

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
April 25, 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 11, 2023, Regular Meeting

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Presentation – Arctic Winter Games, Amy Spargo
2. Presentation – Public Works Director, Jude Bilafer
3. Proclamation Recognizing May 4 as a Day of Prayer
4. Proclamation Recognizing April 30 as National Therapy Animal Day

F. REPORTS

1. City Manager’s Report
2. Mayor’s Report
3. City Clerk’s Report
4. City Attorney’s Report – Public Safety and Livability Enhancements

G. AUDIENCE PARTICIPATION

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
2. **Resolution No. 23-013:** 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. 23-020:** 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
2. **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

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
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

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 9, 2023	Special	5 pm	Joint meeting with Parks and Recreation Advisory Board
May 9, 2023	Regular	6 pm	
May 23, 2023	Regular	6 pm	
June 13, 2023	Regular	6 pm	
June 27, 2023	Regular	6 pm	

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on April 11, 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, Thomas Ojala IV, Richard W. Best, and John Alcantra (on zoom).

Carolina Anzilotti (excused absence).

Staff in attendance:

Shelly M. Acteson, CMC, City Clerk
Brad Hansen, Acting City Manager
Holly Dubose, Deputy City Clerk
Sarah Heath, City Attorney

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda as modified (Move Council Comments before Executive Session) and approval of minutes of the March 28, 2023, meeting. (Council Member Tudor recused himself from the vote due to conflict)

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

E. COMMUNICATION AND APPEARANCE REQUESTS

- 1. Presentation – Governor’s Carbon Initiative, Todd Smoldon, Mat-Su Office**
Todd Smolden provided an overview on the Governor’s Carbon Initiative.
- 2. Proclamation Recognizing Tyler Aklestad and Nick Olstad Winning the 2023 Iron Dog**
Council Member Ojala presented Tyler Aklestad and Nick Olstad with a proclamation recognizing their 2023 Iron Dog win.
- 3. Proclamation Recognizing April 22, 2023, as Patriots of the American Revolution Remembrance Day**

Mayor Carrington presented Chapter Chaplin, Cheri Lindholm with a proclamation recognizing April 22nd as Patriots of the American Revolution Remembrance Day.

4. Presentation – Mat-Su Valley Planning Organization (MPO) – Kim Sollien, Mat-Su Borough Planning Office

Kim Sollien gave an overview of the MPO Project.

F. REPORTS

1. City Manager’s Report

- Manager Moosey will be providing a draft Resolution to the City Council on the MPO project.
- The Artic Winter Games will present at the April 25th Council meeting.
- Informational Memorandum No. 23-001 update on the library.
- RFP is out for an architect for the Palmer library project.
- The library is expected to open in its temporary location in May.
- The Booster Station is being worked on to get water to Colony High School.
- Safety Resource Officer Request for two officers to come to Council during the next meeting.
- Saturday, May 13th is Palmer Community Clean Up in cooperation with the Palmer Chamber.

2. Mayor’s Report

- Provided an overview of the written report in the packet.
- Mayor Carrington asked the City Council for their consent to contribute 25% of the airfare purchase for the 2024 Saroma Sister City trip. There were no objections.

3. City Clerk’s Report

- No formal report.

4. City Attorney’s Report

- Reviewing the Agreements and SRO MOU’s as they have been developed; highly beneficial to Palmer as they have been in process of developing this agreement.
- Evaluated the Library procedures and they are legal as well as fall within national and state standards.
- Commented on book reconsideration policy in place currently at the library.
- Commented on threats made to City employees.
- Evaluated the Library procedures and noted they are legal as well as fall within national and state standards.

Mayor Carrington Called for a recess at 7:34 pm, the meeting reconvened at 7:45 pm.

G. AUDIENCE PARTICIPATION

Jackie Goforth:

- Spoke regarding the classification of book ratings.

Joseph Parreira:

- Provided an update on the Palmer Family Park.

Cindy Hudgins:

- Commented on statements during “reports” section.

Mike Chmielewski:

- Commented on Saroma Kai Sister City Exchange Program.
- Mentioned the Big Cabbage Radio Artic Winter Games Pod Cast on their website.
- Commented on Metropolitan Planning.

H. PUBLIC HEARINGS

1. **Ordinance 23-001:** Amending the Zoning Map to Revise the Zoning Designation of Lots 8 & 9, Colony Fair Subdivision Located in Section 32, Township 18 North, Range 2 East, Seward Meridian, Alaska to be Rezoned from R-4, High Density Residential to C-L, Limited Commercial

Community Development Director Brad Hanson provided a staff report.

Mayor Carrington opened the public hearing.

Joe Gerard, noted the parking restrictions.

Jackie Goforth, commented on the hazardous safety issue near the rezone.

Cindy Hudgins, commented on the road conditions on the road.

Mike Chmielewski, commented on the lack of sidewalks and street conditions.

Mayor Carrington closed the public hearing.

Main Motion: Ordinance 23-001: Amending the Zoning Map to Revise the Zoning Designation of Lots 8 & 9, Colony Fair Subdivision Located in Section 32, Township 18 North, Range 2 East, Seward Meridian, Alaska to be Rezoned from R-4, High Density Residential to C-L, Limited Commercial

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

2. **Resolution No. 23-010:** Supporting the Opening of a Social Security Office in the Mat-Su Borough

Mayor Carrington opened the public hearing.

Cindy Hudgins, commented in support of the Resolution.

Main Motion: Resolution No. 23-010: Supporting the Opening of a Social Security Office in the Mat-Su Borough

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

I. ACTION MEMORANDA

J. UNFINISHED BUSINESS

K. NEW BUSINESS

L. RECORD OF ITEMS PLACED ON THE TABLE

Governor’s Carbon Initiative Informational packet and MPO Informational Packet

M. AUDIENCE PARTICIPATION

Cindy Hudgins:

- Spoke regarding the comments about threats.
- Commented on World Economic Forum.

Jackie Goforth:

- Exhibited a Facebook Post regarding the City of Palmer.

Mike Chmielewski:

Commented on population growth in Palmer.

N. COUNCIL MEMBER COMMENTS

Mayor Carrington:

- Stated there would be a joint meeting with the Parks and Recreation Board on May 9, 5 pm.

Council Member Tudor:

- Spoke in favor of the Social Security Office resolution.

Council Member Ojala IV:

- Appreciated the update from Todd Smolden.
- Commented on the MPO.

Council Member Best:

- Commented on recent meetings with the Police Chief.

Council Member Alcantra:

- Commented on population growth.

O. EXECUTIVE SESSION

Matters, the Immediate Knowledge of Which Would Clearly Have an Adverse Effect Upon the Finances of the Government Unit – City Clerk Evaluation

A motion was made by Deputy Mayor Melin and second by Council Member Best to enter executive session at 8:32 pm. The Roll Call Vote was unanimous. The regular meeting was reconvened with no objections at 9:12 pm.

The Council VOTED unanimously in favor of a 3.5% raise for the City Clerk, active retroactively to November 1, 2022, and an extension of the contract to March 1, 2026.

P. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 10:32 p.m.

Approved this 25th day of April, 2023.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor



Mat-Su 2024 Arctic Winter Games Host Society
902 E Palmer-Wasilla Hwy
Palmer, AK 99645

Palmer City Council
231 W. Evergreen Ave.
Palmer, AK 99654

April 13, 2023

Dear Manager Moosey, Mayor Carrington, and Palmer City Council Members,

As you know, the Mat-Su Borough has been selected to host the 2024 Arctic Winter Games, which will take place March 10-16, 2024. The Games are an athletic and cultural celebration of the Circumpolar North, bringing together athletes, coaches, spectators, and dignitaries from Yukon, Northwest Territories, Northern Alberta, Nunavut, Nunavik, Greenland, Sapmi (Nomadic people of Scandinavia), and communities across Alaska.

During the Games, the City of Palmer will welcome approximately 4,000 visitors creating a substantial positive economic impact for the community. From past Games in other communities, we know that the average visitor will spend around \$2500 during the week in food, housing, and merchandise. Beyond this economic impact, the invaluable friendships formed between visiting leaders and participants will further relationship building and problem-solving between our Arctic communities. A truly local benefit is the exposure to healthy, northern, recreational activities that can inspire participation and increased winter wellness.. Finally, at a time in history of great division, this event brings people together. It is projected that 2,000 local and international guests will volunteer to make the Mat-Su 2024 Arctic Winter Games a success. This is a giant step in cooperation and resource sharing - northern values we all embrace.

We are writing today to thank the City of Palmer and the Palmer City Council for your support of the Games and to ask for your continued assistance. While the twenty sports and dozens of cultural events will take place throughout the Mat-Su, we are excited to be hosting the curling competition at the MTA Events Center and using the Palmer Depot as our AWG2024 Headquarters.. The headquarters will be a hub for pin trading, host pop-up cultural performances, and serve as the Alumni Lounge. The Host Society requests the City Council grant a waiver of facility use fees of up to \$32,205 for these facilities. While waiving the facility fees comes at a cost to the City, we believe it will be an investment that will pay for itself in increased revenue.

Palmer is highlighted throughout Games week throughout our community. Our headquarters, located at 902 E Palmer-Wasilla Highway, is home to our fifteen board members supported by thirteen staff members, and our primary merchandise store. In addition, our Warehouse and Arts Center is in the heart of downtown at The Barn (the former feed mill) on S. Colony Way. We are so excited to be working with Palmer Middle School to host Volleyball and Snowshoe Sprints and Palmer High School, which will serve as a participant village for 500 youth and host Futsal, a popular indoor soccer sport with 235 participants. In addition, most contingents will have opportunities to come to Palmer for recreational swimming. Beyond the City boundaries, but still in Palmer zip code, the Musk Ox Farm will host a tour for participants, and the APU Kellogg Campus will be home to the Snowshoeing competition. The Glenn Massay Theater will serve as the heart of our cultural programming as it will be where the Cultural Gala will take place. The Alaska State Fair will be home to our Traditional Feast, participant youth dance, fireworks display, Winter Carnival and Makers Market. In a lot of ways, we are bringing the heart of our Games to Palmer next year and with the Games, increased commerce, international friendships, and fun and healthy recreational opportunities for our youth and families.

Thank you for considering our fee waiver request. We look forward to partnering with the City of Palmer to host this exciting event. Please feel free to contact us with any questions you may have, and please stop in our headquarters to say hello!

Sincerely,



Amy Spargo, Chair
amy.spargo@awg2024.org



Ben Rowell, Venue Manager
ben.rowell@awg2024.org



Hello City of Palmer!

04.25.2023







MAT-SU 2024 ARCTIC WINTER GAMES March 10-16, 2024

11 MONTHS AND COUNTING





MEET THE TEAM



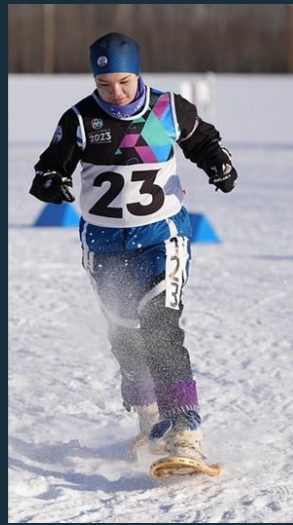
2023 SPORTS SCHEDULE

SPORT	VENUE	28-JAN	29-JAN	30-JAN	31-JAN	1-FEB	2-FEB	3-FEB	4-FEB
ALPINE SKI	Vista Ridge	T	C	C	C	W	W	W	
ARCHERY	Shell Place - MIP*	NC	T	C	C	C	C	NC	
ARCTIC SPORTS	CNOOC Fieldhouse #1 - MIP*	T	C	C	C	C	C	NC	
BADMINTON	Anzac Recreation Centre	T	C	C	C	C	C	C	
BASKETBALL	Ecole McTavish & Holy Trinity High School	T	C	C	C	C	C	C	
BIATHLON (SKI)	Fort McMurray Golf Club	T	C	C	W	C	C	NC	
BIATHLON (SNOWSHOE)	Fort McMurray Golf Club	T	C	C	W	C	C	NC	
CROSS COUNTRY SKIING	Birchwood Trail/Doug Barnes Cabin	T	C	C	C	C	C	W	
CURLING	Suncor Community Leisure Centre - MIP*	C	C	C	C	C	C	C	
DENE GAMES	CNOOC Fieldhouse #2 - MIP*	NC	C	C	C	C	C	NC	
FIGURE SKATING	Frank Lacroix Arena	T	T	C	C	C	C	NC	
FUTSAL	Fieldhouse 3, SSWC**	C	C	C	C	C	C	C	
GYMNASTICS	Norfort Gymnastics	T	T	T	C	T	C	NC	
HOCKEY - FEMALE	Centerfire Place	C	C	C	C	C	C	NC	
HOCKEY - MALE	Arena #1 & #2 - MIP*	C	C	C	C	C	C	C	
SNOWBOARDING	Vista Ridge	T	C	C	C	C	W	NC	
SNOWSHOEING	Birchwood Trails/Doug Barnes Cabin	T	C	W	C	W	C	NC	
SPEED SKATING	Fort McKay Arena	T	T	C	C	C	C	NC	
TABLE TENNIS	Shell Place, MIP*	T	D	C	C	C	C	NC	
VOLLEYBALL	Composite High School & SSWC**	T	C	C	C	C	C	C	
WRESTLING	Fieldhouse 2, SSWC**	T	C	C	D	C	C	T	

