

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

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

City of Palmer, Alaska
Regular City Council Meeting
7 pm Tuesday, October 25, 2016
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 of **Ordinance No. 16-018**: Amending Palmer Municipal Code Sections 4.50.050 Department Director Procedure for Imposing Adverse Action and 4.50.060 Classified Employee's Right to a Hearing on Department Director's Intent to Impose Adverse Action (IM 16-040)Page 7
 - b. **Resolution No. 16-025**: Designating Authorized Signatures for Check Signing Affecting Any and All Disbursements of City Monies (IM 16-045) Page 13
 - c. **Resolution No. 16-029**: Designating City Representatives Who Are Authorized and Empowered to Execute and Deliver All Documentation and Instructions on City Investment Accounts (IM 16-046)Page 17
 - d. **Action Memorandum No. 16-072**: Authorize the City Manager to Award and Execute a Contract with White Knight Services in the Amount of \$1,705.00 per Event for Snow Removal Services for City FacilitiesPage 21
 - e. **Action Memorandum No. 16-073**: Approving Commission Member David Fuller's Resignation from the Planning & Zoning Commission Page 25
 - f. **Action Memorandum No. 16-074**: Approving Commission Member Andrea Fuller's Resignation from the Airport Advisory Commission Page 27
 - 2. Minutes of Previous Meeting
 - a. October 10, 2016, Special MeetingPage 31
- E. Communication and Appearance Requests
- F. Reports
 - 1. City Manager's Report
 - 2. City Clerk's Report
 - 3. Mayor's Report..... Page 37
 - 4. City Attorney's Report
- G. Audience Participation

H. Public Hearings

1. **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 41
2. **Resolution No. 16-026:** A Resolution of the Palmer City Council Appropriating Funding, in the Amount of \$192,162.00, Together with Interest Accruing from July 22, 2016, to Comply with the Consent Decree (IM 16-041)Page 49

I. Action Memoranda

1. **Action Memorandum No. 16-065:** Authorizing the City Manager to Negotiate and Execute a Contract with the Selected Consulting Engineering Firm for the Engineering Services for the Rehabilitation and Repaving of Runway 16/34 Not to Exceed \$275,000.00 From the Request for Proposal RFP #16-01PAQ..... Page 55
2. **Action Memorandum No. 16-075:** Confirm the Mayor’s Nomination of John Lee, Kenneth More, and Shannon Jardine to the Airport Advisory Commission with a Term Ending October 31, 2019, and Nomination of Andrew Weaver to Fill the Vacant Term Expiring October 31, 2018.....Page 63
3. **Action Memorandum No. 16-076:** Confirm the Mayor’s Nomination of Peter Christopher and Janet Kincaid to the Board of Economic Development with Terms Ending October 31, 2019 Page 65
4. **Action Memorandum No. 16-077:** Confirm the Mayor’s Nomination of Shannon Connely to the Parks, Recreation and Cultural Resources Advisory Board with a Term Ending October 31, 2019 Page 67
5. **Action Memorandum No. 16-078:** Confirm the Mayor’s Nomination of Erick Cordero-Giorgana and Kristy Thom Bernier to the Planning & Zoning Commission with Terms Ending October 31, 2019, and the Nomination of Gena Ornquist to Fill the Vacant Term Expiring October 31, 2017..... Page 69
6. **Action Memorandum No. 16-079:** Appointment of a Member of the City Council to Serve as an Ex-Officio Member on the Board of Economic Development for a Term Expiring October 31, 2017..... Page 71

J. Unfinished Business

K. New Business

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
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
December 6	Special	6 pm	2017 Budget
December 13	Special	6 pm	2017 Budget
December 13	Regular	7 pm	Budget Adoption
December 27	Regular	7 pm	Potentially CANCEL

consent agenda



**City of Palmer
Information Memorandum No. 16-040
Ordinance No. 16-018**

Subject: Ordinance No. 16-018: An Ordinance of the Palmer City Council Amending Palmer Municipal Code Sections 4.50.050 Department Director Procedure for Imposing Adverse Action and 4.50.060 Classified Employee's Right to a Hearing on Department Director's Intent to Impose Adverse Action

Agenda of: October 25, 2016

Council Action: _____

Originator Information:



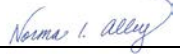
Originator: Nathan E Wallace, City Manager

Date: _____ **Requested agenda date:** _____

Department Information \checkmark :

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance		<u>10/7/16</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: \$ _____

This legislation (\checkmark):


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

Funds are (\checkmark):

- 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. 16-018

Summary Statement:

Personnel code (PMC 4.50.050 D 3) designates the City Manager as the hearing officer for adverse actions. Code as currently written prevents the City Manager from participating or providing direction on personnel matters that could potentially be appealed to a hearing officer.

The recommended change to Title 4.50.050 and 4.50.060 allows the Department Directors to consult with the City Manager on personnel issues as well as allowing the City Manager to advise on or direct actions without impeding a potential appeal process.

Administration Recommendation: Authorize Ordinance No. 16-018.

Introduced by: City Manager Wallace
Date: October 25, 2016
Public Hearing: November 8, 2016
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 16-018

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Sections 4.50.050 Department Director Procedure for Imposing Adverse Action and 4.50.060 Classified Employee's Right to a Hearing on Department Director's Intent to Impose Adverse Action

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

Section 3. Section 4.50.050 is hereby amended to read as follows (new language is underlined and deleted language is stricken out):

4.50.050 Department director procedure for imposing adverse action.

- A. Except as provided in PMC 4.50.030, before notifying an employee of intent to impose adverse action, a department director must consult with the personnel officer, city manager, and city attorney. Thereafter, the department director shall:
 - 1. Give written notice to the employee of the charge or charges against the employee;
 - 2. Explain to the employee the basis, i.e., the evidence, supporting each charge; and
 - 3. Allow the employee a reasonable opportunity to present ~~his or her~~ employee's side of the story. If the employee requires time to prepare the presentation, up to three days shall be provided. Such presentation shall not be prepared on city's premises. The employee, ~~at his or her~~ employee's own expense, may be represented by counsel.
- B. After steps in subsections (A)(1) through (3) of this section have occurred, the department director shall consult with the city manager and city attorney and determine in writing:
 - 1. Whether there are reasonable grounds to believe the charges against the employee are true; and
 - 2. Whether the charges support the adverse action.

