

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
July 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. June 27, 2023, Regular Meeting
 - B. July 11, 2023, Regular Meeting

E. COMMUNICATIONS AND APPEARANCE REQUESTS

F. REPORTS

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

G. AUDIENCE PARTICIPATION

H. PUBLIC HEARINGS

1. **Ordinance No. 23-003:** Expanding the Zoning Designation of Public (P) with the use limited to an emergency medical facility building (EMS) for Tract 5, Cedar Hills Unit No. 2, Phase 1 to include Fire and Telecommunication services, located in Section 29, Township 18 North, Range 2 East, Seward Meridian, Alaska
2. **Ordinance No. 23-004-A:** Providing for the Submission to the Qualified Voters of the City of Palmer at the General Election on October 3, 2023, the Question of Confirming Action Taken by the Palmer City Council, by the Adoption of Ordinance No. 22-007, Which Amended PMC 3.12.032, by Increasing the Amount of the Residential Real Property Exemption for Seniors and Disabled Veterans to \$150,000, Resulting in a Total City of Palmer Exemption of \$300,000
3. **Resolution No. 23-023:** Authorize the City Manager to Accept and Appropriate a State of Alaska Department of Commerce, Community, and Economic Development Division of Community and Regional Affairs Grant in the Amount of \$5,000,000 for the Palmer Public Library Reconstruction

I. ACTION MEMORANDA

J. UNFINISHED BUSINESS

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

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
August 7	Regular	6 pm	NOTE change of date
August 22	Regular	6 pm	
September 12	Regular	6 pm	
September 26	Regular	6 pm	

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on June 27, 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, John Alcantra, and Carolina Anzilotti

Staff in attendance:

- Shelly M. Acteson, CMC, City Clerk
- Holly Dubose, Deputy City Clerk
- Sarah Heath, City Attorney
- John Moosey, City Manager

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda as presented and minutes of the June 13, 2023 meeting

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

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Council Member Ojala IV presented a proclamation recognizing the Colony Knights Boys Track and Field Team.

A motion was made by Council Member Anzilotti and seconded Council Member Best to enter committee of the whole with no objection from Council.

F. COMMITTEE OF THE WHOLE – with invited guest Cynthia Cartledge, Bond Attorney, JDO Law (Note: Action may be taken by the Council following Committee of the Whole)

- Overview of steps to issue a General Obligation Bond
- Discussion concerning repairing, renovating and expanding, or replacing the Palmer Library
- Funding sources for the Library Project

A question-and-answer period ensued between Council Members and Cindy Cartledge, Bond Attorney.

The Council exited Committee of the Whole with no objections.

G. REPORTS

1. City Manager's Report

- Felton traffic signal construction has begun.
- Bounce house will be additionally insured for added safety measures.

2. Mayor's Report

- Provided a written report in the packet.
- Suggested that the City of Palmer may have to prepare a bond for the senior citizen exemption confirmation issue.

3. City Clerk's Report

- Notices of Office to be filled will be posted Friday in the Frontiersman.
- Candidate filing period opens July 17th at 8:00 a.m. and closes July 28th at 4:00 p.m.

4. City Attorney's Report

- Overview of the senior exemption confirmation bond issue.
- Reviewed the insurance policies for events on City property.
- Attorney Health asked for further direction from City Council in reference to the Code of Ethics and Code of Conduct project.

H. AUDIENCE PARTICIPATION

Travis Friesen:

- Provided suggestions on recycling.

Meghan Aube-Trammell:

- Commented in support of the construction of a new Palmer Library.

Carol Aube:

- Commented in support of the Palmer Library.

I. PUBLIC HEARINGS

1. **Resolution No. 23-019:** Authorize the City Manager to Appropriate Funds from the Unassigned General Fund Balance and Award a Contract for Architectural Design Services to Evaluate Alternatives to Repair, Renovate and Expand or Replace the Palmer Public Library and Award a Professional Service Contract to Wolf Architecture Inc. in the Amount Not to Exceed \$160,000

Mayor Carrington opened the public hearing.

Eric Anderson commented on the potential cost associated with the decision to build new vs. rebuild the Palmer library.

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

A question-and-answer period ensued between Council Members and Manager Moosey.

Main Motion: To Approve Resolution No. 23-019

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

Mayor Carrington called for a recess at 7:13 p.m., the meeting reconvened at 7:21 p.m.

- Resolution No. 23-020:** Authorizing the Appropriation of \$75,200 From the General Fund Unassigned Fund Balance to Fully Fund the Purchase of an Ice Resurfacers from Zamboni Company USA, Inc. to be Reimbursed from a Department of Energy Grant

Mayor Carrington opened the public hearing.

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

Main Motion: To Approve Resolution No. 23-020

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

- Resolution No. 23-021:** Directing the City Manager to Authorize Hardware and Software Upgrades to the City's Technology Infrastructure in the Amount of \$34,057

Mayor Carrington opened the public hearing.

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

Council discussion ensued.

Main Motion: To Approve Resolution No. 23-021

Moved by:	Best
Seconded by:	Anzilotti
Vote:	
Action:	

Discussion followed regarding the financial aspect and current contract requirements.

Primary #1: To Postpone until 7/25 Council meeting

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

J. ACTION MEMORANDA

- Action Memorandum No. 23-039:** Authorizing the City Manager to Spend \$196,882 in Subawards from the Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP) Grant that was Approved by the Council on December 13, 2022

Police Chief Shelton provided a staff report.

Main Motion: To Approve Action Memorandum No. 23-039

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

K. UNFINISHED BUSINESS

1. **Resolution No. 23-013-A:** 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

Council directed to Attorney to respond to questions posed by the Council in relation to home rule city powers, cost-benefit analysis for the city, current status of the bylaws of the non-profit, etc.

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

Moved by:	Anzilotti
Seconded by:	Alcantra
Vote:	N/A
Action:	N/A

Primary #1: To Postpone Resolution No. 23-013-A to 7/25 and Attorney Heath to investigate further impacts of joining the MPO

Moved by:	Alcantra
Seconded by:	Deputy Mayor Melin
Vote:	Unanimous Consent
Action:	Motion Carried

L. NEW BUSINESS

M. RECORD OF ITEMS PLACED ON THE TABLE

Document from Bond Attorney, Cindy Cartledge

N. AUDIENCE PARTICIPATION

Travis Friesen:

- Commented on revitalizing the railroad tracks.

Herb Bishop:

- Commented positively on the library project.
- Noted an essay project sponsored by fireside books in reference what you love about Palmer.

Eric Anderson:

- Spoke in hesitation regarding the City of Palmer joining the MPO.

A Motion to suspend the rules with no objection was made to move Council Comments before the executive session.

O. COUNCIL MEMBER COMMENTS

Mayor Carrington:

- Noted the kilts that the police officers were wearing during the Scottish Highland Games were well received.

Council Member Tudor:

- Spoke positively on the Highland Games.
- Commented on hesitation to joining the MPO.

Council Member Alcantra:

- Commented positively regarding the Highland Games.
- Congratulated the Colony Knights.
- Thanked the public for their testimony tonight.
- Ribbon cutting for Job Corp renaming tomorrow 10am-1pm.
- Spoke in response to an email sent in from a Palmer Citizen, that was responded to by responding to by Council Member Alcantra by selecting "reply all".

Council Member Ojala IV:

- Asked for direct public comment regarding the MPO.

Council Member Anzilotti:

- Commented positively on the Council doing their homework.
- Commented in opposition of the MPO.

Council Member Best:

- Commented positively regarding the Highland Games.
- Commented regarding the MPO.

Deputy Mayor Melin:

- Commented on the Highland Games.
- Spoke in opposition of the MPO.

A motion was made at 8:51 p.m. by Deputy Mayor Melin, seconded by Council Member Alcantra to enter into Executive Session.

P. EXECUTIVE SESSION

Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Manager Evaluation – (Note: Action may be taken by the Council following the Executive Session)

Council exited the Executive Session at 10:04 p.m. with a vote of confidence for the City Manager, and a 3% COLA to begin the next paycheck, MOVED Council Member Best, seconded by Mayor Carrington. The Council had no objections to the MOTION.

Q. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 10:06 p.m.

Approved this 25th day of July, 2023.

Shelly M. Acteson, CMC, City Clerk

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on July 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, Joshua Tudor, Thomas Ojala IV, John Alcantra, and Carolina Anzilotti.

Deputy Mayor Pam Melin (excused absence) and Council Member Richard W. Best (Excused, Zoom link did not work, attended the Executive Session via teleconference)

Staff in attendance:

- Shelly M. Acteson, CMC, City Clerk
- Holly Dubose, Deputy City Clerk
- Sarah Heath, City Attorney
- John Moosey, City Manager
- Rosalie Kelly, Airport Superintendent

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda as presented

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

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. **Proclamation Recognizing the Historical Impact of the Valley Hotel and Restaurant and Efforts of Janet Kincaid**
Mayor Carrington presented Janet Kincaid with the proclamation recognizing the Valley Hotel and her efforts to the community.

F. REPORTS

1. City Manager's Report
 - New street sweeper has arrived.
 - Garden Art Faire this past weekend was well attended.
 - Jeff Curtis has been announced as the new Alaska State Fair Director.

2. Mayor's Report

- Written report in the packet.
- July 21st from 3-5pm will be the Celebrate Palmer event.

3. City Clerk's Report

- Tuesday, August 8th Council meeting will be held on Monday, August 7th due to Council Members attending the Alaska Municipal League Conference.

4. City Attorney's Report

- MPO document in the works.
- July 25th and August 7th meeting will be attending via zoom.

G. AUDIENCE PARTICIPATION

Ralph Gibbs:

- Commented on a verbal agreement between Angel Aviation and the prior Airport Superintendent to make required modifications to property.

Concerned Citizens Group:

- Commented on library policies and procedures.

Karen Lewis:

- Commented on books available in the public libraries.

Erik Anderson:

- Commented on the Angel Aviation verbal agreement.

Mike Chmielewski:

- Commented positively on the Art Faire and Native Health Fair this past weekend.

Mayor Carrington called for a recess at 6:30 p.m., the meeting convened at 6:39 p.m.

