



Agenda

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
 - 1. Approval of Consent Agenda
 - a. Introduction of **Ordinance No. 16-017**: Amending Palmer Municipal Code Chapter 17.57 AG-Agricultural District to add Section 17.57.015 Definitions to include Small Agricultural Event Center; and amending Section 17.57.040 Conditional Uses to Delete Commercial Recreational Facilities and Add Small Agricultural Event Center as a Separate Listed Conditional Use in the AG-Agricultural District to be Listed as Section 17.57.040(O) (IM 16-043)
.....Page 5
 - b. **Action Memorandum No. 16-066**: Authorizing the City Manager to Negotiate and Execute Amendment No. 2 to the Professional Services Agreement with Wolf Architecture, Inc. for the Palmer Building Improvements Project, Phase 3.....Page 13
 - c. **Action Memorandum No. 16-067**: Authorizing the City Manager to Negotiate and Execute a Purchase Proposal with Craig Taylor Equipment for a Newer Replacement Tractor at the Airport for \$21,000.00 Minus Proposed Trade in Value of \$6,001.00.....Page 17
 - d. **Action Memorandum No. 16-068**: Authorizing the City Manager to Purchase Equipment for the Avaya Internet Protocol (IP) Telephone System and Enter into a Three Year Maintenance Agreement with Matanuska Telephone Association.....Page 29
 - e. **Action Memorandum No. 16-071**: Authorize the City Manager to Negotiate and Execute Change Order Five to Triple V Contracting, Inc. in the Amount of \$24,112.00 for the Palmer Maintenance Upgrades Phase II Project
.....Page 35
- E. Communication and Appearance Requests
- F. Reports
 - 1. City Manager's Report.....Page 41
 - 2. City Clerk's Report
 - 3. Mayor's Report
 - 4. City Attorney's Report
- G. Audience Participation

- H. Public Hearings
 - 1. **Resolution No. 16-027:** Authorizing the Negotiation and Sale of a 6.908 Acre Parcel of Land Located at 3854 S. Glenn Highway to the Alaska Department of Transportation and Public Facilities in Accordance with Palmer Municipal Code 3.20.080.D for the Amount of \$165,000.00 (IM No. 16-042) (2nd Public Hearing)..... Page 49
- I. Action Memoranda
- J. Unfinished Business
 - 1. **Action Memorandum No. 16-069:** Confirming the Mayor’s Nomination of Allan Linn to the Airport Advisory Commission with a term ending October 31, 2018..... Page 57
- K. New Business
 - 1. **Resolution No. 16-017:** Authorizing the City Manager to Apply for and Enter Into a Water and Waste System Grant Agreement with the U.S. Department of Agriculture Rural Utilities Service Regarding Grant Funds for Waste Water Treatment Plant Facility Improvements in Accordance with Current Federal Consent Decree (IM 16-029)Page 61
- L. Record of Items Placed on the Table
- M. Audience Participation
- N. Council Member Comments
- O. Adjournment

Tentative 2016 Palmer City Council Meetings:

Meeting Date	Meeting Type	Time	Notes
October 18	Special	6 pm	2017 Budget
October 25	Special	6 pm	2017 Budget
October 25	Regular	7 pm	
November 1	Special	6 pm	2017 Budget
November 8	Special	6 pm	2017 Budget
November 8	Regular	7 pm	
November 22	Special	6 pm	2017 Budget
November 22	Regular	7 pm	
November 29	Special	6 pm	2017 Budget

consent agenda



City of Palmer
Information Memorandum No. 16-043
Ordinance No. 16-017

Subject: Ordinance No. 16-017: Amending Palmer Municipal Code Chapter 17.57 AG-Agricultural District to add Section 17.57.015 Definitions to include Small Agricultural Event Center; and amending Section 17.57.040 Conditional Uses to Delete Commercial Recreational Facilities and Add Small Agricultural Event Center as a Separate Listed Conditional Use in the AG-Agricultural District to be Listed as Section 17.57.040(O)

Agenda of: October 11, 2016

Council Action: _____

Originator Information:



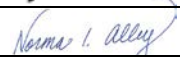
Originator: Planning & Zoning Commission

Date: 9/15/2016 **Requested agenda date:** _____

Department Information :

Route to:	Department Director:	Signature:	Date:
_____	Community Development		<u>9/19/2016</u>
<u>X</u>	Finance		<u>9/20/16</u>
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
_____	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 ():


- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
- Creates a negative impact in the amount of: \$ _____

Funds are ():

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

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Ordinance No. 16-017
- Planning and Zoning Commission Minutes for July 21, August 18 & September 15, 2016 (Draft Minutes Excerpt)

Summary Statement: The Planning and Zoning Commission has recommended this amendment to clarify the Code by deleting commercial recreational facilities from paragraph 17.57.040(G) and adding Small Agricultural Event Center as a separate listed conditional use in the AG-Agricultural district.

Background: A property owner contacted our office for clarification regarding the interpretation of commercial recreational facilities as a conditional use in the AG-Agricultural district.

Staff reviewed conditional uses in the AG-Agricultural district in Palmer Municipal Code Title 17.57.040, commercial recreational facilities is found in paragraph G.

17.57.040 Conditional uses.

G. Hospitals, cemeteries, mental health facilities, commercial recreational facilities, sanitariums, residential care facilities, special needs day care facilities, nursing homes, convalescent homes and homes for the aged;

Commercial recreational facilities are not defined in PMC Title 17 Zoning nor is it similar to the rest of the conditional uses listed in paragraph G of PMC 17.57.040. Staff reviewed similar uses in other states and presented language to the Planning and Zoning Commission for their review and input.

After much discussion with the Planning and Zoning Commission beginning at the July 21 meeting, the Commission decided to delete the term commercial recreational facilities in its entirety. The Commission crafted a definition for small agricultural event center that would help to buffer noise and restrict activity to indoors; and they moved the placement of this use to be a separate listed conditional use in the Agricultural district.

Administration Recommendation: Adopt Ordinance No. 16-017.

Commission Information:

Initiated by: Planning and Zoning Commission
First on Agenda: July 21, 2016
Action: Approved
Vote: Unanimously

Council Information:

Introduced by: City Manager Wallace
Introduced: October 11, 2016
Public Hearing: October 25, 2016
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

ORDINANCE NO. 16-017

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 17.57 AG-Agricultural District to Add Section 17.57.015 Definitions to include Small Agricultural Event Center; and amending Section 17.57.040 Conditional Uses to Delete Commercial Recreational Facilities and Add Small Agricultural Event Center as a Separate Listed Conditional Use in the AG-Agricultural District to be Listed as Section 17.57.040(O)

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 provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Chapter 17.57.015 is hereby enacted to read as follows (new language is underlined and bold and deleted language is stricken and bold):

17.57.015 Definitions.

“Small Agricultural Event Center” means a facility located on agriculturally zoned land of five (5) acres or larger that provides a facility for any type of indoor social gathering and consisting of multipurpose meeting and/or recreational facilities, typically consisting of one or more meeting or multipurpose rooms, commercial

kitchen, and adequate bathroom facilities, that are available for use by various private groups for activities such as meetings, parties, receptions, and dances.

