

Mayor Edna B. DeVries
Deputy Mayor Richard W. Best
Council Member Steve Carrington
Council Member Sabrena Combs
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
December 12, 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. Introduction to **Ordinance No. 18-001**: Amending Palmer Municipal Code Chapter 17.49.020 Permitted Uses in A-M Airport Mixed Use District to Add Aeronautical Campgrounds as a Permitted Use Page 3
 - 2. Approval of Minutes of Previous Meetings
 - a. November 7, 2017, Special Meeting Page 11
 - b. November 21, 2017, Special Meeting Page 13
 - c. November 28, 2017, Special Meeting Page 16
- E. Reports
 - 1. City Manager's Report
 - 2. City Clerk's Report Page 19
 - 3. Mayor's Report Page 25
 - 4. City Attorney's Report
- F. Audience Participation
- G. Public Hearing
 - 1. **Ordinance No. 17-015**: Adopting a New Official Zoning Districts Map Superseding the Prior Map Adopted February 24, 2015, in Accordance with Palmer Municipal Code 17.16.040 Map – Replacement Page 27
 - 2. **Resolution No. 18-001**: Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018, and Appropriating Monies (3rd Public Hearing) Page 33
 - 3. Adoption of: (3rd Public Hearing)
 - a. **Resolution No. 18-002**: Adopting the 2018 City of Palmer Employee Pay Plan Page 35
 - b. **Resolution No. 18-003**: Adopting the 2018 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018..... Page 37
 - c. **Resolution No. 18-004**: Adopting the 2018 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018..... Page 39

- 4. **Resolution No. 18-005:** Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018 (3rd Public Hearing) Page 41

H. Action Memoranda

- 1. **Action Memorandum No. 17-080:** Approving the Cancellation of the December 26, 2017, Regular Council Meeting Page 43

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
Dec 26	Regular	7 pm	
Jan 9, 2018	Regular	7 pm	

**City of Palmer
Ordinance No. 18-001**

Subject: Amending Palmer Municipal Code Chapter 17.49.020 Permitted Uses in A-M Airport Mixed Use District to Add Aeronautical Campgrounds as a Permitted Use


Agenda of: December 12, 2017

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


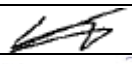

Originator Information:

Originator: David Meneses, Interim Community Development Director

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development		<u>11/20/17</u>
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:


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

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature: 

Attachment(s):

- Ordinance No. 18-001
- Planning and Zoning Minutes of November 16, 2017 (draft copy)

Summary Statement:

The text amendment will add aeronautical campgrounds to the list of permitted uses in the A-M Airport Mixed Use District.

There has been interest shown in allowing aeronautical campgrounds at the airport to accommodate some of the airport users who desire to fly to or sky dive at the airport and have the option of pitching a tent to camp overnight at the airport. After discussion with the Airport Manager and the City Manager, it was determined the Airport Mixed District would be the appropriate airport district for this type of use.

At the November 16, 2017 Planning and Zoning meeting, the Commission discussed and reviewed the draft Ordinance and agreed with staff that the Airport Mixed Use District would be the most appropriate district for aeronautical campgrounds.

Administration's Recommendation:

Adopt Ordinance No. 18-001 amending PMC 17.49.020 Permitted Uses in A-M Airport Mixed Use District to add aeronautical campgrounds as a permitted use.

Introduced by: City Manager Wallace
Date: December 12, 2017
Public Hearing:
Action:
Vote:

Yes:

No:

CITY OF PALMER, ALASKA
Ordinance No. 18-001

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 17.49.020 Permitted Uses in A-M Airport Mixed Use District to Add Aeronautical Campgrounds as a Permitted Use

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

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

Section 3. Palmer Municipal Code is hereby amended to read as follows (new language is underlined and deleted language is stricken):

17.49.020 Permitted uses.

- A. Aircraft, aircraft parts and equipment maintenance, repairing, reconditioning or sales;
- B. Aircraft charter and passenger operations;
- C. Aircraft flight instruction schools;
- D. Aircraft storage and parking;
- E. Aircraft fueling operations;
- F. Public safety facilities, airport operations and maintenance facilities;
- G. Food service operations, restaurants; and
- H. Aircraft-related noncommercial operations;
- I. Aeronautical Campgrounds.

Section 4. Effective Date. Ordinance No. 18-001 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this ____ day of ____, 2018.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA

REGULAR MEETING
THURSDAY, NOVEMBER 16, 2017
7:00 P.M. - COUNCIL CHAMBERS

A. CALL TO ORDER:

The regular meeting of the Planning and Zoning Commission was called to order by Chairman Lucas at 7:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Commissioners:

Dan Lucas, Chair

Douglas Cruthers

Kristy Thom Bernier

David Petty, Vice Chair

Gena Ornquist

Richard Benedetto

Excused Absence(s):

Merry Maxwell

Also present were:

David Meneses, Interim Community Development Director

Kimberly A. McClure, Planning and Code Compliance Technician

Nathan Wallace, City Manager

Pam Whitehead, Recording Secretary

C. PLEDGE OF ALLEGIANCE: The Pledge was led by Commissioner Petty.

D. ELECTION OF OFFICERS:

Election of Chair:

Nominations were opened for the office of Chair. Commissioners Cruthers and Ornquist nominated Dan Lucas. There were no additional nominations.

