mead@juneau.org

Alaska Municipal Management
Association
Betty Svensson
AML Deputy Director
betty@akml.org

Tuesday
Nov. 14, 2017

Alaska Conference of Mayors
Betty Svensson
AML Deputy Director
betty@akml.org

Check our website
often for updates
@ www.akml.org

Hotel & Travel Information

Hotel

The Hotel Captain Cook
939 W. 5th Avenue
Anchorage, AK 99501
Phone: (907) 276-6000
Toll Free: 1-800-843-1950



RATE:** Single/Dbl: **\$99/night**

***does not include 12% occupancy tax*

To receive the conference rates above you must **Mention AML2017** when registering. Rates guaranteed until October 14, 2017.

Rental Cars

Hertz Rental Car is offering AML discounted rates during the Annual Conference. Call: **1-800-654-2240** or book online at Hertz.com Code: CV# 022Q8530 Please visit www.akml.org for a complete list of rates.

Airlines

Alaska Airlines: A 7% discount is available on all regular Alaska Airlines fares to Anchorage.

- Go online to www.alaskaair.com and use the discount code ECMX991 when searching for flights or
- Call the Alaska Airlines Group Reservation Desk: **1-800-445-4435** and use the same code ECMX991. A \$15.00 ticketing fee will apply for bookings made by calling Group Reservation Desk. Visit www.akml.org for details.

Ravn Alaska: A 15% discount is available for all flights on Ravn related to Annual Conference travel. Go to www.flyravn.com click on the "Advanced Search" tab and use the coupon code **HHVWAG3** and promo code **EVT15** to receive this discount. Some restrictions apply.

Alaska Municipal League Pre-Conference & Conference Overview

Pre-Conference

Monday & Tuesday, Nov. 13 & 14, 2017

Newly Elected Officials (NEO) Training

- Roles and Responsibilities of Municipal Officials
- Budget and Governmental Accounting
- Lobbying
- Local Tax Policy in Alaska
- Open Meetings Act
- Quasi-Judicial Role and Ex Parte Contact
- Ethics and Conflicts of Interest
- Parliamentary Procedures and Conducting Effective Meetings and much more!

Newly Elected Officials

Building a solid leadership foundation begins with AML's Newly Elected Officials (NEO) Seminar. It is one of Alaska's most highly regarded training programs for local leaders. Officials who would like a refresher course and those who are newly elected to office are invited to attend.

The NEO Seminar takes place on Monday & Tuesday, November 13 & 14, starting at 9:00 a.m. A separate registration fee is required. A \$50 discount is offered for NEO participants who also attend the Local Government Conference. Please come and join us!

NEO &

CONFERENCE

Wednesday, Nov. 15, 2017

- All Day - Registration & Exhibits
- Opening Session
- Opening Day Luncheon & Keynote
- Day One Workshops I, II
- Welcome Reception

Thursday, Nov. 16, 2017

- All Day - Registration & Exhibits
- Day Two Workshops III, IV, V, VI
- Day Two Luncheon
- ACoM Silent Auction & AML President's Reception
- 67th Annual Awards Banquet

Friday, Nov. 17, 2017

- Board of Directors Elections
- Annual Business Meeting
Adoption of Resolutions, Priorities & Position Statements

Local Government - Closest to the People

2017 CONFERENCE REGISTRATION

Conference Fees



Visit: WWW.AKML.ORG

To Register & Pay Online By Credit Card

\$50.00 discount with joint Conference & NEO registration.

AML Member*

AML Conference ___\$350

Newly Elected

Officials (NEO) ___\$250

AML Conference &
NEO _____\$550

One Day Attendance:

Wednesday _____\$200

Thursday _____\$200

Friday _____\$200

After 10/13/17 _____\$50

TOTAL \$ _____

AML Non-Member*

AML Conference ___\$425

Newly Elected

Officials (NEO) ___\$325

AML Conference &
NEO _____\$700

One Day Attendance:

Wednesday _____\$250

Thursday _____\$250

Friday _____\$250

After 10/13/17 _____\$50

TOTAL \$ _____

ANY SPECIAL DIETARY NEEDS?

Cancellation Policy

Cancellations or changes must be made in writing and received by mail, email or fax no later than **Friday, October 27, 2017**. No refunds will be made for "no-shows" or cancellations after this date. "No-shows" will be billed for the full amount. AML cannot be responsible for cancellations due to weather. If you have any questions, please contact Betty Svensson at (907) 586-1325 or betty@akml.org.