Section 4. Chapter 17.57.040 is hereby amended to read as follows:

17.57.040 Conditional uses.

Uses which may be permitted in the AG district by obtaining a conditional use permit are:

- A. Residential planned unit development in accordance with Chapter **17.84** PMC;
- B. Churches and related buildings, provided no part of any church building shall be located nearer than 30 feet from an adjoining lot or street line;
- C. Utility substations;
- D. Public and private schools;
- E. Public buildings and structures;
- F. Museums, historic and cultural exhibits;
- G. Hospitals, cemeteries, mental health facilities, ~~commercial recreational facilities,~~ sanitariums, residential care facilities, special needs day care facilities, nursing homes, convalescent homes, and homes for the aged;
- H. Commercial campgrounds;
- I. Parking or storage of heavy equipment, tractors, graders or trucks, unrelated to agricultural activity, which are used for gain;
- J. Child care facilities; provided, that no part of any building is located nearer than 30 feet from an adjoining lot or street line;
- K. Wind generators or communication towers;
- L. Direct marketing of produce, farm market, on-farm market or roadside stand if the sales are greater than 5,000 square feet in building area;
- M. Restaurant operations related to the agricultural use on the site;
- N. Natural resource extraction;

O. Small Agricultural Event Center.

Section 5. Effective Date. Ordinance No. 16-017 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this _____ day of _____, 2016.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**PLANNING & ZONING COMMISSION
CITY OF PALMER, ALASKA
REGULAR MEETING *EXCERPT*
THURSDAY, SEPTEMBER 15, 2016
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:

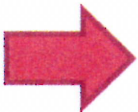
Dan Lucas, Chairman
David Petty, Vice Chairman
William Kerslake, Sr.
Michael Kircher
Merry Maxwell
Douglas Cruthers
David Fuller

Also present were:

Sandra S. Garley, Community Development Director
Nathan Wallace, City Manager
Pam Whitehead, Recording Secretary

[Excerpt:

H. UNFINISHED BUSINESS:

- 
1. Review and approve changes to Ordinance No. 16-0xx amending Palmer Municipal Code Chapter 17.57 AG-Agricultural District to add 17.57.015 Definitions to include Small Agricultural Event Center; and amending Chapter 17.57.040 Conditional uses to delete Commercial Recreational Facilities and add Small Agricultural Event Center as a separate listed conditional use in the AG-Agricultural district to be listed as 17.57.040(O).

Staff Report: Director Garley reported that this item was discussed and postponed from the previous meeting to allow staff to make recommended changes. Those changes are brought before the Commission in the proposed ordinance for further review and approval. The two Commission-recommended changes were: 1) 17.57.015 Definitions: "Small Agricultural Event Center" means a facility located on agriculturally zoned land of ten (10) acres or larger that provides a facility for any type of indoor social gathering and consisting of multipurpose meeting and/or recreational facilities, typically consisting of one or more meeting or multipurpose rooms, commercial kitchen, and adequate bathroom facilities, that are available for use by various private groups for activities such as meetings, parties, receptions, and dances; and 2) 17.57.040 Conditional uses,

striking "commercial recreational facilities" listed in subsection G and adding subsection O, Small Agricultural Event Center. If the Commission approves, it should move it forward to the City Council for consideration and adoption.

Chairman Lucas suspended the rules to allow a member of the audience to speak to the matter. There were no objections.

Cecilia Matlock, owner of agricultural property, testified that in the City of Palmer, agriculture is defined as five acres minimum; noted that the new proposal defines a minimum of ten acres or more. She asked that the Commission reconsider the 10 acres back to five, noting that there are very few 10-acre parcels left. Also, there is an events center doing the same thing that she wants to do which just opened across the street from her that is on property less than three acres. She requested defining the agricultural land minimum at five acres or allow her to qualify for a conditional use because she has two 5-acre parcels next to each other.

The Commission returned to regular rules.

Discussion:

Commissioner Cruthers commented that the biggest concerns were noise and traffic; that specific reasonable conditions could be imposed to mitigate the noise generated by music and traffic and that if owner failed to comply, the conditional use would be revoked or placed in jeopardy. He also advocated a setback of at least 150' from the property lines and that a 3-year probation period for compliance with the conditions be imposed.

Commissioner Kerlake pointed out regarding the five acres versus ten acres that it is more about location of the building from the property line.

Commissioner Maxwell agreed if a condition could be placed that the building must be so many feet from the property line.

Commissioner Fuller also agreed with Commissioner Kerlake; that this would promote a new venue or business potential coming to Palmer; regarding noise, he doesn't think it will be an issue if it follows the same protocols that are already required by city ordinances. These same protocols could be stated as conditions in a conditional use permit.

Chairman Lucas thinks that the potential restrictions of the CUP would be adequate and he would not be opposed to reducing the minimum to five acres.

Commissioner Kircher spoke in favor of performance oriented standards to allow flexibility; pointed out that this allows a business to come in that will not only add to the community but try to do something a little bit different.

Commissioner Cruthers moved, seconded by **Commissioner Maxwell**, for approval

of Ordinance No. 16-0xx and move it forward to the City Council for consideration and adoption.

Amendment No. 1:

Commissioner Fuller moved, seconded by **Commissioner Cruthers**, to amend the main motion to reduce the 10-acre limitation to a 5-acre limitation.

Roll Call Vote on Amendment No. 1: Carried Unanimously.

[Fuller, Cruthers, Maxwell, Kircher, Kerslake, Petty, Lucas]

Roll Call Vote on Main Motion as Amended: Carried Unanimously.

[Fuller, Cruthers, Maxwell, Kircher, Kerslake, Petty, Lucas]

[End of Excerpt]

**City of Palmer
Action Memorandum No. 16-066**

Subject: Authorizing the City Manager to Negotiate and Execute Amendment No. 2 to the Professional Services Agreement with Wolf Architecture, Inc. for the Palmer Building Improvements Project, Phase 3.


Agenda of: October 11, 2016

Council Action: _____




Originator Information:

Originator: Chris Nall
Date: 9/20/2016 **Requested agenda date:** 10/11/2016

Department Information \checkmark :

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
\checkmark	Finance		9/20/16
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
\checkmark	Public Works		9/20/2016

Approved for presentation by:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ 16,500

This legislation (\checkmark):


- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 16,500

Funds are (\checkmark):

- Budgeted Line item(s): FSS 08-01-10-7167 - \$11,100
 Not budgeted Affected line item(s): Library 08-01-10-7162 - \$ 5,400

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Wolf Architecture Fee Proposal

Summary Statement: Action Memorandum 16-066 requests approval to authorize the City Manager to negotiate and execute amendment number two for the current PSA with Wolf Architecture to coordinate and consolidate design drawings for heating system replacement at the Palmer FSS and Public Library.

These projects are currently budgeted in the 2016 City of Palmer Budget with \$30,000.00 for the FSS, line item 08-01-10-7167 and \$50,000.00 for the Library, line item 08-01-10-7162. Wolf Architecture's fees would come out of the project line items.

Action Memorandum No. 15-005, approved by the City Council on January 13, 2015, authorized a professional services agreement with Wolf Architecture for an initial scoping phase for an amount not to exceed \$20,000.00 for the Palmer Building Improvements Project. This project involved improvements to Fire Station 3-6, the Palmer Public Safety Buildings I and II, the Palmer Depot and the Waste Water Treatment Plant office and lab.

Action Memorandum 15-039 authorized Amendment No. 1 to the City's agreement with Wolf Architecture to add design and construction administration services for the Palmer Building Improvements Project for \$66,587.00. The basis of payment is time and materials with a not to exceed amount of \$66,587.00.

Approval of this AM will allow the City to coordinate acceptable heating designs, bid, and execute the projects to upgrade the heating systems in the Palmer Flight Service Station and the Public Library in the same manner as previous upgrades.

Administration Recommendation: Authorize Action Memorandum No. 16-066.



September 6, 2016

Attn: Chris Nall, Director of Public Works
 City of Palmer Public Works
 1316 South Bonanza Street
 Palmer, Alaska 99645
 Ph. (907) 745-3400
 Cnall@palmerak.org

Al. 907.745.5570
 Fax. 907.745.6680
 www.wolfarchitecture.com
 P.O. Box 2606 Palmer, AK 99605

**Fee Proposal to Perform Architectural Services For
 Design drawings for –
 Hydronic Heat Conversion**

Proposal No.: 2016-30
Owner: City of Palmer

Dear Mr. Nall,

Thank you for allowing us the opportunity to present you with a proposal for assistance in consolidating the design drawings for the hydronic heat conversion projects for the Flight Service Station and the City of Palmer Public Library.

The scope of our services will be limited to the coordination of the engineering documents into one bid set and assisting in bidding. This proposal does not include any work for inspections or drawing review.