H. PUBLIC HEARINGS

1. **Ordinance No. 23-002:** An Ordinance Providing for the Submission to the Qualified Voters of the City of Palmer at the General Election on October 3, 2023, the Question of the Issuance of Not to Exceed Ten Million Dollars (\$10,000,000) of General Obligation Bonds of the City of Palmer to Pay the Costs of Capital Improvements to the Palmer Public Library and Related Matters

Mayor Carrington opened the public hearing.

Eric Anderson:

- Commented regarding the amount of the bond.

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

Council members discussed the amount of the bond.

Main Motion: To Approve Ordinance No. 23-002

Moved by:	Tudor
Seconded by:	Alcantra
Vote:	4 Yes / 1 No (Alcantra)
Action:	Motion Carried

Primary #1: To Amend Ordinance No. 23-002 to "Not to Exceed Eight Million Dollars"

Moved by:	Alcantra
Seconded by:	No second
Vote:	N/A
Action:	Failed due to lack of a second

- Resolution No. 23-022:** Accepting and Appropriating the FY2023 State of Alaska High Visibility Enforcement DUI Events Grant 405d FA in the Amount of \$15,680 to be used for DUI Enforcement Activities by the Palmer Police Department

Police Chief Shelton provided a staff report and responded to council questions.

Mayor Carrington opened the public hearing.

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

Main Motion: To Approve Resolution No. 23-022

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

I. ACTION MEMORANDA

- Action Memorandum No. 23-024:** Authorizing the City Manager to Enter into an Agreement for a Five-Year Contract for a Student Resource Officer Services at Colony High School and Colony Middle School

Manager Moosey provided a staff report.

Main Motion: To Approve Action Memorandum No. 23-024

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

- Action Memorandum No. 23-040:** Authorizing the City Manager to Purchase Insurance Coverage for the Period of July 1, 2023, through June 30, 2024, per the Premium Quote Submitted by the City's Insurance Broker, Combs Insurance

Mike Combs, Insurance Broker, responded to council inquires.

Main Motion: To Approve Action Memorandum No. 23-040

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

3. Action Memorandum No. 23-041: Authorizing the City Manager to Negotiate and Execute a New Lease Agreement with Blue River Aviation, LLC on Palmer Municipal Airport Lot 25A, Block 3 for the Purposes of Maintaining a Flight School Operation, to Include an Office building, Aircraft Hanger, and Tie-downs

Rosalie Kelly, Airport Superintendent provided a staff report and responded to Council questions. City Attorney Heath also responded to questions.

Main Motion: To Approve Action Memorandum No. 23-041

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

Primary #1 To Postpone Action Memorandum No. 23-041, until the July 25th Council Meeting.

Moved by:	Alcantra
Seconded by:	Tudor
Vote:	3 Yes / 2 No (Carrington & Ojala IV)
Action:	Motion Failed

J. UNFINISHED BUSINESS

K. NEW BUSINESS

L. RECORD OF ITEMS PLACED ON THE TABLE

Handout from Attorney Heath in reference to AM 23-041, document from Jackie Goforth, document from Chris Tyree.

M. AUDIENCE PARTICIPATION

Chris Tyree:

- Commented on public library books.

Tom Roberson:

- Thanked the Police Chief and staff for their deliverance of a jacket to a homeless resident.

Jackie Goforth:

- Continuation of library policies and procedures.

Erik Anderson:

- Thanked Tom Roberson for his recognition of the Police Chief and Officers.
- Commented in support of the City’s decision towards AM 23-041.

N. EXECUTIVE SESSION

Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Attorney Evaluation (Note: Action may be taken by the Council following the Executive Session)

A **MOTION** was made at 7:54 p.m. by Council Member Alcantra, seconded by Council Member Anzilotti to enter into Executive Session. The **VOTE** was unanimous. Council Member Best joined via phone for Executive Session.

The Council exited the Executive Session at 9:08 p.m. Council Member Alcantra **MOVED** to extend the Attorney’s contract until December 31, 2024, and a pay increase of \$5 per hour, as written in the contract. Seconded by Mayor Carrington. The **VOTE** was unanimous.

O. COUNCIL MEMBER COMMENTS

No comments.

P. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:10 p.m.

Approved this 25th day of July, 2023.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor

July 25, 2023, Council Meeting

Candidates Wanted!

July is that time of year when candidates can file to run for Palmer City Council. The Candidacy filing for the 2 open council seats opens at 8 am on Monday, July 17, at 8 am, and closes on Friday, July 28, at 4 pm. Contact the city clerk's office for more information.



VOTE Notice of Regular Election
Tuesday, October 3, 2023
www.palmerak.org/elections

ARE YOU A RESIDENT OF THE CITY OF PALMER? Mark your calendars, because the **regular election is coming up October 3rd!**

On election day, October 3, you can vote at the MSB Assembly Chambers for Precinct 25-320 and the MSBSD Building for Precinct 25-325, between 7AM and 8PM.

You may also request an absentee ballot be mailed to you. Applications must be requested by September 22nd.

Will you be away from the City of Palmer on election day? Vote early at City Hall, 231 W Evergreen Avenue.

Early voting starts September 18th and continues through October 2nd, every Mon-Fri from 8am to 5pm.

Need more information on the City of Palmer Regular Election?

Visit www.palmerak.org/elections, or contact the Office of the City Clerk at 907-761-1301 or cityclerk@palmerak.org

VOTE EARLY
VOTE BY MAIL
GO VOTE

Celebrate Palmer!

Show pride in your community Day is Friday, July 21st, 3 pm to 7 pm. Council members will be grillin and chillin with their constituents and their families at the Depot and the surrounding area. The Saroma Kai group will have their famous "Noodle Chute", and awards will be given out by the Mayor for Citizen of the Year, and other awards. Please let us know if you can help with grilling and kid games. It's going to be a fun event for the community!

P&Z opening

We still have one seat open on the Planning and Zoning Commission. For more information visit [Planning & Zoning Commission | Palmer, AK \(palmerak.org\)](http://www.palmerak.org/planning-zoning) to read minutes from previous meetings and even apply for the Planning & Zoning Commission (must be a City of Palmer resident).

Library meetings coming soon

Last month we awarded a Professional Service Contract to Wolf Architecture for Architectural Design Services to evaluate alternatives to repair, renovate and expand or replace the Palmer Public Library. Starting next month we will have Open House for Library input and in the Fall will be more meetings with our architect and staff.

Meeting Agenda Highlights:

Public Hearings

We have three public hearings for this meeting.

The first is an ordinance about a rezone in the Cedar Hills subdivision.

The second is an ordinance will put the question to the Palmer voters of confirming the council ordinance that increases the real property exemption for seniors and disabled veterans.

The third is a resolution authorizing the city manager to accept and appropriate a \$5 million grant for the Palmer Library.

Unfinished Business

Under Unfinished Business we have the resolution supporting the designation of the MPO. The City Council asked our attorney to research various questions about the MPO. This packet includes her rather comprehensive 59-page report. Should be some interesting reading.



**July 21, 3 – 7 p.m. Celebrate Palmer!
A Family Event to celebrate Palmer
At the Depot and surrounding area**

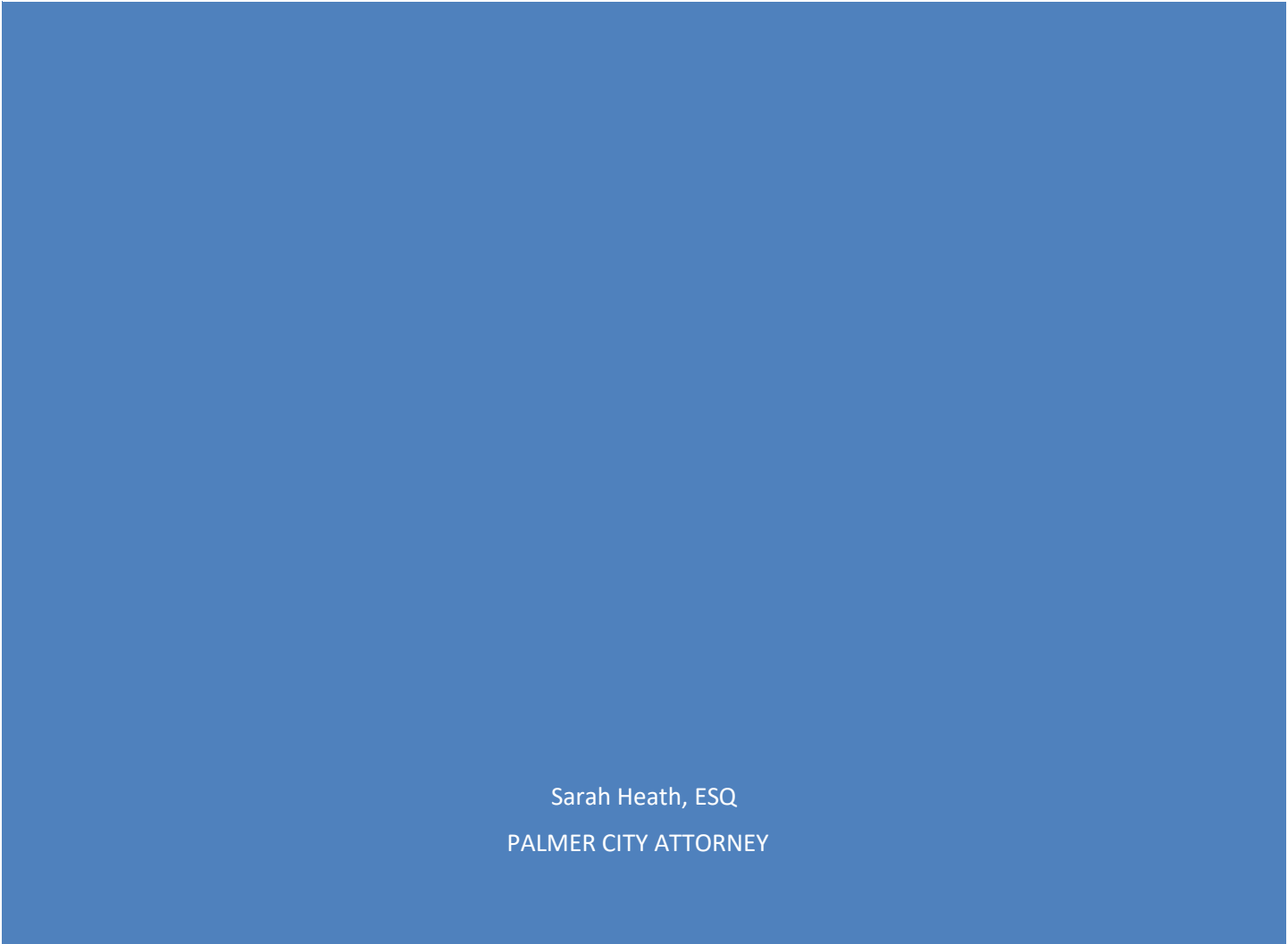
The mayor will present awards to Business of the Year and Citizen of the Year.

