

Mayor Steven J. Carrington
Deputy Mayor Pamela Melin
Council Member Carolina Anzilotti
Council Member John Alcantra
Council Member Richard W. Best
Council Member Thomas Ojala IV
Council Member Joshua Tudor

City Manager John Moosey
City Clerk Shelly M. Acteson, CMC
City Attorney Sarah Heath, Esq.

City of Palmer, Alaska
Regular City Council Meeting
May 9, 2023, at 6:00 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.palmerak.org

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
2. Approval of Minutes of Previous Meetings
 - A. April 25, 2023, Emergency Meeting
 - B. April 25, 2023, Regular Meeting

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Proclamation Recognizing the Palmer High School Cheer Team
2. Proclamation Recognizing PHS Female Athlete of the Year Torrey McClain
3. Proclamation Recognizing PHS Male Athlete of the Year Kayson Asay
4. Presentation- City Finance Director Gina Davis, Alaska Remote Sellers Sales Tax

F. REPORTS

1. City Manager's Report
2. Mayor's Report
3. City Clerk's Report
4. City Attorney's Report

G. AUDIENCE PARTICIPATION

H. PUBLIC HEARINGS

1. **Resolution No. 23-012:** Accepting and Appropriating the 2023 State of Alaska High Visibility Click It Or Ticket Enforcement Grant 402 BIL PT-23-06-BL(A)-3 in the Amount of \$4,480 to be used for High Visibility Seatbelt Enforcement Activities by the Palmer Police Department
2. **Resolution No. 23-013:** In Support of The Designation of The Mat-Su Valley Planning For Transportation (MVP For Transportation) as the Metropolitan Planning Organization (MPO) of the Mat-Su Area.

I. ACTION MEMORANDA

1. **Action Memorandum No. 23-024:** Authorize the City Manager to Enter into an Agreement for a 5-year contract for a Safety Resource Officer (SRO) at Colony High School
2. **Action Memorandum No. 23-025:** Authorize the City Manager to Negotiate and Execute a One Year Contract with the Matanuska-Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area (GPFSA)
3. **Action Memorandum No. 23-026:** Liquor License Renewal for Loyal Order of Moose Lodge #793

4. **Action Memorandum No. 23-028:** Authorize the City Manager to Negotiate and Enter into a Contract with Ahtna Construction Primary Products Company, LLC., in an Amount Not to Exceed \$425,002, for the 2023 Evergreen Avenue & Airport Road Pathway Project
5. **Action Memorandum No. 23-029:** Authorize the City Manager to Execute Change Order Number Three for the Second Renewal Option with Alaska Sure Seal in the Amount of \$153,961.65 for Crack Sealing roadways, runways, parking aprons, infrared pothole patching and street line striping in 2023

J. UNFINISHED BUSINESS

K. NEW BUSINESS

L. RECORD OF ITEMS PLACED ON THE TABLE

M. AUDIENCE PARTICIPATION

N. EXECUTIVE SESSION

O. COUNCIL MEMBER COMMENTS

P. ADJOURNMENT

Tentative Future Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
May 23, 2023	Regular	6 pm	
June 13, 2023	Regular	6 pm	
June 27, 2023	Regular	6 pm	
July 11, 2023	Regular	6 pm	
July 25, 2023	Regular	6 pm	

A. CALL TO ORDER

A Emergency meeting of the Palmer City Council was held on April 25, 2023, at 5:30 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 5:30 p.m.

B. ROLL CALL

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

Mayor Steve Carrington, Deputy Mayor Pam Melin, Joshua Tudor (zoom), Richard W. Best, Thomas Ojala IV, John Alcantra and Carolina Anzilotti.

Thomas Ojala IV arrived at 5:31 pm.

Staff in attendance:

- Shelly M. Acteson, CMC, City Clerk
- Holly Dubose, Deputy City Clerk
- Sarah Heath, City Attorney
- Gina Davis, Finance Director
- Dwayne Shelton, Police Chief
- Jude Bilafer, Public Works Director

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda as presented.

Moved by:	Best
Seconded by:	Melin
Vote:	Unanimous
Action:	Motion Carried

E. AUDIENCE PARTICIPATION

F. ACTION MEMORANDA

1. Action Memorandum No. 23-027: Authorizing the City Manager to Negotiate and Enter into a Utility Agreement with the Alaska Department of Transportation & Public Facilities (AKDOT&PF) for the City of Palmer’s (City) Share of the Utility Relocation of City of Palmer Water and Sewer Pipes as Part of the Glenn Highway: Parks Highway to Inner Springer Loop, Phase II Construction Project

Mayor Carrington provided a report.

Jude Bilafer, Public Works Director, gave an overview and discussion followed amongst the Council.

Main Motion: To Approve Action Memorandum No. 23-027

Moved by:	Best
Seconded by:	Melin
Vote:	Unanimous
Action:	Motion Carried

G. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 5:47 p.m.

Approved this 9th day of May, 2023.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on April 25, 2023, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

B. ROLL CALL

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

Mayor Steve Carrington, Deputy Mayor Pam Melin, Joshua Tudor (on Zoom), Thomas Ojala IV, Richard W. Best, John Alcantra and Carolina Anzilotti.

Staff in attendance:

- Shelly M. Acteson, CMC, City Clerk
- Holly Dubose, Deputy City Clerk
- Sarah Heath, City Attorney
- Brad Hanson, Community Development Director
- Jude Bilafer, Public Works Director
- Chad Cameron, Fire Chief

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda as presented and minutes of the April 11, 2023 meeting

Moved by:	Melin
Seconded by:	Alcantra
Vote:	Unanimous
Action:	Motion Carried

E. COMMUNICATION AND APPEARANCE REQUESTS

1. Presentation – Arctic Winter Games, Amy Spargo
Amy Spargo gave an overview of upcoming 2023 Arctic Winter Games and discussed the opportunity for the City of Palmer’s financial participation.
2. Presentation – Public Works Director, Jude Bilafer
Jude Bilafer, Public Works Director, gave an overview of the upcoming 2023 road and maintenance projects.
3. Proclamation Recognizing May 4 as a Day of Prayer
Mayor Carrington read the proclamation, recognizing May 4th, 2023, as Day of Prayer.

4. Proclamation Recognizing April 30th, 2023, as National Therapy Animal Day
Mayor Carrington read the proclamation, recognizing April 30th, 2023, as National Therapy Animal Day.

F. REPORTS

1. City Manager's Report

- Manager Moosey asked Council not to take action on Resolution No. 23-013, until the next meeting.
- Manager Moosey attended the Chambers "Rise & Shine" event this morning and acknowledged it as a great asset to the Palmer community.
- Library staff is working to get the temporary library up and running the beginning of May.
- RFP is due on May 19th for the Library rebuild.
- Salary position and review will be complete at the end of July.
- May 6th-7th is the Great Alaska Aviation Gathering.
- May 9th-13th is the Palmer Community Clean Up Day.

2. Mayor's Report

- Provided an overview of the written report in the packet.
- Who Let the Girls Out is happening this weekend, April 28th-29th.
- Story Time at the Musk Ox Farm is happening May 29th-30th.

3. City Clerk's Report

- Reminder of the Joint Special Council Meeting on May 9th at 5:00 p.m.

4. City Attorney's Report

Attorney Heath gave a presentation on Public Safety and Livability Enhancements.

Manager Moosey asked the Council for permission to write a Resolution to the Legislature and the Governor's Office asking for action on our court system to staff appropriate attorney and judges to meet our needs. Supported by Council Member Best and Deputy Mayor Melin.

Manager Moosey is currently working with the School District to onboard Safety Resource Officers for the Schools and during the Alaska State Fair.

A question and answer period ensued between Council Members and the City Attorney.

Mayor Carrington called for a recess at 7:30 p.m., and the meeting reconvened at 7:40 p.m.

G. AUDIENCE PARTICIPATION

Travis Friesen:

- Noted the lack of recycling options in Palmer.

Chris Tyree:

- Spoke regarding pornography in the school district.

Wesley Artz:

- Commented on the vagrancy issue in Palmer.

Denise Statz:

- Commented on vagrancy issues in Palmer.

Shea O'Malley:

- Commented on the vagrancy issue in Palmer and the need for additional police resources.

Kelly McKay-Dolfi:

- Spoke on vagrancy issues experienced by business owners and their employees.

Jackie Goforth:

- Commented on Librarians.

Cindy Hudgins:

- Commented on vagrancy issues in Palmer.

Mike Chmielewski:

- Commented on two recent passings of friends that had their impact in the community, and that they chose to spend their time in the City of Palmer.

H. PUBLIC HEARINGS

1. **Resolution No. 23-011:** Authorize the Palmer City Manager to Accept the Volunteer Fire Assistance Grant Funds Awarded by the State of Alaska, Department of Natural Resources, Division of Forestry and Appropriate the Funds to the City of Palmer Fire & Rescue in the Amount of \$5,759.45 to Purchase Wildland Fire Equipment

Mayor Carrington opened the public hearing.

Seeing no one come forward, Mayor Carrington closed the public hearing.

Chief Cameron provided a staff report.

Main Motion: To Approve Resolution No. 23-011.

Moved by:	Tudor
Seconded by:	Alcantra
Vote:	Unanimous
Action:	Motion Carried

2. **Resolution No. 23-013:** Support the Designation of the Mat-Su Valley Planning For Transportation (MVP for Transportation) as the Metropolitan Planning Organization (MPO) of the Mat Su Area

Mayor Carrington opened the public hearing.

Cindy Hudgins:

- Spoke in opposition to Resolution No. 23-013.

Jackie Goforth:

- Spoke in opposition to Resolution No. 23-013.

Main Motion: To Approve Resolution No. 23-013.