I. Basis of Compensation

Table of Hourly Rates

Principal	Proj Mgr	Proj Arch	Intern Arch	Spec Writer	Admin
\$140.00	\$140.00	\$125.00	\$90.00	\$100.00	\$75.00

A. Fee Proposal

Discipline			Total
Mechanical Engineering			
Flight Service Station		\$	8,200
City of Palmer Library		\$	4,000
Electrical Engineering			
Flight Service Station		\$	2,400
City of Palmer Library		\$	900
Consultant Overhead/Coordination (Not to exceed 8 hours)		\$	1,000
Total Design Fee		\$	16,500

B. Phase Completion

Progress billing will occur at the end of each Phase of the project.

Sincerely,

Gary Wolf, AIA LEED AP
 Wolf Architecture, Inc.

**City of Palmer
Action Memorandum No. 16-067**

Subject: Authorizing the City Manager to Negotiate and Execute a Purchase Proposal with Craig Taylor Equipment for a Newer Replacement Tractor at the Airport for \$21,000.00 Minus Proposed Trade in Value of \$6,001.00

Agenda of: October 11, 2016

Council Action: _____

Originator Information:

Originator: Frank Kelly, Airport Superintendent
Date: September 19, 2016 **Requested agenda date:** October 11, 2016

Department Information \checkmark :

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance	<u><i>E. Sheene</i></u>	<u>9/20/16</u>
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
_____	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: \$ 21,000.00 less trade-in of \$6,001 = \$14,999

This legislation (\checkmark):

- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 14,999

Funds are (\checkmark):

- Budgeted Line item(s): 03-01-10-6046 Small Tools & Equipment
 Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: *E. Sheene*

Attachment(s):

- Craig Taylor Equipment Proposal
- Craig Taylor Equipment Quote for New 3038E Tractor
- Memo to Nate Wallace regarding obsolete status
- Pictures of old JD 4210 to be traded in
- Pictures of newer JD 3038E tractor to be purchased

Summary Statement: The existing FAA funded JD 4210 Airport maintenance tractor is now 13 years old with 2123 hours of use on it and is reaching the end of its economic useful life cycle for commercial purposes. This under powered tractor cannot support any needed brush cutting attachments to help fully maintain the Airport grounds properly and should be traded in or sold before it has no residual value.

A newer, but only slightly used 2015 JD 3038E Tractor (only 92 hobs hours) with a \$5K discount from new pricing has been located at Craig Taylor Equipment. CTE is offering \$6,001.00 as a trade in value for the JD 4210 (verified upon inspection) bringing down the total cost to \$14,999.00.

The FAA grant assurance time period of ten (10) years has now expired on the FAA funded JD 4210 with the only stipulation that any proceeds from the sale or trade in be used for airport purposes. The FAA no longer funds grass cutting equipment purchases for airports so any future FAA application to replace this tractor would be denied. This tractor's low hours and increased horse power will support additional grounds maintenance attachments in the future.

This tractor is still under the manufactures original warranty for a short period of time.

Administration Recommendation: Authorize Action Memorandum No. 16-067.

7860 W. Buttercup Dr.
Wasilla, AK 99623



907-891-7837 / 800-973-2607
Fax: 907-373-6727

PROPOSAL

To: Palmer Municipal Airport Frank Kelly 907-761-1334	Date September 13, 2016 F.O.B. Wasilla Delivery In-Stock Terms Trade/ Cash
--	---

fkelly@palmerak.org

WE ARE PLEASED TO OFFER THIS PROPOSAL AS FOLLOWS, SUBJECT TO APPROVED TERMS AND CONDITIONS			
Quantity	Description	Each	Total
1	John Deere 3038e Tractor D160 Loader Installed stock # 34744 0409 English Om 3020 Vertical Exhaust 5210 15-19.5 6pr Rear R4 Industrial 6210 25x8.50-14 6pr Front R4 Industrial 37.3 Hp Yanmar T4 L/c Diesel Engine 30 Pto Hp 4wd Hst Transmission 540 Rpm Rear Pto Electronic Wet Clutch Fixed Rops 6.4 Gal Fuel Tank 2800 Lbs W/ Factory Installed Loader	\$ 21,000.00	\$21,000.00
1	4210 Trade in 2123 hrs 60" mowing deck *This quote is contingent on doing an inspection of the machine *Subject to Availability	\$ (6,001.00)	(\$6,001.00)
		Total:	\$ 14,999.00

ENTER OUR ORDER FOR THE ABOVE:

PURCHASER _____
BY: _____
TITLE _____
DATE _____

CONDITIONS:

Prices are subject to change and will be those in effect at time of delivery.
Delivery date is based upon our existing stock or a promise given by our supplier and is subject to delay for conditions beyond our control.

CRAIG TAYLOR EQUIPMENT COMPANY

By 
Brad Sadler, Sales Representative/Branch Manager

THANK YOU FOR YOUR BUSINESS!

email: Brad@craigtaylorequipment.com

www.craigtaylorequipment.com

Quote Id: 13899016

Prepared For:
Frank Kelley

Prepared By: **Brad Sadler**

Craig Taylor Equipment Co.
7860 W. Buttercup Drive
Wasilla, AK 99623

Tel: 907-376-3838

Fax: 907-373-6727

Email: brad@craigtaylorequipment.com

Quote Summary

Prepared For:
 Frank Kelley
 AK
 Home: 907-315-0359

Prepared By:
 Brad Sadler
 Craig Taylor Equipment Co.
 7860 W. Buttercup Drive
 Wasilla, AK 99623
 Phone: 907-376-3838
 brad@craigtaylorerequipment.com

Quote Id: 13899016
Created On: 19 August 2016
Last Modified On: 22 August 2016
Expiration Date: 19 August 2016

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 3038E Compact Utility Tractor (30 PTO hp)	\$ 22,974.00	\$ 21,474.00 X	1 =	\$ 21,474.00
JOHN DEERE D160 Loader	\$ 4,458.00	\$ 4,458.00 X	1 =	\$ 4,458.00
Equipment Total				\$ 25,932.00

Quote Summary

Equipment Total	\$ 25,932.00
Tax	\$ 0.00
SubTotal	\$ 25,932.00
Total	\$ 25,932.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 25,932.00

Selling Equipment

Quote Id: 13899016

JOHN DEERE 3038E Compact Utility Tractor (30 PTO hp)				
Hours:				Suggested List
Stock Number:				\$ 22,974.00
				Selling Price
				\$ 21,474.00
Code	Description	Qty	Unit	Extended
1484LV	3038E Compact Utility Tractor (30 PTO hp)	1	\$ 20,669.00	\$ 20,669.00
Standard Options - Per Unit				
0409	English North American Operator's Manual and Decal Kit	1	\$ 0.00	\$ 0.00
3010	Downward Exhaust	1	\$ 0.00	\$ 0.00
5211	11.20-24 (6PR, R1 Bar, 1 Position)	1	\$ 0.00	\$ 0.00
6211	7-14 (6PR, R1 Bar, 2 Position)	1	\$ 0.00	\$ 0.00
Standard Options Total				\$ 0.00
Other Charges				
	Freight	1	\$ 2,135.00	\$ 2,135.00
	Setup	1	\$ 170.00	\$ 170.00
Other Charges Total				\$ 2,305.00
Suggested Price				\$ 22,974.00
Customer Discounts				
Customer Discounts Total			\$ -1,500.00	\$ -1,500.00
Total Selling Price				\$ 21,474.00

JOHN DEERE D160 Loader				
Hours:				Suggested List
Stock Number:				\$ 4,458.00
				Selling Price
				\$ 4,458.00
Code	Description	Qty	Unit	Extended
1460P	D160 Loader	1	\$ 4,288.00	\$ 4,288.00
Standard Options - Per Unit				
1000	Mounting frame (for 3032E and 3038E Tractors)	1	\$ 0.00	\$ 0.00
2000	Single lever control valve (two-function) and tractor to valve oil line kit	1	\$ 0.00	\$ 0.00
4095	Less Ballast Box	1	\$ 0.00	\$ 0.00
5000	Hood Guard	1	\$ 0.00	\$ 0.00
8122	1550 mm (61 in.) materials bucket	1	\$ 0.00	\$ 0.00

Selling Equipment

Quote Id: 13899016

Standard Options Total			\$ 0.00
Other Charges			
Setup	1	\$ 170.00	\$ 170.00
Other Charges Total			\$ 170.00
Suggested Price			\$ 4,458.00
Customer Discounts			
Customer Discounts Total			\$ 0.00
Total Selling Price			\$ 4,458.00



Memo

Date: September 16, 2016

To: Nate Wallace, City Manager

From: Frank Kelly, Airport Superintendent

RE: Disposal of JD 4210 Tractor Mower Equip. ID # 5815
Serial No. LV4210H121823

Please be advised that the above referenced John Deere tractor has for all intents and purposes now reached the end of its useful economic life cycle for Palmer Municipal Airport needs.