- C. Only after the procedures in subsection (A) of this section have been completed may the department director notify the employee of intent to impose adverse action.
- D. The notice of intent to impose adverse action shall notify the employee:
 1. Of the department director's intent to impose a specified adverse action on the employee;
 2. Of the statement of cause for the action including the determination of items in subsection (A) of this section;
 3. That the employee has the right to a hearing before a hearing officer ~~the city manager~~ to contest the imposition of the adverse action; and
 4. That if the employee does not deliver a written request for the hearing to the city manager within two working days after service upon the employee of the notice of intent, the adverse action shall be imposed and the employee shall have waived all right of appeal.
- E. For administrative investigation purposes only, a department director may require written statements from any employee, including the charged employee, describing or explaining the charged employee's conduct or omissions at any time. Failure by any employee to provide a complete and truthful statement may be grounds for expedited discharge.

Section 4. Section 4.50.060 is hereby amended to read as follows (new language is underlined and deleted language is stricken out):

4.50.060 Classified employee's right to a hearing on department director's intent to impose adverse action.

- A. An employee who has received a notice of intent to impose adverse action has the right to a hearing before ~~the city manager~~ a hearing officer in accordance with the provisions of this section.
- B. Hearing officer appointment.
 1. To be appointed as a hearing officer, a person must possess knowledge of this title, personnel regulations, and principles of due process. A hearing officer may not act as hearing officer in any case in which there is any direct or indirect financial interest, and must certify to the absence of any such interest before receiving the appeal record on a form provided by the city clerk. A hearing officer may not be a current city employee or a current member of the council or commission.
 2. A hearing officer shall be impartial in all decisions, both in fact and in appearance. The hearing officer shall not engage in ex-parte contact with any person concerning the appeal either before or after the appeal hearing.
 3. The city clerk shall solicit persons who are willing to serve as hearing officers, and shall maintain a list of interested persons determined to be qualified.
 4. Upon an appeal being filed, the city manager shall appoint the hearing officer and shall report the appointment to the council.
- B. The employee's request for a hearing on a notice for intent to impose adverse action must be in writing, signed by the employee or counsel and delivered to the city manager within two working days of receipt of written notice of the adverse action. Employee's failure to request a hearing within the time and manner provided shall be deemed a waiver of ~~his or her~~ employee's appeal rights and to any appellate review to which ~~he or she~~ the employee might have otherwise been entitled; and the department director's action becomes final.
- C. If the employee duly delivers ~~his or her~~ a request for hearing, the department director's imposition of adverse action is stayed pending decision by the ~~city manager~~ hearing officer.

The ~~city manager~~ hearing officer will hold a hearing within five working days from date of receipt of the request. The ~~city manager~~ hearing officer may extend in writing the hearing date, but no extension of more than 10 working days shall be granted. The ~~city manager~~ hearing officer shall duly notify the employee of the date, time and place of the hearing.

- D. The employee, at ~~his or her~~ employee's own expense, may be represented by counsel.
- E. If the employee wishes to question another employee or employees (~~other than the city manager~~), the city manager will, if practical, provide for the employee's attendance for questioning at no cost to the charged employee. The employee must notify the hearing officer, city manager and the department director of the names of the employee(s) at least three working days before the hearing or this right is waived. The ~~city manager~~ hearing officer may determine the relevancy of evidence.
- F. The hearing shall be closed unless the charged employee has requested otherwise.
- G. ~~The city manager may retain the services of an attorney or other person to assist in conducting the hearing and making the decision.~~
- H. All testimony shall be under oath. The proceedings shall be recorded. Upon written request, the employee is entitled to a recorded copy of the proceedings at no charge. The city manager, department director or representative and the ~~city manager~~ hearing officer ~~or representative~~ may examine and cross examine witnesses.
- I. Exhibits may be introduced. Exhibits to be provided at the hearing by either party must be provided to the other party two working days prior to the hearing. The rules of evidence need not be strictly followed. Irrelevant or unduly repetitious evidence may be excluded. The factual record is closed at the close of the hearing. The ~~city manager~~ hearing officer may continue the hearing for good cause.
- †J. The order of presentation is:
 - 1. Brief opening statement by the department;
 - 2. Brief opening statement by the employee, which is optional;
 - 3. Presentation of evidence by department;
 - 4. Presentation of evidence by employee;
 - 5. Rebuttal as necessary;
 - 6. Argument by department;
 - 7. Argument by employee;
 - 8. Rebuttal argument by department.
- JK. The department director must prove by a preponderance of the evidence the factual basis upon which ~~he or she imposed~~ the adverse action was imposed.
- KL. Within five working days from the conclusion of the hearing, the ~~city manager~~ hearing officer shall render a written decision which shall be effective immediately or according to the terms of the written decision. The ~~city manager~~ hearing officer may not increase the severity of the adverse action, but may approve it or modify any part. A copy of the ~~city manager's~~ hearing officer's decision shall be furnished to the employee. The department director's written determination and statement of cause, all written documents considered by the ~~city manager~~ hearing officer, and ~~his or her~~ the hearing officer's decision shall be filed in the employee's personnel record file.
- LM. The ~~city manager's~~ hearing officer's final decision must notify the employee in writing of the provisions in subsection (MN) of this section.
- MN. An employee who is dissatisfied with the ~~city manager's~~ hearing officer's decision may appeal it to the superior court in Palmer. The appeal must be filed within 30 days of employee's receipt of the decision. Employee's failure to appeal within this time constitutes

a waiver of ~~his or her~~ the employee's appeal rights and the ~~city manager's~~ hearing officer's decision becomes final.