ARRIVAL DAY

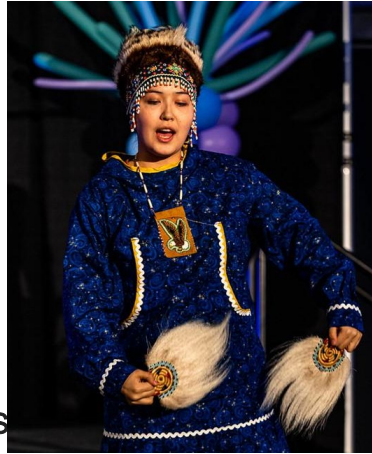
C COMPETITION DAY NC NON-COMPETITION DAY T TRAINING W WEATHER DAY D DEMONSTRATION/CLINIC

*MacDonald Island Park | **Synchrude Sport & Wellness Centre



CONNECTING WITH CULTURE

- PARTICIPANT AND COMMUNITY WORKSHOPS
- POP UP PERFORMANCES BY THE CULTURAL GROUPS
- ART ACTIVATIONS
- INDIGENOUS FASHION SHOW
- TRADITIONAL FEAST



SUPPORTING OUR PARTICIPANTS

- PIN TRADING
- CHILL ROOM
- PARTICIPANT DANCE
- POOL NIGHTS
- VIDEO GAMING ROOM
- SILENT DISCO
- BOARD GAMES
- EDUCATIONAL OPPORTUNITIES
(WORKSHOPS AND TOURS)





2000
VOLUNTEERS



ADDING SOME NEW Community FLARE





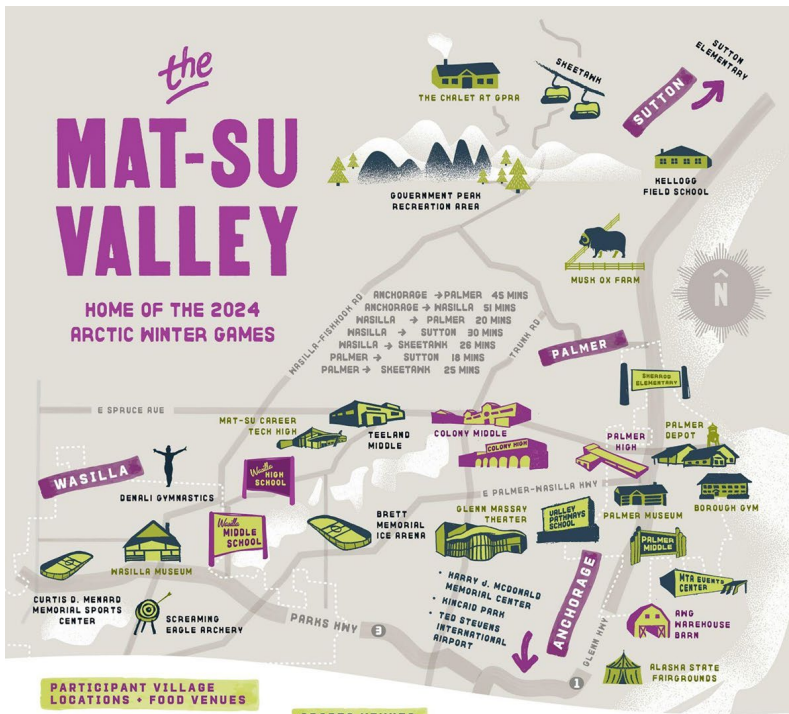


WORKING WITH PALMER, WASILLA, EAGLE RIVER AND ANCHORAGE



the MAT-SU VALLEY

HOME OF THE 2024 ARCTIC WINTER GAMES



PARTICIPANT VILLAGE LOCATIONS + FOOD VENUES

- WASILLA MIDDLE SCHOOL
- WASILLA HIGH SCHOOL
- COLONY MIDDLE SCHOOL
- PALMER HIGH SCHOOL
- COLONY HIGH SCHOOL
- VOLUNTEER HEADQUARTERS: RNG WAREHOUSE BARN

SPORTS VENUES

- CURTIS O. MENARD MEMORIAL SPORTS CENTER
- TEELAND MIDDLE SCHOOL
- MTA EVENTS CENTER
- DENALI GYMNASTICS & FITNESS
- SUTTON ELEMENTARY SCHOOL
- SHEETANH
- HELLOGG FIELD SCHOOL
- SCREAMING EAGLE ARCHERY
- BRETT MEMORIAL ICE ARENA
- PALMER JUNIOR MIDDLE SCHOOL
- GOVERNMENT PEAK RECREATION AREA
- HARRY J. McDONALD MEMORIAL CENTER
- KINCAID PARK

CULTURAL EVENTS

ALASKA STATE FAIRGROUNDS: CARNIVAL, FIREWORKS, TRADITIONAL FEAST, DANCE; GLENN MASSEY THEATER: CULTURAL GALA, PAMYUA CONCERT, INDIGENOUS FASHION SHOW; PALMER DEPOT: PIN TRADING, ALUMNI LOUNGE; CURTIS O. MENARD MEMORIAL SPORTS CENTER: OPENING AND CLOSING CEREMONIES; MUSK OX FARM: TOUR



Here's What's Happening in Palmer

- Downtown Bus Stop:** Location TBD
- Palmer Depot:** Pin Trading & Alumni Lounge
- Palmer High:** Village and Futsal
- Palmer Middle:** Volleyball and Dene Games and Track Snowshoe
- MTA Events Center:** Curling
- Warehouse:** Volunteer Center
- Glen Massey:** Cultural Gala, Fashion Show and Pamyua Concert
- Musk Ox Farm:** Participant Activity
- Alaska State Fair:** Traditional Feast and Winter Carnival
- Borough Gym:** Participant Activity
- Sherrrod Elementary:** Backup Village
- Kellogg Campus:** Snowshoe Race
- GPRA:** Cross Country Skiing
- Skeetawk:** Alpine Skiing and Snowboarding
- Free Community Performances** (Ex. Palmer Senior Center, Palmer High School)

Games Culture

VILLAGE LIFE

The parkland village is peaceful and quiet. It is a peaceful village in a quiet area. There are activities, classes, and areas for a community play. The community is a space for participants to socialize.

COMMUNITY POP UPS

Community pop-ups will give the community members an access to the Mat-Su.

VOLUNTEER PROGRAM

2024-2025 and existing volunteers come together to make the Games happen. This community spirit creates a lasting legacy of compassion and unity to do big things together.

ALUMNI LOUNGE

The 2024 Games will debut the Alumni Lounge. It is a space for alumni to socialize, participate, to come together and celebrate past Games and share their stories from the Games.

FIN TRAINING

Each contingent, the International Committee and the host committee have their own. The goal is for participants to get to know each other, learn the rules, and build a team. It is a fun and exciting way to get to know each other and build a team. It is a fun and exciting way to get to know each other and build a team.



ALUMNI



GET A PASSPORT TO THE GAMES



Passports available at any Year Out Celebration Events, the Palmer Museum, or our Headquarters.

Complete the tasks inside the passport during your Year Out celebration and throughout the year. You have up until the start of the Games to finish the passport and turn it in at the Host Society Headquarters for a prize.

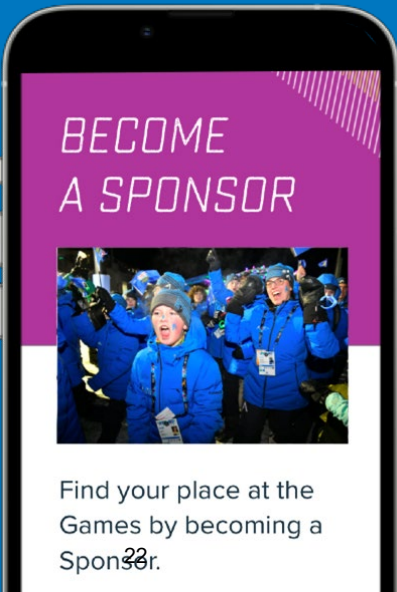
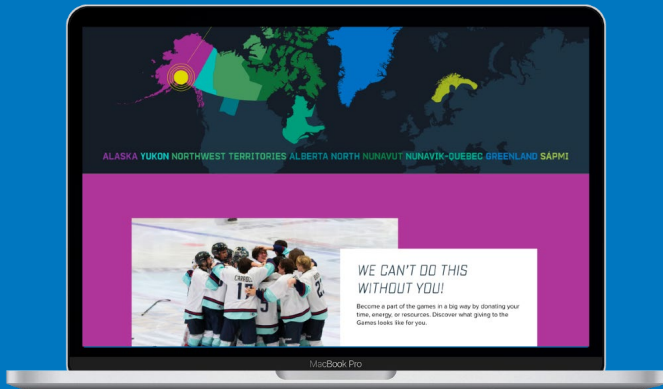
PRIZES:

FIRST TIME TRAVELER 1 of 7 tasks completed
 WINNERS 2024 AWG BUCKLE
 SEASONED TRAVELER 4 of 7 tasks completed
 WINNERS 2024 AWG BUCKLE & PIN!
 ALUMNI BUCKLE 1 of 7 tasks completed
 WINNERS 2024 AWG BUCKLE, PIN, and BURL!

Find us at 902 E Palmer Walk, Stey (Palmer, AK 99541)



LEARN MORE: [AWG2024.ORG](https://www.awg2024.org)



Find your place at the Games by becoming a Sponsor.



BECOME A SPONSOR

OF THE MAT-SU 2024 ARCTIC WINTER GAMES

Be a part of a world-class event that develops youth athletes from across the Arctic, celebrates culture and empowers future leaders. Join us to create a lasting legacy for Arctic communities!

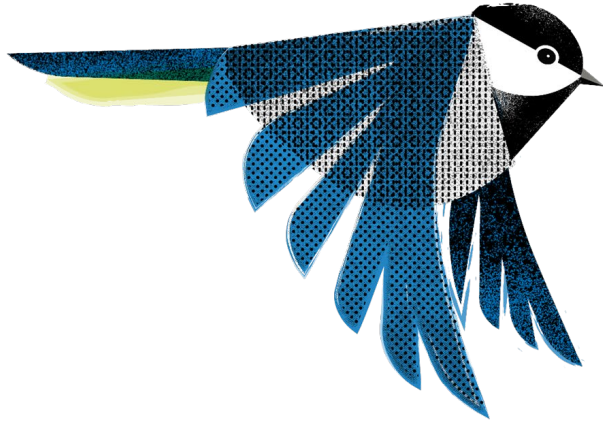
LEARN MORE



www.awg2024.org/sponsor



THE CHICKADEE



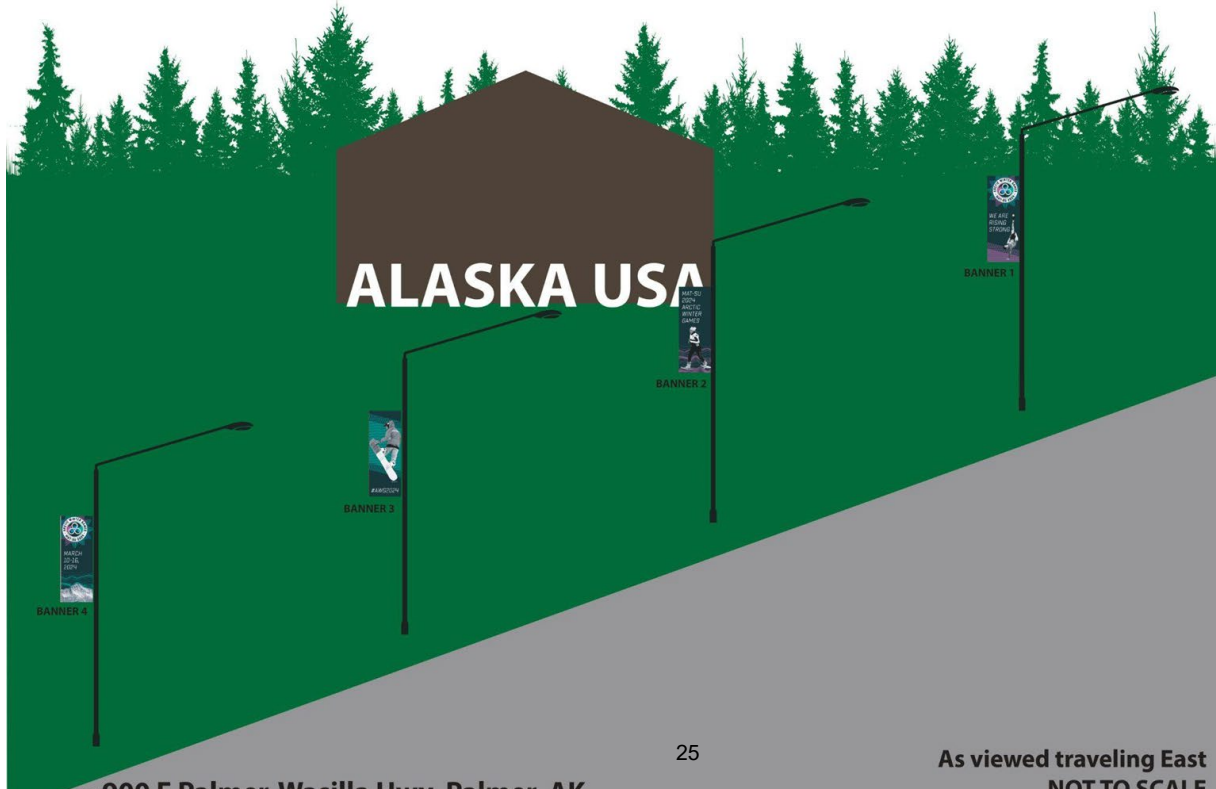


WITH A MISSION
AND A BIRD, WE
NEEDED **ASONG**

PORTUGAL.
THE MAN



Bringing AWG Brand to Palmer





SIDE A

BANNER 1



SIDE B



SIDE A

BANNER 3



SIDE B



SIDE A

BANNER 2

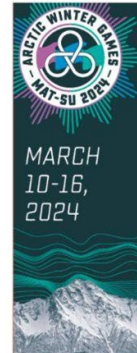


SIDE B



SIDE A

BANNER 4



SIDE B

IN ONE YEAR



TOGETHER WE ARE RISING STRONG



473/2000 Volunteers Currently Recruited

Consider your time as our most valuable resource to make the Games happen!