Purchased in 2003 with FAA AIP grant funding, the tractor is now thirteen (13) years old and three (3) years past any federal obligation of grant assurance timing. This tractor now has over 2,123 hobs hours and is now considered obsolete as it is not capable by horse power ratings of supporting any meaningful attachments currently needed to maintain airport grounds.

This tractor should be retired for non-commercial purposes as it has limited value in that setting. Any proceeds obtained for this tractor, must be applied towards airport operations, per FAA assurance guidelines.

Please let me know if you have any questions regarding this obsolete piece of equipment.



Old Tractor



JOHN DEERE

3038 E

D160

New Tractor

**City of Palmer
Action Memorandum No. 16-068**

Subject: Authorizing the City Manager to Purchase Equipment for the Avaya Internet Protocol (IP) Telephone System and Enter into a Three Year Maintenance Agreement with Matanuska Telephone Association

Agenda of: October 11, 2016

Council Action: _____

Originator Information:

Originator: Gina Davis, IT Steering Committee Chair
Date: 9/19/2016 **Requested agenda date:** 10/11/2016

Department Information \checkmark :

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance	<u><i>E. Meene</i></u>	<u>9/21/16</u>
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
_____	Public Works	_____	_____

Approved for presentation by:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ 17,490

This legislation (\checkmark):

- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 17,490

Funds are (\checkmark):

- Budgeted Line item(s): 01-01-10-6095 Gen Fund IT Hardware/Software
 Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: *E. Meene*

Attachment(s):

- MTA Contract

Summary Statement: On April 28, 2009, the City of Palmer Council approved AM No. 09-030 authorizing the City Manager to enter into a three-year lease agreement with Avaya Financial Services and Matanuska Telephone Association for the Internet Protocol (IP) Telephone Equipment System. After the three-year lease was up the City was able to purchase the equipment for \$1.00 in June, 2012.

The City is still using the Avaya IP telephone system in the original version R9.0 but needs to upgrade both the software and hardware to newer technology. This was apparent with a recent power outage on August 31, 2016, that damaged the Avaya control unit at Public Works. It was difficult to find replacement equipment and the software configuration for the older version. The original version is not compatible with other technology advances that City has in place. The upgrade will allow for remote access technical support, allow telephone voicemail to directly link to email and allow for virtualization of the City's telephone system. The cost also includes a three-year IP office support services agreement for future upgrades to the system.

Two Source Justification: The City received two quotes for the upgrades to the Avaya IP Telephone System and maintenance contract. One from our IT Contractor, Alaska Communication Systems (Tekmate) since they are an Avaya dealer and the other from Matanuska Telephone Association the original providers of the Avaya IP system.

The IT Steering Committee chose MTA with a lower bid by \$1,883.00.00

Administration Recommendation: Authorize Action Memorandum No. 16-068.

SCHEDULE C

CITY OF PALMER

Proposal Scope:

Migrate the City of Palmer's City Hall, Public Library, Public Works Department and the Safety Office aka Economic Development, to new IP Office (IPO), IP500 V2 Control Units and IPO System Software Release 9.1. Services to be provided for this project include, but are not limited to:

1. Migrate all existing IPO IP500 V1 Control Units to IP500 V2 Control Units.
2. Upgrade all existing IPO System Software Licensing to IPO System Software R9.1.
3. Update firmware for all analog, digital, and IP endpoints.
4. Migrate the existing IP Office Voicemail Pro Software to the most current release.
5. Test and verify caller ID functionality, inbound and outbound at all sites.
6. Complete Avaya SOLD TO and IPOSS registration for all sites.
7. All onsite work for each site will be scheduled outside of normal business hours. MTA Communications, Inc. will work with the City of Palmer to set the dates and times for each site.
8. Provide four (4) hours of first business day coverage to manage any network or system issues that may arise at any site.

SCHEDULE C CITY OF PALMER

Proposed solutions by site:

IP500 V2 Control Unit, IPO R9.1 Software & IPOSS (3YR) for City Hall	\$ 3,552.80
1 IP500 V2 Control Unit	
1 IPO Essential Edition License	
1 IP Office Support Services Agreement (IPOSS) for IPO System	
1 IPOSS for Preferred Edition VM Pro	
IP500 V2 Control Unit, IPO R9.1 Software & IPOSS (3YR) for the Library	\$ 2,390.00
1 IP500 V2 Control Unit	
1 IPO Essential Edition License	
1 IP Office Support Services Agreement (IPOSS) for IPO System	
IP500 V2 Control Unit, IPO R9.1 Software & IPOSS (3YR) for Public Works	\$ 2,390.00
1 IP500 V2 Control Unit	
1 IPO Essential Edition License	
1 IP Office Support Services Agreement (IPOSS) for IPO System	
IP500 V2 Control Unit, IPO R9.1 Software & IPOSS (3YR) for Econ. Dev.	\$ 2,390.00
1 IP500 V2 Control Unit	
1 IPO Essential Edition License	
1 IP Office Support Services Agreement (IPOSS) for IPO System	
IPO R9.1 Software & IPOSS (3YR) for the Police Department	\$ 2,167.00
1 IPO R9.1 Upgrade License	
1 IPO Essential Edition License	
1 IP Office Support Services Agreement (IPOSS) for IPO System	
Control Units Migration/Software Upgrades	\$ 12,889.80
Estimated Project Labor	\$ 4,600.00
City of Palmer's Estimated Migration Total	<u>\$ 17,489.80</u>

SCHEDULE C CITY OF PALMER

Caveats and/or exceptions:

1. The labor quoted for this proposal is a time and materials estimate only. The City of Palmer will only be billed for the labor required to complete this project. The labor quoted to complete this project assumes all onsite work will occur outside of normal business hours. Normal business hours are defined as 8:00 am to 5:00 pm, Monday through Friday, excluding MTA Communications, LLC (MTAC) holidays.
2. IP Office Support Services (IPOSS) coverage plan. IPOSS provides for the following:
 - a. Avaya remote technical support (hardware and software)
 - b. Access to major software upgrades
 - c. Access to minor software releases, service packs and software and firmware updates
 - d. Enhanced remote connectivity through SSL-VPN
 - e. Advanced Parts replacement – Next Business Day (*best effort*) for all IP Office Server equipment; this does not include the IP Office telephones

NOTE: This offering does not cover any labor that may be incurred for the replacement of defective or broken hardware. MTA will bill on a time and materials basis for any work completed.

3. A 50% deposit is required upon signing of contract. MTAC will invoice net 30 days from completion of project for the remaining amount due.