- Hot dogs grilled by council members
- Chips, water, otter pops, cookies
- Sidewalk chalk
- Bubbles
- Face Painting
- Noodle Chute from the Saroma Kai group

Mayor Steve Carrington



QUESTION AND ANSWER
FOR MPO AS REQUESTED BY
CITY COUNCIL



Sarah Heath, ESQ
PALMER CITY ATTORNEY

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Background:

On June 27th, 2023, the Palmer City Council requested an analysis related to the Matanuska Susitna Borough Metropolitan Planning Organization (MPO). As this project has been in active progress since 2020 and has vast amounts of federal, state, and local information: the scope of this document is limited to the questions initially outlined by the Council. I have organized it in the form of Q&A.

Questions & Answers

What is the status of creating the Mat-Su Valley Transportation MPO?

To create the legal entity of a non-profit corporation requires a minimum of three founding Board of Directors. At this time, the City of Wasilla and Knik Tribe are 2 of the 3 and it is likely that a state DOT representative will be the third director to facilitate the creation of the MVP MOP. Upon legal incorporation, the initial Board of Directors will likely approve the draft bylaws and the State of Alaska and Matsu Valley Planning for Transportation Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning. Then the initial Board of Directors will be bound by the bylaws and must then activate the Policy Board. The Policy Board should then take over authority of the MPO and all required approval and duties as stated in the bylaws, including the ability to amend the bylaws.

What is the status of the ‘Mat-Su Valley Planning for Transportation Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning’ and the ‘Mat-Su Transportation (MVP for Transportation) Policy Board Bylaws’?

Both the Operating Agreement and the Bylaws are in final draft form and have been submitted to the Alaska Attorney General’s Office for final edits. Upon receipt of edits, the Mat-Su Pre Policy Board and the Mat-Su Steering Committee will review and likely approve the Final Operating Agreement and Bylaws to be used in the incorporation process. The draft copies of both the Operating Agreement and the Policy Board bylaws are attached.

When created, what is the Jurisdictional authority of the Mat-Su Valley Transportation MPO?

The MVP MPO scope of authority is defined by its boundaries, purpose, and requirements. The draft boundary of the MVP MPO is in the current process and is attached to this packet. Final approval of the boundary is approved by the MVP MPO Policy Board and the Governor. The MVP MPO will then be created and tasked with the purpose(s) defined by federal law- primarily that the MVP MPO create the 4 transportation plans and utilize federal transportation funds based upon the (federally mandated) continuing, cooperative, and comprehensive planning process (referred to as the “3-C”). The MVP MPO

Policy Board is the top-level decision-making body for the planning organization. The Policy Board is made up of elected or appointed officials of the MPO's constituent local jurisdictions.¹

The members thus have legal authority to speak, vote and act on behalf of their jurisdictional area in the MPO setting, and as allowed by the bylaws.

The City of Palmer falls under and within the jurisdictional, geographical boundary of the MVP MPO.

What is the current process for City transportation projects? How will the MPO change this?

It depends on whether the project entails a City owned road or whether it is state owned highway and/or a national highway.

If it is a solely owned city roads, then Palmer may attempt to seek discretionary grants which criteria may fit the project needs and/or petition the state for funds and/or finance it itself. Once the MPO is developed, since the City of Palmer is located within the MPO boundary (the MPA) then the City of Palmer may petition the MPO and advocate through its Policy Board seat for federal funds to be used in Palmer and on Palmer city roads.

If it is a state road, then that would be a deal outside of the jurisdictional authority of the MPO. The MPO could choose to help fund this project with MPO funds outside of state funds and negotiate with the state to make it a project outlined in the MTP. If the MPO uses MPO designated funds for a state road.; say for example. The project could be funded by the TIP if the MPO chooses to negotiate with state, say state funds ½ with their STIP money and the MPO funds ½ with TIP, in that situation the MPO would then assist in the development and implementation of this project (including a city transportation project involving a state road).

If it is on a national highway, then this again falls exclusively under state jurisdiction and therefore DOT's discretion. It is outside of the MVP MOP's jurisdiction. It may be a highway improvement project on the Glenn Highway, located within City limits but since it is a highway it is not within the MPO's jurisdiction. This project likely would be initiated by DOT utilizing Highway improvement, Congestion, Mitigation and Air Quality Program funds. Therefore, this project would appear in the MTP and TIP of the MOP only for informational purposes. In this situation, if the MPO would like to also give funds to this project then the MPO and the state would negotiate directly with the City.

Procedurally, if it is a state- owned road or on the national highway system then it falls outside of the MVP MPO jurisdiction and will be placed within the MTP and the TIP for informational uses only.

If funded through the STIP (the state-wide transportation plan) that the DOT will proceed as they normally would with right away process (should that include private or city property) and whether there is a MPO in place or not is irrelevant as that is solely at the discretion of the state DOT because the state road is in the national highway system. In this situation the MPO would only play an information and advocacy role. All decision-making authority belongs completely to the DOT.

- A. *What if it is a project that the state wants to fund itself through its designated federal funds and the State DOT is making that call and the City objects?*

In this situation, currently the City would be alone in its protest. However, if there is MPO in place and there is something the State wants to do then the MPO can make a lot of noise to sway the DOT by hosting public meetings and providing regular input to DOT etc. and sometimes that works and sometimes does not, but the MPO could give the local community another voice to battle against the DOT if needed.

How does the jurisdictional authority of the MPO relate to overlapping with Palmer City Limits and/or Palmer City Property?

The City of Palmer, in its entirety, was designated as part of the urbanized area by the 2020 Census. As such the City of Palmer City limits falls within the jurisdictional boundaries of the MVP MPO. That data was released in December 2022. The map of the urbanized area can be found at: https://www.mvpmpo.com/files/ugd/10f92f_26e65e7eb5e643b2a4db21e2c95b7459.pdf

As mandated by Federal law, each MPA shall encompass at least the existing urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period. This is defined by the U.S. Census Bureau. Thus, the MPA boundary shall, as a minimum, cover the UZA (Urbanized Area) and the contiguous geographic area likely to become urbanized within the 20-year forecast period of the Metropolitan Transportation Plan. As such, the City of Palmer will be in the metropolitan planning area boundary and federally funded transportation projects, programs and services related to the City of Palmer must be included within the MVP's Metropolitan Transportation Plan and the Transportation Improvement Program for that project to move forward.

Can the City object to MPO projects within City limits?

Yes, the City of Palmer, with or without being a member of the Policy Board, could object to any project within the MPO.

Typically, federally funded MPO projects are nominated by one of the municipalities or other representatives of the MPO. That nominating and benefiting municipality/representative would typically have to pay the non-federal share of the project, 9.03%, and commit to maintenance of the project.

So, if the roadway is owned exclusively by Palmer and the City does not want the project to be complete, then a maintenance agreement must be signed and a match of 9.03 % must be made by Palmer. If Palmer refuses to sign the maintenance agreement or refuses to provide the match, then the project will be killed.

If the City of Palmer wants to object to Projects funded within the Statewide Improvement Program on the National Highway System, such as the Parks or Glenn Highways, these projected would be handled as they are now. The MPO could ask the Alaska DOT&PF to provide more frequent updates on the status of those projects and can object but ultimately, they are funded by the State through the federal-aid program and thus are at the sole discretion of the State DOT to approve and implement.

Additionally, any relationship regarding city owned property would be addressed during the right-of-way phase of a capital project.

What are the Powers of the MPO?

The MPO purpose is to provide transportation planning through a collaborative process. The scope of powers of an MPO are defined by federal law:

49 USCA 5303 (a) states, "Policy--It is in the national interest--(1) to encourage and promote the safe and efficient management, operation, and development of resilient surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas and better connect housing and employment, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes identified in this chapter; and (2) to encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, State departments of transportation, and public transit operators as guided by the planning factors identified in subsection (h) and section 5304(d)."ⁱⁱ

The more specific powers of the Policy Board for the MVP MPO are defined in the Draft Operating Agreement and Bylaws which are attached.

What are examples of powers that are NOT included, and CAN NOT be mandated by the MPO?

The scope of power for the MPO is a transportation planning organization. The MPO has an obligation to project growth rates and make future transportation projects based upon the determinations of the MPO Policy Board and the population growth rate predictions that are taken into consideration in

creating the boundaries for the MPO. The MPO does not have the authority to force growth rates in certain areas, create or force certain types of growth rates, cannot create or limit where people can live, how they can travel or what form of transport they choose to use to travel.

The authority of the MPO comes from the Federal Highway Act and is applicable to how specific funds are allocated in specific urbanized areas- in theory there could be preference given to preferred projects, improvements, highways, bike paths etc. However, the MPO does not have legal authority to dictate how land is used but may give options on transportation projects in that area. An MPO cannot dictate where people can live, or how people choose to move and what they choose to move in. An MPO could; for example, direct funds to support or create a specific transportation system but it cannot force people to use it.

The MPO can only act within the scope of its authority and its legal authority is limited to its purpose which is to provide a local mechanism to direct how federal transportation funds are spent within the boundaries of that MPO.

If the City of Palmer, does not join the MPO do they still have any power to object?

Yes, the City would have the ability to individually object. The City can object to a project and can even request the Policy Board to also object. The more likely scenario is that if the City of Palmer does not join the MPO, they may not see their preferred projects funded.

How does the influence and power of the City increase if they are a member of the MPO?

It gives the City of Palmer a voice and executive level board seat and accompanying vote in the MPO.

Any City of Palmer nominated project be a part of the metropolitan plan, then would be put in the transportation plan where the technical committee will be going through and scoring those projects. The City of Palmer would also have a staff member on the technical committee to advocate and vote on the scoring that will be then given (as advisory) to the Policy Board where the Policy Board will then vote upon.