Commissioner Dan Lucas was duly re-elected unanimously by all members present to serve as **Chair** of the Planning and Zoning Commission for the ensuing term.

Election of Vice Chair:

Nominations were opened for the office of Vice Chair. Commissioners Cruthers and Ornquist nominated David Petty. There were no additional nominations.

Commissioner David Petty was duly re-elected unanimously by all members present to serve as **Vice Chair** of the Planning and Zoning Commission for the ensuing term.

E. APPROVAL OF AGENDA:

The agenda was unanimously accepted as presented by all members present.
[Cruthers, Thom-Bernier, Ornquist, Benedetto, Petty, Lucas]

F. MINUTES OF PREVIOUS MEETING:

The minutes of the **October 19, 2017 Regular Meeting** were unanimously approved as presented by all members present.
[Cruthers, Thom-Bernier, Ornquist, Benedetto, Petty, Lucas]

G. PERSONS TO BE HEARD:

Mayor Edna DeVries, on behalf of herself and the City Council, welcomed newly appointed Commissioner Benedetto and spoke in appreciation for each Commissioner's time and willingness to continue to serve. Noted the City Council looks forward to receiving the revised Title 17.

H. PUBLIC HEARINGS: There were no public hearings.

I. UNFINISHED BUSINESS:


- 
1. **Resolution No. 17-008:** A Resolution of the Palmer Planning and Zoning Commission Recommending City Council Defeat Ordinance No. 15-003 Regarding Temporary Structures as a Conditional Use.

Interim Director Meneses summarized the reasons for considering defeat of the pending ordinance at this time and re-address an appropriate method for dealing with temporary structures as part of the Title 17 revision.

Main Motion: To approve Resolution No. 17-008 recommending defeat of Ordinance No. 15-003 Regarding Temporary Structures.

Moved by:	Cruthers
Seconded by:	Ornquist
Action:	Motion carried unanimously by all members present.
In favor:	Benedetto, Ornquist, Thom Bernier, Cruthers, Petty, Lucas
Opposed:	None
Absent:	Maxwell

J. NEW BUSINESS:

- 
1. **IM-025:** Consideration of text amendment to Palmer Municipal Code Chapter 17.49 A-M Airport Mixed Use District to allow aeronautical campgrounds as a permitted use.

Interim Director Meneses summarized the request for the Commission's review and consideration; directed attention to the packet for the proposed amendment to PMC 17.49 and draft Ordinance No. 17-OXX. If approved, the Commission was asked to move the Ordinance forward to the City

Council with a recommendation for adoption.

Chairman Lucas called for the motion to open discussion on:

Main Motion: To recommend approval of Ordinance No. 17-0XX, an Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 17.49.020 Permitted Uses in A-M Airport Mixed Use District to add aeronautical campgrounds as a permitted use and move forward to City Council for adoption.

Moved by:	Ornquist
Seconded by:	Thom Bernier
Action:	Motion carried unanimously by all members present.
In favor:	Benedetto, Ornquist, Thom Bernier, Cruthers, Petty, Lucas
Opposed:	None
Absent:	Maxwell

City Manager Wallace:

- Fielded questions by the Commission;
- Described the location on the Airport and spoke to the intent of the campground;
- Emphasized the campground would be for aeronautical-related use only; not for public use.

2. Committee of the Whole to Review and Discuss Palmer Municipal Code Chapter 17.24 R-2 Low Density Residential District (note: action may be taken by the Commission following the Committee of the Whole)

Interim Director Meneses went through Chapter 17.24 R-2 making revision suggestions for the Commission's review and discussion.

Main Motion: To enter Committee of the Whole at 7:25 p.m. for open discussion on PMC 17.24, R-2 Low Density Residential District.

Moved by:	Cruthers
Seconded by:	Petty
Action:	Motion Carried Unanimously by all members present; no objections.
In favor:	Benedetto, Ornquist, Thom Bernier, Cruthers, Petty, Lucas
Opposed:	None
Absent:	Maxwell

[The Commission exited Committee of the Whole at 7:28 p.m.]

Staff was directed to provide language at the next meeting to reflect the recommended changes. There were no objections.

K. PLAT REVIEWS:

1. **IM 17-024:** Pre-Application Plat review – To create three lots from Lot 2, Block 1, Hermon-Hardisty, located inside Palmer city limits.

Mr. Meneses summarized the request and directed attention to the packet for city department comments and recommendations for the Commission's review; fielded brief questions.

The Commission discussed the plat briefly, but had no concerns.

L. PUBLIC COMMENTS: There were no comments from the audience.

M. STAFF REPORT:

Interim Director Meneses:

- Informed he will attend the Airport Advisory Commission meeting on November 28 to offer input and answer any questions related to the proposed amendment to PMC 17.49 allowing aeronautical campgrounds as a conditional use.