Proposal pricing is valid for thirty (30) days from Tuesday, September 20, 2016

CITY OF PALMER
"Customer / Purchaser"

MTA COMMUNICATIONS, LLC
"Seller"

Name (print): _____

Name (print): _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

**City of Palmer
Action Memorandum No. 16-071**

Subject: Authorizing the City Manager to Negotiate and Execute Change Order Five to Triple V Contracting, Inc. in the Amount of \$24,112.00 for the Palmer Maintenance Upgrades Phase II Project

Agenda of: October 11, 2016

Council Action: _____


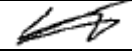
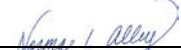
Originator Information:

Originator: Chris Nall
Date: 9/26/2016 **Requested agenda date:** 10/11/2016

Department Information \checkmark :

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
\checkmark	Finance		9/28/16
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
\checkmark	Public Works		9/26/2016

Approved for presentation by:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ 24,112

This legislation (\checkmark):


- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 24,112

Funds are (\checkmark):

- Budgeted Line item(s): 08-10-15-6225 Construction
 Not budgeted Affected line item(s): _____

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Triple V Contracting, Inc. Cost Proposal

Summary Statement: Action Memorandum No. 16-071 requests approval to authorize the City Manager to negotiate and execute Change Order Five with Triple V Contracting for the Palmer Maintenance Upgrades Phase II project.

Approval of this AM will allow Triple V Contracting, Inc., to add required hydronic heating controls for cabinet unit heaters, boilers and baseboard convectors in the Public Safety Building.

Administration Recommendation: Authorize Action Memorandum No. 16-071.

TRIPLE V CONTRACTING LLC.

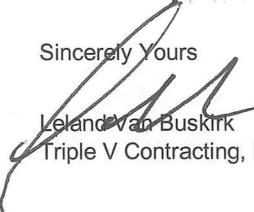
3584 S. Peninsula Dr.
 PO. Box 521307
 Big Lake, Alaska 99652
 Phone (907)892-4343
 Fax (907)892-4340
triplev@mtaonline.net

Project: Palmer Maintenance Upgrades-Phase 2
Project No. 16-01PW
City of Palmer
Additional Control Items at Public Safety Bldg.

Date	
9/26/2016	

Description				Total
Subcontractors Added Controls				\$20,967.00
Triple V Contracting Overhead & Profit 15%				\$3,145.00
Total Cost				\$24,112.00

Sincerely Yours



Keland Van Buskirk
 Triple V Contracting, LLC

reports





BOARDS and COMMISSIONS

Board of Economic Development (12 Sep):

- Discussed focus for 2017 and elected to review and update the current Economic Strategy Plan.
- Asked for a joint meeting with Planning & Zoning Commission as part of the strategic Planning update process.

Next meeting: 3 Oct

Parks, Recreation, and Cultural Resources Advisory Board (1 Sep):

- Approved a memo from the Chair to City Manager regarding recreational facility reservation process.
- Discussed priority for FY 2017 projects and are recommending wayfinding signs be installed and a trail along Gulkana r-o-w between Cope Industrial Way and Fireweed Avenue be constructed in 2017.

Next meeting: 6 Oct

Planning and Zoning Commission (15 Sep):

- Approved recommending Council amend the AG - Agricultural District to include a definition of Small Agricultural Event Center and to list this as a conditional use in that district.
- Discussed appropriate zoning district for selling marijuana accessories and determined that this is a retail use appropriate in a Commercial district.
- Reviewed two plats for MSB Platting Board (1) a 2 lot subdivision outside the city limits and (2) a request to divide Tract A=1 of Cedar Hills Unit 2 Phase 1 into three tracts. The Commission found the proposed tracts are in conformance with the Cedar Hills Master Plan and current development standards.

Next meeting: 20 Oct

Airport Advisory Commission (22 Sep):

- Continue to review and modify proposed airport regulations Ord. 14-036
- Began final review of Airport Master Plan- should put forth a resolution to accept on October 27th meeting with financial summary caveat
- Began to review Fuel Flowage Fee program, decided not enough time has passed since inception and will review again in 6 months, discussed last minute change to FFF excluding non-aviation bulk cargo fuel

Next meeting: 27 Oct



Report to Council

City Manager Nathan Wallace

Sept 27th- Oct 11, 2016

Proposed Budget: The proposed budget will be printed this week in its final form and distributed this week. By code it must be submitted to council on or before October 15th. It will be available for public inspection on the web and a copy will be available in the office of the City Clerk.

City of Palmer Construction Projects in Progress

As of Oct 03, 2016

Project Status	% Complete	On Schedule	Within Budget
CAPITAL PROJECTS FUNDED BY STATE GRANTS or LOANS			
<p>Sherrod Area Water and Street Improvements Phase 4 (ADEC Grant/Loan) This project will replace old cast iron water mains on E. Beaver Ave. and N. Chugach and N. Bailey Sts. The project is moving along. Dirt Works has requested a 15 day extension for "substantial completion," moving the date to Oct, 15th, however substantial completion will be met by Sat Oct 8th. Work will continue with road reconstruction on N Chugach Street from E Beaver Avenue to Caribou Avenue. Additional road work can be expected later in the week on N Bailey Street from W Beaver Avenue to Caribou Avenue and on Beaver Avenue from the Glenn Highway to the Alaska Railroad ROW.</p>	85%	No	Yes
<p>Bogard Road Water Main Extension – Phase II (14-DC-125) The Phase II water main extension is complete, but will require construction of a booster station under a separate project to provide adequate pressure and flow for the western portion of the project. The City will use remaining State grant funds to design the pressure booster station. Property acquisition costs are not grant-eligible. Reviewing location options for booster station. Construction of the booster station will require approximately \$500,000 in additional funding. HDL is currently working Engineering Documents for preparation of the pump station area.</p>	70%	Yes	Yes
<p>Airport Pavement Repairs (15-DC-128) These grant funds will be used as a portion of the match for the Runway 16-34 repaving project. Bids for the project will be read this week and award notification will be published NLT Friday, Oct 7th.</p>	5%		
<p>Public Safety Building Repair (15-DC-130) The second phase of the project is underway and will replace pneumatic HVAC controls and improve ventilation and cooling in the State Trooper's server room. Change Order for hydronic heating controls for each boiler will be presented to the Council for approval Oct 11th. The hydronic heating</p>	85%	Yes	Yes

City of Palmer Construction Projects in Progress

As of Oct 03, 2016

controls for cabinet unit heaters, boilers and baseboard convectors in the Public Safety Building.			
Public Works Storage Building Upgrades (15-DC-131) This \$150,000 State grant will improve the electrical system and insulation in the Public Works storage building that houses solid waste equipment. No activity to date. Potential Fall project.	0%		
Building Improvement Project – Phase II (15-DC-132) Project is complete. Awaiting any final invoices from Wolf Architecture	100%	Yes	Yes
WWTP Lab Replacement (15-DC-133) This \$145,000 State grant will construct a building to replace the existing lab and office building at the wastewater treatment plant. The grant funding is not adequate to build a replacement building. Staff is examining alternatives such as modular construction.	0%		
CAPITAL PROJECTS FUNDED BY CITY OF PALMER			
Waste Water Treatment Plant Master Plan The final draft plan is complete and updated as of Sept. 01, 2016	100%	Yes	Yes
Palmer Library Boiler Replacement This \$50,000 project will replace the boiler in the Palmer Library. We expect front end documents and bid package with mechanical specs from Gary Wolf Architecture in the coming weeks. Once these docs are received, we will bid out the project for work in May'17	15%		
Randy Thom Flight Service Station Heating System Replacement This \$30,000 project will replace the Flight Service Station (FSS) heating system. We expect front end documents and bid package with mechanical specs from Gary Wolf Architecture in the coming weeks. Once these docs are received, we will bid out the project for work in May'17	15%		