Also, if there is a project that is not a high priority of the state, but the City of Palmer desires it, then the MPO may assist by advocate for that grassroots scoring project with the DOT.

Does the MPO have the authority to pass any regulations that the City will be subject to?

No, the MPO does not pass regulations. They do develop transportation-related planning policies to address safety for all users by having input on functional class of roads at the state level, and input on statewide plans, programs, and policies.

How and in what capacity will the City of Palmer be subject to the determinations of the MPO?

The MPO develops transportation plans, policies, programs and prioritizes projects for the area that the City of Palmer is located in.

If the City of Palmer approves and joins the MPO, what ability does the City of Palmer have to amend any of the MPO bylaws?

Only the Policy Board can amend their bylaws. The MPO, MVP for Transportation, is being set up as a non-profit corporation. If Palmer is a member of the Policy Board, they will have a voice in the bylaws, but that is the only pathway to amend the bylaws.

In the event the City does not join the MPO, can they as a local government object to an approved MPO project and how is that conflict resolved?

The City of Palmer could attend a Technical Committee and Policy Board meeting to voice their objections to an approved MPO project. More likely, there may be an element in a project that is the point of the objection as opposed to the entire project. If it is a State project on the National Highway System, they could voice their objection directly to the State as well, particularly during the development of the environmental document.

Moreover, it is highly likely that if the City of Palmer is not a member of the MPO that any projects Palmer centric would NOT be approved by the MPO Policy Board. MPO funds are limited, and the geographical area is large so the demand for improvement projects will be high.

If the City of Palmer does approve and join the MPO but then later would like to get out of it- is there a process in place where they may have an exit strategy? What are the costs associated with that?

Yes, the City of Palmer could choose to leave the MPO.ⁱⁱⁱ The City would then be reimbursed for membership dues. An exit strategy is not currently listed in the foundational documents, but Palmer could request that any other desired exit strategy be included in the Memorandum of Understanding for the Operations of the MPO office. The MPO Pre-Policy Board could place this as an item on the Policy Board agenda for July 18, 2023. In addition to that the Pre-Policy Board asks that all comments on that agreement to be in writing to the project manager by July 31.

What is the public process for the MPO? How much voice does the public have?

This is defined by the Public Participation Plan. The PPP requires a 45-day public comment period (as opposed to the traditional 30-day period) and Title 23 defines who must be included in the public

process. The tentative PPP is the minimum of what the MPO will be doing and may be found at https://www.mvppmpo.com/files/ugd/10f92f_f76784b1f05e42c1aa38a9ffd2ad50c9.pdf

What is the potential cost, impact and benefits/disadvantages if the City of Palmer joins the MPO?

The membership fee and annual maintenance fee have been recommended but not approved by the Policy Board. Currently, the City of Palmer would pay less than \$30,000^{iv} as a membership fee and pay annual dues of approximately \$2,700.

The benefits are having a stronger voice in regional transportation priorities, being a part of a collaborative transportation planning effort; utilizing the MPO to assist the City in advocating to DOT for specific projects which are of priority but may not be the state DOT's priority.

As a Policy Board member, the City would also have a top-level vote to prioritize all MPO related projects, not just those in Palmer. The City would have an executive level vote and decision-making authority to advocate for specific transportation projects, including city specific priorities that are not currently covered by DOT funding. The City would also have a vote to modify bylaws and other procedural actions.

What is the potential cost, impact and benefits/disadvantages if Palmer does not join?

Without a seat at the table, City of Palmer priorities may not rank as high as other priorities within the metropolitan planning area. Additionally, the City of Palmer may be limited in its ability to petition the DOT directly for a project.

Currently, If Palmer wants a project done, then the City would submit their proposal to the DOT planner and the DOT would then, according to their own schedule, score those projects and prioritize the proposed projects from communities around the state based on DOT/State criteria (not the local priority). Most often the funds the DOT uses are the Surface Transportation Funding, these funds are currently controlled by the state, but once the MPO is established they will be controlled by the MPO. The State has indicated that they are moving away from allowing entities within the MPO boundaries to receive funding^v. Thus, Palmer would no longer be able to submit to the state but would need to submit its project request to the MPO and request it be added to the TIP.

What are the federal funds used by the MPO?

For capital projects:

- Surface Transportation Block Grant Program Money (STBG)^{vi}
- Transportation Alternative funding for non-motorized projects

For planning purposes only: the Metropolitan Planning Program must be illustrated in the federal fiscal year in the UPP plan for the MVP MPO. Currently \$413,000.

Is there any other way to access these specific funds other than through the MPO?

Federal regulations do allow an entity to go directly to the state with a request for projects to be done by the state. However, this is at the State's discretion and the State has publicly said they are not going to do that. The city cannot make the state accept a project outside of the MPO process.

In this last highway bill, there are quite a few discretionary grants available and the MPO may apply for these discretionary grants. The City may meet the criteria and apply for some discretionary grants outside of the MPO process. This is dependent upon the individual grant. However, in addition to the requesting the grant, all projects have to be developed under Title 23 which means that the City has to follow the federal process including environmental requirements. These are the standards that the DOT uses, and the DOT will have to develop the project for the City. The City of Palmer would have to work out that federal process and add a layer of oversight by DOT which adds costs to the project. The state does not allow the city to oversee the construction of projects but may allow the City to participate in the process such as the utility connections etc. That state manages the construction team even if it is a City project which the city managed to get federal discretionary funding for.

Not all discretionary transportation grants even allow a city to apply to receive these grants outside of the MPO, that would be a extra layer of authorization which not all grants include but some may. Each discretionary grant and programs have different rules.

Typically, the eligible applicants include:

1. a State or a group of States;
2. a metropolitan planning organization;
3. a unit of local government;
4. a political subdivision of a State;
5. a special purpose district or public authority with a transportation function, including a port authority;
6. a Tribal government or a consortium of Tribal governments;

7. a partnership between Amtrak and 1 or more entities described in (1) through (6); and,
8. a group of entities described in any of (1) through (7).

Here is a link to some discretionary grants: <https://akfederalfunding.org/grant-opportunities/>

May the City of Palmer submit projects if they choose not to join the MVP MPO?

Yes, the City can submit and request projects to be included in the MPO's TIP. However, without a Board Seat the City will need to find a way or ally to advocate for that project within the MPO process.

What are the Responsibilities of the MPO Policy Board? What decisions will they be making?

The MPO Policy Board will make the final determination of the Metropolitan Planning Area Boundary and will then enter into an agreement with the Governor to determine the MPA^{vii}.

The MPO Policy will also make the following determinations:

- Approve and amend MPO Bylaws
- Create and approve the 4 transportation plans (MTP, TIP, UPWP, PPP)
- Nominate and vote on the prioritization of projects located within the MPA.

What is the status of the Final Boundary for the Mat-Su Borough's "urbanized area"?

The Final Boundary of the "urbanized area" which is the boundary for the MPO is called the Metropolitan Planning Area (MPA). This final determination will be made as an agreement between the MPO Policy Board and the Governor. Federal requirements state that the MPA must include at a minimum, it may include more, the entire current defined urbanized area which was defined by the U.S. Census Bureau based upon the 2020 Census; plus, the contiguous surrounding area which is expected to become urbanized in the next 20 years.

Currently this determination process is in its final stages. The current draft MPA Boundary Development Strategy^{viii} was voted on and approved on October 20, 2021, by the MVP Pre-Policy Board. Then on February 28th, 2023, a meeting was held 'with subject matter experts including local developers and surveyors working in the Mat-Su region'^{ix}. On March 29, 2023, a public meeting was held to introduce and explain the MPO, and the draft boundary public comment was also available to be submitted online utilizing the interactive comment map on the MVP MPO website for 30 days. On April 28th, 2023, the Comment Period for the recommended MPA boundary was closed to public feedback. The Pre-MPO Steering Committee and Pre-Policy Board then reviewed all comments and voted to recommend and approve the Final Draft MPA Boundary.^x This is summarized in the 59 page Draft Boundary Report which

explains the boundary determination process which is required by federal law to “At a minimum, the MPA boundaries shall encompass the entire existing urbanized area [...] plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan.” - 23 CFR § 450.312(a)(1)

This report includes explanations of the population forecasts, travel demand, traffic analysis zones and other models used to create this Draft MPO Boundary. Based on these reports and modes the projected MSB total population by 2045 is 153,086.^{xi} Again, the finalizing vote to make this the final MPA boundary will be made by the MPO Policy Board once this Board is implemented.

If the City of Palmer does not join the MVP MPO Policy Board, will they still have any input on MPO designated funds?

No, this is highly unlikely. The City of Palmer may have a staff member on the technical committee to help advise on issues that are Palmer centric. However, as defined by the current draft bylaws, without a Policy Board Seat the City of Palmer will not have any voting or formal ‘voice’ in any policy or project determination of the MPO. The City will be limited to input via the technical committee and the public input process.

If the City of Palmer declines its seat on the MPO Policy Board, will it have access to other categories of federal transportation funds? If so, what are examples of these other categories of federal transportation funds?

The federal categories of funds allocated to MPO to distribute based upon their priorities are (1) Surface Transportation Program (STP) Funds^{xii} (2) Transportation Alternative (TAB) Funds^{xiii}

There may discretionarily grant funds available and subject to state DOT approval Palmer may be able to ask State DOT for a portion of the reaming Surface Transportation Plan (STP) funds that have not been allocated to the MPO(s).^{xiv} This is technically possible but other municipalities have had a low-to-zero success rate.

If the City of Palmer declines, by resolution, to join the MPO, does that stop the MPO from being created?

No. A MPO must be created as required by federal law. Federal Law, 49 USC 5303 address the creation, requirements, structure, purpose etc. of the MPO. 49 USC Sec. 5303 (d) specifically addresses the designation (creation) requirements of the MPO. By code the units represented must include the largest population incorporated city (which would be Wasilla) and must together represent at least 75% of the total population of the urbanized area as designated by the Census Bureau. Thus, by federal law, the

Mat-Su Borough and the City of Wasilla are federally required to participate in the leadership of an MPO. Since Palmer is not the largest city in the urbanized area and the population of Palmer is not more than 25% of the entire urbanized area; the City of Palmer is not required by federal law to participate in the leadership of the MPO.