N. COMMISSIONER COMMENTS:

Chairman Lucas:

- Welcomed new Commissioner Benedetto;
- Commented he is pleased to see a full Commission.

Commissioner Benedetto:

- Commented he is glad to be here and able to serve Palmer; that he is looking forward to it.

O. ADJOURNMENT:

There being no further business, the meeting adjourned at 7:39 p.m.

Dan Lucas, Chairman

Kimberly A. McClure
Planning and Code Compliance Technician

A. CALL TO ORDER

A special meeting of the Palmer City Council was held on November 7, 2017, at 6 p.m. in the council chambers, Palmer, Alaska.

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

B. ROLL CALL

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

Edna DeVries, Mayor	Richard Best, Deputy Mayor
Sabrena Combs	David Fuller
Brad Hanson	Pete LaFrance

Steve Carrington was absent and excused.

Also in attendance were the following:

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

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Mayor DeVries called for approval of the agenda.

Main Motion: To Approve the Agenda

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

E. AUDIENCE PARTICIPATION

None

F. COMMITTEE OF THE WHOLE

1. 2018 City of Palmer Budget
2. 2018 City of Palmer Pay Plan
3. 2018 City of Palmer Fee Schedule
4. 2018 City of Palmer Fine Schedule
5. 2018 City of Palmer Capital Improvement Program

Main Motion: To Enter Into a Committee of the Whole

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

The Council entered into a Committee of the Whole at 6:02 p.m.

Topics addressed in the Committee of the Whole included:

- Mayor/Council/City Clerk;
- Fire Department; and
- Community Development Department.

Mayor DeVries called a break at 7:25 p.m. The meeting reconvened at 7:39 p.m.

The Council adjourned from Committee of the Whole at 8:37 p.m. and reconvened the Special Meeting.

G. Record of Items Placed on the Table

City Clerk Norma Alley reported the following documents were Items Placed on the Table:

- Mayor/Council/City Clerk Budget Statistics and Department Division of Labor;
- Fire Safety Inspector Justification;
- Palmer Museum Work Plan, Actions and Accomplishments;
- Palmer Public Library Background;
- Library Comparison to Other Cities;
- Library Work Schedule; and
- General Fund Expenditures History.

H. COUNCIL COMMENTS

Council Member Best stated it was cold and windy recently, so remember to tie things down and be safe as roads are slick.

I. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 8:39 p.m.

Approved this ____ day of _____, 2017.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

A. CALL TO ORDER

A special meeting of the Palmer City Council was held on November 21, 2017, at 6:00 p.m. in the council chambers, Palmer, Alaska.

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

B. ROLL CALL

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

Edna DeVries, Mayor	Richard Best, Deputy Mayor
Steve Carrington	David Fuller
Sabrena Combs	Brad Hanson
Pete LaFrance	

Also in attendance were the following:

Nathan Wallace, City Manager	Norma I. Alley, MMC, City Clerk
Michael Gatti, City Attorney (participated by teleconference)	

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Mayor DeVries called for approval of the agenda.

Main Motion: To Approve the Agenda

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

E. AUDIENCE PARTICIPATION

Boy Scout Troop #35 introduced themselves and stated they were working on their Communication Badge.

F. COMMITTEE OF THE WHOLE

1. 2018 City of Palmer Budget
2. 2018 City of Palmer Pay Plan
3. 2018 City of Palmer Fee Schedule
4. 2018 City of Palmer Fine Schedule
5. 2018 City of Palmer Capital Improvement Program

Main Motion: To Enter Into a Committee of the Whole

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

The Council entered into a Committee of the Whole at 6:05 p.m.

Topics addressed in the Committee of the Whole included:

- Public Works Department; and
- Capital Improvement Plan Funds.

Council Member Hanson asked for a list of streets slated for pavement where engineering assessments have already been completed.

Mayor DeVries called a break at 6:59 p.m. The meeting reconvened at 7:13 p.m.

Deputy Mayor Best inquired if the city addressed a fee for the use of city fire hydrants in the fire service district. City Manager Wallace replied said after reviewing the efforts of putting a meter on the hydrant at time of the fire and the staff time to requisite for billing the cost for implementation is higher than potential revenue. Deputy Mayor Best commented in an emergency situation the staff would already have documented the number of times they visited the hydrant; therefore, after the emergency it should not be cumbersome to have the fire service areas get the record back to the city regarding usage. This would provide the city with at least a number to discuss a potential way to bill.

Council Member LaFrance inquired if the city would consider the wastewater treatment plant capturing the methane gas for reuse. City Manager Wallace answered he would look into it.

Council Member Hanson requested a spreadsheet of the city's land assets and what fund the lands were attributed to. He also requested the Land Fund, listed on Page 109, indicate whether it is cash or property and listed in the budget.

Mayor DeVries requested information on funds received and allocated for parks in the Hidden Ranch Subdivision.

The Council adjourned from Committee of the Whole at 9:23 p.m. and reconvened the Special Meeting.