Moved by:	Anzilotti
Seconded by:	Alcantra
Vote:	Unanimous
Action:	Motion Carried

Main Motion: To move Council Comments before Action Memoranda on the agenda

Moved by:	Melin
Seconded by:	Ojala IV
Vote:	Unanimous
Action:	Motion Carried

I. COUNCIL MEMBER COMMENTS

Council Member Tudor:

- Thanked everyone for their participation during tonight’s meeting.
- Quoted Thomas Jefferson.

Council Member Alcantra:

- Appreciates the public for their comments tonight.
- Heard the responses regarding the MPO and foresees a slow and cautious future.
- Looking forward to Palmer Clean Up Week.

Council Member Melin:

- Thank you to everyone for attending the meeting tonight.
- Requested information on the cost, etc. for the City to employ their own prosecutor. Council Member Ojala IV offered support.
- Requested that the City outfit Palmer Police officers with bikes to patrol Palmer. Council Member Best offered support.
- Asked the public to study MPO’s and do their homework.

Council Member Anzilotti:

- Thankful to the public for sharing their experiences with vagrant individuals.

Council Member Ojala IV:

- Commented on vagrancy issues in Palmer.
- Commented on the MPO.

Council Member Best:

- Commented on vagrancy issues.
- Challenged non-profits to be better partners with the City.

J. ACTION MEMORANDA

1. **Action Memorandum No. 23-020:** Directing the City Manager to Notify the State of Alaska of the City Council’s Statement of Non-Objection of the license renewal of Alaska State Fair, License #39

Main Motion: To Adopt Action Memorandum No. 23-020.

Moved by:	Best
Seconded by:	Tudor
Vote:	Unanimous
Action:	Motion Carried

1. **Action Memorandum No. 23-021:** Approving a Council Community Grant to Rodeo Alaska in the staff recommended amount of \$4,500 for the 49th State PRCA Xtreme Bros and Music Festival with \$1,500 to be paid from the City Council Community Grant Fund and \$3,000 to be paid from the City Manager’s Marketing Funds

Main Motion: To Adopt Action Memorandum No. 23-021.

Moved by:	Best
Seconded by:	Alcantra
Vote:	Unanimous
Action:	Motion Carried

3. Action Memorandum No. 23-022: Authorizing the City Manager to Purchase New Mobile Radios in the Amount not to Exceed \$322,177.71 Through the Awarded Homeland Security SHSP Grant Funds

Main Motion: To Adopt Action Memorandum No. 23-022.

Moved by:	Melin
Seconded by:	Alcantra
Vote:	Unanimous
Action:	Motion Carried

4. Action Memorandum No. 23-023: Authorizing the Palmer City Manager to Purchase Fire Hose from LN Curtis Utilizing Capital Project Funding Adopted in the 2023 City of Palmer Budget

Main Motion: To Adopt Action Memorandum No. 23-023.

Moved by:	Best
Seconded by:	Ojala
Vote:	Unanimous
Action:	Motion Carried

K. UNFINISHED BUSINESS

L. NEW BUSINESS

M. RECORD OF ITEMS PLACED ON THE TABLE

Arctic Winter Games pins, Artic Winter Games "Passport books", Documents from Jackie Goforth, Documents from Chris Tyree.

N. AUDIENCE PARTICIPATION

Travis Friesen:

- Spoke regarding decriminalization in Portland, Oregon and enabling vagrants.

Denise Statz:

- Offered funds to buy bikes for Police Officers to allow them to patrol downtown.

Cris Tyree:

- Commented on MPO legislation.

Kelly McKay-Dolphi:

- Continued with comments of vagrancy issues in Palmer and offered funds to purchase bikes for the Police Officers.

Wesley Artz:

- Commented on vagrancy issues and efforts of the City Council.

Jackie Goforth:

- Commented on vagrancy issues.

Cindy Hudgins:

- Commented on the MPO.

Mike Chmielewski:

- Commented on the need for defined bike lanes in Palmer.

O. EXECUTIVE SESSION

P. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:11 p.m.

Approved this 9th day of May, 2023.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor



PROCLAMATION

A PROCLAMATION RECOGNIZING THE ACADEMIC ACHIEVEMENT OF THE PALMER HIGH SCHOOL CHEER TEAM

WHEREAS, the Palmer High School Cheer Team

Mikayla Bell
Kaya Biddle
Skylar Brougham
Myla Curry
Lila Folsom
Breanna Gauthier
Zoe Martel
Torrey McClain
Allie McGraw
Merritt Waite

have consistently demonstrated academic excellence and dedication to their education; and

WHEREAS, the Alaska Sports Activities Association (ASAA) is a non-profit organization that encourages and recognizes outstanding student-athletes and their achievements both in sports and academics; and

WHEREAS, the Palmer High School Cheer Team has won the prestigious Award for Highest Grade Point Average from the Alaska Sports Activities Association for the 2023, showcasing their commitment to maintaining a balance between academics and athletics; and

WHEREAS, the team's hard work, discipline, and perseverance have brought pride and distinction to Palmer High School and the entire community; and

WHEREAS, the support and guidance from the coaching staff, teachers, parents, and peers have played a vital role in helping the team achieve this remarkable accomplishment;

NOW, THEREFORE, IT IS PROCLAIMED by the mayor and city council of the city of Palmer, Alaska, recognize and congratulate the Palmer High School Cheer Team on their outstanding achievement and honor them with this Proclamation for winning the ASAA Award for Highest Grade Point Average.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the seal of the city of Palmer to be affixed on this _____ day of _____, 2023.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk



PROCLAMATION

A PROCLAMATION RECOGNIZING THE TORREY MCCLAIN

WHEREAS, the City of Palmer is committed to recognizing the achievements and contributions of its outstanding citizens, and

WHEREAS, Torrey McClain, an exceptional student-athlete at Palmer High School, has been selected as the Student Athlete of the Year for her outstanding dedication, sportsmanship, and academic success, and

WHEREAS, Torrey McClain has maintained an impressive 3.80 Grade Point Average (GPA) throughout her high school career, demonstrating an unwavering commitment to academic excellence, and

WHEREAS, Torrey McClain has showcased extraordinary talent and leadership in cheerleading as a team captain, earning both an academic award and the "For the Love of Cheer Award," reflecting her passion for the sport, and

WHEREAS, Torrey McClain has also displayed a remarkable passion for the performing arts, serving as a member of the All-state choir and earning the ASAA academic award for music, demonstrating her dedication to excellence in the arts, and

WHEREAS, Torrey McClain has been an esteemed member of the District honor choir and has earned first place at the all-state choir competition, further exemplifying her exceptional talent, and

NOW, THEREFORE, I, Steve Carrington, Mayor of the City of Palmer, do hereby proclaim April 26, 2023, as

TORREY MCCLAIN DAY

in the City of Palmer, and I encourage all citizens to join me in celebrating the outstanding achievements and contributions of this exemplary student-athlete.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Palmer to be affixed this 25th day of April, in the year 2023.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk



PROCLAMATION

A PROCLAMATION RECOGNIZING KAYSON ASAY

WHEREAS, the City of Palmer is committed to recognizing the achievements and contributions of its outstanding citizens, and

WHEREAS, Kayson Asay, a remarkable student-athlete at Palmer High School, has been selected as the Student Athlete of the Year for his exceptional dedication, sportsmanship, and academic prowess, and

WHEREAS, Kayson Asay has maintained an impressive 3.40 Grade Point Average (GPA) throughout his high school career, demonstrating an unwavering commitment to academic excellence, and

WHEREAS, Kayson Asay has showcased extraordinary talent and leadership in football as a team captain, earning first-team all-conference and second-team all-state on offense, and second-team all-state on offense honors, and

WHEREAS, Kayson Asay has also excelled in wrestling as a state qualifier and team captain, reflecting his versatile athletic abilities, and

WHEREAS, Kayson Asay has additionally displayed a remarkable passion for the performing arts, serving as the first chair bass in the district honor choir, a member of the All-state choir, and earning first place in the state solo and ensemble competition, as well as being a member of the Palmer High School jazz choir, and

NOW, THEREFORE, I, Steve Carrington, Mayor of the City of Palmer, do hereby proclaim April 27, 2023, as


KAYSON ASAY DAY

in the City of Palmer, and I encourage all citizens to join me in celebrating the outstanding achievements and contributions of this exemplary student-athlete.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Palmer to be affixed this 25th day of April, in the year 2023.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk



Palmer Mayor's Report

May 9, 2023, Council Meeting

Meeting Agenda Highlights:

We have three **proclamations**:

- Proclamation Recognizing the Palmer High School Cheer Team
- Proclamation Recognizing Palmer High School Female Athlete of the Year Torrey McClain
- Proclamation Recognizing Palmer High School Male Athlete of the Year Kayson Asay

We have one **presentation**:

- City Finance Director Gina Davis, Alaska Remote Sellers Sales Tax – Gina's report provides useful history of how online sales tax works in Alaska. Our previous City Manager, Nate Wallace and I were part of the early discussions with Alaska Municipal League (AML) when the Alaska Remote Sellers Sales Tax Commission (ARSSTC) was being set up.

Recent Meetings and Events:

- Attended the Valley Pastors Prayer Network meeting for the Day of Prayer on May 4th.
- Meeting with Manager Mike Brown and staff to learn more about the valley's MPO, the Matsu Valley Planning for Transportation (MVP).
- Meeting with Tim Pettit, CEO of Mat-Su Senior Services to explore ways the city and senior center can work together.
- Helped judge at the World Fair at Academy Charter School May 4th.
- Inside the City at Radio Free Palmer, Friday May 5
- MTA Valley Chrome & Wheel Car Show at MTA Events Center (1317 S Kerry Weiland Ct, May 5-7th (Friday, Saturday & Sunday).
- Great Alaska Airmen's Gathering at Palmer Fairgrounds and Palmer Airport with free admission and free trolley shuttle Saturday and Sunday, May 6-7th.