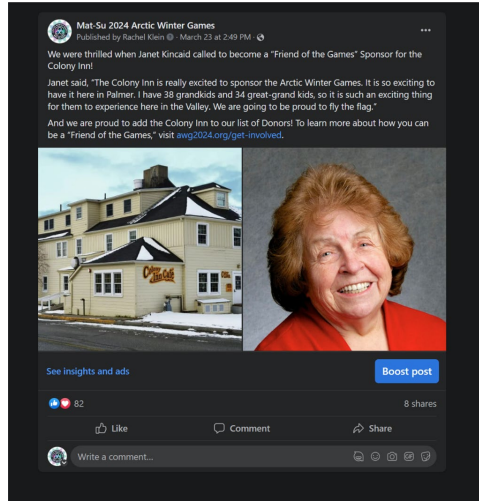


MATSU
TRAILS & PARKS
FOUNDATION

IOI Mobility[®]
Experts in Mobility and Accessibility Solutions

WOLF
ARCHITECTURE





Listing in All Publications
 Joint Press Release
 Sponsor Reception
 Opening/Closing Ceremony Tickets

Medal Presenter
 Venue Naming Rights
 Sporting Event Passes
 AWG Branded Jackets



902 E Palmer-Wasilla
Highway, Palmer

We love being close to
downtown Palmer!





RISE STRONG





DEPARTMENT OF PUBLIC WORKS

Jude Bilafer
Director

Phone: (907) 745-3400
Fax: (907) 745-3203
Email: jbilafer@palmerak.org

Mail: 231 W. Evergreen Ave.
Palmer, Alaska 99645-6952
Location: 1316 South Bonanza Street
www.palmerak.org

MEMORANDUM FOR RECORD

DATE: April 25th, 2023

SUBJECT: 2023 Project Update

As part of the 2023 City budget, the Public Works Department received \$500,000 for maintenance and improvement focused on design, construction, and maintenance of the City's transportation network. Below is a recap of the anticipated projects using all funding sources:

Evergreen Paved Pathway Project: The design of this project was accomplished using 2022 funds (\$51,590) and the construction will utilize 2023 funds. Bids for the construction of this project were opened on the 20th of April 2023. Construction is anticipated to begin early summer of 2023 and is funded from the \$500,000 in the 2023 budget.

Fireweed Avenue Railroad Crossing Rehabilitation/Upgrade: This project will use funds from multiple years. Currently \$13,910 has been spent on surveying and mapping the Right of Way for the project. Funding for the Design and construction is still being explored.

City Wide Crack Sealing and Curb & Lane Striping: This project consists of crack sealing various roads (to include airport runway sections), repainting traffic markings (turn arrows, stop bars, crosswalks, center lines, etc.), and Infrared pothole patching around town. Total cost is \$153,961.65 and is funded through budgeted road and airport maintenance accounts.

Reservoir #4 Insulation Repairs: This project will perform repairs to the exterior insulation system for the City of Palmer's Reservoir 4 drinking water tank. This project is currently out for bid and bids are due on 27 April. The estimated cost of this project is between \$780,000 and \$950,000. Funding for this project is through the City's insurance with anticipated full reimbursement from FEMA.

Jude Bilafer
Director of Public Works, City of Palmer



PROCLAMATION

A PROCLAMATION RECOGNIZING MAY 4, 2023, AS A DAY OF PRAYER

WHEREAS, in 1981 President Ronald Reagan proclaimed May 4 to be a National Day of Prayer; and

WHEREAS, our Nation's motto -- "In God We Trust" -- was not chosen lightly. It reflects a basic recognition that there is a divine authority in the universe to which this Nation owes homage; and

WHEREAS, throughout our history Americans have put their faith in God and no one can doubt that we have been blessed for it. It was the hard work of our people, the freedom they enjoyed and their faith in God that built this country and made it the envy of the world. In all of our great cities and towns evidence of the faith of our people is found: houses of worship are among the oldest structures; and

WHEREAS, while never willing to bow to a tyrant, our forefathers were always willing to get to their knees before God. When catastrophe threatened, they turned to God for deliverance. When the harvest was bountiful the first thought was thanksgiving to God; and

WHEREAS, today prayer can be as powerful a force in our Nation as it has ever been. We as a Nation should never forget this source of strength. And while recognizing that the freedom to choose a Godly path is the essence of liberty, as a Nation we cannot but hope that more of our citizens would, through prayer, come into a closer relationship with their Maker.

Now, Therefore, I, Steve Carrington, Mayor of the City of Palmer, Alaska do hereby proclaim Thursday, May 4, 2023, as a Day of Prayer. On that day I ask all who believe to join with me in giving thanks to Almighty God for the blessings He has bestowed on this land and the protection He affords us as a people. Let us as a City and a Nation join together before God, fully aware of the trials that lie ahead and the need, yes, the necessity, for divine guidance. With unshakeable faith in God and the liberty which is heritage, we as a free Nation will surely survive and prosper.

In Witness Whereof, I have hereunto set my hand this twenty-fifth day of April, in the year of our Lord two thousand twenty-three.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk



PROCLAMATION

A PROCLAMATION RECOGNIZING APRIL 30, 2023, AS NATIONAL THERAPY ANIMAL DAY

WHEREAS, Ancient Greeks practiced animal therapy and used horses to lift people's spirits and physicians in Belgium, used horses to help patients with physical and mental health conditions; and

WHEREAS, the American Red Cross used animals on a farm where war veterans suffering from injury or illness take care of the animals to help with their recovery; and

WHEREAS, these exceptional therapy animals whether dogs, cats, horses or others who partner with their human companions bring comfort and healing to those in need; and interact with a variety of people in our community including veterans, seniors, patients, students facing literacy challenges, and those approaching end of life; and

WHEREAS, therapy animal teams in the City of Palmer play an essential role in improving human health and well-being through the human-animal bond; and

WHEREAS, therapy animals promote the health and wellness benefits of animal-assisted therapy, activities, and education and Pet Partners has designated April 30, 2023, as National Therapy Animal Day.

NOW, THEREFORE, I, Steve Carrington, Mayor of the City of Palmer, do hereby proclaim April 30, 2023, as: "National Therapy Animal Day."

PROCLAIMED AND APPROVED this 25th day of April, 2023.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

April 25 2023, Council Meeting

Emergency Meeting

There will be an emergency meeting on April 25, 2023, at 5:30 concerning the Glenn Hwy, Phase II, Utility Relocation Agreement

Meeting Agenda

We have two **presentations**:

- Amy Spargo will be presenting about the Arctic Winter Games coming next year to a town like Palmer.
- Public Works Director Jude Bilafer

We have two **proclamations**:

- Proclamation Recognizing May 4 as a Day of Prayer
- Proclamation Recognizing April 30 as National Therapy Animal Day

Sarah Heath our City Attorney will be presenting "Public Safety and Livability Enhancements" during her City Attorney's Report.

We have two **Public Hearings**:

- Resolution 23-011 which directs the City Manager to accept a grant from the State DNR to the City of Palmer Fiare and Rescue of \$5759.45 to purchas Widland Fire Equipment.
- There is also Resolution 23-013 which supports the MVP for Transportation (Mat-Su Valley Planning For Transportation) as the Metropolitan Planning Organization (MPO) of the Mat-Su area. To me it feels quite strange to refer to any of our local areas as "metropolitan" but that's the label the Feds have given the core of the Mat-Su. And although I would never want to characterize the Feds as functioning as bullies, it does feel rather like we are stuck between a rock and a hard place with this one. I could even go out on a limb here and predict a robust discussion on this Resolution 23-013.

We have four Action Memorandum:

- AM 23-020 is a standard liquor license renewal for the Alaska State Fair
- AM 23-021 is Council Community Grant to Rodeo Alaska for \$1500/\$3000. It seems the city manager likes rodeos.

- AM 23-022 involves grant money through Homeland Security to purchase new mobile radios for the city.
- AM 23-023 authorizes the City Manager to purchase new fire hose from our adopted 2023 budget.

Upcoming Meetings and Events

- April 28-29 -- Who Let the Girls Out in Palmer
- April 29 - 10:30am -- [Saturday Storytime at the Musk Ox Farm in Palmer](#) with the Friends of the Palmer Library
- May 6th & 7th, 2023 - 2023 Great Alaska Aviation Gathering at Alaska State Fairgrounds and the Palmer Municipal Airport, Palmer, AK
- May 9 @ 5 p.m. – Special Joint Meeting with Parks and Recreation Advisory Board. We usually have a joint meeting every year with each of our boards and commissions. The Parks & Recreation chairman asked to me next on the joint meeting schedule.
- May 29 @ 1 p.m. -- Memorial Day Ceremony honoring fallen military members. I will be out of state vacationing with my family and Deputy Mayor Melin has volunteered to attend and read our Memorial Day proclamation during the ceremony.

Upcoming Communications & Appearances

May – Gina Davies regarding the wonders and intricacies of online sales tax

Resources:

<https://www.palmerak.org/city-managers-office/page/palmer-public-library-closed-until-further-notice-click-here-more>

- <https://www.palmerak.org/sister-city-program>
- <https://www.knikbridgefacts.org/>
- <https://dot.alaska.gov/comm/pressbox/arch2022/PR22-0020.shtml>
- [https://www.muni.org/Departments/OCPD/Planning/AMATS/Documents/2027Ch12Reva\[1\].pdf](https://www.muni.org/Departments/OCPD/Planning/AMATS/Documents/2027Ch12Reva[1].pdf)
- The United Way Pamphlet (2 pages): <https://unitedwaymatsu.org/wp-content/uploads/2022/08/Matsu-United-Way-Pocket-Resource-Guide.pdf>
- The United Way Mat-Su Valley Resource Guide (57 pages): <https://unitedwaymatsu.org/wp-content/uploads/2022/08/March-2022-United-Way-Resource-Guide.pdf>
- Alaska Railroad: 100 Years Strong: <https://www.alaskarailroad.com/ArtPrint>
- Engine 557 Restoration Company: <http://557.alaskarails.org/>

Mayor Steve Carrington

An aerial photograph of a town in a valley, with snow-capped mountains in the background. The town is surrounded by trees with autumn foliage. The mountains are rugged and covered in snow, with some peaks reaching into a clear blue sky. The town below has various buildings, roads, and parking lots, interspersed with green and yellow trees.

Palmer Public Safety Presentation

City Council Meeting April
25, 2023

Palmer Public Safety & Livability

A Multi- Fronted Approach

1. Educate the Public about Public Safety Access and Process.
2. Increased Communication and Collaboration with Palmer Businesses and Police Department.
3. Collaboration with Private Property Owners for Palmer Clean up and assisting specific properties with clean up for line of sight and visibility.
4. Homeless Collation Led by Mayor Carrington and public education through fliers etc. for local current resources.

Public Safety Pathway

- **The primary focus of this presentation is to educate on the current Police Processes, demands and overview of the criminal justice system procedures.**

Citizen
observes a
potential
Crime or
Offense



Citizen calls
911 or PPD
Business
Line 907-
745-4811



Dispatch
receives call
and
dispatches
Officers to
location



Officers
respond and
arrive on
scene

Palmer Police Department Call Response Time

- **The average dispatch time is less than a minute (47 second average) but can be as much as two minutes depending on circumstances**
- **It typically takes an officer 2-5 minutes to arrive on scene, there are many factors that may lengthen the response time such as location of officer, current call volumes, etc.**
- **Both are well below the national average**

Officers Contact
Complainant, Suspect(s),
and Witnesses



Officers determine what
if any crimes have been
committed (for example
Trespass)

Criminal Trespass

AS 11.46.320 Criminal Trespass in the First Degree.

(a) A person commits the crime of criminal trespass in the first degree if the person enters or remains unlawfully

- (1)** on land with intent to commit a crime on the land; or
- (2)** in a dwelling.

(b) Criminal trespass in the first degree is a class A misdemeanor.

AS 11.46.330. Criminal Trespass in the Second Degree.

(a) A person commits the crime of criminal trespass in the second degree if the person enters or remains unlawfully

- (1)** in or upon premises; or
- (2)** in a propelled vehicle.