Section 5. Section 4.50.070 is hereby amended to read as follows (new language is underlined and deleted language is stricken out):

4.50.070 City Manager procedure for imposing adverse action.

- A. Except as provided in PMC 4.50.030, this section applies to the following employees: ~~executive secretary~~ admin assistant to the city manager, airport superintendent and human resources specialist.
- B. The city manager shall follow the procedures set forth in PMC 4.50.060 ~~050~~.
- C. ~~The city manager's final decision must notify the employee in writing of provisions of PMC4.50.060(M).~~
- ~~D-C.~~ C. An employee who is dissatisfied with the city manager's ~~final~~ decision may appeal as provided in PMC 4.50.060. ~~Appeals must be filed within 30 days of employee's receipt of the final decision. Employee's failure to meet the applicable deadline constitutes a waiver of his or her appeal rights and the city manager's final decision becomes final.~~
- E. The appeal shall be before an independent hearing officer appointed by the city council.
- F. ~~The hearing officer's decision shall be final.~~

Section 6. Effective Date. Ordinance No. 16-018 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

**City of Palmer
Information Memorandum No. 16-045
Resolution No. 16-025**

Subject: Resolution No. 16-025: Designating Authorized Signature for Check Signing Affecting Any and All Disbursements of City Monies


Agenda of: October 25, 2016

Council Action: _____




Originator Information:

Originator: City Manager
Date: _____ **Requested agenda date:** October 25, 2016

Department Information:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance		<u>10/10/16</u>
_____	Public Safety	_____	_____
_____	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: \$ 0

This legislation (√):
 Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 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):

- Resolution No. 16-025

Summary Statement: The City of Palmer has a new Mayor and Deputy Mayor. This resolution is required to allow them to be a check signer.

Administration Recommendation: Adopt Resolution No. 16-025.

Introduced by: City Manager Wallace
Date: October 25, 2016
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 16-025

A Resolution of the Palmer City Council Designating Authorized Signatures for Check Signing Affecting Any and All Disbursements of City Monies

WHEREAS, it is the desire of the City Council to have two signatures on each check; and

WHEREAS, Edna B. DeVries was elected as Mayor of the City of Palmer on October 4, 2016; and

WHEREAS, Nathan E. Wallace was appointed by the council to serve as City Manager on October 12, 2015; and

WHEREAS, Linda Combs was appointed by the council to serve as Deputy Mayor on October 10, 2016; and

WHEREAS, Esther C. Greene was hired as the City of Palmer Finance Director on January 14, 2013; and

NOW, THEREFORE BE IT RESOLVED by the Palmer City Council that effective October 11, 2016, two of the following signatures will be placed on each check:

1. Edna B. DeVries
2. Nathan E. Wallace
3. Linda Combs
4. Esther C. Greene

Passed and approved by the City Council of the City of Palmer, Alaska, this 25th day of October, 2016.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

City of Palmer
Information Memorandum No. 16-046
Resolution No. 16-029

Subject: Resolution No. 16-029: Designating City Representatives Who Are Authorized and Empowered to Execute and Deliver All Documentation and Instructions on City Investment Accounts


Agenda of: October 25, 2016

Council Action: _____



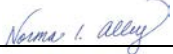
Originator Information:

Originator: City Manager
Date: _____ **Requested agenda date:** October 25, 2016

Department Information:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		10-10-16
_____	Public Safety	_____	_____
_____	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: \$ 0

This legislation (√):
 Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 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):

- Resolution No. 16-029

Summary Statement: The City of Palmer has a new Mayor and the council elected a new Deputy Mayor. This resolution will allow Edna B. DeVries, the new Mayor, and Linda Combs, newly elected Deputy Mayor, to manage City investments and transfer City monies to maximize City investment earnings while maintaining safety and liquidity in accordance with the City's Investment Policy.

Administration Recommendation: Adopt Resolution No. 16-029.

Introduced by: City Manager Wallace

Date: October 25, 2016

Action:

Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 16-029

A Resolution of the Palmer City Council Designating City Representatives Who Are Authorized and Empowered to Execute and Deliver All Documentation and Instructions on City Investment Accounts

WHEREAS, Edna B. DeVries was elected as Mayor of the City of Palmer on October 4, 2016; and

WHEREAS, Nathan E. Wallace was appointed by the council to serve as City Manager on October 12, 2015; and

WHEREAS, Linda Combs was selected by the council to serve as Deputy Mayor on October 10, 2016; and

WHEREAS, Esther C. Greene was hired as the City of Palmer Finance Director on January 14, 2013; and

WHEREAS, Gina Davis was hired as the City of Palmer Controller on October 8, 2010.

NOW, THEREFORE BE IT RESOLVED by the Palmer City Council that effective October 10, 2011, the following are authorized and empowered to execute and deliver all documentation and instructions on city investment accounts:

1. Edna B. DeVries
2. Nathan E. Wallace
3. Linda Combs
4. Esther C. Greene
5. Gina Davis

Passed and approved by the City Council of the City of Palmer, Alaska, this 25th day of October, 2016.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Action Memorandum No. 16-072**

Subject: Authorize the City Manager to Award and Execute a Contract with White Knight Services in the Amount of \$1,705.00 per Event for Snow Removal Services for City Facilities

Agenda of: October 25, 2016

Council Action: _____

Originator Information:

Originator: Chris Nall
Date: 10/6/2016 **Requested agenda date:** 10/25/2016

Department Information:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance	<u><i>E. McNamee</i></u>	<u>10/06/16</u>
_____	Public Safety	_____	_____
<u>X</u>	Public Works	<u><i>C. Nall</i></u>	<u>10/06/16</u>

Approved for presentation by:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ 1,705 per event

This legislation (√):

- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Negative impact in the amount of: \$ 1,705 per event

Funds are (√):

- Budgeted Line item(s): 01-17-40-6030 Contractual Services
 Not budgeted Affected line item(s): _____

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

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

Director of Finance Signature: *E. McNamee*

Attachment(s):

- Bid Tabulations

Summary Statement: Snow Removal of City Facilities is an annual contract the City awards and the Contractor will be used on an "on-call" basis. In the past, the City has used a snow removal contractor for snowfalls of two inches or more. This contract is slightly different. The City proposes to hire two part-time temporary workers to help with snow removal and other winter maintenance items/events this winter. This contract is additional help for larger snow events, that Public Works cannot handle on its' own in a timely manner.