G. Record of Items Placed on the Table

City Clerk Norma Alley reported the following documents were Items Placed on the Table:

- Budget vs. Actual Insurance Expenses Spreadsheet;
- Staff Changes Spreadsheet;
- Water/Waste Water Part-Time Administrative Assistant Justification;
- CIP Funds Spreadsheet;
- Vehicle Pass Down Plan;
- Asphalt Reclaimer Pictures; and
- Vehicle Asset Spreadsheet.

H. COUNCIL COMMENTS

Deputy Mayor Best stated he attended the Alaska Planner's Association annual conference and recommended Palmer have representation at future conferences. He added there was a lot of networking and connections

made for collaboration of projects as well as being very informative; he came away having met all the new planners at the MSB, which has had a 70% turnover in the last ten months; and heard about future projects and potential available funding sources.

Council Member Combs stated she got a lot out of the AML Conference, she was grateful she got to go, and wished everyone a Happy Thanksgiving.

I. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:27 p.m.

Approved this ____ day of _____, 2017.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

A. CALL TO ORDER

A special meeting of the Palmer City Council was held on November 28, 2017, at 6:00 p.m. in the council chambers, Palmer, Alaska. Mayor DeVries called the meeting to order at 6:00 p.m.

B. ROLL CALL

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

Edna DeVries, Mayor	Richard Best, Deputy Mayor
Steve Carrington	David Fuller
Sabrena Combs	Brad Hanson
Pete LaFrance	

Also in attendance were the following:

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

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Mayor DeVries called for approval of the agenda.

Main Motion: To Approve the Agenda

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

E. AUDIENCE PARTICIPATION - None

F. COMMITTEE OF THE WHOLE

1. 2018 City of Palmer Budget
2. 2018 City of Palmer Pay Plan
3. 2018 City of Palmer Fee Schedule
4. 2018 City of Palmer Fine Schedule
5. 2018 City of Palmer Capital Improvement Program

Main Motion: To Enter Into a Committee of the Whole

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

The Council entered into a Committee of the Whole at 6:02 p.m.

Topics addressed in the Committee of the Whole included:

- Finance Department;
- City Manager's Office;
- City Hall Fund;
- Non Departmental Transfer Outs;
- Pay Plan; and
- Fee Schedule.

The Council adjourned from Committee of the Whole at 6:51 p.m. and reconvened the Special Meeting.

G. Record of Items Placed on the Table

City Clerk Norma Alley reported the pictures of the sample future city website document was the one Item Placed on the Table.

H. COUNCIL COMMENTS

None

I. ADJOURNMENT

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

Approved this ____ day of _____, 2017.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor



Norma I. Alley, MMC
City Clerk

Phone: (907) 745-3271
Direct: (907) 761-1321
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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 December 12, 2017, Council Meeting

1. Boards & Commissions Attendance Spreadsheets

The monthly attendance spreadsheets are attached for:

- a. AAC
- b. BED – October Meeting Cancelled
- c. PRCRAB
- d. P&ZC

2. Joint Council and Boards/Commission Meetings

I have begun coordination of joint meetings between the City Council and each of the boards/commissions. A proposed schedule is as follows:

- AAC – January 30 (confirmed)
- BED – March 6 or 13
- PRCRAB – February 13 (confirmed)
- PZC – April 17

I will keep the Council apprised as meetings are confirmed.

3. Tentative Upcoming Meetings

Tentative Future Meeting Schedule			
Meeting Date	Meeting Type	Time	Notes
Dec 26	Regular	7 pm	
Jan 9, '18	Regular	7 pm	

City of Palmer

Airport Advisory Commission Members

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

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

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
Chappel	✓	✓	✓	✓	✓	✓	✓	E	✓	✓		✓	
Christopher	✓	✓	✓	E	✓	✓	E	E	✓	✓		U	
Hunt												✓	
Kincaid	✓	E	✓	✓	✓	✓	✓	✓	E	✓		✓	
Koppenberg	✓	✓	E	✓	✓	✓	E	✓	✓	E		✓	
Turney												✓	
Silva	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
Best												✓	
PZ&C	V	V	V	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
Chappel	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	E	✓
Christopher											✓	✓
Hunt												
Kincaid											✓	✓
Koppenberg	*	E	✓	✓	E	✓	✓	✓	✓	✓	E	✓
Turney												
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. 2020
B	Jo Ehmann	Oct. 2018
C	David Dodd	Oct. 2020
D	Shannon Connelly	Oct. 2019
E	Wesley Rath	Oct. 2020
F	Meggie Aube-Trammell	Oct. 2018
G	Sally Pollen	Oct. 2019

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

2017 Attendance Record

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

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	✓	✓	✓	✓

- * 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. 2020
B	Richard Benedetto	Oct. 2019
C	Merry Maxwell	Oct. 2018
D	Kristy Thom Bernier	Oct. 2019
E	Dan Lucas	Oct. 2020
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
Benedetto												✓	
Cruthers	E	*	E	✓	✓	✓	✓	✓	U	✓	✓	✓	
Lucas	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Maxwell	✓	*	✓	E	✓	E	✓	E	✓	✓	✓	E	
Ornquist	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	E	✓	
Petty	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Thom Bernier	✓	*	✓	✓	E	✓	E	✓	✓	E	✓	✓	