(b) Criminal trespass in the second degree is a class B misdemeanor.

Issues affecting Criminal Trespass Enforcement Example A

- “Henry” was trespassed from the ABC coffee shop for unruly behavior in the recent past and was issued a lifetime trespass advisement. Henry shows back up at the shop and the manager calls PPD. PPD responds and discovers that employees have given Henry a cup of coffee and Henry is sitting at one of the tables.
- Due to Henry being given a cup of coffee a reasonable person would believe that he is now invited into the coffee shop rendering the trespass advisement unenforceable.
- The element of entering or remaining unlawfully was negated because he was welcomed with coffee.

Issues affecting Criminal Trespass Enforcement

Example B

- “Susan” was trespassed from MARS grocery store by manager A for shoplifting. Four days later she is again at MARS and is reported to Police by Manager A. PPD arrives and Manager A tells the Officer that they do not want to charge “Susan” with trespass as they are uncomfortable testifying in court.
- Police are unable to enforce the Trespass as Manager A is no longer willing to testify in court that Susan was in the store unlawfully.



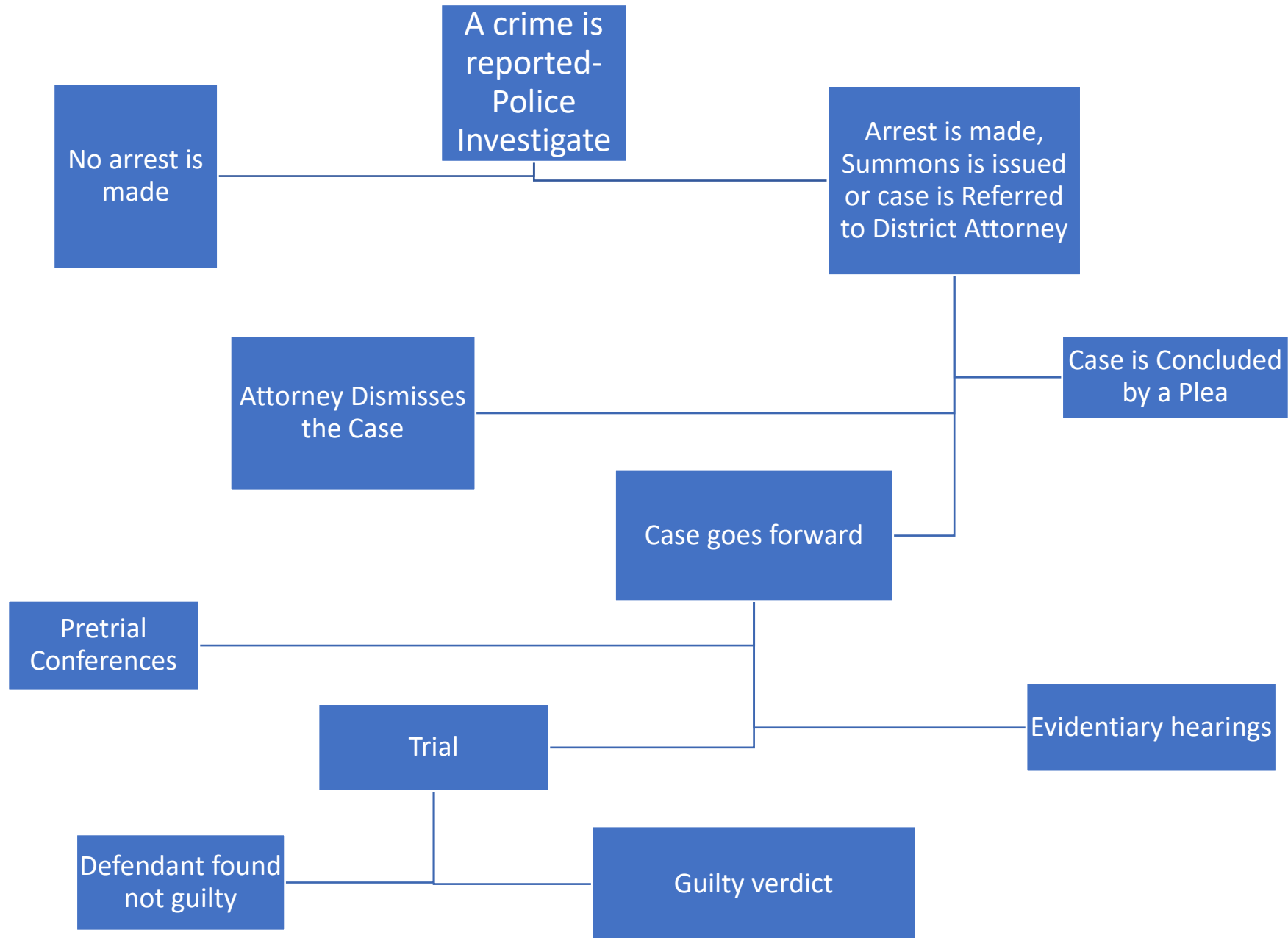


Why is no arrest made

- **Uncooperative Victim**
- **Lack of Probable Cause**
- **Unable to locate or identify the suspect**
- **Complainant lacks decision making authority (such as a low level employee at a national chain)**

Why are Cases Dismissed?

- **“Disproportionate to Resources” (DAO average case load per attorney is 600-700 misdemeanors)**
- **Uncooperative Victims and Witnesses**
- **Case is consolidated with others by DAO**



**City of Palmer
Resolution No. 23-011**

Subject: 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.

Agenda of: April 25, 2023

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

Originator Information:

Originator: Chad Cameron, Fire Chief

Department Review:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ **5,759.45**

This legislation (√):

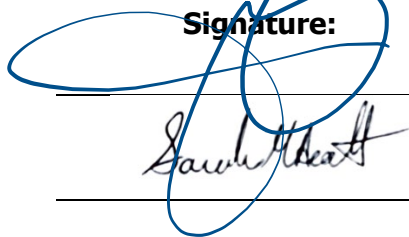
- Creates revenue in the amount of: \$ 5,759.45
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-00-00-3344 Vfa – Fire Grant
- Not budgeted 01-13-10-6046 Small Tools and Equipment

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. 2023 Volunteer Fire Assistance Grant Awards Letter

Summary Statement/Background:

The State of Alaska, Department of Natural Resources, Division of Forestry annual provides Volunteer Fire Assistance (VFA) grants to volunteer fire departments to assist in purchasing wildland fire suppression equipment and gear. The City of Palmer Fire & Rescue submitted a VFA application early this year to assist with purchasing some wildland fire shelters. Palmer Fire & Rescue was notified on March 10, 2023, that our grant was awarded in the amount of \$5,759.45.

This request is for the Palmer City Council to authorize acceptance of the grant funds and allocate the funds to Palmer Fire & Rescue for the purchase of wildland fire shelters.

Administration's Recommendation:

Approve Resolution No. 23-011

LEGISLATIVE HISTORY

Introduced by:

Date:

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 23-011

A Resolution of the Palmer City Council Authorizing 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 Shelters

WHEREAS, the City of Palmer Fire & Rescue provides fire protection and response to calls for service for the citizens of Palmer; and

WHEREAS, the City of Palmer Fire & Rescue needs wildland fire suppression equipment to provide fire suppression services; and

WHEREAS, the City of Palmer Fire & Rescue has been awarded \$5,759.45 from the State of Alaska, Department of Natural Resources, Division of Forestry, Volunteer Fire Assistance Grant for the purchase of wildland fire suppression equipment and gear.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby authorizes 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 shelters.

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

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

March 10th, 2023

Dear Alaska Fire Department:

Thank you for applying for the 2023 Volunteer Fire Assistance (VFA) grants. Thirty-two (32) fire departments applied for a VFA grant requesting a total of \$177,089 in assistance. Thirty-one (31) Alaska Fire Departments will receive up to \$6000 per fire department. A total of \$171,712 will be awarded. This is the letter of official notification.

The enclosed spreadsheet lists all applicants and the amount requested/amount awarded. If a fire department was awarded a grant, the amount awarded will be listed in the column titled "Amount Awarded". If a VFD did not receive any funding or will be receiving a partial award, please get in touch with your respective DOF Fire Management Officer (FMO) with any questions you may have.

- Checks will be distributed electronically by association with the VFD's SOA vendor number and the SOA electronic payment agreement. Electronic disbursements are expected by May 2023.
- To be eligible for a 2024 VFA grant, compliance documentation, such as copies of receipts for 2023 grant expenditures, must be submitted to your nearest Forestry office at the time of, or prior to, submitting a 2023 application.
- Volunteer Fire Assistance is an award of Federal Financial Assistance with funding from the USDA Forest Service. Prime and sub-recipients to this award are subject to OMB guidance in sub parts A through F of 2 CFR Part 200 as adapted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to OMB guidance in 2 CFR 200 where full text may be found.
- The brochure, Complying with Civil Rights, FS-850, can be found at:
www.fs.usda.gov/internet/fse_documents/fseprd526908.pdf
- The OMB Circulars are available on the internet at www.ecfr.gov

If an application was not fully successful, do not be discouraged and continue to apply every year by submitting an online application package by the deadline.

Sincerely,

Sarah Saarloos, Fire Staff Officer

2023 VFA Grant Awards

Fire Department	Amount Requested	Amount Awarded	Division of Forestry Office
Delta Junction VFD	\$5,973.88	\$5,973.88	Delta Area Office
Rural Deltana VFD	\$6,000.00	\$6,000.00	Delta Area Office
Chena-Goldstream Fire & Rescue	\$5,848.20	\$5,848.20	Fairbanks Area Office
Ester VFD	\$5,658.41	\$5,658.41	Fairbanks Area Office
North Pole FD	\$6,000.00	\$6,000.00	Fairbanks Area Office
North Star VFD	\$5,959.89	\$5,959.89	Fairbanks Area Office
Salcha Fire & Rescue	\$5,377.00	\$0.00	Fairbanks Area Office
Bear Creek Fire/EMS Department	\$3,293.55	\$3,293.55	Kenai Kodiak Area Office
Central Emergency Services	\$5,331.60	\$5,331.60	Kenai Kodiak Area Office
Cooper Landing VFD	\$5,384.36	\$5,384.36	Kenai Kodiak Area Office
Kachemak Emerg. Services	\$5,923.60	\$5,923.60	Kenai Kodiak Area Office
Kenai FD	\$5,897.94	\$5,897.94	Kenai Kodiak Area Office
Lowell Point VFD	\$6,000.00	\$6,000.00	Kenai Kodiak Area Office
Moose Pass Vol. Fire Co.	\$5,239.78	\$5,239.78	Kenai Kodiak Area Office
Nikiski FD	\$4,358.47	\$4,358.47	Kenai Kodiak Area Office
Seward FD	\$4,229.32	\$4,229.32	Kenai Kodiak Area Office
Western Emergency Services Area	\$5,844.96	\$5,844.96	Kenai Kodiak Area Office
Butte FD	\$5,999.75	\$5,999.75	Mat Su Area
Girdwood Vol. Fire & Rescue, Inc.	\$5,810.00	\$5,810.00	Mat Su Area
Houston FD	\$5,931.00	\$5,931.00	Mat Su Area
Palmer Fire and Rescue	\$5,759.45	\$5,759.45	Mat Su Area
Sutton VFD	\$5,999.99	\$5,999.99	Mat Su Area
Talkeetna VFD	\$6,000.00	\$6,000.00	Mat Su Area
Trapper Creek	\$6,000.00	\$6,000.00	Mat Su Area
Haines VFD	\$6,000.00	\$6,000.00	Southeast Alaska
Whale Pass VFD	\$3,471.50	\$3,471.50	Southeast Alaska
Bethel FD	\$4,963.68	\$4,963.68	Southwest District
Tok VFD	\$5,992.00	\$5,992.00	Tok Area Office
Gakona VFD	\$5,975.10	\$5,975.10	Valdez-Copper River Area Office
GlennRich Fire Rescue	\$5,611.50	\$5,611.50	Valdez-Copper River Area Office
Kennicott/McCarthy VFD	\$5,367.24	\$5,367.24	Valdez-Copper River Area Office
Kenny Lake VFD	\$5,887.71	\$5,887.71	Valdez-Copper River Area Office
GRAND TOTAL	\$177,089.88	\$171,712.88	

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

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

Agenda of: April 25, 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:

Date:

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 23-0XX

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 25th day of April 2023.

Steven J Carrington, Mayor

Shelly Acteson, MMC, City Clerk

**City of Palmer
Action Memorandum No. 23-020**

Subject: 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

Agenda of: April 25, 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	<u></u>	_____
City Clerk	_____	_____

Attachment(s):

1. Alaska State Fair Review Form and Application #39

Summary Statement/Background:

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. 23-020.