City of Palmer Construction Projects in Progress

As of Oct 03, 2016

<p>Randy Thom Flight Service Station Interior Improvements This project is funded and will remove asbestos in FSS flooring, replace carpeting and paint the interior and exterior. Wolf Architecture is preparing front end documents and bid package with FAA requirements now. Once these docs are received, we will bid out the project</p>	15%		
<p>City Hall Office Renovation This \$40,000 project will make improvements at City Hall, primarily in the Finance Department, to improve work spaces. No activity.</p>	0%		
<p>City Hall and Fire Station 3-1 Parking Lot Upgrade This \$100,000 project will replace subbase and pavement in the City Hall and Fire Station 3-1 parking lots. PW will work with Todd Nugent from Howdie Corps to prepare Scope of Work and bid documents for this project. We will bid this project in the early winter, for late Spring'17 completion.</p>	0%		
<p>Compression Brake Signage Signs and required TCPs have been acquired. Crew will assemble and install sign on Bogard, NLT Friday, Aug 19th. Based on the time required to prep the area and conduct the install. COMPLETE</p>	100%		

public hearings



**City of Palmer
Information Memorandum No. 16-042
Resolution No. 16-027**

Subject: Resolution No. 16-027: Authorizing the Negotiation and Sale of a 6.908 Acre Parcel of Land Located at 3854 S. Glenn Highway to the Alaska Department of Transportation and Public Facilities in Accordance with Palmer Municipal Code 3.20.080.D for the Amount of \$165,000.00

Agenda of: September 27, 2016 – 1st Public Hearing
October 11, 2016 – 2nd Public Hearing

Council Action: _____


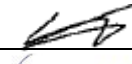

Originator Information:

Originator: Nathan Wallace
Date: 9/02/2016 **Requested agenda date:** 9/27/2016

Department Information :

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance		<u>9/7/16</u>
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
_____	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: \$ 165,000.00

This legislation (√):


Has no fiscal impact Creates a positive impact in the amount of: \$ 165,000.00
 Creates a negative impact in the amount of: \$ _____

Funds are (√):

Budgeted Line item(s): _____
 Not budgeted Affected line item(s): 01-00-00-3699

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Resolution No. 16-027
- Memorandum of Agreement
- Letter from David F. Heier HDL Engineering Consultants Senior Right of Way Agent
- Certification of market value by Steve Carlson, MAI General Real Estate Appraiser
- Vicinity map
- **Memo – New Material Since 1st Public Hearing**

Summary Statement: In November 2005, the City acquired this property from John Stout and Dennis Stout to expedite the construction of utility lines southwest to the new hospital site. The property was subject to litigation based on an error by the City's construction contractor which lead to a settlement to purchase the property for \$350,000.

The property is located on the north side of the Glenn Highway at Mile post 36.9 south of Kepler Lake. The site contains an unfinished two level wood frame cabin. The appraisal conducted by Black-Smit, Bethard and Carlson LLC for Alaska Department of Transportation & Public Facilities sets the current appraised value for this property is \$165,000.

Palmer Municipal Code permits the sale of city real estate to a state without conducting a public sale.

PMC 3.20.080.D

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

All sale of real property requires council action by resolution.

PMC 3.20.080. P

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

Administration Recommendation: Approve Resolution No. 16-027.

Introduced by: City Manager Wallace
1st Public Hearing: September 27, 2016
2nd Public Hearing: October 11, 2016
Action:
Vote:

Yes:

No:

CITY OF PALMER, ALASKA

RESOLUTION NO. 16-027

A Resolution of the Palmer City Council authorizing the Negotiation and Sale of a 6.908 Acre Parcel of Located at 3854 S. Glenn Highway to the Alaska Department of Transportation and Public Facilities in Accordance with Palmer Municipal Code 3.20.080.D for the Amount of \$165,000.00

WHEREAS, in November 2005, the City of Palmer acquired a certain 6.908 acre parcel of land located at 3854 S. Glenn Highway described as that portion of the Southeast one-quarter of the Northeast one-quarter (SE ¼ NE ¼) lying North of the Northerly right-of-way of the Glenn Highway, Section 23, Township 17 North, Range 1 East, Seward Meridian, located in the Palmer Recording District, Third Judicial District, State of Alaska for \$350,000 in order to extend utilities to the new hospital; and,

WHEREAS, the Alaska Department of Transportation and Public Facilities plans to reconstruct the Glenn Highway in Palmer; and

WHEREAS, in order to accomplish the improvements that are part of the Glenn Highway reconstruction, the Alaska Department of Transportation and Public Facilities will need to acquire the City's 6.908 acre parcel; and

WHEREAS an appraisal has been conducted by Black-Smith, Bethard & Carlson, LLC which determined the Fair Market Value of this parcel to be \$165,000.00 which is broken out as \$150,000 for the land and \$15,000 for the unfinished 1,920 SF structure; and

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

WHEREAS, the city council finds that it is advantageous to the City to sell this 6.908 acre parcel to the Alaska Department of Transportation and Public Facilities for the reconstruction of the Glenn Highway in Palmer

NOW, THEREFORE, BE IT RESOLVED, the Palmer City Council directs the city manager to execute an agreement for the sale of this property and to take those steps necessary to sell the 6.908 acre parcel of land located at 3854 S. Glenn Highway to the Alaska Department of Transportation and Public Facilities in accordance with Palmer Municipal Code 3.20.080.D for the amount of \$165,000.

Passed and approved by the City Council of the City of Palmer, Alaska this ____th day of _____, 2016.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



MEMORANDUM

TO: The Honorable Mayor and Members of the Palmer City Council
FROM: Nathan E. Wallace, City Manager
DATE: October 11th, 2016
RE: Land Sale Background, 3854 S Glenn Highway

The council requested additional information on the property identified in Information Memorandum 16-042 and Resolution 16-027. The property required an easement and was one of many that were required for the Southwest Utility Extension project in 2005. The information below comes from Council Minutes of October 11th, 2005 and a review of files and notes from that time period.

- 1) The tax assessed value certified in 2005 was \$67,600 for the property in question.
- 2) The original appraisal done in March 2005 was not available, but notes indicate the property was appraised at or near \$14,000 per acre or \$101,080 for the entire parcel.
- 3) According to notes an offer was made at a per acre value of \$16,000 which was equivalent to other property owner offers in the Springer system at that time for a total of \$115,520 for the parcel. The property owners counteroffered for \$1,000,000, then later for \$495,000.
- 4) In August 2005, during the Southwest Utility Extension project work a contractor cleared a 700' x 90' area of the parcel prior to receiving a notice to proceed. The owners' attorney indicated they would pursue treble damages in litigation.
- 5) In September 2005 a Retrospective appraisal was provided with an appraised value of \$326,400 for the entire parcel.
- 6) The City Council authorized the settlement of litigation and to accept the offer of the party to purchase the property in the amount of \$350,000 on October 11, 2005 at a regular council meeting.
- 7) The property purchase was recorded on November 5th, 2005. The HUD settlement statement shows the purchase price of \$352,940.47.
- 8) On November 17, 2005 the property was offered at bid for a minimum bid of \$326,400. No bids were received.
- 9) Current assessed value for 2015 is \$97,500, the State offer to purchase is \$165,000.

Item 6 – Action Memorandum 05-111: Settlement of Stout Litigation

MOVED BY:	Vanover	To authorize the settlement of the Stout litigation and to accept the Stout offer to purchase the Stout property in the amount of \$350,000
SECONDED BY:	Erbey	

Council Member Wood asked of the property damage caused by the contractor and any City liability. Attorney Snodgrass explained the clause regarding the waiving of the rights against the City.

Council Member Hill asked of the Stout’s rights to pursue litigation against the contractor and the City’s responsibility and liability to pursue the contractor. Attorney Snodgrass stated that the contractor had no authority to enter the property and that the contractor entered the property without any notice to proceed.

Mayor Combs asked of the ability of the Stout’s to pursue the contractor and in that pursuit, would the City come under liability. Attorney Snodgrass stated that there is a possibility but not so that he is significantly concerned.

Council Member Hanson asked of the funding source for the purchase price of land and of the ability for reimbursement by grant funds. City Manager Healy explained that \$38,000 is reimbursable through grant funds and the remainder will be paid through the General Fund. Council Member Hanson asked if the funds could be taken out of the City’s bond. City Manager Healy stated that he would check on the eligibility. Council Member Hanson asked if the manager believed that the course of action is the best course for the City. City Manager Healy explained the construction timeframes and stated the need to obtain the property by March 1. He explained previous conversations with the Stouts and the property appraisal. Attorney Snodgrass explained the land purchase and the reduction of attorney fees. He stated that assuming the appraisal is correct, the City was getting a good deal.