An invitation to bid posted on September 15, 2016, was advertised twice in the Frontiersman newspaper and closed on October 4, 2016. Two bids were received and reviewed by City staff. White Knight Services had the lowest, responsive, responsible price per snow event and it is recommended that the contract be awarded to them. The contract term will be for one year with three one-year renewal options. The Maintenance Superintendent of Public Works will be responsible for overseeing the contractor's work.

Administration Recommendation: Authorize Action Memorandum No. 16-072.

BID TABULATIONS

	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5
	White Knight Services	Alaska Sealcoating, Inc.			
BID PROPOSAL	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
Signed Proposal (Y/N)	Y	Y			
Total Bid	\$ 1,705.00	\$ 4,055.00			

	Bidder 6	Bidder 7	Bidder 8	Bidder 9	Bidder 10
BID PROPOSAL	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
Acknowledged Addenda 1 (Y/N)					
Signed Proposal (Y/N)					
Total Bid					

**City of Palmer
Action Memorandum No. 16-073**

Subject: Approving Commission Member David Fuller's Resignation from the Planning & Zoning Commission

Agenda of: October 25, 2016

Council Action: _____




Originator Information:

Originator: Mayor DeVries – via City Clerk
Date: October 17, 2016 **Requested agenda date:** October 25, 2016

Department Information :

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	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: \$ 0

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: 

Summary Statement: Palmer Charter Chapter II Section 2.9 requires the City Council to approve resignations by members of boards and commissions.

David Fuller has submitted his resignation effective October 11, 2016, due to his election as a City Council Member.

**City of Palmer
Action Memorandum No. 16-074**

Subject: Approving Commission Member Andrea Fuller's Resignation from the Airport Advisory Commission

Agenda of: October 25, 2016

Council Action: _____

Originator Information:



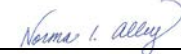
Originator: Mayor DeVries – via City Clerk

Date: October 17, 2016 **Requested agenda date:** October 25, 2016

Department Information √:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	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: \$ 0

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: 

Summary Statement: Palmer Charter Chapter II Section 2.9 requires the City Council to approve resignations by members of boards and commissions.

Andrea Fuller has submitted her resignation effective October 13, 2016.

minutes



A. CALL TO ORDER

A special meeting of the Palmer City Council was held on October 10, 2016, at 6 pm in the council chambers, Palmer, Alaska.

Mayor Johnson called the meeting to order at 6:05 pm.

B. ROLL CALL

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

Richard Best	Brad Hanson
Steve Carrington	Pete LaFrance
Linda Combs	DeLena Johnson
Edna DeVries	

Also in attendance were the following:

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

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chief of Police Lance Ketterling.

D. AUDIENCE PARTICIPATION

E. CANVASS BOARD REPORT

Norma Alley, MMC, City Clerk:

- Reported on the canvass board procedure and reviewed the election results.

F. ELECTION CERTIFICATION BY COUNCIL

Item 1 – Resolution No. 16-028: Accepting the Certificate of Canvass Board Results and Certifying the October 4, 2016, Regular City Election (IM 16-044)

Main Motion: To approve Resolution No. 16-028

Moved by:	Best
Seconded by:	Combs
Action:	Motion carried by unanimous voice vote.
In favor:	Best, Carrington, Combs, DeVries, Hanson, Johnson, LaFrance
Opposed:	None

Item 2 – Certificate of Election Signatures

G. ADMINISTRATION OF NEWLY ELECTED OFFICIALS OATH OF OFFICE

City Clerk Norma Alley administered the Oath of Office for Mayor Edna DeVries and Council Member Steve Carrington.

H. ORGANIZATION OF COUNCIL

Item 1 – Election of Deputy Mayor

Mayor DeVries opened the floor for nominations for Deputy Mayor.

Main Motion: To Nominate Linda Combs for Deputy Mayor

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

Item 2 – Election of Alternate Deputy Mayor

Mayor DeVries opened for nominations for Alternate Deputy Mayor.

Main Motion: To Nominate Steve Carrington for Alternate Deputy Mayor

Moved by:	Hanson
Seconded by:	Combs
Action:	Motion carried by unanimous voice vote.
In favor:	Best, Carrington, Combs, DeVries, Hanson, LaFrance
Opposed:	None

I. COUNCIL COMMENTS

Council Member Carrington:

- Congratulated Mayor DeVries on her new position.

Council Member LaFrance:

- Thanked Mayor Johnson for six years of service to the City of Palmer; and
- Congratulated Council Member Carrington and Mayor DeVries on their elections.

Council Member Best:

- Thanked everyone who attended the event and those who put their hats in the ring to run for elected office.

Deputy Mayor Combs:

- Commented on the emotion and excitement of the night; and
- Spoke to being proud to work with everyone on the Council.

Council Member Hanson:

- Congratulated the winners of the election; and
- Thanked Mayor Johnson for six years of committed service to the City of Palmer.

Mayor DeVries:

- Thanked everyone for attending.

J. ADJOURNMENT

Main Motion: Motion to adjourn

Moved by:	Best
Seconded by:	LaFrance
Action:	Motion carried by unanimous voice vote
In favor:	Best, Carrington, Combs, DeVries, Hanson, LaFrance
Opposed:	None

With no further business before the Council, the meeting adjourned at 6:23 pm.