2016 Attendance Record

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

* Meeting Cancelled
 ** Special Meeting
 ✓ – Present

E – Excused Absence
 U – Unexcused Absence
 V – Vacant

Mayor's Memo

Council Meeting report – December 12, 2017

UP COMING EVENTS

- ❖ **Outreach to High school age student(s) for Boards and Commission**
- ❖ **December 8 – Airport Sign unveiling 11 AM**
- ❖ **Colony Christmas – Dec. 8, 9 and 10**
- ❖ **Chamber – City year wrap up – Dec. 13**
- ❖ **Mayor's Minute on Radio – Dec 22**
- ❖ **Mayors/Managers Meeting – Wasilla Dec. 21**
- ❖ **Celebration of 84 Birthday the Emperor of Japan – Captain Cook – Dec. 13**
- ❖ **Filipino Community Christmas December 19**
- ❖ **Santa Wrapping Party – Seniors December 16**
- ❖ **Jewish Lighting – December 13**
- ❖ **Mat Su Crime Stoppers dinner - Dec. 16**

Merry Christmas
Happy New Year

PENDING ITEMS –

- **Flag Pole by Library,**
- **Electric stands on South Alaska,**
- **tennis courts request,**
- **Rotary Daron Park,**
- **4 Way Stop Inner and Outer Springer,**
- **Golden Shovel Award**
- **HB 199 from AML Mayor's meeting**
- **Senate Bill 76 – Title 4 – from AML Mayor's meeting**

**City of Palmer
Ordinance No. 17-015**

Subject: Adopting a New Official Zoning Districts Map Superseding the Prior Map Adopted February 24, 2015, in Accordance with Palmer Municipal Code 17.16.040 Map - Replacement

Agenda of: November 14, 2017

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

Originator Information:

Originator: David Meneses, Interim Community Development Director

Department Review:

Route to:	Department Director:	Signature:	Date:
<u>X</u>	Community Development	<u><i>David Meneses</i></u>	<u>10/24/17</u>
_____	Finance	<u><i>David Meneses</i></u>	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:

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

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: *David Meneses*

Attachment(s):

- Ordinance No. 17-015
- Planning and Zoning Commission Resolution No. 17-006 with Findings of Facts
- Planning and Zoning Minutes of September 21, 2017
- New Zoning Map

Summary Statement/Background:

The new Official Zoning Map incorporates all the zone changes approved by City Council between January 2015 and November 2017.

The existing official zoning map, dated December 2014, does not reflect the changes and modifications made since January 2015. City staff has worked in conjunction with the Borough's GIS Department to produce a new zoning map to accurately reflect the rezones approved in the past two years, inclusive of the expanded boundary for the Central Business District. The new zoning map reflects the updated color for the R-2, Low Density Residential District; the updated color and diagonal striped pattern for the R-3, Medium Density Residential District; and the updated diagonal striped pattern for the F-Fairgrounds District.

Ordinance No.	DATE	LEGAL DESCRIPTION	ACTION
15-009-Z-1	3/10/2015	A 2.43 acre portion of Tract A, Golden Glenn Estates Phase I from R-2 and CL to CG	R-2 & CL to CG
16-015	7/12/2016	Expand CBD boundary	
16-016-Z-1-SL	7/26/2016	Tract A-1 ASLS 96-004 rezone from CG-General Commercial to I-Industrial with Special Limitations	CG to I w/SL
17-009-Z-1-SL	6/27/2017	Tax Parcel C8, 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	R-1 to R-4 w/SL
17-010-Z-2-SL	6/27/2017	Lot 8, Lot 7 and the West One-half of Lot 6, Block 3, T A Smith Subdivision from R-2 Low Density Residential to CG General Commercial with Special Limitations	R-2 to CG w/SL

A color copy of the Palmer Official Zoning Map is posted on the City website. Additionally, 11" x 17" color copies are available at the Community Development office, and paper copies of the wall size map can be printed by the Public Works Department and purchased at City of Palmer Community Development office and at the front desk at City Hall.

Administration's Recommendation:

Adopt Ordinance No. 17-015 adopting a New Official Zoning Districts Map.

Introduced by: City Manager Wallace
Date: November 28, 2017
Public Hearing: December 12, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 17-015

An Ordinance of the Palmer City Council Adopting a New Official Zoning Districts Map Superseding the Prior Map Adopted February 24, 2015 in Accordance with Palmer Municipal Code 17.16.040 Map - Replacement

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

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

Section 3. A new zoning map described as the Official Zoning Districts Map, dated November 2017, is hereby adopted in accordance with the requirements of PMC 17.16.040.A Map – Replacement.

Section 4. This zoning map supersedes and replaces the zoning map, adopted February 24, 2015 by Ordinance No. 15-007.