Therefore, if the City of Palmer chooses to exclude itself it will not have a vote on the MPO Board, but the newly designated MVP MPO will still go forward. The City of Palmer's seat on the MPO Policy Board will then be removed from Bylaws and Palmer would then be excluded from decisional authority but will not be excluded from the MPO itself.

If the City of Palmer declines, by resolution, to join the MPO, does that stop the City of Palmer from being included in the defined "urbanized area" for the MPO Boundary Area?

No, the City of Palmer is located within the urbanized area and is therefore within the Metropolitan Planning area boundaries of the MPO. The final boundaries of the MPO are determined by the MPO Policy Board (which if Palmer declines it will not be a part of) and the Governor's office. The MPO Policy Board will have the decision-making power to designate MPO specific federally authorized funds to what projects it so chooses.

In practicality, since there are limited funds and a large geographical area, it would most likely mean that the funds would not go to any projects within Palmer's city limits or to specifically benefit Palmer.

However, if Palmer is not a member of the MPO Policy Board, then the only opportunity to object would be possibly the technical committee and during the public comment periods of the proposed MPO projects.

Definitions and Legal Authorities:

The Metropolitan Planning Organization (MPO).

Congress created the concept of MPO's through the Federal-Aid Highway Act of 1962. MPO timelines, creations, purposes etc. are regulated by Federal Legislation^{xv}; for example, an MPO is required to be formed for populations greater than 50,000 within one year of being designated an urbanized area by the US Census Bureau in the Federal Register. The legislative purpose of forming an MPO is for federal funds for transportation projects and programs to go through a local planning process. Federal law dictates that government funds for transportation projects and programs are based upon the 'continuing, cooperative, and comprehensive ("3-C") planning process.' In addition to Federal Law requirements, the creation of a MPO in the event of the 50,000-population count is also required by Alaska State Law.^{xvi} While Alaskan law requires the formation of a MPO at the greater than 50,000 population level, it does not have specific structure requirements for a MPO at the 50,000-200,000-population level. Alaskan Law does require specific outlined membership of the Policy Boards of Metropolitan Planning organizations that have populations of greater than 200,000 (AS.19.20.210)^{xvii}.

The Mat-Su Pre Policy Board voted to approve an independent non-profit organization, entitled Mat-Su Valley Metropolitan Planning Organization (MVP MPO) led by the MPO Board in March of 2022. There are 408 different MPO organizations around the United States which vary in how they are run. They may be either independent of the state, such as the proposal for the current Mat-Su based MPO Board or they may be the opposite and housed in the dominate municipalities government, such as how Anchorage operates; or anywhere on that spectrum of independent v. government based.

The Metropolitan Planning Area Boundary (MPA):

This is the final defined boundaries for the area of the MPO.^{xviii} The final boundaries will be determined by approval of the MPO Board and then agreement between the MPO Policy Board and the Governor.^{xix} A new MPO, must review and adjust its MPA boundary every ten years after the MPO has received receipt of the new federal census data.

The MPO Policy Board.

Entitled "Mat-Su Valley for Transportation Policy Board," this is the Policy Committee who will make the decisions and determine the direction of the MPO. As the MPO, the Policy Board is responsible for conducting the transportation planning process in the metropolitan planning area and to serve as the Board of Directors for the MVP for Transportation MPO. A group of elected officials from the Borough and municipalities from within the MPO boundary. This Membership is defined by the MVP MPO bylaws, see Article II of the Draft Bylaws. Currently, there are 7 positions with each position having a single vote:

1. DOT&PF Central Region Director
2. MSB Manager
3. MSB (Assembly or Mayor)
4. City of Wasilla Mayor
5. 4. City of Palmer Manager (unless altered to the City of Palmer Mayor by City of Palmer Resolution, if the council should so choose) It would depend upon whether this is considered policy related (Mayoral) or administrative (Manager) in nature. Last discussed it appeared that the City Council seemed to agree, although not formally, that representation on the MPO Board is more akin to policy making.^{xx}
6. Knik Tribe
7. Chickaloon Village Traditional Council

Key requirements of the Policy Board in the 'Draft MVP for Transportation MPO Bylaws' include:

- All Policy Board meetings are to be noticed as Public Meetings and subject to A.S. 44.62.310 Government Meetings Public;
- Meetings will be held monthly.
- Public Comment shall be accepted for all old and new business items.
- Definition and disclosure requirements for potential conflicts of interest
- Policy Board will adopt the "American Planning Association (APA) Ethical Principles in Planning" dated May 1992 as the guide to the Policy Board's Code of Ethics.
- The bylaws may be amended, rescinded, or supplemented by the approval of the Policy Board.

MPO Technical Committee:

Advisory to the Policy Committee; comprised of staff of the Borough and municipalities from within the MPO boundary, as well as state agencies, transit services, and others as selected by the MPO.

Membership of the MPO technical Committee is defined by the MVP MPO bylaws as:

Membership of the Technical Committee shall consist of representatives, such as engineer, planner, or other specialist, from the following agencies or transportation organizations and groups:

- Mat-Su Borough Transportation Advisory Board Chair
- Mat-Su Borough School District Operations
- Public Transportation provider
- City of Palmer
- City of Wasilla
- Mat-Su Borough Planning
- Mat-Su Borough Public Works
- Nonmotorized Advocate
- State of Alaska Department of Transportation & Public Facilities Planning Chief
- State of Alaska Department of Transportation & Public Facilities Preconstruction Engineer

- Road Service Area Advisory Board Chair
- Alaska Railroad Corporation
- Knik Tribe
- Chickaloon Village Traditional Council
- Trucking Industry Advocate
- State of Alaska Department of Environmental Conservation Air Quality

The MVP Pre-MPO Policy Board:

This board was created and first met on September 15, 2021, for the purpose of acting as interim leadership^{xxi} of the MPO and working on the following tasks until Designation of the MPO by the Governor at which time the MPO will be official and all tasks and approval will be taken over by the designated MPO Board. The Pre-MPO Policy Board Approved Mission and Tasks on 10.20.21.^{xxii}

Current Voting Representatives^{xxiii}:

- ADOT&PF, John Linnell, CR Deputy Director
- City of Palmer, John Moosey, City Manager
- Bike and Pedestrian Advocate- currently vacant
- City of Wasilla, Glenda Ledford, Mayor
- Chickaloon Native Village, Kaylan Wade, Assistant Director of Transportation
- Knik Tribe, Bob Charles, IRR Roads Manager
- Transit, Jennifer Busch, Executive Director, Valley Transit
- Mat-Su Borough (MSB)
 - o MSB Mayor Edna DeVries
 - o Mike Brown, Manager
 - o Rob Yundt, Assembly Member

Pre-MPO Policy Board Interim tasks, which will be taken over by the MPO Board (upon approval and creation of MPO by the Governor) are to vet, approve and oversee the implementation of the:

- Public Participation Plan
- Title VI Implementation Plan
- Boundary Development Strategy
- MPO Structure (housing and hosting arrangement, as applicable)
- 2022 Unified Planning Work Program (UPWP)
- 2023 – 2024 UPWP
- Metropolitan Transportation Plan (MTP) Scope of Work
- Policy and Procedures of the MPO
- Interagency and Intergovernmental Agreements, as applicable.
- Vet, approve and forward the Operating Agreement, Boundary Map and Bylaws to the State of Alaska DOT & PF who will forward to the Governor for approval.

The MVP Pre-MPO Steering Committee:

This committee was established in October of 2020.^{xxiv} It's current voting members^{xxv} are:

- ADOT&PF, Ben White – Chief of Planning, Central Region
- Multimodal Mobility Advocates, Joshua Shaver, Administrator, Alaska Pioneer Homes
- City of Palmer, Brad Hanson, Community Development Director
- City of Wasilla, Erich Schaal, Public Works Director
- Chickaloon Native Village, Brian Winnestaffer, Transportation Director
- Mat-Su Health Foundation, Jim Beck, Senior Program Officer,
- Knik Tribe, Bob Charles, IRR Roads Manager
- Mat-Su Borough (MSB):
 - o Tom Adams – Director of Public Works
 - o Kim Sollien – Planning Services Manager (Chair)
 - o Brad Sworts – Pre-Design & Engineering Manager
- MSB Transportation Advisory Board (TAB), Antonio Weese, TAB Member
- Railroad, Brian Lindamood, Vice President of Engineering, Alaska Railroad Corporation
- Transit, Jennifer Busch, Executive Director, Valley Transit

Metropolitan Transportation Plan (MTP):

This is 1 of 4 of federally required plans for the MPO Board to develop and approve.^{xxvi} It is a Long-Range Transportation Plan with a 20–25-year horizon within the MPO boundary. Once created the MTP is updated at least once every 4 years. Approving this MTP is the duty of the MPO Policy Board.

It is a Initial high cost and time investment for the planning to initially create the MTP. These funds are allocated as planning funds by the Federal Government and are categorized as t and then it is Programs are then planned in the short term, middle and long-term planning based on the amount that the State give that areas MPO control of the federal allocation for capital projects that come from the Surface Transportation Block Grant Program Money and the Transportation Alternative funding which is for non-motorized projects.

For planning purposes only, there are Metropolitan Planning Program funds available to help develop the MTP. Use of these funds must be illustrated in the federal fiscal year in the UPWP plan for the MVP MPO. At this stage, the amount of planning funds is estimated to be \$413,000^{xxvii}.

Transportation Improvement Program (TIP):

This is 2 of 4 federally required plans for the MPO Board to develop and approve. This is a Capital Improvement Plan and Transit funding program for transportation investments within the MPO boundary. The TIP must give public opportunity for comment and will be updated at least every 4 years

and will be approved by the MPO Board and the Governor.^{xxviii} This plan is in progress and does not yet have any completed drafts.