Approved this 25th day of October, 2015.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

reports



Mayor's Memo

Council Meeting report – October 25, 2016

OUTREACH:

- ✓ **Meet with Governor's Office**
- ✓ **Completed Boards and Commission Appointments**
- ✓ **Talked to Mat-Maid property owners**
- ✓ **Letter of inquire to Commissioner of Corrections regarding closing of Sutton prison**
- ✓ **Letter to be included in Lions Club program for their state convention to be held in Palmer in November**
- ✓ **Chamber of Commerce Dinner**
- ✓ **Brief talk with Senator Murkowski**

MEETINGS:

- ✓ **Mayor/Manager's meeting- October 20 – oral report at council meeting**
- ✓ **Agenda setting meeting with Manager and Clerk on October 13**

COUNCIL REQUESTS:

- ✓ **PUD – on P&Z November meeting**

UP COMING EVENTS

- ✓ **Agenda setting meeting – October 27**
- ✓ **Palmer Fire Association Autumn Harvest Open House – October 31 at 6 to 8 pm**
- ✓ **Mayor's Meeting at AML – Tuesday, November 15**
- ✓ **Lion's Club State Convention Welcome – November 18**
- ✓ **Workplace Summit Luncheon – November 17 – Job Corps**

WORKING ON

- ✓ **Proclamation of thanks for former Mayor Delena Johnson, P&Z Board members Kircher and Kerslake.**
- ✓ **Recognition of Senator Bill Stoltze – probably January**

public hearings



**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:



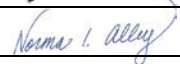
Originator: Planning & Zoning Commission

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:

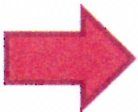
Dan Lucas, Chairman
David Petty, Vice Chairman
William Kerslake, Sr.
Michael Kircher
Merry Maxwell
Douglas Cruthers
David Fuller

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
Information Memorandum No. 16-041
Resolution No. 16-026**

Subject: Resolution No. 16-026: A Resolution of the Palmer City Council Appropriating Funding, in the Amount of \$192,162.00, Together with Interest Accruing from July 22, 2016, to Comply with the Consent Decree

Agenda of: October 25th, 2016


Council Action: _____

Originator Information:




Originator: Nathan E Wallace, City Manager

Date: _____ **Requested agenda date:** _____

Department Information :

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance		<u>9/1/16</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): 02-00-00-2150 Civil Penalty Payable – \$192,000.00;
- Not budgeted Affected line item(s): 02-01-50-6080 Civil Penalty Expense – \$162.00 plus accrued interest

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

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

Director of Finance Signature: 

Attachment(s):

- Resolution No. 16-026

Summary Statement: The City has been in ongoing negotiations with the Alaska Department of Environmental Conservation, the US Environmental Protection Agency, and the US Department of Justice regarding compliance with wastewater utility discharge permit requirements.

The negotiations were successful and resulted in a favorable consent decree that includes a payment of \$192,162.00 together with interest accruing from July 22, 2016.

The Consent Decree was lodged on September 12, 2016, which allows the City to move forward and close this item.

Appropriation of funds are necessary to comply with the consent decree.

Administration Recommendation: Approve Resolution No. 16-026.

Introduced by: City Manager
Public Hearing Date: Sept 13, 2016
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 16-026

A Resolution of the Palmer City Council Appropriating funding, in the Amount of \$192,162.00, Together with Interest Accruing from July 22, 2016, to Comply with the Consent Decree.

WHEREAS, the City of Palmer has been in ongoing negotiations regarding the Waste Water Treatment Facility; and

WHEREAS, the negotiations have resulted in a settlement in the form of a Consent Decree requiring the payment of \$192,162.00 together with interest accruing from July 22, 2016; and

WHEREAS, the City needs to appropriate funds to comply with the Consent Decree;

NOW, THEREFORE, BE IT RESOLVED that the Palmer City Council hereby appropriates \$192,162.00 together with interest accruing from July 22, 2016, from the Water and Sewer fund to satisfy the requirements set forth in the Consent Decree.

Passed and approved by the City Council of the City of Palmer, Alaska this 25th day of October, 2016.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

action memoranda



**City of Palmer
Action Memorandum No. 16-065**

Subject: Authorizing the City Manager to Negotiate and Execute a Contract with the Selected Consulting Engineering Firm for the Engineering Services for the Rehabilitation and Repaving of Runway 16/34 Not to Exceed \$275,000.00 From the Request for Proposal RFP #16-01PAQ

Agenda of: October 11, 2016

Council Action: _____


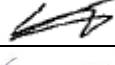
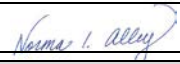
Originator Information:

Originator: Frank Kelly, Airport Superintendent
Date: September 16, 2016 **Requested agenda date:** October 11, 2016

Department Information \checkmark :

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance		<u>9/19/16</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: \$ 275,000

This legislation (\checkmark):


- Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Creates a negative impact in the amount of: \$ 275,000.00

Funds are (\checkmark):

- Budgeted Line item(s): Grant 15-DC-128 Airport Paving
 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):

- Bid Tabulation

Summary Statement: Based upon the preliminary approval by the FAA of PAQ's pre-application and CIP/DATA sheet, the City issued a RFP on September 6, 2016, for consulting engineering services for the Rehabilitation and Repaving of Runway 16/34. Proposals will be opened on October 4, 2016, with evaluation and recommendation by October 7, 2016. The selected Consulting Engineering Firm will prepare engineering plans (excluding initial environmental documents), specifications and cost estimates for:

- The rehabilitation and repaving of Runway 16/34
- The extension of the Runway Protection Zone for Runway 16/34 and bringing it up to current FAA standards
- The construction of the partial base layer for the proposed expansion of the Large Aircraft Apron extending north, using asphalt millings from the rehabilitation of and repaving of runway 16/34 and the base of the abandoned taxiway in front of the Flight Service Station.
- The repositioning of hold signs located too close to runway 16/34
- The removal of trees and soil mounds as directed by the Obstacle Action Plan, nearing completion.