City of Palmer • Liquor License Review Form

BUSINESS NAME: Alaska State Fair **OWNER:** Alaska State Fair Inc
LICENSE TYPE: Recreational Site - Grandfathered AS 04.11.210(d)
LOCATION: 2075 Glenn Highway Palmer, Alaska

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current: Yes No

If no, explain: _____

Other Comments: _____

Gina Davis 03/28/2023
Finance Director 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 A Shelton 3-28-2023
Chief of Police Date

TO COUNCIL FOR AGENDA OF: April 25, 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

March 28, 2023

City of Palmer
Matanuska-Susitna Borough
Via Email: license.reviews@matsugov.us; alex.strawn@matsugov.us; keliEFF@palmerak.org;
bahanson@palmerak.org

Re: Notice of 2023/2024 Liquor License Renewal Application

License Type:	Recreational Site – AS 04.11.210(d)	License	39
Licensee:	Alaska State Fair, Inc.		
Doing Business As:	Alaska State Fair		

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

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

03/28/2023

ABC BOARD

LIQUOR LICENSE

2023 - 2024

TEMPORARY

39

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Recreational Site
04.11.210(d)

LICENSE FEE: \$800.00

1261

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

D/B/A: Alaska State Fair
1 Mile South of Palmer

Mail Address:
Alaska State Fair, Inc.
2075 Glenn Highway
Palmer, AK 99645

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

Joan M. Wilson
DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

03/28/2023

ABC BOARD

LIQUOR LICENSE

2023 - 2024

TEMPORARY

39

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Recreational Site
04.11.210(d)

LICENSE FEE: \$800.00

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

D/B/A: Alaska State Fair
1 Mile South of Palmer

Mailing Address:
Alaska State Fair, Inc.
2075 Glenn Highway
Palmer, AK 99645

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 5/9/22)



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:	Alaska State Fair	License Number:	39
License Type:	Recreational Site - Grandfathered AS 04.11.210(d)		
Examiner:	<i>C. Brown</i>	Transaction #:	100510198

Document	Received	Completed	Notes
AB-17: Renewal Application	12/13	3/6	
App and License Fees	12/13	3/6	

Supplemental Document	Received	Completed	Notes
AB-25: Supplier Certification			
AB-33: Restaurant Receipts Aff			
AB-36: Rec Site Statement	12/13	3/6	<i>connections needed.</i>
AB-37: Tourism Statement			
AB-39: Change of Officers			
COI / COC / 5 Star / FAA Cert			
FP Cards & Fees / AB-08a			
Late Fee (after 12/31/2022)			
Additional Documents:	Notice of Change of Officials (907) 229-6908		
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"/>
Background(s) Completed & Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Consideration: <u>NOV</u>	Board Meeting Date: <u>5/30-31/2023</u>		
LGB Sent Date: <u>3/28/2023</u>	LGB Deadline Date: _____		
LGB 1 Name: _____	LGB 2 Name: _____		
<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



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 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):	Alaska State Fair, Incorporated	License #:	39
License Type:	Recreational Site-Grandfathered AS 04.11.210(d)		
Doing Business As:	Alaska State Fair		
Local Governing Body:	City of Palmer, Matanuska Borough		
Community Council:	Palmer City 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:	Kristy Bernier	Contact Phone:	(907)355-8400
Contact Email:	kkbernier@icloud.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:	sheri musgrave	Contact Phone:	907-746-7173
Contact Email:	sheri@alaskastatefair.org		

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
 DEC 13 2022



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

YES NO

Did the ownership structure of the licensed business change in 2021/2022?

YES: [checked] 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) [checked] [checked]
2. The license was only operated during a specified time each year. (Not to exceed 6 months per year) [] []
3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. [] []
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. [] []

Section 6 - Violations and Convictions

YES NO

Have ANY Notices of Violation been issued for this license?

YES: [checked] 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 04.21.010 in 2021 or 2022?

YES: [checked] 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 AAC304, 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...
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...



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.

Kristy Bernier
 Signature of licensee
 Kristy Bernier
 Printed name of licensee

KIRSTEN L MASON
 Notary Public
 State of Alaska
 My Commission Expires
 July 08, 2025

Kirsten L. Mason
 Signature of Notary Public
 Notary Public in and for the State of Alaska

My commission expires: 7/8/25

Subscribed and sworn to before me this 8 day of December, 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:	\$ <u>800.00</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ <u>1,100.00</u>

Details

ENTITY DETAILS

Name(s)

Type
Legal Name

Name
ALASKA STATE FAIR, INCORPORATED

Entity Type: Nonprofit Corporation

Entity #: 4320D

Status: Good Standing

AK Formed Date: 2/25/1959

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 7/2/2023

Entity Mailing Address: 2075 GLENN HWY, PALMER, AK 99645

Entity Physical Address: 2075 GLENN HWY, 2075 GLENN HWY, PALMER, AK 99645

Registered Agent

Agent Name: Jerome Hertel

Registered Mailing Address: 2075 Glenn Hwy, Palmer, AK 99645

Registered Physical Address: 2075 Glenn Hwy, Palmer, AK 99645

Officials

AK Entity #	Name	Titles	<input type="checkbox"/> Show Former Owned
	Aryne Randall	Treasurer	
	Cody Beus	Director	
	Jason Ortiz	Vice President	
	John Harkey	Director	
	JON-MARC PETERSEN	Director	
	Kristy Bernier	President	
	SHERON PATRICK	Secretary	

Filed Documents

Date Filed	Type	Filing	Certificate
2/25/1959	Creation Filing	Click to View	
10/26/1973	Agent Change	Click to View	
10/26/1973	Biennial Report	Click to View	
11/30/1973	Biennial Report	Click to View	

Date Filed	Type	Filing	Certificate
12/31/1974	Biennial Report	Click to View	
3/06/1975	Restated (NO AMENDMENT)	Click to View	
8/18/1979	Biennial Report	Click to View	
7/26/1982	Amendment	Click to View	
5/29/1987	Biennial Report		
1/25/1989	Restated (NO AMENDMENT)	Click to View	
1/25/1989	Restated (NO AMENDMENT)	Click to View	
6/12/1989	Biennial Report		
6/19/1991	Amendment	Click to View	
7/11/1991	Biennial Report		
6/14/1993	Biennial Report	Click to View	
3/24/1995	Amendment	Click to View	
3/24/1995	Restated (NO AMENDMENT)	Click to View	
3/24/1995	Amendment	Click to View	
6/15/1995	Biennial Report	Click to View	
5/19/1997	Agent Change	Click to View	
6/17/1997	Biennial Report	Click to View	
6/03/1999	Biennial Report	Click to View	
6/09/2001	Biennial Report	Click to View	
7/14/2003	Biennial Report	Click to View	
4/12/2004	Agent Change	Click to View	
4/12/2004	Change of Officials	Click to View	
6/06/2005	Biennial Report	Click to View	
5/02/2007	Agent Change	Click to View	
6/01/2007	Biennial Report	Click to View	
7/28/2008	Change of Officials	Click to View	
2/17/2010	Biennial Report	Click to View	
2/25/2010	Change of Officials	Click to View	
3/01/2011	Change of Officials	Click to View	
2/23/2012	Biennial Report	Click to View	
2/27/2012	Change of Officials	Click to View	
6/26/2013	Biennial Report	Click to View	
12/19/2014	Agent Change	Click to View	
4/08/2015	Biennial Report	Click to View	
5/12/2015	Entity Address Change	Click to View	
10/11/2016	Certificate of Compliance		Click to View
6/22/2017	Biennial Report	Click to View	
3/14/2018	Change of Officials	Click to View	
6/27/2019	Biennial Report	Click to View	
12/17/2020	Change of Officials	Click to View	
6/04/2021	Biennial Report	Click to View	
8/17/2022	Change of Officials	Click to View	

[Close Details](#)  [Print Friendly Version](#)

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

ALASKA STATE FAIR INC

2075 GLENN HIGHWAY, PALMER, AK 99645

owned by

ALASKA STATE FAIR INC.

is licensed by the department to conduct business for the period

January 3, 2023 to December 31, 2024
for the following line(s) of business:

71 - Arts, Entertainment and Recreation



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner

License Detail

LICENSE DETAILS

License #: 10096

[Print Business License](#)

Business Name: ALASKA STATE FAIR INC

Status: Active

Issue Date:

Expiration Date: 12/31/2024

Mailing Address: 2075 GLENN HIGHWAY
PALMER, AK 99645

Physical Address: 2075 Glenn Hwy
9077467163
Palmer, AK 99645

Owners

ALASKA STATE FAIR INC.

Activities

Line of Business	NAICS	Professional License #
71 - Arts, Entertainment and Recreation	713990 - ALL OTHER AMUSEMENT AND RECREATION INDUSTRIES	
71 - Arts, Entertainment and Recreation	713110 - AMUSEMENT AND THEME PARKS	

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.

Start Date	End Date
1/1/2021	1/8/2021
1/1/2023	1/2/2023

[Close License Detail](#)

[Print Friendly Version](#)

AK Entity #: 4320D
Date Filed: 08/17/2022
State of Alaska, DCCED



THE STATE
of **ALASKA**
Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing



COR

FOR DIVISION USE ONLY
RECEIVED
Juneau
AUG 17 2022
CBPL
cc 25 y

Corporations Section
State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550 • Fax: (907) 465-2974
Email: corporations@alaska.gov
Website: Corporations.Alaska.Gov

Notice of Change of Officials

Domestic Non-Profit Corporation (AS 10.20)

- This Notice of Change of Officials form is only for Domestic Non-Profit Corporations and is used to report changes in officers and directors information between biennial reporting periods.
- This Notice of Change of Officials will not be filed if the entity's biennial report is not current. To verify the entity's biennial report due date, go online to www.Corporations.Alaska.Gov and select, Search Corporations Database
- Standard processing time for complete and correct filings submitted to this office is approximately 10-15 business days. All filings are reviewed in the date order they are received.
- The information you submit is a public record and will be posted on the State's website.

1. Important:	AS 10.20.631
Each Domestic Non-Profit Corporation is required to notify this office when there is a change of officials. — AS 10.20.631	
Failure to meet this requirement may result in involuntary dissolution of the entity's authority to transact business in the State of Alaska. — AS 10.20.325(7)	
The Domestic Non-Profit Corporation is to keep and make available the records of the official(s) changes. — AS 10.20.131	

2. Fee:	<input checked="" type="checkbox"/> \$25 Nonrefundable Filing Fee (CORF)	3 AAC 16.050(c)
Mail this form and the non-refundable \$25 filing fee in U.S. dollars to the letterhead address. Make the check or money order payable to the State of Alaska, or use the attached credit card payment form.		

3. Entity Information:	AS 10.20.631
Entity Name:	Alaska State Fair, Inc
Alaska Entity Number:	4320D



4. REMOVE from Record: AS 10.20.831(b)

The following officials (officers and directors) will be completely removed from the record as a result of this filing:

Name: Stephen Brown Name: _____

Name: _____ Name: _____

If an official is not being removed from record, then list them in Item #5 below (with their current information).

RECEIVED
Juneau
AUG 17 2022

5. ALL Current Officials: AS 10.20.831(b) and AS 10.20.705

The following is a complete list of ALL remaining and new officials who will be on record as a result of this filing. Non-Profit Corporations must have a President, Vice-President, Secretary, Treasurer, and at least three (3) Directors. Two or more offices may be held by the same person, except the offices of President and Secretary which cannot be the same person. — AS 10.20.086 and AS 10.20.121

List **ALL** officials and their current information to be on record. **BOLD** fields are required.

FULL LEGAL NAME	COMPLETE MAILING ADDRESS	PRESIDENT	VICE-PRESIDENT	SECRETARY	TREASURER	DIRECTOR (3)	Assistant Secretary	Assistant Treasurer
Kristy Bernier	340 N. Baylund Circle Palmer, AK 99645	*						
Jason Ortiz	PO Box 1480 Palmer, AK 99645		*					
Aryne Randall	PO Box 874813 Wasilla, AK 99687				*			
Sheron Patrick	1017 I St #1 Anchorage, AK 99501			*				
John Harkey	PO Box 293 Palmer, AK 99645					*		

→ If necessary, use the following supplement page and include all information required above in Item #5.

6. Required Signature: AS 10.20.831(b) and AS 10.20.650

The Notice of Change of Officials must be signed by an officer of the non-profit corporation. A Director is not an authorized signer. Persons who sign documents filed with the commissioner that are known to the person to be false in material respects are guilty of a class A misdemeanor.

Signature: [Handwritten Signature] Date: 11 August 2022

Printed Name: Kristy K. Bernier

Title of Authorized Signer: President

AMCO
(Must be signed by an officer of the non-profit. A director is not an authorized signer.)

DEC 13 2022

Notice of Change of Officials SUPPLEMENT

If used, this supplement must be returned with Form 08-446

RECEIVED
Juneau

Entity Name: Alaska State Fair, Inc	AUG 17 2022
Alaska Entity Number: 4320D	CBPL

4. REMOVE from Record (continued from Page 2): AS 10.20.631(b)

The following officials (officers and directors) will be completely removed from the record as a result of this filing:

Name: _____ Name: _____

Name: _____ Name: _____

If an official is not being removed from record, then list them in Item #5 below (with their current information).

5. ALL Current Officials (continued from Page 2): AS 10.20.631(b) and
AS 10.20.705

The following is a complete list of ALL remaining and new officials who will be on record as a result of this filing. Non-Profit Corporations must have a President, Vice-President, Secretary, Treasurer, and at least three (3) Directors. Two or more offices may be held by the same person, except the offices of President and Secretary which cannot be the same person. — AS 10.20.086 and AS 10.20.121

List ALL officials and their current information to be on record.
BOLD fields are required.