Upcoming Meetings and Events

- May 29th @ 1 p.m. -- Memorial Day Ceremony honoring fallen military members. Deputy Mayor Pam Melin will be attending and reading the City of Palmer's proclamation.

Mayor Steve Carrington



Mayor Steve Carrington
City of Palmer

Phone: (907) 761-1301
Direct: (907) 761-1312
Fax: (907) 761-1340

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

Dear Graduating Class of 2023,

On behalf of the Palmer City Council, I would like to extend to you our heartfelt congratulations on your upcoming graduation. You have reached an important goal through hard work and perseverance.

For a letter to graduates, it seems like there should be something encouraging, cautionary and even hopeful. But I don't always feel so wise, so here are three quotes to steer us straight:

“There is more in you of good than you know, child of the kindly West. Some courage and some wisdom, blended in measure. If more of us valued food and cheer and song above hoarded gold, it would be a merrier world.”

— J.R.R. Tolkien, [The Hobbit](#)

Ah, the balance of hobbits. Wisdom and courage mixed with food, fellowship and singing! If you manage to do this and not worry about dragon-hoarded gold, your life-adventure should be a good one!

“Humility, if it comes at all, almost always comes too late.”

— Stephen R. Lawhead, [Merlin](#)

From the wisdom of a different wizard, Merlin, short and sweet. Humility is seeing things truthfully without pride or prejudice. That old adage of not having to sit up with the grandiose people. Humility is rather small, you have to look for it or you will miss it!

There are far, far better things ahead than any we leave behind.—C.S. Lewis

Change can be disconcerting or even scary. But truly there are better things ahead. Look for what is true, what lovely and excellent. Quest for these things.

Congratulations on your achievements Class of 2023!

May the road rise up to meet you. May the wind be always at your back.

Sincerely,

Mayor Steve Carrington
City of Palmer

**City of Palmer
Resolution No. 23-012**

Subject: Resolution No. 23-0XX: Accepting and Appropriating the 2023 State of Alaska High Visibility Click It Or Ticket Enforcement Grant 402 BIL PT-23-06-BL(A)-3 in the Amount of \$4,480 to be used for High Visibility Seatbelt Enforcement Activities by the Palmer Police Department


Agenda of: May 9, 2023

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: Dwayne A Shelton, Chief of Police

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
X	Police		4-20-2023
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ **12,480.00**

This legislation (√):



- Creates revenue in the amount of: \$ 4,480.00
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

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

Director of Finance Signature: _____

Approved for Presentation By:

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

Attachment(s):

- Resolution No. 23-012
- Grant Award Documents

Summary Statement/Background:

The City of Palmer has applied to the State of Alaska Department of Transportation for grant monies in the amount of \$4,480.00 to fund high visibility overtime seatbelt enforcement. That amount includes \$4,240.00 for officers to conduct additional seatbelt enforcement during high intensity periods when such infractions are more likely. The enforcement is strictly on an overtime basis and will not detract from routine patrol or other duties required of the Palmer Police Department. The enforcement is also voluntary on the part of the officers. The additional \$240.00 is to cover additional fuel costs incurred by the extra enforcement activity. No matching funds are required. The enforcement period runs from May 22, 2023 through June 41, 2023.

Seatbelt infractions represent a public safety concern due to increased risk of injury in motor vehicle accidents. The grant will allow for extra patrol specifically focused on detecting, investigating, and citing those motorists who violate Alaska seatbelt laws. The ultimate objective is an increase in voluntary compliance with existing seatbelt statutes. During the course of their enforcement activities, officers also encounter and investigate other crimes and violations on their traffic stops. In the past these have include driving offenses, drug offenses, as well as simple speeding and other traffic violations. The officers address these crimes and violations as they arise, which is also a benefit to public safety.

Administration's Recommendation:

Approve Resolution No. 23-012.

LEGISLATIVE HISTORY

Introduced by:

Date:

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 23-012

A Resolution of the Palmer City Council Authorizing the City Manager to Accept and Appropriate the 2020 State of Alaska High Visibility Click It Or Ticket Enforcement Grant 402 BIL PT-23-06-BL(A)-3 in the Amount of \$4,480.00 to be Used for High Visibility Seatbelt Enforcement Activities by the Palmer Police Department

WHEREAS, seatbelt infractions are a public safety concern for the citizens of the City of Palmer; and

WHEREAS, seatbelt usage has been shown to reduce the risk of bodily injury in a vehicle collision; and

WHEREAS, the Palmer Police Department is tasked with enforcing state statutes, including the seat belt statute to increase the safety of the driving public; and

WHEREAS, the Palmer Police Department has been awarded \$4,480.00 under the State of Alaska Department of Transportation 2023 Click It or Ticket Enforcement Mobilization

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council to accept and appropriate \$4,480.00 from the State of Alaska Department of Transportation to be used for Palmer police officers to engage in overtime high visibility seatbelt enforcement activities during dedicated enforcement periods from May 22, 2023 through June 4, 2023.

ORIGINAL SCOPE OF WORK

The City proposes to use the funds from the State of Alaska Department of Transportation to fund voluntary overtime for Palmer Police Department patrol officers to engage in high visibility enforcement of seatbelt laws. The enforcement will consist of extra patrol dedicated to detection, investigation, and prosecution of seatbelt infractions, which are a public safety concern for the citizens of the City of Palmer. The enforcement period is specifically identified by the State of Alaska in the grant document and coincides with the Click-it-or-Ticket National Enforcement Mobilization.

Approved by the Palmer City Council this ____ day of _____, 2023.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk



Notice to Proceed

State of Alaska, DOT & PF
 P.O. Box 112500
 Juneau, AK 99801-2500
 Ph: 907-465-4070
 Fx: 907-465-6984
dot.alaska.gov/highwaysafety

Grantee Name and Address: Palmer Police Department 423 S. Valley Way Palmer, AK 99645	Grant Title/ Short Description: FFY2023 High Visibility Enforcement Click IT or Ticket (CIOT) Event
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Supplemental Agreements: *Check all that apply.*

Enforcement Agreement Law Enforcement Liaison Agreement

Action Requested:

New Setup Increase Funds Reduce Funds Closure (Decrease)

Revision of Funds: *Please provide explanation of funding change and budget breakdown.*

FUNDING SUMMARY			
Budgets Approved for this NTP			
Budget Category	Current Budget Totals	AHSO Increase (Decrease)	Revised Budget Totals
(100) Personnel Services		\$ 4,240.00	\$ 4,240.00
(200) Travel & Per Diem		\$ -	\$ -
(300) Contractual Services		\$ 240.00	\$ 240.00
(400) Commodities		\$ -	\$ -
(500) Equipment	\$ -	\$ -	\$ -
(Indirect Costs)	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ 4,480.00	
TOTAL AMOUNT AUTHORIZED TO DATE			\$ 4,480.00

Explanation of Approved Grant Application & Activity Dates:
 Reimbursement amount cannot exceed the amount of this NTP. Activities are approved as listed in the signed and approved grant agreement.

AHSO USE ONLY GRANT CODING

Activities as outlined in the FFY 2023 Grant Application covering the period of: 10/1/22-9/30/23

IRIS Program HGRNT00210	<input type="checkbox"/> IPO2 (RSA/Interagency)	AHSO Grant Number 402 BIL PT-23-06-BL(A)-3
IRIS Phase THS402	<input checked="" type="checkbox"/> GAE (EN/Non-Interagency)	NTP #: 1
Activity Code 289P	Accounting Template TPJ001	Full Grant Amount: 4,480.00
Object Code 3112	Vendor # CIP84644	UEI #:
Grants Administrator Name: Shannon Conger		FAIN #: 69A37522300004020AK0
Signature: <i>Shannon Conger</i>		CFDA # and Name 20.600 State & Community Highway Safety
Date: 4/19/23		

Grants Administrator Name: Shannon Conger
 Signature: *Shannon Conger* Date: 4/19/23

You may proceed with the activities for the Categories and specific Tasks enumerated above in the Funding Summary. Any activities beyond the written scope and/or any costs above the price estimate in our Agreement require prior AHSO approval and a Project Revision. Actual cost underrun of the Contract Amount for any Category shall not routinely accumulate for other Categories. AHSO reserves the right to retain or reallocate any remaining funds resulting from such cost underruns. Conditions to this agreement are as outlined in the "Agreement Conditions" Section 3 of the application for grant, **CONDITIONS ARE A PART OF THE PROJECT AGREEMENT AND, AS SUCH, ARE BINDING ON ALL PARTIES TO THE PROJECT AGREEMENT.**

This NTP is cumulative and supersedes all prior NTPs for this Agreement.

Issued for the Contracting Agency per ADOT&PF Policy #01.01.050 by AHSO Administrator: Tammy Kramer Signature: <i>Tammy Kramer</i> Date: 04.20.2023	Accepted for the Grantee by: Signature: <i>[Signature]</i> Date: 4/20/23
---	---



Supplemental CIOT Enforcement Agreement #1

State of Alaska, DOT & PF
 P.O. Box 112500
 Juneau, AK 99801-2500
 Ph: 907-465-4070
 Fx: 907-465-6984
dot.alaska.gov/highwaysafety

Grantee Name and Address: Palmer Police Department 423 S. Valley Way Palmer, AK 99645	Title/ Short Description: FFY2023 High Visibility Enforcement Click IT or Ticket (CIOT) Events
---	---

Action Requested New Setup Revision of Agreement: Please provide change in the Enforcement Plan Breakdown.