Unified Planning Work Program (UPWP):

This is 3 of the 4 federally required plans for the MPO Board to develop and approve. The UPWP is a task-based budget for the MPO, which serves as a management tool that identifies the nature, timeline, staffing needs, cost, and funding sources of all planning and programming activities. This is typically updated every 1—2 years by the MPO Policy Board. The UPWP is required for the MPO to receive metropolitan planning funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), through the DOT&PF. Initially approved by the Mat-Su Pre Policy board for the fiscal year of 2023-2024 the current UPWP is 23 pages long and may be found at https://www.mvpmpo.com/files/ugd/10f92f_23ceb6b724d14aed97bd93947f1431aa.pdf

Public Participation Plan (PPP)

This is 4 of the 4 federally required plans for an MPO Board to develop and approve. This is a plan for robust public participation and education on how the MPO will engage citizens and stakeholders to develop the MTP, TIP, UPWP and other tasks. This is updated as necessary. The PPP draft includes the requirements mandated by law to engage the public process. Currently, this is a 40-page public engagement plan located at https://www.mvpmpo.com/files/ugd/10f92f_f76784b1f05e42c1aa38a9ffd2ad50c9.pdf

Urbanized Area (UZA)

These areas are designated by the U.S. Census Bureau based upon each decade's census results. A newly designated Urbanized Area means that those designated area(s) have reached a population of 50,000 or greater and by Federal Law these areas must now create an MPO. New UZA's are announced in the Federal Register and a new UXZA must form an MPO within one year of the Federal Register Notice to be federally compliant. The Mat-Su valley was designated a new Urbanized area in 2022 with a population total of 53,444 and has until December 29, 2023, to form an MPO under federal law. The Mat-Su valley Urbanized Area is entitled "the Wasilla—Knik-Fairview—North Lakes, AK Urbanized Area."^{xxix} This area includes the cities of Wasilla and Palmer as well as the areas of MSB referenced in the title.

Timeline of the MPO Process:

In the 2010 Census, the core area of the Mat-Su Borough was defined as a ‘urban cluster; with a population of more than 44, 000 people and includes the cities of Wasilla, Palmer, the Lakes area and Knik-Fairview. This report “Exhibit 1-2: Mat-Su Urban Cluster, 2010 Census” may be found at https://matsugov.us/docs/general/17416/2016_mat-suborough_mpo_selfassessment_final-for-assembly.pdf

In January of 2016, The Mat-Su Borough created the “MPO Self-Assessment: A Blueprint for Preparing the Bourgh for a Metropolitan Planning Organization” which may be found at: https://matsugov.us/docs/general/17416/2016_mat-suborough_mpo_selfassessment_final-for-assembly.pdf

In the 2020 Census, portions of the Mat-Su Brough including the cities of Wasilla and Palmer hit the population minimum requirement of Federal transportation Code to be titled a ‘urbanized area’ and the requirements of 49 USC§ 5303 (c) were triggered requiring the creation of a Metropolitan Planning Organization. The Federal Transit Administration Census Map may be found at: <https://usdot.maps.arcgis.com/apps/mapviewer/index.html?webmap=519396edf206454a8acc3ec0e052a382>

September, 2021- the Mat-Su transportation for MPO (MVP MPO) Steering Committee and the Mat-Su MPO Pre-Policy Board met and work began on developing a Mat-Su MPO.

December 29, 2022- the federal Register published formal notice of the new urbanized area designation, “the Wasilla—Knik-Fairview—North Lakes, AK Urbanized Area. Portions of the Matu-Borough, Palmer and Wasilla were formally federally considered a “urbanized area” and therefore by Federal Law requiring the creation of an MPO.

December 29, 2023- the federal deadline for the Matu-Su urbanized area to create an MPO to be maintain being federally complaint.

References and Resources:

www.mvpmo.org – the website for the Mat-Su Valley Metropolitan Planning Organizations predevelopment work summary.

www.AMPO.org -the AMPO is a nonprofit, membership organization established in 1994 to serve the needs and interests of “metropolitan planning organizations (MPOs)” nationwide.

ⁱ This is outlined by Federal Law 49 USCA 5303(d)(2) [Title 49 Transportation) of the United States Code Annotated Section 5303 ‘Metropolitan transportation planning’ subsection d “designation of metropolitan planning organizations (2)’ Structure.’

While Alaska State Law does require a MPO be formed in a area with population greater than 50,000 persons, Alaskan law does not have specific requirements for membership structure of MPO Boards that are designated for urbanized areas 50,000-2000,000. However, A.S. 19.20.210 does list specific requirements for membership of greater than 200,000. AS 19.20.210. Membership of the Policy Boards of Metropolitan Planning Organizations. (a) The policy board of a metropolitan planning organization established under AS 19.20.200 for a metropolitan area with a population greater than 200,000 persons shall consist of at least seven voting members. A quorum of the policy board is a majority of the voting members of the board. Four voting members of the board shall be designated by the municipalities that are located partially or wholly within the metropolitan area. Three voting members shall be appointed by the governor. At least one member designated by the municipalities and at least one member appointed by the governor shall be public members who reside within the metropolitan area and who are not elected public officials. The public members shall serve for three-year terms. (b) Two nonvoting members of the policy board of a metropolitan planning organization that is subject to (a) of this section shall be designated as follows: (1) one member of the senate who is elected from a district, of which more than 50 percent is located within the metropolitan area, and who is designated by the president of the senate; a person who is designated to serve as a member of the policy board of a metropolitan planning organization under this paragraph may not receive compensation for service on the metropolitan planning organization; and (2) one member of the house of representatives who is elected from a district, of which more than 50 percent is located within the metropolitan area, and who is designated by the speaker of the house of representatives; a person who is designated to serve as a member of the policy board of a metropolitan planning organization under this paragraph may not receive compensation for service on the metropolitan planning organization. (c) The governor may appoint an additional voting member to the policy board of a metropolitan planning organization that is subject to (a) of this section to represent a private entity that administers or operates a major mode of transportation within the metropolitan area. (d) The governor may appoint additional nonvoting members to the policy board of a metropolitan planning organization that is subject to (a) of this section, if the additional nonvoting members are authorized in the agreement between the governor and the participating local governments that designates the metropolitan planning organization.

ii 49 U.S.C.A. § 5303 (West)

iii As stated by Gardino Consulting. The bylaw draft is silent to a exit strategy so this would be need to be requested by the City in the stated timeframe.

iv Fees are determined by the Steering Committee and are calculated as the 9.03% of the non-federal share of the Metropolitan Planning Program Funds from the Feds.

v DOT state representatives stated this at a public meeting in Palmer in March of 2023.

vi <https://www.fhwa.dot.gov/specialfunding/stp/>

vii 49 USC§ 5303, Metropolitan Transportation Planning

viii Details of the process can be found on the White Paper entitled “APPROVED Mat-Su Pre-MPO Metropolitan Planning Area (MPA) Boundary Development Strategy” online at https://www.mvpmo.com/_files/ugd/10f92f_b125403c447146eb8a5f09598e38c818.pdf

ix From the MVP MPO website <https://www.mvpmo.com/boundary-development>

x The Final Draft Boundary Report is a 59 page report which may be found at https://www.mvpmo.com/_files/ugd/10f92f_f62a61644e8e48a89268ab2f57dbaff1.pdf

Or by going to mvpmop.com and clicking ‘Draft Boundary Report’. This report explains the process of boundary determinations including populations forecasts, travel demand and includes maps of various stages of this determination process.

xi This information is located on page 14 of the ‘Matsu Valley Planning for transportation MPO Metropolitan Planning Area Boundary Development Report dated June 2023’ located at https://www.mvpmo.com/_files/ugd/10f92f_f62a61644e8e48a89268ab2f57dbaff1.pdf

xii Currently, since the MPO is not yet established DOT determines where these funds go.

xiii These are funds for non-motorized uses.

xiv **STP Guidance (June**

2022) https://www.fhwa.dot.gov/specialfunding/stp/bil_stbg_implementation_guidance-05_25_22.pdf

See Page 17...after 55% of STP are suballocated to population categories/MPOs, “The remainder of funds may be used anywhere in the State.”

^{xv}49 USC§ 5303 (d) Designating Metropolitan Planning Organizations. (1) To carry out the planning process required by this section, a metropolitan planning organization shall be designated for each urbanized area with a population of more than 50,000-

(A) by agreement between the Governor and units of general-purpose local government that together representing at least 75 percent of the affected population (including the largest incorporated city (based on population) as determined by the Bureau of the Census); or (B) in accordance with procedures established by applicable State or local law.

^{xvi} AS 19.20.200. Establishment of Metropolitan Planning Organizations. In order to coordinate transportation planning in urbanized areas and achieve the transportation planning goals of 23 U.S.C. 134 and 49 U.S.C. 5303 - 5306, a metropolitan planning organization shall be established for each metropolitan area of the state when required for participation in a federal transportation program. A metropolitan area is an urbanized area with a population of more than 50,000 persons.

^{xvii} AS 19.20.210. Membership of the Policy Boards of Metropolitan Planning Organizations. (a) The policy board of a metropolitan planning organization established under AS 19.20.200 for a metropolitan area with a population greater than 200,000 persons shall consist of at least seven voting members. A quorum of the policy board is a majority of the voting members of the board. Four voting members of the board shall be designated by the municipalities that are located partially or wholly within the metropolitan area. Three voting members shall be appointed by the governor. At least one member designated by the municipalities and at least one member appointed by the governor shall be public members who reside within the metropolitan area and who are not elected public officials. The public members shall serve for three-year terms. (b) Two nonvoting members of the policy board of a metropolitan planning organization that is subject to (a) of this section shall be designated as follows: (1) one member of the senate who is elected from a district, of which more than 50 percent is located within the metropolitan area, and who is designated by the president of the senate; a person who is designated to serve as a member of the policy board of a metropolitan planning organization under this paragraph may not receive compensation for service on the metropolitan planning organization; and (2) one member of the house of representatives who is elected from a district, of which more than 50 percent is located within the metropolitan area, and who is designated by the speaker of the house of representatives; a person who is designated to serve as a member of the policy board of a metropolitan planning organization under this paragraph may not receive compensation for service on the metropolitan planning organization. (c) The governor may appoint an additional voting member to the policy board of a metropolitan planning organization that is subject to (a) of this section to represent a private entity that administers or operates a major mode of transportation within the metropolitan area. (d) The governor may appoint additional nonvoting members to the policy board of a metropolitan planning organization that is subject to (a) of this section, if the additional nonvoting members are authorized in the agreement between the governor and the participating local governments that designates the metropolitan planning organization

^{xviii} 49 USCA 5303(E)(5)(D) notes that new MPO(s) in nonattainment areas as identified under the Clean Air Act, 42 USC 7401 et seq., as the identified areas relate to ozone or carbon monoxide. None of the area's located in the Mat-Su Borough Urbanized area are identified as a nonattainment area.