FULL LEGAL NAME	COMPLETE MAILING ADDRESS	PRESIDENT	VICE-PRESIDENT	SECRETARY	TREASURER	DIRECTOR (3)	Assistant Secretary	Assistant Treasurer
Cody Beus	11000 E Yarrow Rd Palmer, AK 99645					x		
Jon-Marc Petersen	360 N Main St Wasilla, AK 99654					x		

If necessary to complete Items #4 and #5, make copies of this SUPPLEMENT page.

**City of Palmer
Action Memorandum No. 23-021**

Subject: 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 Fest. \$1,500 to be paid from the City Council Community Grant Fund and \$3,000 to be paid from the City Managers Marketing funds

Agenda of: April 25, 2023

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

Originator Information:

Originator: Mr. 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: \$ 4,500

This legislation (√):


- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 4,500
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-01-05-6103 \$3,000 ; 01-02-10-6068 \$1,500
- Not budgeted _____

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

- 1. Council Community Grant Scoring Rubric and Application

Summary Statement/Background:

Over 40 PRCA professional athletes and their families, Over 250 Local contestants including junior rodeo contestants, TV Broadcasting crews, and Thousands of spectators will travel to Palmer this year for our historical event at the Alaska State Fairgrounds in Palmer.

This outdoor 4-day event will give all our local Palmer businesses such as Hotels, restaurants, bed and breakfast. Gift shops and all of what downtown Palmer has to offer a chance to thrive and be a part of an award-winning event.

In February 2014, the City Council adopted Ordinance NO. 14-043, which established the Council Community Grant Program. The City Council approved \$12,000.00 in the Community Council Grants line item for 2022.

Legislation #	Organization	Amount Requested	Remaining	Date Approved
Res 23-005	Beginning Balance-2023 Budget		\$12,000.00	
AM 23-010	Hatcher Pass Avalanche Center	\$1,500	\$10,500.00	2/14/23
AM 23-011	AKBBQ Association	\$1,500	\$ 9,000.00	2/14/23
AM 23-013	Radio Free Palmer	\$1,500	\$ 7,500.00	3/14/23
AM 23-017	Who Let The Girls Out	\$1,500	\$ 6,000.00	3/28/23
AM 23-018	Palmer Family Park	\$1,500	\$ 4,500.00	3/28/23

Administration’s Recommendation:

Approve Action Memorandum No. 23-021.

Project Name: 49th State PRCA Xtreme Broncs and Music Fest

Date Received: 4/6/23

Reviewer Name: JOHN MOOSEY

Date Reviewed: 4.10.23

Has the event previously received City funding? Y N List Years/Amounts: 2020, \$4,500; 2021, unknown; 2022, \$4,500 ~~In Kind~~

If yes, was the Post Event Report completed? Y N

Required Elements:

- Accessible to all members of the community
- Takes place in/within one mile of Palmer City Limit

Expectations				Points
	10 pts	7 pts.	3-0 pts	
Accessibility & Strategic Priorities	The application clearly states the economic benefits, and the reader/evaluator easily understands the benefits to the community and residents of the city.	The application states the benefits; however, it is not clear and/or the reviewer/evaluator must assume or use reason to determine the benefits to the community and residents of the city.	The application does not clearly demonstrate the benefits and/or the reader/evaluator cannot determine through reasoning the benefits to the community or residents of the city.	10
	The application clearly addresses how the project meets one or more of the City's Economic Development Strategic Priorities.	The application attempts to address how the project meets one or more of the City's Economic Development Strategic Priorities; however, the reviewer/evaluator must assume or use reason to determine how the project is addressing a strategic priority(s).	The application does not clearly demonstrate how the project is addressing a strategic priority and/or the reader/evaluator cannot determine through reasoning how the project is addressing a strategic priority.	10
Fiscal	The application clearly states how much financial or in-kind services are being requested for the project.	The application contains information regarding financial and/or in-kind services as part of the project; however, it is not clear, and the reviewer/evaluator must assume or use reason to determine what is being requested.	The application does not clearly state what is being requested and/or the reviewer/evaluator cannot determine through reasoning.	10
	The application includes a project budget which demonstrates sound fiscal practices and reviewer/evaluator can easily understand.	The application includes a project budget; however, the reviewer/evaluator has questions or must use reason to understand the overall budget for the project.	The application does not include a project budget, or the reviewer/evaluator cannot understand and/or has significant concerns about the budget as presented.	10
Benefit	The application clearly states how the community will benefit because of the event.	The application states the degree of benefits; however, it is not clear, and the reviewer/evaluator must assume or use reason to determine the how the community will benefit because of this grant.	The application does not clearly demonstrate the degree of benefits and/or the reviewer/evaluator cannot determine the how the community will benefit because of this grant.	10
Reporting	The application clearly states how and when the city will receive a post event report on this project.	The application attempts to address how a post event report will be given to the city; however, it is unclear, and the reviewer/evaluator must assume or use reason to determine how and when the report will be presented.	The application does not attempt to address how a post event report will be given to the city or the reviewer/evaluator cannot determine how the report will be presented.	10
Total:				60

Staff Recommendation: \$1500 COMMUNITY COUNCIL FUNDS
\$3000 MANAGERS PRO MARKETING FUND
\$4500



City of Palmer • City Clerk's Office
231 W. Evergreen Avenue • Palmer, AK 99645
Phone: (907) 761-1301 • Fax: (907) 761-1340

Council Community Grant Application

Program Information

Program, service, project, or event title: 49th State PRCA Xtreme Broncs and Music Fest
Date(s) of program, service, project, or event: May 27th - 29th 2023

Applicant Information

Name: Frank Koloski
Address: 2551 Lyvona Lane
City: Anchorage State: AK Zip: 99502
Phone: 907-748-7336 Email: rodeoalaska@gmail.com

Organization Information

Name of organization/group: Rodeo Alaska
Type of organization/group: Non-profit Volunteer group Other: _____

Funding Request

Amount of Request: \$ 5,000.00
Matching funds provided by applicant: \$ Yes
Type of funds requesting: Cash In-Kind In-Kind Type: _____

Remittance Information

Remit Payment to: Rodeo Alaska
Address mail check to: 2551 Lyvona lane
City: Anchorage, State: AK Zip: 99502
Phone: 907-748-7336 Email: rodeoalaska@gmail.co

Eligibility

Describe how your program, service, project or event meets the eligibility guidelines.

Rodeo Alaska in kind asks for the support to come together for an event that will benefit the entire community. This event will be outdoors in a large open area. It will serve to very large spectator attendance which will allow local small businesses a great opportunity to service another historical event.

Project Summary Information

In the space below, provide a concise, one paragraph summary of your proposed program, service, project or event and how it benefits the community as well as how this supports the Council's strategic priorities.

Inviting the top professional rodeo contestants in the world to have an opportunity of a life-time to compete in a historical event and to witness the beauty of our great state of Alaska!
Provide contestants and spectators from across our country the opportunity to witness this historical event. Provide our Alaskan community a Family Fun Grassroot event filled with powerful positive energy! Give our Alaskan spectators the opportunity to camp on a safe premise and enjoy a fun filled weekend in Palmer. Provide opportunity to support our local businesses to provide services to thousands of people and their families that will be here to celebrate this historical event. Provide a marketing strategy that will encompass the entire country.

Project Scope of Work

Please list the steps to be taken to conduct the program, service, project or event. Be sure to address issues such as: beginning and ending date, who will work to conduct the event/project, clean-up team, where is the project going to occur (location).

Rodeo Alaska has already working hard for this community event. Rodeo Alaska continues to develop its structure for this event including team build meetings with breakout gatherings for community and event awareness. The Alaska State Fair Grounds will be the destination for the community to come and enjoy never before seen action from the number one bucking horses in the world.

Community Benefit

Please indicate how the results of your program, service, project or event will enhance economic development or generally benefit the city of Palmer. Describe the expected number of participates to be attracted by the event or project. Please explain how your organization will evaluate the community benefit of your event. Examples might include surveys, registrations, sign-in sheets, number of people served, etc.

Structured formats of attendance tracking will be done through ticketing, online survey type tracking and vendor response. Rodeo Alaska will give final results,with in 72 hours from the events conclusion.

Detailed Budget

Revenue:

Source:	Cash	In-Kind	Total
Rodeo Alaska	\$ 15,000.00	\$ _____	\$ 15,000.00
Sponsors	\$ 40,000.00	\$ _____	\$ 40,000.00
In Kind Sponsors	\$ _____	\$ 15,000.00	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
Totals	\$ _____	\$ _____	\$ _____

Expenditures:

Item/Service:	Cash	In-Kind	Total
PRCA Event cost	\$ 30,000.00	\$ _____	\$ 30,000.00
Stock/Calgary	\$ 36,000.00	\$ _____	\$ 36,000.00
Facility Rental	\$ 5,000.00	\$ _____	\$ 5,000.00
Equipt. Rental	\$ 7,500.00	\$ _____	\$ 7,500.00
Marketing	\$ 25,000.00	\$ _____	\$ 25,000.00
other	\$ 10,000.00	\$ _____	\$ 10,000.00
	\$ _____	\$ _____	\$ _____
Totals	\$ _____	\$ _____	\$ _____

Matching Funding Source

Describe source of matching funding. Have alternate sources of funding been explored?

Rodeo Alaska will be supporting a substantial amount of funding for this event. Rodeo Alaska will also utilize community and business partnership opportunities that will also be used to help support this event. Partnerships will be made available for Businesses/individuals that would be interested in being involved with this historical event.

Post Event Report

Describe how you propose to provide a post-event report with details on the economic impact, how funding was spent on the sole purpose for which it was awarded, and if any unspent money is to be returned to the city (provide an expected date).

All Post event reports including cost expededures will be available immeadiatley after the event.

Applications may be submitted at any time to the address listed above. Please allow at least six weeks lead time for application review and City Council agenda scheduling.

Applicant signature: Frank Kofski

Date: 3-27-23

For Office Use Only

Date received by City Clerk's Office: _____

City Council agenda date: _____

Action Memorandum No.: _____

City Council: Approved Denied

Amount Approved: \$ _____

Date applicant notified of request outcome: _____

I-9 Form Submitted (for taxable organizations only): _____

**City of Palmer
Action Memorandum No. 23-022**

Subject: 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.


Agenda of: April 25, 2023

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

Originator Information:

Originator: Dwayne Shelton, Chief of Police

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
X	Police		April 7, 2023
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ **322,177.71**


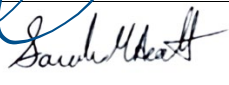
- This legislation (√):
- Creates revenue in the amount of: \$ _____
 - Creates expenditure in the amount of: \$ 322,177.71
 - Creates a saving in the amount of: \$ _____
 - Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 09-01-10-7125 HLS SHSP Grant PD
- Not budgeted _____

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. Award Letter from SHSP
2. Quote From REVL Industries

Summary Statement/Background:

The City of Palmer applied to the Division of Homeland Security and Emergency Management (DHS&EM) for SHSP grant funds from 2022 and was awarded funds in the amount of \$322,177.71. In the grant application the City requested to purchase mobile radios, to be installed in police, fire, and public works vehicles.

This action memorandum authorizes the City Manager to purchase new Kenwood Mobile Radios at a quoted price of \$322,000.55. This price reflects a pre-bid cost for the radios through the National Association of State Procurement Officers, or NASPO. The City of Palmer is an authorized user of NASPO pursuant to P.M.C. 3.21.230. The City of Palmer Administration chose to take advantage of its ability to attach to NASPO pricing for the following reasons:

3.21.230 Governmental and proprietary procurements.

- A. The purchasing officer may contract, without the use of the competitive source selection procedures of this chapter, for the following supplies, services, professional services or construction:
 1. For contracts, including reimbursable agreements, with federal, state or local units of government or utility provider where the city has a financial responsibility or beneficial interest in entering into an agreement.
 2. For contracts issued pursuant to any federal, state, or local government contract where the city is an authorized user, or where the resulting contractor agrees to extend the same terms, conditions, and pricing to the city as those awarded under the original contract, all in accordance with PMC 3.21.240. Such agreements shall be limited to those contracts where the award is issued pursuant to a formally advertised solicitation.
 3. For contracts where the purchasing officer determines in writing that the city's requirements reasonably limit the source for the supplies, services, professional service or construction to one person.
- B. All contract awards under this section, and any amendments thereto, shall be subject to the applicable approval requirements of PMC 3.21.090 prior to execution.
- C. No contractor may provide supplies, services, professional services, or construction to the city before the applicable requirements of this section are first satisfied.

Administration's Recommendation:

Approve Action Memorandum No. 23-022 authorizing the City Manager to purchase, under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230, new mobile radios in the amount of \$322,000.55 through the awarded Homeland Security SHSP Grant funds.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Military and
Veterans Affairs**

Division of Homeland Security and
Emergency Management

P.O. Box 5750
JBER, AK 99505-0800
Main: 907.428.7000
Fax: 907.428.7009
ready.alaska.gov

October 25, 2022

John Moosey, Borough Manager
City of Palmer
350 E. Dahlia Avenue
Palmer, AK 99645

RE: 2022 State Homeland Security Grant Program, EMW-2022-SS-00034-S01
State Grant No.: 22SHSP-GY22

Mr. Moosey:

We received funds from the U.S. Department of Homeland Security under the 2022 State Homeland Security Grant Program. We are pleased to award the City of Palmer the amount of \$322,177.71 under this grant. Funding from this program is provided to support, build, and sustain the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events.