ACTUAL COST OF OVERTIME TO INCLUDE BENEFITS IS NOT TO EXCEED THE FOLLOWING AMOUNT INCLUDING VEHICLE USAGE **\$ 4,480.00**

Enforcement Plan Breakdown				
Enforcement Period	Budget of Time/Hours			Budget
	EXPENSE ITEMS	HOURS	AVERAGE HOURLY	
Memorial Day 18:00, 5/15/23 through 06:00, 6/4/23	Hours		\$ 106.00	\$ 4,240.00
	Vehicle Usage	40.00	\$ 6.00	\$ 240.00
Enforcement Period Total:				\$ 4,480.00
	Hours		\$	\$ -
	Vehicle Usage		\$ 6.00	\$ -
Enforcement Period Total:				\$ -
	Hours		\$	\$ -
	Vehicle Usage		\$ 6.00	\$ -
Enforcement Period Total:				\$ -
	Hours		\$	\$ -
	Vehicle Usage		\$ 6.00	\$ -
Enforcement Period Total:				\$ -
	Hours		\$	\$ -
	Vehicle Usage		\$ 6.00	\$ -
Enforcement Period Total:				\$ -
Total Hours				\$ 4,240.00
Total Vehicle Usage				\$ 240.00
GRAND TOTAL of Enforcement Periods				\$ 4,480.00

Purpose/Objectives: In order to reduce deaths and injuries caused by impaired drivers, the Grantee will conduct high-visibility CIOT enforcement as detailed in the Alaska Strategic Enforcement Partnership Enforcement Plan submitted to the Alaska Highway Safety Office in April 2006. The Palmer Police Department agrees to participate in the following enforcement blitzes from October 1, 2022 through September 30, 2023. As a guideline, a minimum of three (3) self-initiated contacts per hour funded with a 'desired outcome' of contacting as many violators as possible should be made. **Allowable use of funds is for overtime salary @ 1.5 times the normal rate, wages and benefits of commissioned personnel in direct support of operational activity.** To receive reimbursement for personnel services the department must provide activity sheets, overtime hours worked and the overtime hourly rates for each officer.

Agreement are as outlined above for FFY2023 Grant period of October 1, 2022 - Sep. 30, 2023.

Project Control DUI Enforcement Agreement Approved	
Accepted for the Grantee by: 4/20/23 Signature _____ Date	Grants Administrator: Shannon Conger 4/16/23 Signature _____ Date

You may proceed with the activities for the Categories and specific Tasks enumerated in the above Enforcement Agreement. Conditions to this agreement are as outlined in the "Agreement Conditions" **CONDITIONS ARE A PART OF THE PROJECT AGREEMENT AND, AS SUCH, ARE BINDING ON ALL PARTIES TO THE PROJECT AGREEMENT.**

This Enforcement Agreement is cumulative and supersedes all prior Enforcement Agreements.

The AHSO Administrator for this NTP is: Tammy Kramer
 Issued for the Contracting Agency per ADOT&PF Policy #01.01.050 by: Tammy Kramer
 04.20.2023
 Signature _____ Date

**City of Palmer
Resolution No. 23-013**

Subject: Support of The Designation of The Mat-Su Valley Planning For Transportation (MVP For Transportation) as the Metropolitan Planning Organization (MPO) of the Mat-Su Area.

Agenda of: April 25, 2023, May 9, 2023

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: John Moosey, City Manager

Department Review:

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

Certification of Funds:

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



- This legislation (√):
- Creates revenue in the amount of: \$ _____
 - Creates expenditure in the amount of: \$ _____
 - Creates a saving in the amount of: \$ _____
 - Has no fiscal impact

Funds are (√):

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

Director of Finance Signature: _____

Approved for Presentation By:

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

Attachment(s):

1. Resolution No. 23-013

Summary Statement/Background:

The Wasilla/Knik-Fairview/North Lakes area was designated in the list of 202 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29,2022.

49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization ("MPO") for each urbanized area within the country of at least 50,000 population.

USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding.

Those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process.

Administration's Recommendation:

Approve Resolution No. 23-013

LEGISLATIVE HISTORY

Introduced by: Manager Moosey
Date: April 25, 2023
Public Hearing: April 25, 2023
Second Public Hearing: May 9, 2023
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 23-013

A Resolution of the Palmer City Council in Support of Mat-Su Valley Planning for Transportation (MVP for Transportation) as the Metropolitan Planning Organization (MPO) of the Mat-Su Area, Formation of the MVP as an Independent Organization and Provide for Membership in the MPO and as a Member of the Board of Directors.

WHEREAS, 49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization ("MPO") for each urbanized area within the country of at least 50,000 population; and

WHEREAS, USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding;

WHEREAS, those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process; and

WHEREAS, an MPO, is generally comprised of representative from local government, transportation stakeholders and governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and

WHEREAS, designation or selection of officials or representatives to serve on the MPO Board is not set by federal law or regulation and the State of Alaska is silent on who is to serve on small MPO (less than 200,000 persons) Boards; and

WHEREAS, the Wasilla/Knik-Fairview/North Lakes, AK area was designated in the list of 2020 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29, 2022; and

WHEREAS, under 23 U.S.C. § 134, via an agreement with the Governor of the State of Alaska and units of general-purpose local government that together represent at least 75 percent of the affected population, an MPO shall be designated within **one-year** of the release of the Federal Register Notice announcing the qualifying urban areas; and

WHEREAS, this agreement must contain a map of the new Metropolitan Planning Area (MPA) which delineates the area of responsibility of the MPO and is defined by the U.S. Census, and that area that is anticipated to be considered urban in the next 20 years; and

WHEREAS, in July 2020, a consultant team was retained by the Matanuska-Susitna Borough (“MSB”) to coordinate the planning for a new MPO funded by federal transportation Planning funds; and

WHEREAS, in October 2020, a Steering Committee was established, made up of transportation stakeholders of the region, whose mission is to guide the MPO formation process as it relates to presenting recommendations to the Pre-MPO Policy Board regarding organizational and operational structure and <insert name> is represented on this committee; and

WHEREAS, in September 2021, a Pre-MPO Policy Board was established, made up of local government officials, the State of Alaska Department of Transportation and Public Facilities, and multi-modal advocates to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Mat-Su urbanized area and <insert name> is represented on this board; and

WHEREAS, the planning effort for the establishment of the new MPO has progressed in earnest since July 2020, conducting monthly public meetings, developing a website, annual work plans, Public Participation Plan, Public Participation Plan for Pre-MPO designation efforts, MPO Boundary Development Strategy and subsequent Metropolitan Planning Area boundary development, Metropolitan Transportation Plan Scope of Work, membership dues structure, organizational Bylaws and Operating Agreement; and

WHEREAS, the Pre-MPO Policy Board, in March 2022, unanimously voted to adopt the formation of an independent, 501(c)(3) organization for MVP for Transportation; and

WHEREAS, MVP for Transportation is submitting the Pre-MPO Policy Board approved Operating Agreement, Bylaws and Metropolitan Planning Area Boundary to the Governor for designation as the new MPO for the Wasilla/Kink-Fairview/North Lakes, AK urbanized area and needs to establish its office, hire staff, establish a bank account, file Articles of Incorporation with the State of Alaska Department of Commerce, Community and Economic Development Division of Corporations, obtain Business and Professional Licensing to become a non-profit corporation, negotiate intergovernmental agreements to establish participation by member agencies and associated dues, so that transportation planning work can begin on behalf of the MPO.

NOW, THEREFORE, BE IT RESOLVED that the City of Palmer supports the designation of MVP for Transportation by the Governor as the MPO of the Mat-Su metropolitan planning area.

BE IT FURTHER RESOLVED that the City of Palmer supports the formation, organization, and operation of the MPO as an independent organization.

BE IT FURTHER RESOLVED that the City of Palmer City Council will determine who is to serve as a member of the Policy Board of MVP for Transportation.

BE IT FURTHER RESOLVED that the City of Palmer City Council will determine who is to serve as a member of the Board of Directors of MVP for Transportation and authorizes this person to execute all related organizational and administrative documents on behalf of MVP for Transportation.

Approved by the Palmer City Council this ___th day of _____, 2023.

Steven J Carrington, Mayor

Shelly Acteson, CMC, City Clerk

**City of Palmer
Action Memorandum No. 23-024**

Subject: Authorizing the City Manager to Enter into an Agreement for a Five Year Contract for a Student Resource Officer Services at Colony High School and Colony Middle School

Agenda of: May 9, 2023

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: John Moosey, City Manager

Department Review:

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

Certification of Funds:

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

This legislation (√):


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

Funds are (√):

- Budgeted Line item(s): A resolution will be presented for the appropriation of funds once the
- Not budgeted Contract has been signed.

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. Action Memorandum 23-024

Summary Statement/Background:

The Matanuska Susitna Borough School District (MSBSD) and the Palmer Police Department want to duplicate the safety efforts that are in place at Palmer High School and Palmer Junior Middle School at both Colony High School and Colony Middle School. The agreement will start July 1, 2023 and be in place until June 30, 2028.

The City Manager and Chief Shelton met with the Matanuska Susitna Borough School District on April 12 to discuss the topic of a School Resource Officer at Colony High School and Colony Middle School. The City Manager and Chief presented the cost estimates for the City to provide this service. The City is waiting for the contract with the total cost to be received from MSBSD. The City Manager will introduce legislation in the form of a resolution once the contract is received with the cost breakdown for the appropriation of funds.

Administration's Recommendation:

Approve Action Memorandum No. 23-024.

**School Resource Officer Program
Memorandum of Agreement
between the
Matanuska-Susitna Borough School District
and the
City of Palmer Police Department**

Purpose:

The purpose of Memorandum of Agreement (MOA) between the Matanuska-Susitna Borough School District (District) and the City of Palmer Police Department (Department), is to document the terms and conditions that have been agreed to provide for a School Resource Officer (SRO) program for the schools located within the City of Palmer. The parties understand and agree that program requirements may change and amendments to this agreement may be necessary from time to time.