The selected Consulting Engineering Firm shall provide the city with design concepts, final design/bid documents, and will assist the city in the bid process.

The consultant will assist the City in all aspects of acquiring and administrating the Federal Aviation Administration (FAA) grant associated with this project. The consultant will prepare a complete FAA AIP planning grant application package including all forms, attachments, supporting documents, designs, plans and specifications in accordance with FAA Advisory Circulars to provide a complete package that will be accepted by the FAA. The consultant will coordinate with the FAA and to track the grant application and assist with providing any follow-up information requested by the FAA.

Initial funding for these consulting services will be paid for through SOA Grant 15-DC-128 approved for \$400K for RW 16/34 project. Once the anticipated FAA AIP grant is in place, these upfront costs will be reimbursed at a 93.75% rate and reimbursement proceeds will be used towards the remaining 6.25% matching funds (\$625K) required of the City of Palmer for the overall project costs. The City must spend the \$400K SOA grant funds and complete the RW 16/34 project prior to June 30, 2019, or we will lose the \$400K grant.

Administration Recommendation: Authorize Action Memorandum No. 16-065.



Runway 16/34 Rehabilitation & Repaving RFP Review Points

Overall Point Summary

	R&M	Stantec	DOWL	HDL
Name	Points	Points	Points	Points
Member 1	57	78	76	93
Member 2	82	85	70	90
Member 3	58	54	57	70
Member 4	93	94	93	94
Member 5	89	95	93	97
Final Point Totals	379	406	389	444

Page 57 of 72 **Member 1**

R&M Consultants

	<u>Point Range</u>	<u>Score</u>	<u>Comments</u>
Project Approach/Timeline	0-25 points	15	
Firm Experience:	0-30 points	13	
Qualifications of Key Personnel:	0-30 points	19	
Management Plan:	0-10 points	5	
DBE Participation	0-5 points	5	
		57	Total Out of 100 points possible

Stantec

	<u>Point Range</u>	<u>Points</u>	<u>Comments</u>
Project Approach/Timeline	0-25 points	20	
Firm Experience:	0-30 points	24	
Qualifications of Key Personnel:	0-30 points	24	
Management Plan:	0-10 points	8	
DBE Participation	0-5 points	2	
		78	Total Out of 100 points possible

DOWL

	<u>Point Range</u>	<u>Points</u>	<u>Comments</u>
Project Approach/Timeline	0-25 points	18	
Firm Experience:	0-30 points	24	



Runway 16/34 Rehabilitation & Repaving

Qualifications of Key Personnel:	0-30 points	24	
Management Plan:	0-10 points	5	
DBE Participation	0-5 points	5	
		76	Total Out of 100 points possible

HDL Engineering Consultants	<u>Point Range</u>	Points	Comments
Project Approach/Timeline	0-25 points	22	
Firm Experience:	0-30 points	27	
Qualifications of Key Personnel:	0-30 points	30	
Management Plan:	0-10 points	9	
DBE Participation	0-5 points	5	
		93	Total Out of 100 points possible

Member 2

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R&M Consultants	<u>Point Range</u>	Score	Comments
Project Approach/Timeline	0-25 points	20	Good, but failed to mention Div. of Forestry needs
Firm Experience:	0-30 points	25	69 years - All Alaska - Good Airport Projects
Qualifications of Key Personnel:	0-30 points	27	Excellent Staff Experience
Management Plan:	0-10 points	7	Good Plan, but no local office
DBE Participation	0-5 points	3	1 company
		82	Total Out of 100 points possible

Stantec	<u>Point Range</u>	Points	Comments
Project Approach/Timeline	0-25 points	20	Addressed major concerns upfront, didn't complete to the end
Firm Experience:	0-30 points	28	Excellent firm qualifications, many major projects
Qualifications of Key Personnel:	0-30 points	27	Excellent Staff Experience, many years experience, depth issue?
Management Plan:	0-10 points	7	Good Oversight, but local resources limited to 1 in Wasilla
DBE Participation	0-5 points	3	1 Company
		85	Total Out of 100 points possible

DOWL	<u>Point Range</u>	Points	Comments
Project Approach/Timeline	0-25 points	18	Can work at an accelerated pace, but not specific
Firm Experience:	0-30 points	24	Strong Firm Experience
Qualifications of Key Personnel:	0-30 points	18	Younger staff devoted to project, not much time under belts



Runway 16/34 Rehabilitation & Repaving

Management Plan:	0-10 points	7	Local Office
DBE Participation	0-5 points	3	1 Company
		70	Total Out of 100 points possible

HDL Engineering Consultants	<u>Point Range</u>	<u>Points</u>	<u>Comments</u>
Project Approach/Timeline	0-25 points	25	Well thoughtout & Presented
Firm Experience:	0-30 points	26	Top PAQ experience, No large size projects noted
Qualifications of Key Personnel:	0-30 points	27	Excellent Staff with back-ups
Management Plan:	0-10 points	9	Local office with local staff, well presented
DBE Participation	0-5 points	3	1 Company
		90	Total Out of 100 points possible

Member 3

R&M Consultants	<u>Point Range</u>	<u>Score</u>	<u>Comments</u>
Project Approach/Timeline	0-25 points	11	Was enough info
Firm Experience:	0-30 points	18	Seems to be ok
Qualifications of Key Personnel:	0-30 points	19	
Management Plan:	0-10 points	7	
DBE Participation	0-5 points	3	
		58	Total Out of 100 points possible