Please review the Grant Requirements, and Program Terms and Conditions as articles have changed to incorporate the provisions of 2 CFR Part 200. All changes to these items will be discussed at the 2022 Grant Kick-Off Meetings. Participation at a Kick-Off Meeting is required.

Please review the Project Budget Details for Environmental and Historical Preservation (EHP) requirements and approved project specifics. As a reminder, all procurement transactions must be conducted in a manner providing full and open competition. To ensure this, we require a Procurement Method Report with every expense (with the exception of local advertising, legal notices, and travel arrangements) submitted for reimbursement under this grant, and pre-approvals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

A pre-signed Obligating Award Document (OAD) is attached. Please print the document, sign the OAD, and send a scanned copy to mva.grants@alaska.gov within 30 days of subrecipient receipt. Keep the hard copy for your records.

If the OAD cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form must be submitted. The form and instructions are available for download on our Grants website, <http://ready.alaska.gov/grants.htm>.

Mr. Moosey
October 25, 2022
Page 2 of 2

If signatory points of contact have changed since submittal of the application, please complete, and return a Signatory Authority Form with the signed OAD. The Signatory Authority Form is available for download on our Grants website. If needed, Electronic Payment enrollment forms are also available upon request.

If you have any questions, please contact the Division Project Manager for this grant, Tiffany Peltier, at (907) 428-7026 or by email at mva.grants@alaska.gov.


Sincerely,



William A. Dennis
Administrative Operations Manager

Enclosure(s): Obligating Award Document
Project Budget Details Report
Quarterly Activities Plan

cc: Dwayne Shelton, Jurisdiction Project Manager
Gina Davis, Jurisdiction Chief Financial Officer

State of Alaska						Page 1 of 7		
Division of Homeland Security and Emergency Management						FEDERAL AWARD DATE		
Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						September 20, 2022		
OBLIGATING AWARD DOCUMENT						FEDERAL GRANT PROGRAM		
						2022 State Homeland Security Grant Program		
RECIPIENT NAME AND ADDRESS						FEDERAL GRANT NUMBER		
PERFORMANCE PERIOD						EMW-2022-SS-00034-S01		
AMENDMENT						CFDA: 97.067		
City of Palmer 350 E. Dahlia Avenue Palmer, AK 99645						AWARD AMOUNT		
						\$322,177.71		
STATE PROGRAM NUMBER						Palmer		
UEI NUMBER		F449BMLTS5N3		FUNDING ALLOCATION				
EIN		92-6000194		PLANNING		EXERCISE		
METHOD OF PAYMENT		Electronic		TRAINING		EQUIPMENT		
						\$322,177.71		
PURPOSE OF AWARD								
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.								
GRANT REQUIREMENTS AND PROGRAM TERMS AND CONDITIONS								
The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]. See attached for continued Grant Requirements and Program Terms and Conditions.								
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)								
See Attached								
AGENCY INFORMATION								
ADDRESS		Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750				WEBSITE		http://ready.alaska.gov
						EMAIL		mva.grants@alaska.gov
						PHONE		907-428-7000
						FAX		907-428-7009
STATE PROJECT MANAGER		PHONE		FAX		EMAIL		
Tiffany Peltier		(907) 428-7026		(907) 428-7009		tiffany.peltier@alaska.gov		
AGENCY APPROVAL				RECIPIENT ACCEPTANCE				
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL				
William A. Dennis, Administrative Operations Mgr.				John Moosey, Borough Manager				
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL				
				DATE		DATE		
				10-26-2022				
FOR STATE USE ONLY								
Division File Number:				Date Returned				
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC	
1004	2001	099180010	7001	2022	22SHSPPAL	2SHSP2022	GYSHSP	

Program Requirements

(A) Monies may not be obligated outside of the time period as stated on the grant document. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period (unless otherwise specified in the Program Terms and Conditions) when the *Final Performance Progress Reports* are due.

(B) The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The jurisdiction shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM).

(C) The signature of the signatory officials on this award attests to the jurisdiction's understanding, acceptance, and compliance with Acknowledgement of Federal Funding; Lobbying; Debarment, Suspension, and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state or local funds. Federal funds may be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Any cost allocable to a particular Federal award or cost objectives under the principles provided for in 2 CFR Part 200, subpart E, may not be charged to other Federal awards to overcome fund deficiencies.

(D) The jurisdiction shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state, or local agencies, and each award is accounted for separately.

(E) The jurisdiction shall comply with the requirements under 2 CFR 25.110, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also, the jurisdiction has the requirement to be non-delinquent to the Federal government as required in OMB Circular A-129.

(F) The jurisdiction shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990. Per Executive Order 13166, the jurisdiction will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. *Executive Order 13224* prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, National Environmental Policy Act (NEPA) of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, and the Fly America Act of 1974. Subrecipients who collect Personally Identifiable Information (PII) are required to have a publicly available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. All recipients must comply with statutory requirement for whistleblower protections (if applicable) at 10 U.S.C 2409, 41 U.S.C 4712, and 10 U.S.C 2324, 41 U.S.S 4304 and 4310. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R Part 19 and other applicable statutes, regulations, and guidance governing the participants of faith-based organizations in individual DHS programs.

(G) The jurisdiction certifies that it has an *Affirmative Action Plan/Equal Employment Opportunity Plan*. An *EEOP* is not required for subrecipients of less than \$25,000.00 or fewer than 50 employees.

(H) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.

(I) It is the responsibility of the jurisdiction as the subrecipient of these federal funds to fully understand and comply with the requirements of:

1. Administrative requirements
2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
<https://ecfr.io/Title-2/Part-200>
2. Cost Principles
2 CFR Part 200 Subpart E *Cost Principles*
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a470d16f3403a225479f2a8a6c7c4058&n=pt2.1.200&r=PART&ty=HTML#sp2.1.200.e>
3. Audit Requirements
2 CFR Part 200 *Subpart F Audit Requirements*
[Title 2 Part 200 Subpart E - Code of Federal Regulations \(ecfr.io\)](#)
 - a. Federal: The applicant agrees that, as a condition of receiving any federal financial assistance, a Single audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.
 - b. State: If the applicant is an entity that received state financial assistance the applicant shall submit to the State coordinating agency, within one year after the end of the audit period, an annual audit report covering the audit period as required by 2 AAC 45.010.

- c. Subrecipients identified as "non-compliant" by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator shall be subject to the following grant payment restrictions:
 - 1) The Division of Homeland Security & Emergency Management (DHS&EM) will not process grant payments of any nature directly to the subrecipient.
 - 2) Subrecipients will be required to fully comply with the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator.
 - 3) Subrecipients will provide compliance evidence to DHS&EM from the state audit coordinator before any payment will be processed.
 - 4) DHS&EM may process On-Behalf-Of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
 - 5) Performance periods will not be extended due to a subrecipient's failure to comply with Single Audit requirement.
 - 6) Payments made in error to subrecipients that are "non-compliant" must be repaid to the State of Alaska within 90 days of receipt of notice from DHS&EM.

4. Procurement and Contracts. Contracts must be of a reasonable cost, generally be competitively bid, and must comply with Federal, State, and local procurement standards. Detailed requirements for eligible procurement methods and contract types can be found in 2 CFR Part 200 Subpart D. The applicant agrees to review and follow procurement and contract requirements necessary for compliance with the grant program. Further, the applicant understands that failure to comply with these requirements may result of loss of funding for the entire project.
 - a. Debarred/Suspended Vendors. As required by Executive Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, the applicant certifies that it and its principals:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.
 - 2) Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal ,State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
 - 4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
 - 5) Domestic Preferences for Procurement. As appropriate and to the greatest extent consistent with law, state and non-state entities should, to the greatest extent practicable under its FEMA award, provide a preference for the purchase of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. 2 C.F.R. § 200.322 also provides specific definitions for "Produced in the United States" and "manufactured products" that states should review.

5. Conflict of Interest
2 CFR Part 200.112 – the jurisdiction must disclose in writing to DHS&EM any potential conflict of interest per the applicable Federal awarding agency policy in the award's performance period.

6. False Claims Act, Program Fraud Civil Remedies, and Mandatory Disclosures
 - a. 31 U.S.C. §3729, no recipient of federal payments shall submit a false claim for payment.
 - b. 38 U.S.C. §3801-3812, details the administrative remedies for false claims and statements made.
 - c. 2 CFR Part 200.113 – the jurisdiction must disclose, in a timely manner and in writing to DHS&EM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the award.

7. Technology Requirements
28 CFR Part 23, Criminal Intelligence System Operating Policies

8. Research and Development (R&D) Requirements
Grants awarded to DHS&EM are not R&D

9. Duplication of Benefits
2 CFR Part 200, Subpart E, Cost Principles

10. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities, where applicable.

11. Reducing Text Messaging while Driving
All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

12. Reporting of Matters Related to Recipient Integrity and Performance

If the total value recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R Part 200, Appendix XII.

13. Reporting Subawards and Executive Compensation

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R Part 170, Appendix A.

14. SAFECOM

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

15. All recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

16. State Requirements

Alaska State Procurement Code AS 36.30, AS36.30.005–.030 <http://www.akleg.gov/basis/statutes.asp#36.30>

Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. [DOC Frame Page \(state.ak.us\)](#)

Alaska Administrative Manual <http://doa.alaska.gov/dof/manuals/aam/index.htm>

SHSP Program Terms and Conditions

The total allocation of the 2022 State Homeland Security Grant Program awarded to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) is \$4,847,500.00 under *Federal Grant EMW-2022-SS-00034-S01, CFDA# 97.067*. The City of Palmer has been awarded \$322,177.71, which shall be used to support activities essential to the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events. All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO and State program guidance. The performance period of this grant award is October 1, 2022 through September 30, 2024. Project conditions must be completed by this date. The City of Palmer cannot sub-grant all or any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that activities toward projects will be made, or DHS&EM may execute de-obligation of the funds.

(A) Changes to Award: All change requests must be submitted in writing, or electronically to the DHS&EM project manager, accompanied by a justification narrative and budget/spending plan, for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Requests for changes will be considered only if the reporting requirements are current, and if terms and conditions have been met at the time of the request. Changes in the programmatic activities, or purpose of the project, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions may result in an amendment to this award. No transfers of funds between budget categories will be authorized, only de-obligation of funds, except on a case-by-case basis.

(B) Reporting Requirements: The City of Palmer shall submit timely quarterly *Performance Progress Reports* and *Financial Progress Reports* to the project manager at DHS&EM. Instructions and blank forms are located electronically at <http://ready.alaska.gov/grants>, and may be reproduced. Jurisdictions must check the web site quarterly for the most current forms. Use of outdated forms **will not** be accepted. Quarterly reports are due:

Number of Scheduled Report Due	Jurisdiction Performance Period	Performance Progress and Financial Progress Report Due Dates
1	10/01/2022–12/31/2022	01/20/2023
2	01/01/2023–03/31/2023	04/20/2023
3	04/01/2023–06/30/2023	07/20/2023
4	07/01/2023–09/30/2023	10/20/2023
5	10/01/2023–12/31/2023	01/20/2024
6	01/01/2024–03/31/2024	04/20/2024
7	04/01/2024–06/30/2024	07/20/2024
8	07/01/2024–09/30/2024	10/20/2024
9	Final Report	11/15/2024

Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

The *Performance Progress Report (PPR)* contains an AK-PPR-A cover page form and an AK-PPR-B Program Indicators form. Both forms must be completed and submitted by the report due date. Requests for grant extensions, budget adjustments, project realignments, and significant problems or delays are reported on the AK-PPR-A. An AK-PPR-A must be submitted even if no additional information is required. The AK-PPR-B shall describe the progress and percent completed of projects and detail any related expenditures submitted on the *Financial Progress Report*. *Financial Progress Reports* shall describe the status of the funds, show encumbrances, and receipts of program income, cash or in-kind contributions to the project, whether or not a local match is required. A final PPR is a summary report, showing project completion, evaluating project activities, and measuring performance against project goals for the entire performance period, and is required in addition to the last quarterly PPR. An *After-Action Report/Improvement Plan (AAR/IP)* is required within 30 days of the conduct of an exercise.

(C) Signatory Requirements: The primary signatory official, project manager and financial officer as listed on the *Signatory Authority Form* must sign the original obligating award document and any amendments. Delegates may sign quarterly and final reports, however, the signatures of the project manager, signatory official and the financial officer must be three different signatures.

(D) Reimbursements: Submit on the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and budget detail and grant guidelines, and submission of timely quarterly *Performance Progress* and *Financial Progress Reports*. Payments may be withheld pending correction of deficiencies or for use of outdated forms. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g., copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.), method of solicitation must be documented with a *Procurement Method Report* and documentation of payment must be included.

- **Personnel Costs:** Payroll reports signed and certified by the Chief Financial Officer that capture the employee's name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. The City of Palmer shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per the recordkeeping requirements in Section N. Limited to 50 percent for employees assigned to program management functions, not operational duties. The limit does not apply to contractors.