Section 5. Effective Date. Ordinance No. 17-015 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this ____ day of _____, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

PALMER PLANNING AND ZONING COMMISSION

RESOLUTION NO. 17-006

A RESOLUTION OF THE PALMER PLANNING AND ZONING COMMISSION RECOMMENDING CITY COUNCIL APPROVE THE NOVEMBER 2017 REVISIONS AND UPDATES TO THE DECEMBER 2014 OFFICIAL ZONING MAP

WHEREAS, the City Council has approved changes to zoning districts for 4 parcels or tracts of land and to expand the Central Business District boundary since adoption of the December 2014 Official Zoning Map for the City of Palmer; and

WHEREAS, the December 2014 Zoning Map does not include the recently expanded Central Business District boundary; and

WHEREAS, the November 2017 revised and updated zoning map includes all of the zoning districts authorized by City Code; and

WHEREAS, the November 2017 map reflects the updated color for the R-2, Low Density Residential district; and

WHEREAS, the November 2017 map reflects the updated color and the diagonal striped pattern for the R-3, Medium Density Residential district to help define this district from similar colored districts; and

WHEREAS, the November 2017 map reflects the updated diagonal striped pattern for the F-Fairgrounds district to help define this district from similar colored districts; and

WHEREAS, pursuant to PMC 17.16.040, the Council may, by ordinance, upon taking into account the advice of the commission, adopt a new zoning map which shall supersede the prior zoning map.

NOW, THEREFORE, BE IT RESOLVED that the Palmer Planning and Zoning Commission does hereby recommend the City Council approve the November 2017 revisions and updates to the December 2014 Official Zoning Map.

Passed by the Planning and Zoning Commission of the City of Palmer, Alaska, this 21st day of September, 2017.



Dan Lucas, Chairman



Kimberly A. McClure
Planning & Code Compliance Technician

Moved by:	Cruthers
Seconded by:	Maxwell
Action:	Motion failed unanimously by roll call vote by all members present.
In favor:	Ornquist, Cruthers, Maxwell, Petty, Lucas
Opposed:	None
Absent:	Thom Bernier

For clarification, Mr. Meneses noted the R-1 district will remain as currently written without paragraph E as a conditional use.

NEW BUSINESS:

2. Discussion of Memorandum dated August 28, 2017 from Palmer Airport Advisory Commission regarding Airport Influence Area Designation.

Mr. Meneses provided a staff report; directed attention to pertinent information in the packet concerning the Airport Influence Area Designation, including AAC Resolution 17-002 requesting the Planning and Zoning Commission to review the proposed influence area and join the Airport Advisory Commission in recommending adoption to the Council.

Following discussion and review, Chairman Lucas called for the motion:

Main Motion: For approval of joining the Airport Advisory Commission in recommending adoption of the Airport Influence Area Designation to the City Council.

Moved by:	Petty
Seconded by:	Cruthers
Action:	Motion carried unanimously by roll call vote by all members present.
In favor:	Ornquist, Cruthers, Maxwell, Petty, Lucas
Opposed:	None
Absent:	Thom Bernier



3. **Resolution No. 17-006:** A Resolution of the Palmer Planning and Zoning Commission Recommending City Council Approve the November 2017 revisions and updates to the December 2014 Official Zoning Map.

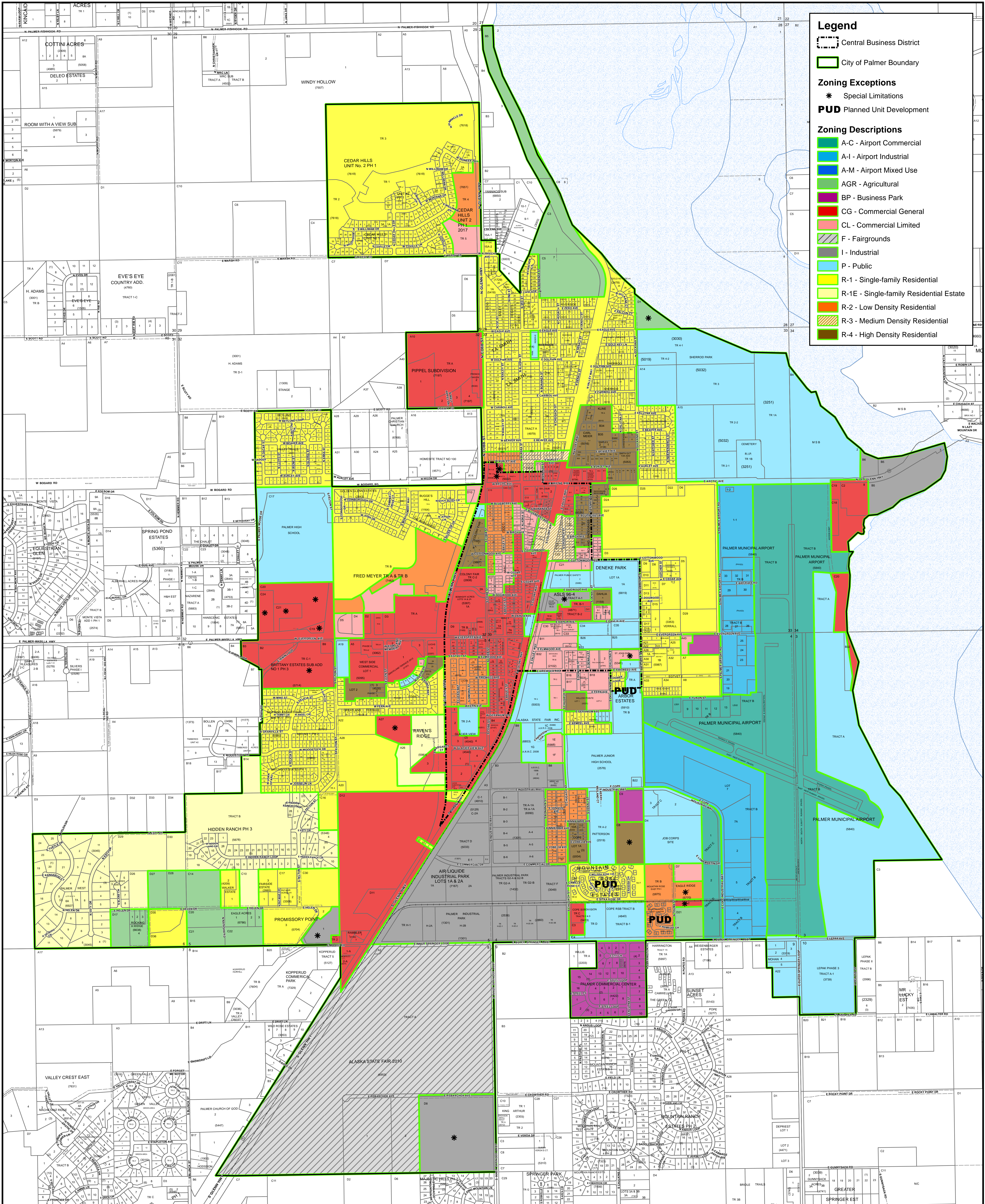
Mr. Meneses read the proposed resolution and clarified the zoning map changes.