Stantec	<u>Point Range</u>	<u>Points</u>	<u>Comments</u>
Project Approach/Timeline	0-25 points	8	Need additional info for timeline completion
Firm Experience:	0-30 points	15	Only a few jobs with all areas in scope of work
Qualifications of Key Personnel:	0-30 points	19	A lot of years experience, but not a lot of employees
Management Plan:	0-10 points	8	
DBE Participation	0-5 points	4	
		54	Total Out of 100 points possible

DOWL	<u>Point Range</u>	<u>Points</u>	<u>Comments</u>
Project Approach/Timeline	0-25 points	9	Need additional info for timeline completion
Firm Experience:	0-30 points	19	Seems to have done similar work
Qualifications of Key Personnel:	0-30 points	18	Not a lot of years, but appears to be qualified
Management Plan:	0-10 points	8	



DBE Participation

0-5 points

3

57 Total Out of 100 points possible

Runway 16/34 Rehabilitation & Repaving

HDL Engineering Consultants

	Point Range	Points	Comments
Project Approach/Timeline	0-25 points	19	Timeline was complete
Firm Experience:	0-30 points	18	Appear to have many similar projects completed
Qualifications of Key Personnel:	0-30 points	23	Nice depth of employees and experience
Management Plan:	0-10 points	6	Would like additional info
DBE Participation	0-5 points	4	
		70	Total Out of 100 points possible

Member 4

R&M Consultants

	Point Range	Score	Comments
Project Approach/Timeline	0-25 points	20	No disc of fire season or impact on project
Firm Experience:	0-30 points	30	Very experienced firm with multiple major runway projects
Qualifications of Key Personnel:	0-30 points	30	
Management Plan:	0-10 points	8	
DBE Participation	0-5 points	5	
		93	Total Out of 100 points possible

Stantec

	Point Range	Points	Comments
Project Approach/Timeline	0-25 points	21	Acknowledged fire season, but timeline did not follow the project to completion
Firm Experience:	0-30 points	30	Very experienced firm with multiple major runway projects
Qualifications of Key Personnel:	0-30 points	30	
Management Plan:	0-10 points	8	No local office.
DBE Participation	0-5 points	5	
		94	Total Out of 100 points possible

DOWL

	Point Range	Points	Comments
Project Approach/Timeline	0-25 points	21	Acknowledged fire season, but timeline did not follow the project to completion
Firm Experience:	0-30 points	27	Experienced firm, but did not note the size/cost of previous projects
Qualifications of Key Personnel:	0-30 points	30	
Management Plan:	0-10 points	10	
DBE Participation	0-5 points	5	

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Runway 16/34 Rehabilitation & Repaving

93 Total Out of 100 points possible

HDL Engineering Consultants	<u>Point Range</u>	<u>Points</u>	<u>Comments</u>
Project Approach/Timeline	0-25 points	25	Understand full concept and scope. Well though-thru timeline.
Firm Experience:	0-30 points	26	Firm has experience, but most aviation related projects are minor fixes and design work
Qualifications of Key Personnel:	0-30 points	28	
Management Plan:	0-10 points	10	
DBE Participation	0-5 points	5	
		94	Total Out of 100 points possible

Member 5

R&M Consultants	<u>Point Range</u>	<u>Score</u>	<u>Comments</u>
Project Approach/Timeline	0-25 points	22	
Firm Experience:	0-30 points	27	
Qualifications of Key Personnel:	0-30 points	29	
Management Plan:	0-10 points	9	
DBE Participation	0-5 points	2	
		89	Total Out of 100 points possible

Stantec	<u>Point Range</u>	<u>Points</u>	<u>Comments</u>
Project Approach/Timeline	0-25 points	23	
Firm Experience:	0-30 points	30	
Qualifications of Key Personnel:	0-30 points	29	
Management Plan:	0-10 points	10	
DBE Participation	0-5 points	3	
		95	Total Out of 100 points possible

DOWL	<u>Point Range</u>	<u>Points</u>	<u>Comments</u>
Project Approach/Timeline	0-25 points	24	
Firm Experience:	0-30 points	28	
Qualifications of Key Personnel:	0-30 points	29	
Management Plan:	0-10 points	9	
DBE Participation	0-5 points	3	
		93	Total Out of 100 points possible



Runway 16/34 Rehabilitation & Repaving

HDL Engineering Consultants	<u>Point Range</u>	<u>Points</u>	<u>Comments</u>
Project Approach/Timeline	0-25 points	25	
Firm Experience:	0-30 points	30	
Qualifications of Key Personnel:	0-30 points	29	
Management Plan:	0-10 points	10	
DBE Participation	0-5 points	3	
		97	Total Out of 100 points possible

**City of Palmer
Action Memorandum No. 16-075**

Subject: Confirm the Mayor's Nomination of John Lee, Kenneth More, and Shannon Jardine to the Airport Advisory Commission with a Term Ending October 31, 2019

Agenda of: October 25, 2016

Council Action: _____



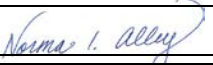
Originator Information:

Originator: Mayor DeVries – via City Clerk
Date: October 18, 2016 **Requested agenda date:** October 25, 2016

Department Information √:

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: \$ 50 per meeting per person

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 per person

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):

- None

Summary Statement:

The Airport Advisory Commission (AAC) is a seven-member commission with three positions with terms expiring October 31, 2016. Public notice of this vacancy was posted on the City's website and published in The Frontiersman.

Five applications were received with some applications received prior to the final deadline of 4:30 p.m., Monday, September 26, 2016. Three applications were received from current AAC members asking for reappointment.

Applicants were:

Applicant	City Resident	Interest/Representation	Currently Serve on a Board/Commission	Date App. Rcvd.
Ariel Talen-Keller	N		AAC & BED	6/22
Andrew Weaver	N		No	7/22
John Lee	N	Airport Lease	AAC	6/17
Kenneth More	N	Yes	AAC	9/30
Shannon Jardine	N	Uses for Skydiving	No	6/21

Requirements to serve on the AAC are:

1. Minimum of 2 must live in the city limits.
2. Minimum of 3 and not more than 4 have interest in the airport (interest defined as having a lease or tie-down space at the airport or use the airport for any aircraft related purpose).