- **Contracts:** All sole-source procurements, single vendor response to a competitive bid and service contracts of any value require DHS&EM pre-approval prior to implementation. Final signed copies of all contracts are required for submission to DHS&EM with the request for reimbursement. Please review the Procurement Method Report for specific requirements.
- **Program Income and Local Match:** Program income may be used to supplement project costs, reduce project costs, or may be refunded to the federal government, and must be used for allowable program costs and be expended prior to requests for reimbursement. Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.
- **Equipment:** Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB). Documentation required per instructions attached to DHS&EM quarterly reports.
- **Travel: Travel must be listed in the approved budget.**
- **Training:** Requires DHS&EM pre-approval prior to registering or participating in training opportunities.
- **Exercise:** Requires submission of an AAR/IP within 30 days after conduct of the exercise.
- **Food and Beverages:** All food and/or beverage expenses require pre-approval by DHS&EM and are only allowable costs if related to a grant funded sheltering exercise, such as a Mass Care Shelter Exercise where food is prepared as part of the exercise objectives in evaluating food preparation capabilities.

(E) Non-reimbursable Expenses:

- Reimbursable training and related travel costs not pre-approved by DHS&EM
- Construction and renovation
- Indirect costs
- Management and Administration (M&A) costs to manage subcontracts
- Supplanting
- Maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances) Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus during exercises.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of the conclusion of the exercise.
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons, weapons accessories, ammunition
- Entertainment and sporting events
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel
- Travel insurance, visa, and passport charges
- Lodging costs in excess of federal per diem, as appropriate
- Lodging fees associated with violation of the lodging facility's policies, such as smoking in a non-smoking room
- Lunch when travel is wholly within a single day
- Stand-alone working meals
- Bar charges, alcoholic beverages
- Tips
- Finance, late fees, or interest charges
- Lobbying, political contributions, legislative liaison activities
- Organized fund-raising, including salaries of persons while engaged in these activities
- Land acquisition
- Organizational Costs
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.

(F) Property and Equipment Management: The City of Palmer shall maintain an effective property management system; safeguards to prevent loss, damage, or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A *Property Inventory Report* is available at <http://ready.alaska.gov/grants> shall be submitted to DHS&EM annually each **June 20** with the *Financial Progress Report*, and continued submission is required annually until final disposition of the equipment. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from DHS&EM, prior to the jurisdiction's encumbrance or expenditure for that equipment. Management of property and equipment shall be in accordance with state laws and procedures as outlined, and 44 CFR Part 13, sections 13.31 and 13.32. For items over \$5,000.00, a Single Equipment Reporting Form must be submitted at the time of reimbursement at the time of reimbursement request

(G) Procurement: A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement (with the exception of local advertising, legal notices and travel arrangements). Contractors that develop or draft specifications, requirements, *Statements of Work* (SOW), and/or *Requests for Proposals* (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition. Pre-approvals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

(H) Contracts: Any contract entered into during this grant period shall comply with local, state and federal government contracting regulations. To the extent that subrecipients of a grant use contractor, subrecipients shall use small, minority, women-owned or disadvantaged business concerns and contractors to the extent practicable. Contracts for professional and consultant services must include local, state, and federal government required contract language, a project budget, and require pre-approval by DHS&EM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the marketplace. Detailed invoices and time and effort reports are required for consultants. A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement.

(I) Use of DHS Seal, Logo, and Flags: All subrecipients must obtain DHS&EM approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests, or reproductions of flags or likenesses of Coast Guard officials.

(J) Publications and Copyright: All recipients must affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations) Publications created with funding under this grant should prominently contain the following statement: ***This document was prepared under a grant from the Federal Emergency Management Agency (FEMA)'s Grant Programs Directorate, U.S. Department of Homeland Security and the Alaska Division of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the***

authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate, the U.S. Department of Homeland Security, or the State of Alaska.

(K) Acknowledgement of Federal Funding: All subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

(L) Federal Debt Status: All subrecipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424, item number 17 for additional information and guidance.

(M) False Claims Act and Program Fraud Civil Remedies: All subrecipients must comply with the requirements of 31 U.S.C. § 3729 which set forth that no subrecipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

(N) Recordkeeping Requirements: Grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement or transfer of the property and equipment.

(O) Performance Measures: Quarterly Progress Reports shall demonstrate performance and progress relative to:

1. Acceptable performance on applicable critical tasks in Exercises using approved scenarios
2. Progress in achieving project timelines and milestones identified on the Grant Activities Plan
3. Percent measurable progress toward completion of project
4. How funds have been expended during reporting period, and explains expenditures related to the project

(P) Subrecipient Monitoring Policy: Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets, and other related program criteria are being met. DHS&EM reserves the right to periodically monitor, review and conduct analysis of the City of Palmer's financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The Monitoring Policy is available in the Grants Management Handbook at <http://ready.alaska.gov/grants>.

(Q) Penalty for Non-Compliance: For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHS&EM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHS&EM shall notify the City of Palmer of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The City of Palmer must respond within five (5) days of receipt of notification.

1. Unwillingness or inability to attain project goals
2. Unwillingness or inability to adhere to Special Conditions or Grant Assurances.
3. Failure or inability to adhere to grant guidelines and federal compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports
6. Management systems which do not meet federal required management standards

(R) Termination for Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHS&EM will provide five (5) days' notice to City of Palmer stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHS&EM will reimburse City of Palmer only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHS&EM until completion of a final DHS&EM review. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(S) Termination for Convenience: Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U.S. Department of Homeland Security and the DHS&EM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(T) Project Implementation: Due to the competitiveness of the 2022 State Homeland Security Grant, approved projects must be ready-to-go. Project implementation shall begin within the first reporting quarter.

1. If a project cannot be operational within the first reporting quarter of the approved award date, the subrecipient should provide notice to DHS&EM, stating the implementation delay and expected starting date. At the discretion of DHS&EM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects if project implementation is unjustifiably delayed.

(U) The City of Palmer shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2022 Homeland Security Grant Program (HSGP) Program Guidance, State Overview and Guidelines, State Preparedness Report, and the State Homeland Security Strategy. By signing this obligating award document, the City of Palmer certifies it has read, understood, and accepted these documents as binding.

(V) No funds will be reimbursed until City of Palmer fiscal and programmatic representatives attend a 2022 Grant Kick-Off Meeting to be held by teleconference in November, 2022. Activity towards grant acceptance and projects may take place prior to Kick-Off meeting attendance.

(W) The City of Palmer must complete a Quarterly Activities Plan by December 31, 2022. Information on this requirement will be emailed and provided at 2022 Grant Kick-off meetings.

(X) The City of Palmer must complete/update the Alaska Assessment annually by September 30.

(Y) The City of Palmer must have programmatic jurisdictional representatives at the annual DHS&EM Multiyear Training and Exercise Plan Workshop (TEPW).

(Z) The signature of the signatory officials on this award attests to the City of Palmer's understanding and acceptance of the National Incident Management System (NIMS) compliance requirements. For FFY 2022, the Alaska Assessment will be the required means to report NIMS compliance for future preparedness award eligibility.

(AA) The City of Palmer must complete the Nationwide Cybersecurity Review (NCSR) by December 31, 2022. More information on this online, self-assessment is will be provided at the 2022 electronic Kick-Off Meeting and can be found in the 2022 HSGP NOFO: <https://www.cisecurity.org/ms-isac/services/ncsr/>

Special Conditions

None

We certify we have read, understood, and accept the Grant Terms and Conditions, the Grant Requirements, and Assurances and Agreements, and Special Conditions in accordance with this Award.

Project Manager's Signature

Chief Financial Officer's Signature

Signatory Official's Signature



Project Budget Details 2022 State Homeland Security Program Palmer, City of Reported Revision 0

PBD #	Expense Category	Solution Area	Discipline	Budgeted Cost	PBD Amount Spent	PBD Balance
1	Equipment	Info.Tech	Law Enforcement	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> EHP		<input type="checkbox"/> Canceled	State: Federal:	\$322,177.71	\$0.00	\$322,177.71
Item: Mobile Radios						
Description: Purchase of Motorola APX8500 mobile radios along with the necessary equipment and accessories. This project will ensure reliable communications for the City of Palmer Departments and will allow communication with outside agencies.						
Investment: Enhancing Statewide Emergency Communications						

	Adjusted Grant Total	Total PBD Allocations	Total Expenses	Summary Balance
State:	\$0.00	\$0.00	\$0.00	\$0.00
Federal:	\$322,177.71	\$322,177.71	\$0.00	\$322,177.71
Grand Total:	\$322,177.71	\$322,177.71	\$0.00	\$322,177.71

**City of Palmer
Action Memorandum No. 22-023**

Subject: Authorize the Palmer City Manager to Purchase Fire Hose from LN Curtis Utilizing Capital Project Funding Adopted in the 2023 City of Palmer Budget

Agenda of: April 25, 2023

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

Originator Information:

Originator: Chad Cameron, Fire Chief

Department Review:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ 99,994.50

- This legislation (√):
- Creates revenue in the amount of: \$ _____
 - Creates expenditure in the amount of: \$ 99,994.50
 - Creates a saving in the amount of: \$ _____
 - Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 09-01-10-6053
- Not budgeted _____

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. LN Curtis Quotation No. 257211

Summary Statement/Background:

The City of Palmer City Council authorized the capital purchase of fire hose in the 2023 City of Palmer budget to not exceed \$100,000. Through annual testing and use on fire scenes, significant quantities of fire hose have been taken out of service and can no longer be utilized.

LN Curtis has produced a quote (attached) for the requisite five inch and two and a half inch fire hose utilizing Sourcewell contract pricing to ensure the lowest price available.

3.21.230 Governmental and proprietary procurements.

A. The purchasing officer may contract, without the use of the competitive source selection procedures of this chapter, for the following supplies, services, professional services or construction:

1. For contracts, including reimbursable agreements, with federal, state or local units of government or utility provider where the city has a financial responsibility or beneficial interest in entering into an agreement.
2. For contracts issued pursuant to any federal, state, or local government contract where the city is an authorized user, or where the resulting contractor agrees to extend the same terms, conditions, and pricing to the city as those awarded under the original contract, all in accordance with PMC 3.21.240. Such agreements shall be limited to those contracts where the award is issued pursuant to a formally advertised solicitation.
3. For contracts where the purchasing officer determines in writing that the city's requirements reasonably limit the source for the supplies, services, professional service, or construction to one person.

B. All contract awards under this section, and any amendments thereto, shall be subject to the applicable approval requirements of PMC 3.21.090 prior to execution.

C. No contractor may provide supplies, services, professional services, or construction to the city before the applicable requirements of this section are first satisfied. (Ord. 644 § 4, 2004)

This request is for the Palmer City Council to authorize purchasing the quoted fire hose for the total of \$99,994.50 including shipping.

Administration's Recommendation:

Approve Action Memorandum No. 23-023.

Ph: 206-622-2875
 TF: 800-426-6633
 Fax: 253-236-2997
nwsales@lncurtis.com
 UEI#: DDL SADS WN7U7



Northwest Division
 6507 South 208th Street
 Kent, WA 98032
www.LNCurtis.com
 Quotation No. 257211

Quotation

CUSTOMER:
 Palmer City Fire & Rescue
 645 East Cope Industrial Way
 Palmer AK 99645

SHIP TO:
 Palmer Fire & Rescue
 645 E Cope Industrial Way
 Palmer AK 99645

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
257211	04/04/2023	06/05/2023

SALESPERSON	CUSTOMER SERVICE REP
Robert Briggs rbriggs@lncurtis.com 907-483-0117	Michael Duncan mduncan@lncurtis.com 206-596-7904

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Chief Chad Cameron	C30722	Net 30	FR

F.O.B.	SHIP VIA	DELIVERY REQ. BY
SP	Standard Shipping	

SPECIAL INSTRUCTIONS

Shipping is an estimate only, actual charges may vary.

NOTES & DISCLAIMERS

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

Safety Warning Notice: Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. Any handlers or users of product should refer to applicable SDS prior to handling or utilizing the product. Applicable SDS are included with shipment of products. For other important product notices and warnings, or to request an SDS, please contact Curtis or visit <https://www.lncurtis.com/product-notices-warnings>

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
1	78	EA	HFX50X100Y50S SNAP-TITE	5X100' Cpld 5Stzyellow Hfx Nitrile Rubber Hose		\$934.00	\$72,852.00
2	39	EA	DJ25X50R25N FIREQUIP	2.5"X50' with 2.5" NH Couplings Red DJ800 Double Jacket EPDM Rubber Lined Polyester Fire Hose		\$228.75	\$8,921.25

Ph: 206-622-2875
 TF: 800-426-6633
 Fax: 253-236-2997
nwsales@lncurtis.com
 UEI#: DDLSADSWN7U7



Northwest Division
 6507 South 208th Street
 Kent, WA 98032
www.LNCurtis.com
 Quotation No. 257211

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
3	39	EA	DJ25X50Y25N FIREQUIP	2.5"X50' with 2.5" NH Couplings Yellow DJ800 Double Jacket EPDM Rubber Lined Polyester Fire Hose		\$228.75	\$8,921.25

Small Business
 CAGE Code: 5E720
 SIC Code: 5099
 Federal Tax ID: 94-1214350
 UEI #DDLSADSWN7U7

This pricing remains firm until 06/05/2023. Contact us for updated pricing after this date.

Due to market volatility and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Subtotal	\$90,694.50
Estimated Tax Total	\$0.00
Transportation*	\$9,300.00
*(to be added when order ships)	
Total	\$99,994.50

[View Terms of Sale and Return Policy](#)