^{xix} 49 USC§ 5303 (d) Metropolitan Area Boundaries. To carry out this section, the metropolitan planning organization and the chief executive officer shall decide by agreement on the boundaries of a metropolitan area. The area shall cover at least the existing urbanized area and the contiguous area expected to become urbanized within the 20-year forecast period and may include the Metropolitan Statistical Area or Consolidated Metropolitan Statistical Area, as defined by the Secretary of Commerce. An area designated as a nonattainment area for ozone or carbon monoxide under the Clean Air Act (42 U.S.C. 7401 et seq.) shall include at least the boundaries of the nonattainment area, except as the chief executive officer and metropolitan planning organization otherwise agree.

This is also defined in 49 U.S. Code Section 5303 (b) definitions.

^{xx} The City of Wasilla and the City of Palmer have very different internal organization and Charters. The City of Palmer foundational charters states that the powers of the Council as all legislative and policy-making powers and the performance of all duties imposed on the city by law. (Palmer City Charter 3.1) The City Council is also limited to deal with the administrative duties of the city though the City Manager (Palmer City Charter 3.8).

^{xxi} This initial membership and contact information may be found on page 28 at https://www.mvpmmpo.com/_files/ugd/10f92f_ecd1d2714ee34a32ae9a71a491730975.pdf

^{xxii} This information is located under “Documents” and under that “Operating Documents” on www.mvpmmpo.com

^{xxiii} This information is found under the ‘Committees’ tab on the MVP MPO website www.mvpmmpo.com

^{xxiv} The contact list for the Mat-Su Pre-MPO Steering Committee and the non-voting advisory members is located in the September 15, 2021 agenda at https://www.mvpmmpo.com/_files/ugd/10f92f_ecd1d2714ee34a32ae9a71a491730975.pdf

^{xxv} Current Members listing and contact is located under Committees on www.mvpmmpo.com

^{xxvi} This is 1 of 4 plans that must be created and approved by the MPO Board and is federal requirements under 23 USC 134 & 23 CFR 450.

^{xxvii} This is the amount cited by Gardino Consulting, however another meeting with the development team for the MPO will be occurring in the near future with the DOT representatives and this amount may change, likely to increase.

^{xxviii} 23 USC 134: Metropolitan Transportation Process

^{xxix} Mat-Su Valley was designated a Urbanized area on December 29, 2022 see the link for the announcement in the 12/29/22 Federal Register Vol. 87, No. 249 located at https://www.mvpmmpo.com/_files/ugd/10f92f_0ab9312cd67249458bfe27f0a4c20f79.pdf The Wasilla-Knik-Fairview-North Lakes, AK designation is listed on page 36 of the pdf or 80149 in the upper right corner.

**Matsu Valley for Transportation (MVP for Transportation)
POLICY BOARD
BYLAWS**

ARTICLE I

Metropolitan Planning Organization

- SECTION 1 The Matsu Valley for Transportation (MVP for Transportation) Policy Board is designated to be the Metropolitan Planning Organization (MPO) for the Matanuska-Susitna Metropolitan Planning Area (MPA) by the Governor of the State of Alaska. As the MPO, the Policy Board is responsible for carrying out the transportation planning process in the metropolitan planning area and to serve as the Board of Directors for the MVP for Transportation MPO. The MPO Coordinator shall serve as the Executive Director of the MPO.
- SECTION 2 The MVP for Transportation Policy Board and committee meetings are subject to AS 44.62.310, Government Meetings Public.

ARTICLE II

Members and Officers

- SECTION 1 In accordance with Section 5 of the MVP for Transportation Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation, the MPO Policy Board, hereafter referred to as the "Policy Board", shall have as voting members the Central Region Director of the State of Alaska Department of Transportation and Public Facilities (DOT&PF), the Matanuska-Susitna Borough (MSB) Mayor or Assembly Representative, the MSB Manager, the City Manager of the City of Palmer, the Mayor of the City of Wasilla, Tribal Council President of the Knik Tribe and, a representative of the Chickaloon Village Traditional Council. Each member is authorized one vote.
- SECTION 2 The Policy Board shall elect a board Chair and Vice-Chair from its members annually at its regularly scheduled meeting no later than the end of December.
- SECTION 3 The Policy Board shall appoint an Executive Director, who shall serve as Secretary of the Policy Board and perform other duties as described by these Bylaws or directed by the Policy Board. The Secretary shall provide all administrative support for the Policy Board. The Transportation Planner/Assistant of the MPO shall be designated as Assistant Secretary to serve in the absence of the Executive Director and to provide additional support to the Policy Board and Technical Committee.
- SECTION 4 The Chair, or in their absence or disability, the Vice-Chair, shall preside at all meetings and hearings of the Policy Board. In the absence or disability of both the board Chair and Vice-Chair, an acting Chair shall be selected by the members present for the meeting.

SECTION 5 The Chair shall decide on all points of order and procedure in accordance with Robert's Rules of Order, Newly Revised, unless changed and adopted by the rules agreed upon by the Policy Board.

SECTION 6 The Chair shall nominate, except for the Technical Committee, which is established by the Bylaws, all committee members and their respective chairs found necessary for the purpose of expediting the work of the Policy Board. All members nominated shall be confirmed by a majority vote of the Policy Board.

SECTION 7 The Chair shall report on activities taking place that have not come to the attention of the Policy Board at the next regularly scheduled or special meetings of the Policy Board.

SECTION 8 When required, the Chair shall execute on behalf of the Policy Board all documents it authorizes or approves.

ARTICLE III

Policy Board Meetings

SECTION 1 All Meetings must be noticed according to A.S. 44.62.310 Government Meetings Public, which shall be strictly adhered to in conduct of the meeting and agenda schedule.

SECTION 2 Regular meetings of the Policy Board shall be held monthly at a time to be determined by the Policy Board.

SECTION 3 All regular or special meetings shall be open to the public. An agenda schedule for each meeting of the Policy Board shall be prepared by the Secretary to ensure Policy Board business is conducted in an efficient manner.

SECTION 4 Special meetings shall be held at the call of the Chair issued upon his/her own initiative or at the request of one (1) or more members of the Policy Board, when necessary, to act upon matters before the Policy Board, providing notice is given in accordance with all applicable open meeting laws.

SECTION 5 A quorum shall consist of four (4) members of the Policy Board. Four supporting votes are required to approve any action. Proxy voting is not allowed.

SECTION 6 In the absence of a quorum no meeting shall be held.

SECTION 7 A roll-call vote will be called for on all matters being voted on by the Policy Board unless it passes without objection.

ARTICLE IV

Agenda

- SECTION 1 The Secretary shall prepare for each meeting of the Policy Board or its Committees, when appointed, an agenda of the items to be considered.
- SECTION 2 Any member of the Policy Board may instruct the Secretary to add any matter to the agenda for discussion or action by the Policy Board.
- SECTION 3 All agenda items to be considered by the Policy Board must be submitted no later than the close of business one week before the meeting.
- SECTION 4 Informational items not on the agenda may be presented to the board, so long as no action is taken until the next meeting of the Policy Board.

ARTICLE V

Order of Business

- SECTION 1 The order of business of meetings shall be as follows:
- A. Meeting called to order
 - B. Introduction of Members and Attendees
 - C. Approval of the Agenda
 - D. Approval of the Minutes of the previous meeting
 - E. Staff/Committee/Workgroup Reports (including the Chair's report)
 - F. Voices of the Visitors (items not on the agenda)
 - G. Old Business
 - H. New Business
 - I. Other Issues
 - J. Informational Items
 - K. Committee Comments
 - L. Adjournment
- SECTION 2 Public Comment shall be accepted for all old business and new business items.
- SECTION 3 The length of the public comment period, per speaker, may be determined at the discretion of the Chair at the beginning of any public meeting. The public comment period will be closed when all speakers have had an opportunity to comment on the item before the Policy Board.

ARTICLE VI

Records

- SECTION 1 The minutes of all Board and Committee meetings shall be recorded by the MPO staff and maintained as a public record in the MPO office and shall be accessible to the public during regular office hours.

ARTICLE VII

Committees

- SECTION 1 All Committees shall consist of at least three (3) members each.
- SECTION 2 Members of the Policy Board shall be a non-voting member of each Committee.
- SECTION 3 Committee meetings may be called at the request of the Committee Chair or at the request of two (2) members. A written or verbal report of Committee business shall be made at the next meeting of the Policy Board by any Committee member or the Executive Director.
- SECTION 4 All Committee meetings must be noticed according to AS 44.62.310, which shall be strictly adhered to in conduct of the meeting.

ARTICLE VIII

Technical Committee Purpose and Duties

- SECTION 1 The MPO shall have a standing Technical Committee to review items of a technical nature and act as an advisory body to assist the Policy Board.
- SECTION 2 The purpose of the Technical Committee shall be to evaluate the technical feasibility of proposed plans and projects, provide technical data and information, and make recommendations to the Policy Board.
- SECTION 3 The Technical Committee shall have approval authority during construction of projects as outlined in the Policies and Procedures.
- SECTION 4 Membership of the Technical Committee shall consist of representatives, such as engineer, planner, or other specialist, from the following agencies or transportation organizations and groups:
- Mat-Su Borough Transportation Advisory Board Chair
 - Mat-Su Borough School District Operations
 - Public Transportation provider
 - City of Palmer
 - City of Wasilla
 - Mat-Su Borough Planning
 - Mat-Su Borough Public Works
 - Nonmotorized Advocate
 - State of Alaska Department of Transportation & Public Facilities Planning Chief
 - State of Alaska Department of Transportation & Public Facilities Preconstruction Engineer

- Road Service Area Advisory Board Chair
- Alaska Railroad Corporation
- Knik Tribe
- Chickaloon Village Traditional Council
- Trucking Industry Advocate
- State of Alaska Department of Environmental Conservation Air Quality