Council Member Vanover spoke of future uses of the land.

Mayor Combs asked of the recoverable revenues of the property. Mr. Koch described the process of having to recommend the action as not something he was particularly fond of and stated that he had previously felt comfortable with the legal process to obtain the property. He stated that both he and the project manager were nervous of the project schedule and stated that the risk became increasingly difficult to accept. Mr. Koch explained the four usable acres which contain marketable gravel and the property appraisal based on commercial property. He stated that the City has an opportunity to market the gravel and when complete, the property would be level with the highway with direct access to water and sewer. Mr. Koch explained the cost of delaying the contractor as \$10,000 - \$25,000 per day.

VOTE ON MAIN MOTION:	Motion carried by unanimous voice vote.
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H. HEARINGS, ORDINANCES AND RESOLUTIONS

Item 1 – Public Hearing – Ordinance No. 05-033: Amending Palmer Municipal Code Section 2.04.110; Specifically to Amend the Order of Business for Regular City Council Meetings (IM 05-089)

MOVED BY:	Vanover	To adopt ordinance no. 05-033
SECONDED BY:	Erbey	

unfinished business



**City of Palmer
Action Memorandum No. 16-069**

Subject: Confirm the Mayor's Nomination of Allan Linn to the Airport Advisory Commission

Agenda of: September 27, 2016

Council Action: _____

Originator Information:

Originator: Mayor Johnson – via City Clerk

Date: September 13, 2016 **Requested agenda date:** September 27, 2016

Department Information √:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance	<u><i>E. Meene</i></u>	<u>9/21/19</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for presentation by:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ 50 per meeting

This legislation (√):

- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
- Creates a negative impact in the amount of: \$ 600.00/year

Funds are (√):

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

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: *E. Meene*

Attachment(s):

➤ None

Summary Statement:

Currently there is one vacancy on the Airport Advisory Commission. Mr. Allan Linn has submitted his application and meets the code requirement for appointment. Mr. Linn will fill a seat with a term ending date October 31, 2018.

Administration Recommendation: Authorize Action Memorandum No. 16-069.

new business



**City of Palmer
Information Memorandum No. 16-029
Resolution No. 16-017**

Subject: Resolution No. 16-017: Authorizing the City Manager to Apply for and Enter Into a Water and Waste System Grant Agreement with the U.S. Department of Agriculture Rural Utilities Service Regarding Grant Funds for Waste Water Treatment Plant Facility Improvements

Agenda of: October 11, 2016

Council Action: _____




Originator Information:

Originator: Chris Nall
Date: August 19, 2016 **Requested agenda date:** October 11, 2016

Department Information :

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<input checked="" type="checkbox"/>	Finance		9/6/16
_____	Fire Department	_____	_____
_____	Police Department	_____	_____
<input checked="" type="checkbox"/>	Public Works		Aug., 22, 2016

Approved for presentation by:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ 5,300,000.00

This legislation (√):


- Has no fiscal impact Creates a positive impact in the amount of: \$ 5,300,000
 Creates a negative impact in the amount of: \$ _____

Funds are (√):

- Budgeted Line item(s): 24-00-00-3401 USDA Loan \$2,915,000;
 Not budgeted 24-00-00-3400 USDA Grant \$2,385,000;
Affected line item(s): 24-40-05-6225 WWTP USDA \$5,300,000

General fund unassigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Resolution No. 16-017
- USDA Grant Application

Summary Statement: If awarded, this grant from U.S. Department of Agriculture Rural Utilities Service, in combination with other currently awarded grants, will allow the city to fund construction for most of the MBBR system (Phase I).

Administration Recommendation: Authorize Resolution No. 16-017.

Introduced by: City Manager Wallace
Date: October 11, 2016
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 16-017

A Resolution of the Palmer City Council Authorizing the City Manager to Apply for and Enter Into a Water and Waste System Grant with the U.S. Department of Agriculture Rural Utilities Service Regarding Grant Funds for Waste Water Treatment Plant Facility Improvements

WHEREAS, the City of Palmer needs monies to fund Waste Water Treatment Facility upgrades; and

WHEREAS, the USDA RUS Water and Waste System Grant program is a means to acquire needed monies, the City Manager will request from the USDA RUS Water and Waste System Grant Funds \$5,300,000.00 to facilitate improvements at the City of Palmer Waste Water Treatment Facility;

NOW, THEREFORE, BE IT RESOLVED that the Palmer City Council hereby authorizes the City Manager to apply for and enter into a Water and Waste System Grant with the U.S. Department of Agriculture Rural Utilities Service regarding grant funds for Waste Water Treatment Plant Facility improvements.

Passed and approved by the City Council of the City of Palmer, Alaska this ____ day of October, 2016.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Customer Screen

Application Id: 3002089 | Borrower Name: City of Palmer

General Information

Legal Name:	City of Palmer	Primary Borrower ID:	193673857
Organizational Description:	City of Palmer, AK	DUNS #:	037411071
Type of Applicant:	Municipal	Regular Board Meeting (Held On):	Bi-weekly on Tuesday nights at 7pm
Civil Rights:	NA	SAM-CCR Expiration Date:	10/18/2016
Fiscal Year End Date:	12/15		
Entity Type:	Public Body		
Faith Based:	N		
Is the applicant delinquent on any Federal Debt?:	No		

Address

Address Type	Street 1	Street 2	City	State	Zipcode	County	Congressional District
Headquarters	231 W. Evergreen Ave		Palmer	AK	99645-6952	Matanuska-Susitna	

Key Contacts

Type	Pre	First Name	Last Name	Org.	Phone #	Cell #	Fax #	Email Address
Customer Contact	Mr	William	Nall	City of Palmer	907-761-1350			cnall@palmerak.org

Interview Questions

Application Id: 3002089 | Borrower Name: City of Palmer

Question	Answer
Which Rural Utilities Service (RUS), Rural Development (RD) Program Area are you requesting funds from?	Water And Environmental
Please validate the Legal Name is correct for the application you are creating.	City of Palmer
Is this your entity's first application with Rural Utilities Service (RUS), Rural Development (RD)?	No
Please validate the State and County are correct for the application you are creating.	Matanuska-Susitna, Alaska
What type of loan/grant are you applying for?	Sewer
Do you have a current loan with Rural Utilities Service (RUS), Rural Development (RD)?	No
Will these funds be used for Construction?	Yes
Will project enlarge, extend or otherwise modify existing facilities?	Yes
Will project serve additional rural residents?	Yes
Is project necessary to alleviate a health or sanitary issue?	Yes

Facilities - Facilities Details

Application Id: 3002089 | Borrower Name: City of Palmer

Facility Details

Describe the Current Facility before Improvement

THE CITY'S CURRENT SYSTEM IS A GRINDER (SOLID REMOVAL) BASED SYSTEM, WITH 3 AERATED LAGOONS (2 COVERED) FOR BIOLOGICAL TREATMENT AND UV DISINFECTANT WITH EFFLUENT DISCHARGE INTO A STREAM/RIVER.

Describe the Current Facility after Improvement

BY CONSENT DECREE FROM THE US EPA, THE CITY OF PALMER IS IMPROVING THEIR WASTEWATER TREATMENT FACILITY TO A MOVING BED BIOFILM REACTOR (MBBR) FACILITY. IN ACCORDENCE WITH THE CONSENT DECREE: The MBBR system at the Facility shall be constructed according to the following requirements: (a) The MBBR system shall be initially constructed with two MBBR basins sized to support treatment of an average maximum month flow of 1.2 million gallons per day (MGD). Initially, the City shall install sufficient media to allow treatment of a maximum monthly flow of 0.65 MGD. The MBBR shall be configured to allow the future addition of a third basin to support treatment of a future maximum monthly flow of 1.5 MGD. (b) The MBBR shall be designed and constructed in accordance with current good industry practice. (c) After initial MBBR construction, the City shall add additional media as needed to match the City's population growth and wastewater flow up to an average maximum monthly flow of 1.2 MGD. If addition of a third basin is necessary to accommodate further increases in population growth and wastewater flow, as contemplated in Paragraph 11.b.ii(a), the City shall add additional media as needed up to an average maximum monthly flow of 1.5 MGD.