**Member Rates apply to employees and local officials of member municipalities, and to AML Affiliate and Associate organizations.*

Return Registration Form To:

MAIL: Alaska Municipal League
One Sealaska Plaza., Ste. 200,
Juneau, AK 99801

or FAX: (907) 463-5480

Delegate Information

(Please Copy and Attach Additional Forms for Multiple Attendees)

Delegate Name

Name to Appear on Badge

Municipality/Organization

Title

Preferred E-mail Address (contact reasons only)

Billing/Credit Card Information

Name & Title

Address

City, State, Zip

Telephone

Card Number

Exp. CVC#

Visa

Mastercard

Alaska Municipal League

Annual Local Government Conference

November 15-17, 2017

Local Government Closest to the People

Contribution recognize demonstrated
significant
Employee elected
Municipal
Award
Improving
Excellence
nominee
Government
Winner
Honor AML Vic Fischer
Alaska Appointed Leadership
Official communities

Awards of Excellence

The Hotel Captain Cook ~ Anchorage, AK

CALL FOR NOMINATIONS

Awards of Excellence

The 2017 Alaska Community Awards of Excellence are designed to recognize an elected or appointed municipal official or a municipal employee who has demonstrated a strong record of service to your community. The awards will be presented during the banquet at AML's Annual Local Government Conference in Anchorage, Alaska. Nominees can be current or former municipal officials/employees.

Awards Categories

Municipal Official of the Year

Municipal Employee of the Year

Vic Fischer Local Gov't Leadership

22nd
Annual



Purpose and Criteria

The purpose of the AML Elected Municipal Official and/or Municipal Employee of the Year Award is to recognize local government officials who have demonstrated a commitment to excellence in local government. An award will be given to both categories.

Eligibility

Any elected official or municipal employee of an AML member

municipality is eligible. Planning commissioners are considered elected officials for the purpose of judging.

Nomination

The official nomination form must be accompanied by a letter of nomination. Nominations must be received at the AML office by **October 13, 2017**.

Judging

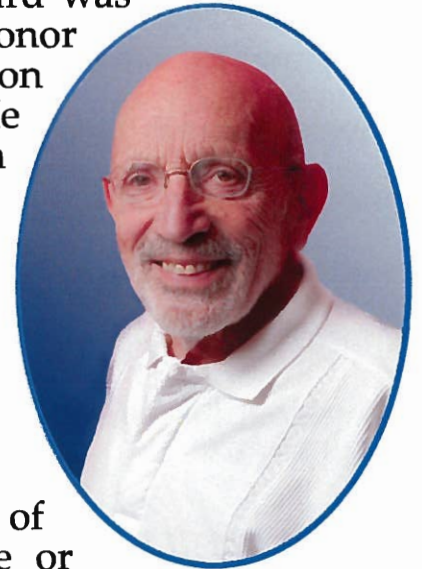
The AML Board of Directors will judge all entries.

The Award

Each winner will receive a personal plaque. The winners will also be featured on the AML Website. The award will be announced and presented at the Annual Awards Banquet at the Local Government Conference in November.

Vic Fischer Local Government Leadership Award

The Vic Fischer Local Government Leadership Award was established in 2000 by the AML Board of Directors in honor of Vic Fischer, who was the secretary to the Committee on Local Government of the Constitutional Convention. He has served the public for over 50 years and has written numerous books and articles on the history of local government in Alaska. Local government officials nominated for this award must show a significant statewide contribution to improving local government and communities in Alaska. There will be one award per year.



Nomination

Nominations will be accepted from the AML Board of Directors, or any AML Municipal Member, Affiliate or Associate.

The Award

The winner will be presented a plaque during the Annual Awards Banquet at the 67th Annual Local Government Conference in November.

Past Recipients of the

Vic Fischer Local Government Leadership Award:

2000 Senator Vic Fischer

2001 Nancy Galstad

2002 Tim Navarre

2003 Mayor Kathie Wasserman

2004 Tom Boedeker

2005 Mayor Tim Anderson

2006 Larry Semmens

2007 Michael Lamb

2008 Mayor Dave Talerico

2009 Mayor George Sullivan

2010 Pete Sprague

2011 Mayor Bruce Botelho

2012 Patrick Cole

2013 Jerome Selby

2014 Mayor Pat Branson

2015 Mayor Shirley Marquardt

2016 Tim Navarre

Nomination Form

Nomination Category:

- Vic Fischer Local Government Leadership Award
- Elected Municipal Official of the Year
- Municipal Employee of the Year

Nominee's Name & Title: _____

Nominee's Municipality: _____

Nominator & Title: _____

Nominator Phone/Fax/E-mail: _____

Each Nomination must be signed by at least two elected officials of the municipality making the nomination.