Intent:

The District and Department hereby agree to the following collaborative concepts for the School Resource Officer program:

1. Both parties support placing a School Resource Officer (SRO) within the schools located within the City of Palmer to enhance and improve the overall safety and security of schools, youth, and the community.
2. For the term of this Agreement, both parties agree to maintain an open forum for the purpose of evaluating, improving, and managing this program.
3. Both parties intend to secure and maintain local funds for this program to continue for a period of five years. Both parties also pledge to work collaboratively to seek grant funds or other funding sources to support and maintain the program.
4. The parties agree to and monitor key program elements for determining the outcomes and lessons learned from this program.
5. The program involves duties and assignments at Colony High School and Colony Middle School. Nothing in this agreement is intended to restrict or prohibit the SRO from responding to an emergency, investigation of criminal activities, or providing technical assistance to another school as time permits.
6. The parties will jointly develop and implement program goals, tasks, projects, and evaluations on an annual basis.
7. The parties understand, acknowledge, and agree that not every contingency can be covered within this agreement. The parties agree that within the scope and intent of this agreement the discretion and responsibility to develop and grow the program shall be with the assigned points of contact for the District and Department.

The Department agrees to:

1. Employ and assign one Alaska State certified police officer to the program. The officer shall have a minimum of 2 years of patrol experience and other training, skills, knowledge, or abilities that would enhance their ability to work within the school environment.
2. Shall pay all costs associated with the assigned police officer, to include compensation, benefits, overtime, insurance, or other costs routinely associated with and paid for by the Department subject to the cost sharing agreement (Attachment A).
3. Provide supervision of the assigned officer.
4. Provide and maintain the required officer-related equipment such as uniforms, weapons, radio, vehicle, and other related items subject to the cost sharing agreement (Attachment A).
5. Assign the SRO to Colony High School and Colony Middle School (assigned schools) at least 75% of their scheduled days of work. The actual hours of work for each day and days at work will be coordinated between the Department and Colony High School as the lead school.
6. Assign the officer to a flexible work schedule to meet the needs and requirements of the schools and Department to include coverage/attendance of large school functions and events such as dances, etc.

The District agrees to:

1. Provide annual funding support for this program in the amounts specified in Attachment A as approved by the School Board in its annual budget.
2. Provide an office space at Colony High School, a computer with internet access, desk, chair, telephone, and office supplies as needed for the SRO.
3. The district will assign a staff member at Colony High School and at Colony Middle School as the single points of contact with its administration between the schools and Department.
4. Colony High School and Colony Middle School will advise the SRO of any criminal activity it becomes aware of that occurs in or around the school.
5. Colony High School and Colony Middle School will allow the SRO to participate in classroom discussions and presentations in such areas as substance abuse prevention, personal safety, law enforcement careers, and other areas or topics as the SRO may be qualified or trained in providing. The SRO will not be assigned classroom assignments or tasks that supplant a certified teacher's responsibility.
6. Single points of contact and assigned district administration representative will assist in the annual program evaluation, goal setting, and activities.
7. Assist Department with the selection of the SRO and provide input to the performance evaluation of the SRO.

Payments:

The Department shall invoice the District quarterly for actual SRO expenses within 5 business days after the end of each quarter as defined below:

- Q1 July 1 - September 30
- Q2 October 1 - December 31
- Q3 January 1 - March 31
- Q4 April 1 - June 30

The District will pay net 30 days from receipt of invoice. Invoice must be accompanied by supporting documentation including payroll and benefits expense reports, applicable gas receipts, etc. Invoices and applicable backup can be emailed to Accounting@matsuk12.us or mailed to:

Matanuska-Susitna Borough School District
Attn: Business Services
501 N. Gulkana St.
Palmer, AK 99645

Term:

The term of this Agreement shall be from July 1, 2023, through June 30, 2028, after which it shall automatically terminate.

Student Discipline:

1. Student discipline shall remain the responsibility of the District.
2. The SRO may be called in to assist in student disciplinary cases that involve criminal activity where the student is the offender or victim, to provide technical expertise in proper investigative procedures or to act as a third-party during interviews.
3. The SRO will not be requested to initiate or hand out administrative disciplinary actions.
4. The District will refer all criminal acts - Class A misdemeanors or felonies that occur on school grounds, facilities, or programs, or that become known to the District regarding students at Palmer area schools to the SRO for potential criminal investigation and evaluation.
5. District may coordinate administrative disciplinary actions with the SRO's criminal investigation when appropriate.
6. If agreed to by both the school and Department, disciplinary actions for minor criminal acts will be handled by the school.

Transporting Students:

1. The SRO shall not transport students in their vehicle while engaged in SRO duties at a school except:
 - a. When the student is under arrest or otherwise detained, the SRO shall follow the Department policies and procedures for transporting juveniles.
 - b. To transport a student to a referral agency such as the hospital, clinic, or other location as determined by the school when the student represents an immediate safety threat to themselves or others.
 - c. To remove a student who has been suspended or expelled, the parent or guardian is not available to remove the student, and the student represents an immediate safety threat to themselves or others.
 - d. At the discretion of the SRO supervisor.
 - e. The SRO shall notify the school principal or designee prior to removing any student from the school.

Investigation Procedures:

1. The SRO has the responsibility and authority to investigate criminal acts or suspected criminal activity on and around the school. The SRO shall coordinate such activities with the school to minimize education disruptions and to assure coordination with any administrative actions required by the school.
2. The SRO may conduct interviews of students during school hours with the approval of the principal and after notifying the parents or guardians, provided such notification does not conflict with appropriate investigatory procedures.
3. If in the opinion of the SRO and principal an immediate investigation or interview is necessary to protect the safety of a student, school, or staff, the SRO may conduct the interview without parental contact.
4. The SRO will follow the Department policies and procedures for interviews of juveniles.

Search Procedures:

1. School officials shall always follow the District policy on student searches.
2. Evidence of criminal acts uncovered during an administrative search conducted by and at the direction of the school officials shall be turned over to the SRO for criminal investigation and proceedings.
3. The SRO shall refrain from using a school official as an agent of the police in conducting a search and seizure situation. The SRO will not ask or manipulate a school official into making a search on behalf of the SRO that would otherwise be prohibited by law.

Arrest Procedures:

1. The principal of the school is responsible for notifying the parent or guardian of any student arrested during school hours.
2. When any student is placed under arrest while the student is on campus, the SRO shall immediately notify the School Safety and Emergency Preparedness Manager, who shall notify the principal.
3. If the SRO arrests a school district employee on school property, the SRO shall immediately notify the School Safety and Emergency Preparedness Manager. The School Safety and Emergency Preparedness Manager shall then notify the principal, who shall notify the Deputy Superintendent of Business and Operations and the Superintendent's office.
4. When any other person is arrested while on campus, the SRO shall notify the School Safety and Emergency Preparedness Manager as soon as is reasonably possible. The School Safety and Emergency Preparedness Manager will notify the principal.

Access to Education Records:

The parties understand that some student records maintained by the District are subject to legal restrictions on disclosure to protect student privacy. District officials shall be solely responsible for interpreting and applying those restrictions in cases where the SRO requests access to student records in the performance of police investigative duties, and the SRO shall abide by the determination of the District concerning access of the SRO to student records maintained by the District.

1. School officials shall allow the SRO access to inspect and copy public records maintained by the school, such as directory information and yearbooks.
2. School officials shall grant the SRO access to student educational records when such access is necessary to protect the health and safety of a student, other students in the school, staff, or the public. Such disclosure shall be documented by the school and maintained in a confidential manner.
3. Confidential records may also be released to the SRO upon receipt of a release of information signed by the parent or guardian or upon receipt of a search warrant or subpoena.

Complaints Regarding the School Resource Officer:

1. In the event of a complaint made against the SRO received by the school district, the School Safety and Emergency Preparedness Manager and SRO shall meet to discuss and resolve the issues or concerns raised. The SRO supervisor shall be notified of the complaint and may assist in the initial stage of resolution.
2. If the complaint cannot be resolved at the first level or is considered a serious problem, the School Safety and Emergency Preparedness Manager shall notify the SRO supervisor and refer the complaint to the SRO supervisor. The Department may notify the School Safety and

Emergency Preparedness Manager whether any disciplinary action was taken as a result of the complaint.

3. Concerns or issues regarding the performance of the SRO by the School Safety and Emergency Preparedness Manager shall be brought to the SRO supervisor. If the issue cannot be resolved at this level, the School Safety and Emergency Preparedness Manager shall meet with the Department chief to resolve the conflict.
4. If the SRO has a complaint regarding a school employee, they shall notify the School Safety and Emergency Preparedness Manager, who will contact the principal of the school the employee works in. The principal shall be responsible for investigating and handling the complaint in an appropriate manner. Should the complaint involve a principal or assistant principal, the School Safety and Emergency Preparedness Manager shall forward the complaint through the Executive Director of Operations to the Deputy Superintendent of Business and Operations.

Classroom Instruction:

1. The SRO may instruct or present materials in a classroom setting on topics or materials that have been approved through the principal.
2. The SRO may instruct in a classroom only when there is a certified teacher present. The teacher is responsible for classroom management.

Records:

1. All investigative records created by the SRO shall remain the property of the Department, who shall maintain and control them in accordance with Department policies and procedures.
2. Records other than investigative records created by the Department that pertain to the SRO's work and tasks that are not of an investigative or confidential nature shall be shared by the Department and the District.

District School Safety and Emergency Preparedness Manager:

Duties which are specifically assigned to the District School Safety and Emergency Preparedness Manager include:

- a. Provide for annual program evaluation
- b. Conduct an annual review of program goals and objectives and modify them as needed
- c. Prepare an annual report of the program for Department and District

Modifications and Amendments:

This agreement may be modified only in writing signed by both Parties.