Chairman Lucas called for the motion:

Main Motion: To recommend approval of Resolution No. 17-006.

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

- J. PLAT REVIEWS: There were no plat reviews.



Legend

- Central Business District
- City of Palmer Boundary

Zoning Exceptions

- Special Limitations

PUD Planned Unit Development

Zoning Descriptions

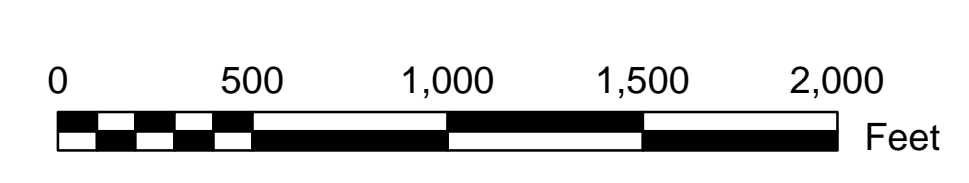
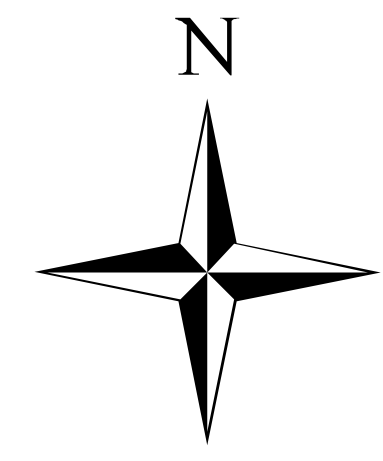
- A-C - Airport Commercial
- A-I - Airport Industrial
- A-M - Airport Mixed Use
- AGR - Agricultural
- BP - Business Park
- CG - Commercial General
- CL - Commercial Limited
- F - Fairgrounds
- I - Industrial
- P - Public
- R-1 - Single-family Residential
- R-1E - Single-family Residential Estate
- R-2 - Low Density Residential
- R-3 - Medium Density Residential
- R-4 - High Density Residential



City of Palmer

Current Zoning Districts

November 2017



This is to certify that this zoning map supersedes and replaces the zoning map adopted February 24, 2015 as part of Ordinance 15-007 of the City of Palmer.

ATTEST:

Edna DeVries, Mayor City of Palmer
Norma Alley, City Clerk

Introduced by: City Manager Wallace
 1st Public Hearing: October 24, 2017
 2nd Public Hearing: December 5, 2017
 3rd Public Hearing: December 12, 2017
 Action:
 Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 18-001

A Resolution of the Palmer City Council Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018, and Appropriating Monies

WHEREAS, as required in Chapter VI of the City of Palmer Municipal Charter, a public hearing regarding the City of Palmer Fiscal Year 2018 Budget was held on Tuesday, October 24, 2017, and continued on Tuesday, December 12, 2017; and

WHEREAS, the Palmer City Council has reviewed the budget presented by the City Manager for the 2018 fiscal year.

NOW, THEREFORE, THE CITY OF PALMER, ALASKA RESOLVES:

Section 1. That the budget presented to the Council by the City Manager for the fiscal year 2018 has been reviewed by the City Council.