Signature: _____ Title: _____

Signature: _____ Title: _____

Please Attach:

- **Vic Fischer Leadership:** A one-page letter of nomination for the Vic Fischer Local Government Leadership Award explaining the nominee's significant contribution to improving local government and communities in Alaska. Signatures of municipal officials are not required for the Vic Fischer Leadership Award; or
- **Elected Official or Municipal Employee of The Year:** A one-page letter of nomination explaining why the nominee deserves to be recognized as the Elected Municipal Official of the Year or the Municipal Employee of the Year. Qualifications should include the nominee's contribution to your community.



DEADLINE
for all application materials:
Friday, October 13, 2017

Mail To:
Alaska Municipal League
Attn: Municipal Awards
One Sealaska Plaza., Ste. 200
Juneau, AK 99801

Email:
Shawn@akml.org
Fax:
907-463-5480

Mayor's Memo

Council Meeting report – August 22, 2017

UP COMING EVENTS

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 and September 21 - Palmer

Manager, Mayor, Clerk & Attorney agenda – August 31 and Sept 14 and 28

Job Corps graduation – August 25 – 2 pm

Alaska State Fair – August 24/parade August 26

Valley Oaks – Women's facility Set Free Alaska 1 to 4 pm – Bogard Road

PENDING ITEMS – Flag Pole by Library, Electric stands on South Alaska, tennis courts request, game day with the Miners

**City of Palmer
Action Memorandum No. 17-059**

Subject: Authorizing the City Manager to Negotiate and Execute a Contract with Bore Tide Construction, in an Amount Not to Exceed \$133,693.33 to Perform Removal of Old Electrical Heating, Installation of New Mechanical Hydronic Heating Equipment and Required Flight Service Station (FSS) Finishing Upgrades per City of Palmer Lease Agreement with the Federal Aviation Administration


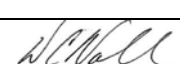
Agenda of: August 22, 2017

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


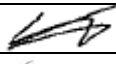
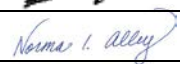
Originator Information:

Originator: Chris Nall, Public Works Director

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
√	Finance		08/04/2017
_____	Fire	_____	_____
_____	Police	_____	_____
√	Public Works		08/03/2017

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 133,693.33

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>133,693.33</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input checked="" type="checkbox"/>	Budgeted	Line item(s):	<u>\$30,000; 08-01-10-7167 Flight Service Heater System Replace</u>
<input type="checkbox"/>	Not budgeted		<u>\$53,000; 30-30-10-6045 Randy Thom Flight Center Repairs</u>
			<u>\$75,000; 30-30-10-6225 GF to Airport CIP Paving Match</u>

Director of Finance Signature: 

Attachment(s):

- Bid Tabulation

Summary Statement:

This action is to authorize the City Manager to negotiate and execute a contract with Bore Tide Construction, for the removal of the old electric heating system, installation of new mechanical hydronic heating system and all required FSS finishing upgrades in accordance with the current City of Palmer, FSS lease and the FAA Palmer FSS survey. Approval of this AM will allow the City to update the heating system at the Randy Thom FSS, saving on heating cost, and bringing the FSS into compliance with FAA requirements.

Original budget estimates for this project were too low for the scope of work required. The boiler replacement was budgeted for \$30,000, this only accounted for the boiler and not the associated piping and register installation.

The estimates for FSS upgrades did not account for the premium for federal work requirements in a secure environment in the Flight Service Center.

The administration is recommending making up for this shortfall in estimates by utilizing a portion of the remaining funds from the Airport CIP Grant Match.

Administration's Recommendation:

To approve Action Memorandum No. 17-059 authorizing FSS upgrades.

BID TABULATIONS

	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
	Goertz Construction, Inc.	Sitnasuk Construction Services	Bore Tide Construction	Wolverine Supply		
BID PROPOSAL	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
Signed Proposal (Y/N)	Y	Y	Y	Y		
Acknow. Addenda 1-3	Yes	Yes	Yes	Yes		
Base Bid	\$ 155,374.00	\$ 230,497.00	\$ 127,643.33	\$ 137,000.00		
Add Alt 1	\$ 1,950.00	\$ 6,180.00	\$ 6,050.00	\$ 7,000.00		
Total Bid	\$ 157,324.00	\$ 236,677.00	\$ 133,693.33	\$ 144,000.00		