The parties agree that for non-financial modifications to this agreement the format shown in Attachment B will be used to modify or amend operational details of this agreement.

Notices:

All written notices under this agreement shall be sent to the following:

For **the** District:

Steven Paine, School Safety and Emergency Preparedness Manager
501 N. Gulkana Street
Palmer, AK 99645

For the Department:

Dwavne Shelton, Chief of Police
423 S . Valley Way
Palmer, AK 99645

Duty of Defense and Indemnification:

Each party shall indemnify, defend, and hold the other party harmless from and against any claim of, or liability for, its own negligent acts, errors, and omissions under this Agreement. In the event of a claim of, or liability for, a negligent act, error, or omission of both parties, the indemnification, defense, and hold harmless obligations of this provision shall be apportioned on a comparative fault basis. This indemnification shall survive the termination of the Agreement.

Furthermore, the Department also agrees to indemnify, hold harmless and defend the District from and against all claims, liabilities, damages, losses, and expenses, of any nature whatsoever, arising out of or resulting from the Department's storage of property on or in Matanuska-Susitna Borough or District land or buildings for purposes related to the parties' School Resource Officer Program, and the overall safety and security of the schools, students, staff, and community. The term "property" includes weapons, both deadly and defensive, as defined in Alaska Statute 11.81.900. This indemnification, defense, and hold harmless provision is intended to protect the Matanuska-Susitna Borough and District even if the property is accessed and/or used by individuals without the knowledge or consent of the Department.

Insurance:

For the duration of this agreement, Department agrees to, at its expense, to have and maintain the following insurance coverage for the SRO:

1. State required workers' compensation
2. Professional and general liability
3. Vehicle damage and liability
4. Employee benefits as provided to other City of Palmer police officers

Termination:

Either party may terminate this agreement at any time, without cause, by providing written notice to the other party at least 90 days prior to the requested termination date, stating the reasons for termination and the effective date. In the event of early termination, the District will only be obligated to pay its Attachment B. percentage of Salary, Benefits, and Other Costs up to the date of termination. If the District has made advance payment of those costs, the Department shall reimburse the District, within 30 days of the date of termination, for those advanced costs will be, or would have been, incurred subsequent to the date of termination.

Agreed to this day:

For the Matanuska-Susitna Borough School District:

Dr. Randy Trani, Superintendent

Date

For the City of Palmer Police Department:

Dwayne Shelton, Chief of Police

Date

Attachment A

**School Resource Officer
Cost Sharing Agreement**

Compensation and Benefit Cost-Sharing:

Fiscal Year	District		City of Palmer		Total Budget
	Amount	Percentage	Amount	Percentage	
FY2022	\$ 95,350.00	75%	\$31,783.33	25%	\$ 127,133.33
FY2023	\$100,385.00	75%	\$33,461.67	25%	\$ 133,846.67
FY2024	\$104,925.00	75%	\$34,975.00	25%	\$ 139,900.00

Other Cost Sharing:

Both the District and Department recognize that other costs related to the SRO program may arise in addition to compensation and benefits costs. Costs which are directly related to the SRO program will be shared in the same 75% (District), 25% (Department) ratio as the compensation and benefits costs. At no time shall the District be financially obligated to pay more than \$125,000 in costs related to the SRO program in any given fiscal year.

Attachment B

**School Resource Officer
Agreement Form
For Minor Agreement Amendments**

Amendment number (INSERT NUMBER) to the School Resource Officer program Memorandum of Agreement between the Matanuska-Susitna Borough School District (District) and the City of Palmer Police Department (Department) is hereby agreed to this day _____, 20_____

Whereas the District and Department desire to amend the agreement for non-financial reasons and have agreed to use this form for that purpose, and

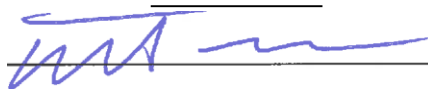
Whereas the amendment set forth below is of an operational nature necessary to the proper functions for the School Resource Officer program.

Now therefore the parties agree to the following amendment:

(INSERT AMENDMENT AGREEMENT HERE)

Dated this day _____ of _____, 20____

For the District:



For the Department:

**City of Palmer
Action Memorandum No. 23-025**

Subject: Authorize the City Manager to Negotiate and Execute a One Year Contract with the Matanuska-Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area (GPFSA)


Agenda of: May 9, 2023

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		06/07/18
_____	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: \$ **382,783.00**

This legislation (√):

<input checked="" type="checkbox"/>	Creates revenue in the amount of:	\$ <u>382,783.00</u>
<input type="checkbox"/>	Creates expenditure in the amount of:	\$ _____
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input checked="" type="checkbox"/>	Budgeted	Line item(s): <u>01-00-00-3425 Fire Services Contract</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: 

Attachment(s):

- GPFSA Intergovernmental Agreement

Summary Statement/Background:

Since the mid 1960s, the Matanuska-Susitna Borough has contracted with the City of Palmer to provide fire protection and response services to the Greater Palmer Fire Service Area (GPFSA). This has resulted in a mutually beneficial relationship to Palmer and the GPFSA. The current contract will expire June 30, 2018. The contract has been revised to reflect the appropriate date and monetary changes.

The financial data has been updated to reflect the 2018 Council approved budget. With certain exceptions, such as the City and GPFSA paying the insurance on their prospective apparatus, the contract calls for the GPFSA to pay the remaining one-half of the City of Palmer's Fire & Rescue budget. Operationally, combining fire service response for the City and the GPFSA allows for a larger pool of paid-on-call volunteers to respond to a call in either area, and it allows for a smaller, more streamlined overhead expense to the borough and the city.

Administration's Recommendation:

To approve Action Memorandum No. 23-025, Authorize the City Manager to Negotiate and Execute a One Year Contract with the Matanuska-Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area (GPFSA).

ADDENDUM NO. 4

to

**MATANUSKA-SUSITNA BOROUGH
GREATER PALMER FIRE SERVICE AREA
and
CITY OF PALMER**

INTERGOVERNMENTAL FIRE SERVICES AGREEMENT

THIS ADDENDUM NO. 4 hereby amends the June 2019 agreement between the Matanuska-Susitna Borough, a municipal corporation, hereafter referred to as “Borough” and the City of Palmer, a municipal corporation, hereafter referred to as “City” for the provision of fire protection services.

SECTION 4. Compensation/Consideration

- A. The Borough shall pay to the City an amount not to exceed 50% of Palmer Fire’s annual operating budget between the Borough (GPFSA) and the City, as per Section 7.B of this Agreement. The amount for year five (2024) shall be \$636,638.50. The amount shall be paid in two equal payments each year. Compensation shall be reviewed annually and any request by the City of Palmer for an increase will occur before the Borough budget is approved for the next fiscal year. If the Borough Manager agrees to the requested amount, they will present it to the Assembly as appropriate with a request for appropriations for the next fiscal year.

Except as herein amended, all other terms, conditions and requirements remain the same.

IN WITNESS WHEREOF, the parties have executed this ADDENDUM NO. 4 at Palmer, Alaska, on this _____ day of _____, 2023.

MATANUSKA -SUSITNA BOROUGH

CITY OF PALMER

Michael Brown, Borough Manager

John Moosey, City Manager

**City of Palmer
Action Memorandum No. 23-026**

Subject: Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection of the Liquor License Renewal of Loyal Order of the Moose Lodge #793

Agenda of: May 9, 2023

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: John Moosey, City Manager

Department Review:

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

Certification of Funds:

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

This legislation (√):


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

Funds are (√):

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

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. Loyal Order of the Moose Lodge #793 Review Form and Application #793

Summary Statement/Background:

The Loyal Order of the Moose Lodge #793 has applied for renewal of its liquor license. Per State law a local governing body may protest the approval of an application pursuant to AS 04.11.480 by providing the applicant with a clear and concise written statement of the reason for the protest or may voice a non-objection to a request.

Administration's Recommendation:

Approve Action Memorandum No. 23-026.

City of Palmer • Liquor License Review Form

BUSINESS NAME: Loyal Order of Moose Lodge #793 **OWNER:** Palmer Lodge #793 Loyal Order of Moose Inc
LICENSE TYPE: Club
LOCATION: 1136 S Cobb St Palmer, AK 99645

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current:

Yes

No

If no, explain:

Other Comments:

Finance Director

04/20/2023

Date

Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant:

Yes

No

If no, explain:

Other Comments:

Community Development Director

Date

Route to: Police Department

Police Department

Excessive Calls:

Yes

No

If yes, explain:

Other Comments:

Dwayne Shelton

4-20-23

Chief of Police

Date

TO COUNCIL FOR AGENDA OF: May 9, 2023



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 20, 2023

City of Palmer, Matanuska – Susitna Borough

Via Email: keliEFF@palmerak.org; bahanson@palmerak.org; license.reviews@matsugov.us;
alex.strawn@matsugov.us

Re: Notice of 2023/2024 Liquor License Renewal Application

License Type:	Club	License Number:	744
Licensee:	Palmer Lodge #793 Loyal Order of Moose Inc		
Doing Business As:	Loyal Order of Moose Lodge #793		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Joan Wilson, Director
amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

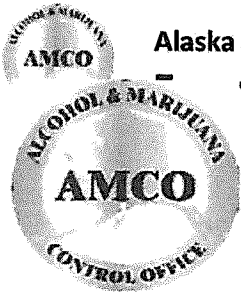
2023-2024 Master Checklist: Renewal License Application

Doing Business As:	Loyal Order of Moose Lodge #793	License Number:	744
License Type:	Club		
Examiner:	C. Brito	Transaction #:	100499756 ⁹