Facilities - Sewer

Application Id: 3002089 | Borrower Name: City of Palmer

Sewer Details

National Pollutant Discharge Elimination System (NPDES Permit #)	AK-002249-7
Wastewater Collection Type	Conventional Gravity Lift Station
Water Treatment Types:	Description:
Physical Unit Operations	Coarse Solids Reduction (e.g. communitors & grinders) Aeration
Chemical Unit Processes	
Suspended Growth Biological Treatment	Aerated Lagoons
Attached Growth Biological Treatment	
Anaerobic Treatment	
Advanced Wastewater Treatment	
Disinfection	Ultraviolet
Biosolids	
If Wastewater Treatment is by Contract - cost per 1,000 gallons or per 100 Cubic Feet	
Wastewater Discharge Type	River/Stream

Balance Sheet

Application Id: 3002089 | Borrower Name: City of Palmer

Enterprise - Current Assets

Date of Financial Information: 2016-07-31

What is the total cash that the facility has in its bank account(s)? \$562,517.00

Do you have any Certificate of Deposits or other term certificates in addition to the cash listed above? No

If yes, please list individually:

Certificate Holder	Certificate Amount	Reason for Certificate
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Does your facility require customer deposits as a part of receiving services from the facility? Yes

If Yes, what is the amount of customer deposits that the facility currently has on its financial records.

Name of Institute	Deposit Amount	Type of Account Holding Deposits
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Frist National Bank	\$168,552.00	Utility Deposit
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Does your facility have any other accounts that are considered as restricted cash per other covenants or agreements that has been entered into? No

Name of Institute	Deposit Amount	Type of Account Holding Deposits
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What is the amount of your accounts receivables? \$208,694.00

What is the history of your accounts receivables, such as they are increasing, decreasing, or remaining the same year after year. Increasing

What collection policies do you have in place to reduce your accounts receivables? No policies in place

Enterprise - Current Liabilities

What current bills do you have as of the date you are completing this information. This would include accounts payables, current portion of long term debt.

Current Bill	Payment Amount	Payment Due Date
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Various Loans	\$177,146.00	2016-12-31
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Volume/Flow - Retail

Application Id: 3002089 | Borrower Name: City of Palmer

Unless retail sewer collection is metered, water usage numbers will be used to determine sewer volumes.

Retail

Do you sell retail water?	Yes
Total Annual Gallons Sold to Retail Customers (do not include wholesale)	222,019,909
Of the Total Annual Gallons Sold, how many Gallons were Sold to Single Family Dwellings?	95,950,753
What are the Total Number of Connections on the System?	2,288
Of the total Number of Connections, how many are Single Family Dwellings?	1,840
What is the Total Annual Revenue from Retail Sales?	\$1,261,246
Will you be adding new connections with this project?	Yes
How many new connections will be added to the system?	35
What is the connection tap fees?	\$100
How many new connections will be single family dwellings?	35

Facilities - Land Rights

Application Id: 3002089 | Borrower Name: City of Palmer

Land Rights

Number of Acres To be Acquired - Fee Simple	.0
Number of Acres To be Acquired - Lease	.0
Acres To be Acquired - Purchase Price	\$0.00
Acres To be Acquired - Value	\$0.00
Number of Acres Now Owned - Fee Simple	47.7
Number of Acres now Owned - Lease	.0
Acres now Owned - Purchase Price	
Acres now Owned - Value	\$185,400.00
Describe Other Rights (such as water rights or rights-of-way)*	

Facility Sites

Application Id: 3002089 | Borrower Name: City of Palmer

Facilities Sites

Facility Type	Description	Street 1	Street 2	City	State	Zip Code	County	Congressional District
Primary Facility	WASTEWATER TREATMENT FACILITY	1802 S. BROOKS RD		PALMER	AK	99645-6952	Matanuska - Susitna	At Large

Service Area: Main Screen

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Service Area

Service Area Name	Population	Square Miles	% of Rural vs. Urban
CITY OF PALMER, AK, WATER & WASTEWATER SERVICE AREA	15468	31.79	100%
CITY OF PALMER, AK, WATER & WASTEWATER SERVICE AREA Alternate	0	0.0	0%

Service Area - Edit/View Data

Service Area

*** Program Type**

Water And Environmental

*** Area Name**

CITY OF PALMER, AK, WATER & WASTEWATER SERVICE AREA

CITY OF PALMER, AK, WATER & WASTEWATER SERVICE AREA	Existing	Alternate
Total Population	15468	0
Total Square Miles	31.79	0.0
Percent of Rural vs. Urban	100%	0%

Explanation for Changes in Detail Successfully added service area overlay

Volume/Flow - Wholesale

Application Id: 3002089 | Borrower Name: City of Palmer

Do you provide contracted bulk sewer treatment?

No

Request Info./Project Cost

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Request Information

Proposed Start Date	2017-02-15	Proposed End Date	2018-07-31
Date Application made available to the Intergovernmental Review Process		State Clearinghouse ID Number	

Project Costs

Cost Classification	Description	Cost
Engineering - Design		\$850,000.00
Engineering - Construction Administration		\$850,000.00
Engineering - Additional Services	ENGINEERING CONSTRUCTION	\$1,500,000.00
Other	CONSTRUCTION	\$4,750,000.00
Equipment		\$3,940,000.00
Contingencies		\$2,370,000.00
	Total Project Costs	\$14,260,000.00

Financials - Proposed O&M

Application Id: 3002089 | Borrower Name: City of Palmer

What do you anticipate your annual Operation and Maintenance Expenses to be for your facility in the first year of operation once the proposed project has been completed?

Using the information from the Preliminary Engineering Report, enter the data below:

Proposed O&M

Expense Item	Description	Annual Amount
Administrative/Office		\$241,059.00
Contract Services - Other		\$40,000.00
Engineering		\$7,000.00
Insurance		\$9,500.00
Legal		\$20,000.00
Other		\$7,000.00
Repairs/Maintenance		\$27,000.00
Salaries/Benefits		\$272,873.00
Supplies		\$23,500.00
Utilities		\$201,000.00
Total		\$848,932.00

Financials - Proposed Funding

Application Id: 3002089 | Borrower Name: City of Palmer

Proposed Funding

RD Amount	\$5,300,000.00
Applicant	\$2,700,000.00
Federal	
State	\$1,000,000.00
Local	
Other	
Total Proposed Funding	\$9,000,000.00

Attachments

Application Id: 3002089 | Borrower Name: City of Palmer

Required Attachments

Below is a list of required attachments for this application. Please provide attachments for any rows marked with an "X."

Upload Status	Category	Document Type	Description	File Name	Date	Uploaded By
✓	Application	Notice of Intent to File Application		41 Reso 16-017 USDA Grant.docx	2016-10-04	W. Nall
✓	Engineering	Documentation of Health and Sanitary Issue		ENV_ENFORCEMENT -#2594630-v1-palmer_draft_cd_pennultimate_execution_draft_DOCX	2016-08-08	W. Nall
✓	Engineering	Preliminary Engineering Report		Palmer WWTF Plan (Cover, ToC, Summary).pdf	2016-08-08	W. Nall
✓	Environmental	Environmental Report		Palmer WWTP Environmental Report.pdf	2016-08-08	W. Nall
✓	Financial	Audits (most recent copy) or Financial Statement (annual report). Per SI 1780-2, three years of financial statements and/or audits are required.		City of Palmer 2014 Audit.pdf	2016-08-08	W. Nall
✓	Financial			2013 Final Audit.pdf	2016-08-08	W. Nall
✓	Financial			2012 COP Audit.pdf	2016-08-08	W. Nall

Additional Attachments

Please add any attachments that may be applicable to this application.

Upload Status	Category	Document Type	Description	File Name	Date	Uploaded By
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