Section 2. That money shall be appropriated from the all City funds as follows:

Revenues	
General Fund (01)	\$ 11,195,060
Enterprise Fund	
Water/Sewer (02)	\$ 2,846,000
Airport (03)	\$ 370,885
Solid Waste (05)	\$ 711,000
Golf Course (15)	\$ 835,538
Capital Projects	
Projects (08)	\$ 107,000
Projects (09)	\$ 245,000
Projects (24)	\$ 155,000
Total Revenues	\$ 16,465,483

Expenditures	
General Fund (01)	\$ 11,148,718
Water/Sewer Fund (02)	\$ 2,315,152
Airport Fund (03)	\$ 370,717
Solid Waste Collection Fund (05)	\$ 690,262
Golf Course (15)	\$ 830,963
Subtotal Expenditures/Expenses	\$
Capital Improvements	
Capital Projects (08)	\$ 107,000
Capital Projects (09)	\$ 245,000
Capital Projects (24)	\$ 155,000
Total Expenditures/Expenses	\$ 15,862,812

Section 3. That the rate of tax levy for the City of Palmer, Alaska for the fiscal year 2018 shall be fixed at 3.00 mills upon each dollar of assessed taxable real and personal property. The revenue from this tax levy is to be used for city purposes.

Section 4. That the 2018 budget is hereby approved for all funds in the amounts and for the purposes as stated above. The supporting line item budget detail as presented by the administration and reviewed by council is incorporated as part of this budget resolution.

Section 5. That the City of Palmer Fiscal Year 2018 operating budget is adopted for a period of one (1) year, that being from January 1, 2018, through December 31, 2018.

Passed and approved by the City Council of the City of Palmer, Alaska, this twelfth day of December, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Introduced by: City Manager Wallace
1st Public Hearing: October 24, 2017
2nd Public Hearing: December 5, 2017
3rd Public Hearing: December 12, 2017

Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 18-002

A Resolution of the Palmer City Council Adopting the City of Palmer Employee Pay Plan

WHEREAS, the City of Palmer wishes to approve the attached pay plan for the compensation of employees;

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that the City of Palmer amends its employee compensation pay plan by adopting the attached "City of Palmer Pay Plan-January 1, 2018" with the effective date of the pay plan to be January 1, 2018.

Passed and approved by the City Council of the City of Palmer, Alaska, this twelfth day of December, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Introduced by: City Manager Wallace
1st Public Hearing: October 24, 2017
2nd Public Hearing: December 5, 2017
3rd Public Hearing: December 12, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 18-003

A Resolution of the Palmer City Council Adopting the 2018 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018,

WHEREAS, portions of the Palmer Municipal Code refer to fees “established in the current, adopted budget”; and

WHEREAS, the Fee Schedule establishes the fees for 2018 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that through the budget process, the City of Palmer adopts the attached fee schedule for a period of one (1) year, that being from January 1, 2018, through December 31, 2018.

Passed and approved by the City Council of the City of Palmer, Alaska, this twelfth day of December, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Introduced by: City Manager Wallace
1st Public Hearing: October 24, 2017
2nd Public Hearing: December 5, 2017
3rd Public Hearing: December 12, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 18-004

A Resolution of the Palmer City Council Adopting the 2018 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018,

WHEREAS, portions of the Palmer Municipal Code refer to fines “established in the current, adopted budget”; and

WHEREAS, the Fine Schedule establishes the fines for 2018 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that through the budget process, the City of Palmer adopts the attached fine schedule for a period of one (1) year, that being from January 1, 2018, through December 31, 2018.

Passed and approved by the City Council of the City of Palmer, Alaska, this twelfth day of December, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Introduced by: City Manager Wallace
1st Public Hearing: October 24, 2017
2nd Public Hearing: December 5, 2017
3rd Public Hearing: December 12, 2017
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 18-005

A Resolution of the Palmer City Council Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2018, and Ending December 31, 2018,

WHEREAS, Palmer Municipal Code 3.28 defines a "Five-year capital improvement program as an annual update and long-range need projection of the city included as part of the annual budget."

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that through the budget process, the City of Palmer adopts the attached five-year capital improvement program for a period of one (1) year, that being from January 1, 2018, through December 31, 2018.

Passed and approved by the City Council of the City of Palmer, Alaska, this twelfth day of December, 2017.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Action Memorandum No. 17-080**

Subject: Approving the Cancellation of the December 26, 2017, Regular Council Meeting

Agenda of: December 12, 2017

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



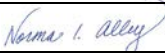
Originator Information:

Originator: Mayor DeVries via 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: \$ (600.00)

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ 600.00
- Has no fiscal impact

Funds are (√):

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

Director of Finance Signature: 

Attachment(s):

- None

Summary Statement:

Traditionally the City Council has not held the second meeting in December. Currently there is no legislation scheduled for the December 26 meeting. Palmer Municipal Code 2.04.080 states "A regular meeting may be canceled by the council...".

Is it the wish of the Council to hold or cancel the December 26, 2017, Regular Council Meeting?