Document	Received	Completed	Notes
AB-17: Renewal Application	11/28/22	4/20/23	
App and License Fees	11/29/22	4/20/23	

Supplemental Document	Received	Completed	Notes
AB-25: Supplier Certification			
AB-33: Restaurant Receipts Aff			
AB-36: Rec Site Statement			
AB-37: Tourism Statement			
AB-39: Change of Officers			messing 2/2/23;
COI / COC / 5 Star / FAA Cert			
FP Cards & Fees / AB-08a	2/10		needs BC fees, FP'S
Late Fee (after 12/31/2022)			pd 3/10/23 48.25 x 5
Additional Documents:	# 100550854		
Names on FP Cards:			

	Yes	No	N/A
CBPL Entity Printout included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business License Copy included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> * See memo
Background(s) Completed & Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> pending needs
Special Consideration: _____	Board Meeting Date: 5/30-31/23		
LGB Sent Date: 4/20/23	LGB Deadline Date: 6/19/23		
LGB 1 Name: Palmer	LGB 2 Name: MSB		
<input type="checkbox"/> Waive	<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive
<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive	<input type="checkbox"/> Protest
<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive	<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed



Alaska Alcoholic Beverage Control Board

AB-17: 2023/2024 License Renewal Application

Alcohol and Marijuana Control Office
 550 W 7th Avenue,
 Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Licensee (Owner):	Palmer Lodge #793 Loyal Order of Moose Inc	License #:	744
License Type:	Club		
Doing Business As:	Loyal Order of Moose Lodge #793		
Local Governing Body:	Palmer, Matanuska-Susitna Borough		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Jeremy M. Hough	Contact Phone:	907-354-0979
Contact Email:	mail4jeremyhough@gmail.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:	MARILYN MAJORS	Contact Phone:	907-795-5266
Contact Email:	MARILYNMAJORS63@gmail.com		

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023? YES NO **AMCO** **CBS**

NOV 28 2022



Alaska Alcoholic Beverage Control Board
Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

Did the ownership structure of the licensed business change in 2021/2022? YES NO

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

Section 5 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | 2021 | 2022 |
|---|-------------------------------------|-------------------------------------|
| 1. The license was operated for more than 240 hours throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specified time each year. (Not to exceed 6 months per year)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated. If you have not met the minimum number of hours of operation in 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "Other" and COVID is listed as the reason.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 6 - Violations and Convictions

Have ANY Notices of Violation been issued for this license? YES NO

Has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.030 in 2021 or 2022? YES NO

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.

AMCO

NOV 28 2022



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

[Signature]
Signature of licensee

Marilyn R. Majors Owens
Signature of Notary Public

Jeremy Hough
Printed name of licensee

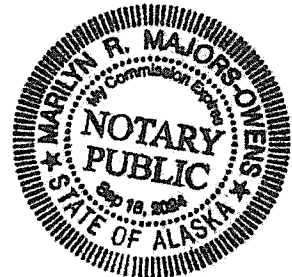
Notary Public in and for the State of Alaska

My commission expires: Sep 18 2024

Subscribed and sworn to before me this 17 day of November, 2022.

- Restaurant and Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site** applications must include a completed AB-36: Recreational Site Statement
- Tourism** applications must include a completed AB-37: Tourism Statement
- Wholesale** applications must include a completed AB-25: Supplier Certification
- Common Carrier** applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:
<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>



FOR OFFICE USE ONLY

License Fee:	\$ 1,200.00	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ 1,500.00

100499759 11/29

NOV 28 2022

Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	PALMER LODGE NUMBER 793, LOYAL ORDER OF MOOSE, INCORPORATED.

Entity Type: Nonprofit Corporation

Entity #: 1954D

Status: Good Standing

AK Formed Date: 8/29/1949

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 7/2/2023

Entity Mailing Address: BOX 772, PALMER, AK 99645

Entity Physical Address: 1136 S COBB ST, PALMER, AK 99645

Registered Agent

Agent Name: C T Corporation System

Registered Mailing Address: 8585 OLD DAIRY RD STE 208, JUNEAU, AK 99801

Registered Physical Address: 8585 OLD DAIRY RD STE 208, JUNEAU, AK 99801

Officials

Show Former

AK Entity #	Name	Titles	Owned
	BONNIE HOUGH	Director, Vice President	<input checked="" type="checkbox"/>
	Jason Easter	Director	<input type="checkbox"/>
	JAY EASTER	President	<input checked="" type="checkbox"/>
	JEREMY HOUGH	Director	<input type="checkbox"/>
	Kent Ingalls	Treasurer	<input type="checkbox"/>
	Kimberly Muller	Secretary	<input checked="" type="checkbox"/>

Filed Documents

Date Filed	Type	Filing	Certificate
8/29/1949	Creation Filing		
6/30/1987	Biennial Report		
5/15/1989	Biennial Report		
5/22/1991	Biennial Report		
6/14/1993	Biennial Report	Click to View	

Date Filed	Type	Filing	Certificate
7/16/1995	Biennial Report	Click to View	
7/21/1997	Biennial Report	Click to View	
7/28/1999	Biennial Report	Click to View	
6/21/2001	Biennial Report	Click to View	
10/07/2003	Agent Change	Click to View	
3/22/2004	Biennial Report	Click to View	
1/15/2008	Biennial Report	Click to View	
1/15/2008	Biennial Report	Click to View	
3/06/2008	Agent Change	Click to View	
12/15/2009	Agent Change	Click to View	
1/23/2010	Biennial Report	Click to View	
10/19/2010	Agent Resignation	Click to View	
7/01/2011	Biennial Report	Click to View	
10/14/2011	Agent Change	Click to View	
10/10/2013	Biennial Report	Click to View	
10/20/2015	Biennial Report	Click to View	
1/09/2017	Change of Officials	Click to View	
6/22/2017	Biennial Report	Click to View	
10/05/2017	Certificate of Compliance		Click to View
1/02/2019	Change of Officials	Click to View	
5/31/2019	Biennial Report	Click to View	
5/31/2019	Certificate of Compliance		Click to View
6/04/2021	Biennial Report	Click to View	
8/12/2021	Certificate of Compliance		Click to View
12/14/2022	Agent Change	Click to View	
12/20/2022	Change of Officials	Click to View	

[Close Details](#)

[Print Friendly Version](#)

License Detail

LICENSE DETAILS

License #: 936836

[Print Business License](#)

Business Name: MOOSE LOYAL ORDER 793

Status: Active

Issue Date: 12/10/2009

Expiration Date: 12/31/2023

Mailing Address: PO BOX 772
PALMER, AK 99645-0772

Physical Address: 1136 S COBB ST
PALMER, AK 99645-0772

Owners

PALMER LODGE NUMBER 793, LOYAL ORDER OF MOOSE, INCORPORATED.

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722410 - DRINKING PLACES (ALCOHOLIC BEVERAGES)	
81 - Other Services (except Public Administration)	813410 - CIVIC AND SOCIAL ORGANIZATIONS	

Endorsements

No Endorsements Found

License Lapse(s)


If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)

[Print Friendly Version](#)

Signature: 
Email: gdavis@palmerak.org

Signature: 
Brad Hanson (Apr 20, 2023 11:43 AKDT)
Email: bahanson@palmerak.org

Signature: 
Email: dashelton@palmerpolice.com

**City of Palmer
Action Memorandum No. 23-028**

Subject: Authorizing the City Manager to Negotiate and Enter into a Contract with Ahtna Construction Primary Products Company, LLC., in an Amount Not to Exceed \$425,002, for the 2023 Evergreen Avenue & Airport Road Pathway Project

Agenda of: May 9, 2023

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: Jude Bilafer, Director of Public Works

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
X	Public Works	<i>JPB</i>	04/25/2023

Certification of Funds:

Total amount of funds listed in this legislation: \$ **\$425,002.00**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ **\$425,002.00**
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 10-01-08-6200
- Not budgeted

Director of Finance Signature: *[Signature]*

Approved for Presentation By:

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

Attachment(s):

1. Bid Tabulation
2. HDL Recommendation Letter

Summary Statement/Background:

This project will construct a paved pathway along Evergreen Avenue & Airport Road between S. Gulkana St. and E. Arctic Avenue. This project is funded through the \$500,000 funding allocation provided by the City Council in the 2023 City budget for road improvements and upgrades. There was no Right of Way acquisition nor utility relocation needed for this project.

Administration's Recommendation:

Approve Action Memorandum No. 23-028.