All applications were considered, and John Lee, Kenneth More, and Shannon Jardine have been nominated to fill the seats.

Original applications are retained in the City Clerk's Office. Please call (907) 761-1301 to request a copy.

**City of Palmer
Action Memorandum No. 16-076**

Subject: Confirm the Mayor's Nomination of Peter Christopher and Janet Kincaid to the Board of Economic Development with Terms Ending October 31, 2019

Agenda of: October 25, 2016

Council Action: _____

Originator Information:

Originator: Mayor DeVries – via City Clerk
Date: October 18, 2016 **Requested agenda date:** October 25, 2016

Department Information √:

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

Approved for presentation by:

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

Certification of Funds:

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

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 per person

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):

- None

Summary Statement:

The Board of Economic Development (BED) is a nine-member commission with two positions with terms expiring October 31, 2016. Public notice of this vacancy was posted on the City's website and published in The Frontiersman.

Five applications were received with some applications received prior to the final deadline of 4:30 p.m., Monday, September 26, 2016. One application was received from a current BED member asking for reappointment.

Applicants were:

Applicant	City Resident	Interest/Representation	Currently Serve on a Board/Commission	Date App. Rcvd.
Ariel Talen-Keller	No		Yes – AAC & BED	6/22
Glen Price	No		No	9/6
Michael Bowles	No		No	8/23
Peter Christopher	No		No	9/19
Janet Kincaid	No		No	10/17

Requirements to serve on the BED are:

1. Represent business, tourism, industry, education, finance, health care, or the general public interest.

All applications were considered and Peter Christopher and Janet Kincaid have been nominated to fill the seats.

Original applications are retained in the City Clerk's Office. Please call (907) 761-1301 to request a copy.

**City of Palmer
Action Memorandum No. 16-077**

Subject: Confirm the Mayor's Nomination of Shannon Connely to the Parks, Recreation and Cultural Resources Advisory Board with a Term Ending October 31, 2019

Agenda of: October 25, 2016

Council Action: _____

Originator Information:

Originator: Mayor DeVries – via City Clerk
Date: October 18, 2016 **Requested agenda date:** October 25, 2016

Department Information √:

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

Approved for presentation by:

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

Attachment(s):

- None

Summary Statement:

The Parks, Recreation and Cultural Resources Advisory Board (PRCRAB) is a seven-member commission with one position with a term expiring October 31, 2016. Public notice of this vacancy was posted on the City's website and published in The Frontiersman.

Three applications were received with none received prior to the final deadline of 4:30 p.m., Monday, September 26, 2016.

Applicants were:

Applicant	City Resident	Interest/Representation	Currently Serve on a Board/Commission	Date App. Rcvd.
Andrea Fuller	Y		Yes – AAC	5/24
Julie Berberich	Y		N	9/22
Shannon Connely	N		N	10/10

Requirements to serve on the PRCRAB are:

1. Majority must live in the city limits.
2. Interest in parks, recreation, trails, playgrounds, bikeways, the arts, or the general public interest.

All applications were considered and Shannon Connely has been nominated to fill the seat.

Original applications are retained in the City Clerk's Office. Please call (907) 761-1301 to request a copy.

**City of Palmer
Action Memorandum No. 16-078**

Subject: Confirm the Mayor's Nomination of Erick Cordero-Giorgana and Kristy Thom Bernier to the Planning & Zoning Commission with Terms Ending October 31, 2019, and the Nomination of Gena Ornquist to Fill the Vacant Term Expiring October 31, 2017

Agenda of: October 25, 2016

Council Action: _____




Originator Information:

Originator: Mayor DeVries – via City Clerk
Date: October 18, 2016 **Requested agenda date:** October 25, 2016

Department Information \checkmark :

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

Approved for presentation by:

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

Certification of Funds:

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

This legislation (\checkmark):


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

Funds are (\checkmark):

- 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):

- None

Summary Statement:

The Planning & Zoning Commission (PZC) is a seven-member commission with two positions with terms expiring October 31, 2016, and one position with a term expiring October 31, 2017, from the resignation of David Fuller. Public notice of this vacancy was posted on the City's website and published in The Frontiersman.

Three applications were received with none received prior to the final deadline of 4:30 p.m., Monday, September 26, 2016.

Applicants were:

Applicant	City Resident	Interest/Representation	Currently Serve on a Board/Commission	Date App. Rcvd.
Erick Cordero-Giorgana	Y		N	9/27
Gena Ornquist	Y		N	10/10
Kristy Thom Bernier	Y		N	10/13

Requirements to serve on the PZC are:

1. All members live in city limits.
2. Have interest in issues and activities related to planning, platting, land use regulations, and community development in general.

All applications were considered and all the three applicants have been nominated to fill the seats.

Original applications are retained in the City Clerk's Office. Please call (907) 761-1301 to request a copy.

**City of Palmer
Action Memorandum No. 16-079**

Subject: Appointment of a Member of the City Council to Serve as an Ex-officio Member on the Board of Economic Development for a Term Expiring October 31, 2017.

Agenda of: October 25, 2016

Council Action: _____

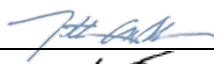

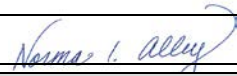
Originator Information:

Originator: Mayor DeVries – via City Clerk
Date: October 18, 2016 **Requested agenda date:** October 25, 2016

Department Information √:

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

Approved for presentation by:

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

Attachment(s):

- None

Summary Statement:

Per Palmer Municipal Code 2.30.010(D), there shall be a member of the City Council to serve as an ex-officio member on the Board of Economic Development (BED).

The City Council needs to appoint this member from amongst its membership.