**CITY OF PALMER
EVERGREEN AVENUE-AIRPORT ROAD PATHWAY
BID SUMMARY**

Summary

Schedule	Engineers Estimate	Ahtna Construction	Dirtworks, Inc	Granite Construction Company
Calculated Base Bid Total	\$371,165.00	\$425,002.00	\$447,687.00	\$595,050.00
As Submitted Base Bid Total		\$425,002.00	\$447,687.00	\$595,050.00
Difference Base Bid	\$0.00	\$0.00	\$0.00	\$0.00
Calculated Total Base Bid	\$371,165.00	\$425,002.00	\$447,687.00	\$595,050.00
As Submitted Total Base Bid	\$0.00	\$425,002.00	\$447,687.00	\$595,050.00
Difference Total Base Bid	\$0.00	\$0.00	\$0.00	\$0.00
Acknowledged Addendum	-	Y	Y	Y
Bid Proposal signed	-	Y	Y	Y
10% Bid Bond	-	Y	Y	Y
Bidder Qualification Form	-	Y	Y	Y
	-			
	-			
	-			
	-			
	-			
	-			

**CITY OF PALMER
EVERGREEN AVENUE-AIRPORT ROAD PATHWAY
BID TABULATION**

Base Bid - Evergreen Avenue-Airport Road Pathway

Base Bid - Evergreen Avenue-Airport Road Pathway				Engineer's Estimate		Ahtna Construction		Dirtworks, Inc.		Granite Construction Company	
Item No.	Spec. No.	Work Description	Estimated Quantity	Unit Price	Calculated Price	Unit Price	Calculated Price	Unit Price	Calculated Price	Unit Price	Calculated Price
A-1	20.04	Clearing and Grubbing Per Acre	1.7	\$7,500.00	\$12,750.00	\$10,000.00	\$17,000.00	\$8,000.00	\$13,600.00	\$35,000.00	\$59,500.00
A-2	20.08	Remove Curb and Gutter Per Linear Foot	25	\$18.00	\$450.00	\$60.00	\$1,500.00	\$200.00	\$5,000.00	\$20.00	\$500.00
A-3	20.09	Remove Pavement Per Square Yard	382	\$15.00	\$5,730.00	\$16.00	\$6,112.00	\$20.00	\$7,640.00	\$25.00	\$9,550.00
A-4	20.10	Unclassified Excavation Per Cubic Yard	1,800	\$15.00	\$27,000.00	\$6.00	\$10,800.00	\$25.00	\$45,000.00	\$25.00	\$45,000.00
A-5	20.21	Classified Fill and Backfill (Type IIA) Per Ton	500	\$30.00	\$15,000.00	\$37.00	\$18,500.00	\$44.00	\$22,000.00	\$25.00	\$12,500.00
A-6	20.21	Classified Fill and Backfill (Type II) Per Ton	5,400	\$25.00	\$135,000.00	\$15.00	\$81,000.00	\$26.00	\$140,400.00	\$25.00	\$135,000.00
A-7	20.22	Leveling Course Per Ton	800	\$38.00	\$30,400.00	\$60.00	\$48,000.00	\$42.00	\$33,600.00	\$50.00	\$40,000.00
A-8	20.27	Disposal of Unusable or Surplus Material Per Cubic Yard	585	\$15.00	\$8,775.00	\$20.00	\$11,700.00	\$35.00	\$20,475.00	\$10.00	\$5,850.00
A-9	20.28	Reconstruct Driveway, Asphalt (Class E) Per Each	1	\$500.00	\$500.00	\$250.00	\$250.00	\$7,000.00	\$7,000.00	\$1,000.00	\$1,000.00
A-10	40.06	A.C. Pavement (Class E) Per Ton	510	\$200.00	\$102,000.00	\$167.00	\$85,170.00	\$150.00	\$76,500.00	\$180.00	\$91,800.00
A-11	50.18	Adjust Sanitary Sewer Manhole Cone Per Each	4	\$2,000.00	\$8,000.00	\$7,000.00	\$28,000.00	\$3,000.00	\$12,000.00	\$5,000.00	\$20,000.00

**CITY OF PALMER
EVERGREEN AVENUE-AIRPORT ROAD PATHWAY
BID TABULATION**

Base Bid - Evergreen Avenue-Airport Road Pathway

Base Bid - Evergreen Avenue-Airport Road Pathway				Engineer's Estimate		Ahtna Construction		Dirtworks, Inc.		Granite Construction Company	
Item No.	Spec. No.	Work Description	Estimated Quantity	Unit Price	Calculated Price	Unit Price	Calculated Price	Unit Price	Calculated Price	Unit Price	Calculated Price
A-12	50.19	Adjust Sanitary Sewer Manhole Ring Per Each	1	\$250.00	\$250.00	\$2,350.00	\$2,350.00	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00
A-13	55.02	Furnish, Install, and Televiser Pipe 12" CMP, round, steel, galvanized Per Linear Foot	6	\$65.00	\$390.00	\$620.00	\$3,720.00	\$200.00	\$1,200.00	\$150.00	\$900.00
A-14	55.10	Relocate Catch Basin Per Each	1	\$1,500.00	\$1,500.00	\$6,300.00	\$6,300.00	\$10,000.00	\$10,000.00	\$6,000.00	\$6,000.00
A-15	55.20	Culvert 12" CMP, 12 gauge, round Per Linear Foot	58	\$65.00	\$3,770.00	\$100.00	\$5,800.00	\$134.00	\$7,772.00	\$150.00	\$8,700.00
A-16	56.20	Culvert 18" CMP, 12 gauge, round Per Linear Foot	20	\$100.00	\$2,000.00	\$180.00	\$3,600.00	\$200.00	\$4,000.00	\$200.00	\$4,000.00
A-17	60.20	Adjust Valve Box to Finish Grade Per Each	3	\$500.00	\$1,500.00	\$600.00	\$1,800.00	\$1,500.00	\$4,500.00	\$2,000.00	\$6,000.00
A-18	65.02	Construction Survey Measurement Per Lump Sum	1	\$8,500.00	\$8,500.00	\$23,500.00	\$23,500.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
A-19	70.07	Remove Pipe Per Linear Foot	25	\$10.00	\$250.00	\$12.00	\$300.00	\$20.00	\$500.00	\$10.00	\$250.00
A-20	70.12	Traffic Maintenance Per Lump Sum	1	\$6,500.00	\$6,500.00	\$68,400.00	\$68,400.00	\$12,000.00	\$12,000.00	\$120,000.00	\$120,000.00
A-21	70.11	Remove and Relocate Signs Per Each	3	\$300.00	\$900.00	\$400.00	\$1,200.00	\$1,000.00	\$3,000.00	\$2,000.00	\$6,000.00
A-22	70.12	Traffic Price Adjustment Per Contingent Sum	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Base Bid Total					<u>\$371,165.00</u>		<u>\$425,002.00</u>		<u>\$447,687.00</u>		<u>\$595,050.00</u>

April 21, 2023

Jude Bilafer
 Director of Public Works
 City of Palmer
 1316 S. Bonanza Street
 Palmer, AK 99645

Subject: Recommendation of Award
 Evergreen Avenue & Airport Road Pathway

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

The bid totals and corresponding contractor rankings are summarized below:

Table 1: Contractor Bid Rankings

Rank	Contractor	Base Bid
1	Ahtna Construction	\$ 425,002.00
2	Dirtworks, Inc	\$ 447,687.00
3	Granite Construction Company	\$ 595,050.00
	Engineer's Estimate	\$ 371,165.00

Based on the above summary, we recommend award of the contract to Ahtna Construction & Primary Products Company LLC.

Please contact us if you need anything further.

Sincerely,
 HDL Engineering Consultants, LLC



Shawn Hull, PE
 Senior Civil Engineer
 e: shull@HDLalaska.com | o: 907.746.5230

Attach: Bid Tabulation (3 page)

- Civil Engineering
- Geotechnical Engineering
- Transportation Engineering
- Aviation Engineering
- W/WW Engineering
- Environmental Services
- Surveying & Mapping
- Construction Administration
- Material Testing

**City of Palmer
Action Memorandum No. 23-029**

Subject: Authorize the City Manager to Execute Change Order Number Three for the Second Renewal Option with Alaska Sure Seal in the Amount of **\$153,961.65** for Crack Sealing roadways, runways, parking aprons, infrared pothole patching and street line striping in 2023.

Agenda of: May 9, 2023

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: Jude Bilafer, Director of Public Works

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
X	Public Works	<i>JPB</i>	04/25/2023

Certification of Funds:

Total amount of funds listed in this legislation: \$ **153,961.65**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ **153,961.65**
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-17-40-6068, 03-01-10-6045, 01-17-40-6065, 01-17-40-6079
- Not budgeted

Director of Finance Signature: *[Signature]*

Approved for Presentation By:

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

Attachment(s):

Crack Sealing Road Stripping 2023 List & Budget					
Item	Description	Unit	Unit Price	Quantity	Total
1	Applied Rubberized Asphalt Crack Sealant Roads	LB	\$ 2.20	4500	\$ 9,900.00
2	Supply Rubberized Asphalt Crack Sealant Roads	LB	\$ 1.05	0	\$ -
3	Applied Rubberized Asphalt Crack Sealant Airport	LB	\$ 2.20	4500	\$ 9,900.00
4	Supply Rubberized Asphalt Crack Sealant Airport	LB	\$ 1.05	4500	\$ 4,725.00
5	Painted Traffic Markings, 4", White	LF	\$ 0.45	31,099	\$ 13,994.55
6	Painted Traffic Markings, 4" Yellow	LF	\$ 0.45	96,660	\$ 43,497.00
7	Painted Traffic Markings, 48" White Turn Arrow	EA	\$ 110.00	41	\$ 4,510.00
8	Painted Traffic Markings, 24" White Stop Bars	LF	\$ 3.05	1514	\$ 4,617.70
9	Painted Traffic Markings, 24" White Banded Crosswalk	LF	\$ 3.05	4275	\$ 13,038.75
10	Painted Traffic Markings, 8", White	LF	\$ 0.85	1769	\$ 1,503.65
11	Infrared Roadway Pothole Patching (10 HOUR WORKDAY)	EA	\$ 3,650.00	7	\$ 25,550.00
12	Applied Rubberized Asphalt Mastic One Crack Sealant	LB	\$ 5.05	4500	\$ 22,725.00
13	Supply Rubberized Asphalt Mastic One Crack Sealant #33339 #33340	LF	\$ 1.05		\$ -
	Total				\$ 153,961.65

Summary Statement/Background: The Department of Public Works is requesting to exercise the Second one-year renewal option **Change Order Three** for the 2023 Crack Sealing and Street Striping Contract with Alaska Sure Seal. This was bid and awarded to Alaska Sure Seal through Council action in AM 21-028. The City and the Contractor have mutually agreed to exercise the Second one-year renewal option and the funds are budgeted. This **Change Order Three** reflects the change in quantity and extends the contract completion date. The unit prices were adjusted and reflect additional costs of materials and shipping.

Administration's Recommendation:

To approve Action Memorandum No. 23-029.