- SECTION 5 The Technical Committee shall elect a Chair and Vice-Chair from its regular members or Staff, including the Executive Director, annually at its regularly scheduled meeting no later than the end of November.
- SECTION 6 The Chair shall decide on all points of order and procedure in accordance with Robert's Rules of Order, Newly Revised, unless changed and adopted by the rules agreed upon by the Committee.
- SECTION 7 The Chair, or in their absence or disability the Vice-Chair, shall preside at all meetings and hearings of the Policy Board. In the absence or disability of both the Chair and Vice-Chair, an acting Chair shall be selected by the members present for the meeting.
- SECTION 8 The Executive Director shall serve as Secretary of the Technical Committee. The Secretary shall provide all administrative support for the Technical Committee. The Transportation Planner of MVP for Transportation is designated as Assistant Secretary to serve in the absence of the Executive Director and to provide additional support to the Technical Committee.
- SECTION 9 All committee members shall be entitled to one vote each. The Executive Director and Transportation Planner will not be considered as members and will not get a vote. Proxy voting is allowed if written notification identifying the proxy is received from the Technical Committee member by the Executive Director prior to the meeting.
- SECTION 10 A quorum of voting members must be present for a vote to take place. A quorum will consist of nine (9) or more voting members of the Technical Committee. A majority of the voting members present at a meeting are required for an affirmative vote.
- SECTION 11 Voting members of the Technical Committee will comply with Article IX and X of the Policy Board Bylaws regarding conflict of interest and ethics decisions.
- SECTION 12 The Technical Committee may adopt the use of appointed workgroups, if deemed necessary for the continuing transportation planning process. The workgroups will be appointed by the Technical Committee Chair and ratified by the Technical Committee. Workgroup appointments will usually be temporary in nature and will be terminated at the conclusion of the specific project concerned.
- SECTION 13 Regular meetings of the Technical Committee shall be held monthly. The Committee Chair may call special meetings provided public notice is given as provided by AS 44.62.310. Roberts Rules of Order, Newly Revised shall govern the conduct of all

meetings of the Committee, except for rules set forth or adopted by the Technical Committee.

SECTION 14 The Technical Committee shall have the following duties and all additional duties assigned by the Policy Board:

- A. Develop the Draft Unified Planning Work Program (UPWP) for the Policy Board. This includes recommendation of tasks and task priority.
- B. Develop and prioritize transportation projects for inclusion in the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP).
- C. Monitor the development of projects included in the TIP. This includes reporting on the status of projects and recommendations if a project is delayed.
- D. Approve changes during construction in accordance with the Matsu for Transportation Policies and Procedures.

ARTICLE IX

Conflict of Interest

Section 1 Declaration of policy. The Policy Board declares that members operate as a State and Federally mandated Policy Board; and any effort to realize personal gain through official conduct is a violation of that trust. Policy Board and committee members shall not only be impartial and devoted to the best interests of the Policy Board's jurisdiction but also shall act and conduct themselves both inside and outside the Policy Board and committee's service as not to give occasion for distrust of their impartiality or of their devotion to the best interests of the citizens they represent.

Section 2 Definitions. As used in this article:

Conflict of Interest shall mean every member shall vote on all questions unless he has a direct or substantial indirect financial or personal interest in the matter being discussed.

Financial Interest shall mean any interest that shall yield, directly or indirectly, a monetary or other material benefit for services to the Policy Board and committee's jurisdiction to the member or other person retaining the services of the member.

Personal Interest shall mean any direct or substantial indirect interest arising from blood or marriage relationships or from close business or political associations, whether any financial interest is involved.

Confidential Information shall mean all information pertaining to City, Borough or State interests that is not available to the public in general including but not limited to information pertaining to any claims or lawsuits pending against the Board and personnel matters.

Section 3 Disclosure of interest. No member who has a direct or indirect financial or personal interest in any matter before the Policy Board or assigned Committees shall use his/her office or position to exert influence on such matter.

If known by the member, a member who participates in the discussion or expresses an opinion to the Policy Board on any matter before it shall disclose the nature and extent of any direct or indirect financial or other personal interest, he/she has in such matter to the Policy Board. The Chair will determine whether the member has a conflict of interest and whether the member must recuse him/herself from the discussion and vote on the matter.

If a member has reasonable cause to believe another member has failed to disclose actual or possible conflicts of interest, the member shall inform the Policy Board of the basis for such belief and afford the other member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Policy Board determines the member has failed to disclose an actual or possible conflict of interest, the Policy Board shall take appropriate disciplinary and corrective action.

Section 4 Disclosure of information. No member shall disclose any confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her or others' financial, personal, or political interests. This section shall not prohibit any such member from acquiring and utilizing any information which is available to the public in general so long as such information is obtained in the same manner as it would be obtained by an ordinary citizen.

Section 5 Compensation. No member of the Policy Board or assigned Committees whose jurisdiction includes compensation matters and who personally receives compensation, directly or indirectly, receives compensation, individually or collectively, from <insert name> MPO for services may provide information or vote on matters pertaining to that member's compensation.

Section 6 Securing special privileges. No member shall use or attempt to use the member's position to secure privileges, financial gain or exemption for him/herself or others.

No member shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

Section 7 Post-Membership Activities. No member, after the termination of service with the Policy Board, shall appear before the Policy Board in relation to any case, proceeding or application in which he personally participated during the period of his service, or which was under his active consideration.

Section 8 Annual statements. Each active member of the Policy Board shall annually sign a statement which affirms he/she has read and understands the conflicts of interest policy within this Article, agrees to comply with the policy, and understands that the Matsus Valley for Transportation MPO is a charitable organization and in order to maintain its

federal non-profit tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE X

Policy Board Code of Ethics

- Section 1 The Policy Board shall adopt the “American Planning Association (APA) Ethical Principles in Planning” dated May 1992 as broad, general guidelines for the ethical conduct of its members. The guidelines, while directed to AICP and APA members, reflect the ethics of MVP for Transportation and its members will use to guide their efforts. This statement is attached and hereby made a part of these bylaws (Attachment #1).

ARTICLE XI

Miscellaneous

- Section 1 Minor Changes to Documents. In instances when documents are approved by the Policy Board and signed by the Chair which are subsequently discovered to contain unintended or incorrect information or language, and when, in the opinion of the Chair, the document submitted to accomplish their correction will not alter the intent of the Policy Board in its original approval, the Chair is authorized to sign such a document, provided that the Secretary provides written concurrence with this action. The Secretary documents, which have been approved by a legislative body (i.e. City Council or the Borough Assembly), must be corrected by amended documents or in accordance with applicable State statutes regarding scrivener's errors.
- Section 2 Standards of Conduct. The Policy Board shall adopt and maintain a written policy prescribing a standard of conduct for its involvement in litigation or potential litigation.
- Section 3 Attendance. Attendance shall be in person or telephonically. If any member, except ex-officio members, has three consecutive unexcused absences, it shall be cause for an alternative representative to be designated from their organization. If for any reason an alternative representative is not designated, the Policy Board shall instruct the Chair of the Policy Board to inform the proper legislative body of the requirements of this section of the by-laws.

The only exception to the above procedures and requirements shall be in cases of illness or conditions beyond the control of the individual member, as judged by the majority of the Policy Board members. Any member seeking an exception should request an item be placed on the agenda. Said judgment or ruling on the condition beyond the control of a member shall be voted on at a regular meeting or special called meeting for this particular purpose.

Section 5 Legislative Policy Board Member Appointment. Upon appointment to the Policy Board and confirmation by the respective Council or Assembly, the members so confirmed will be seated at the next regular or special meeting.

ARTICLE XII

Amendments

Section 1 In accordance with Article II, Section 5, these rules may be amended, rescinded or supplemented by the Policy Board provided such amendments are presented in writing at a regular meeting or special meeting called for this particular purpose and action taken thereon at a subsequent regular meeting.

These Bylaws were passed and approved by a duly constituted quorum of the <insert name> MPO Policy Board on _____.

, Chair

ATTEST:

, Secretary

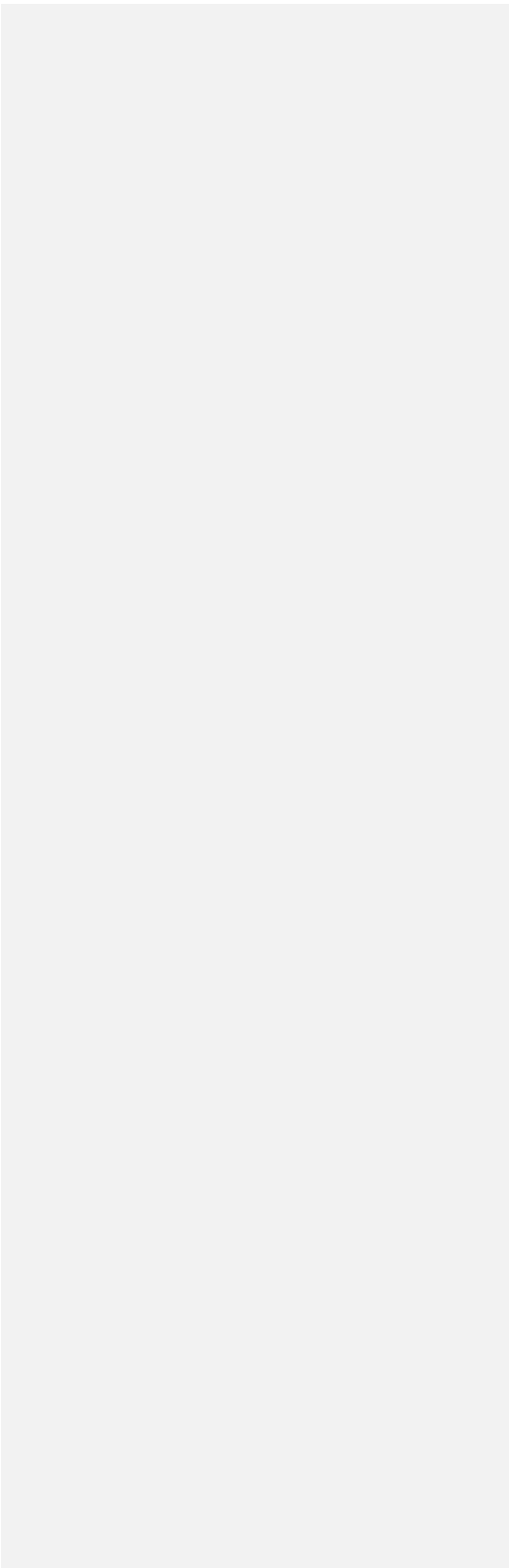
PASSED
Yes:
No:
Absent:

**Matanuska-Susitna Borough,
City of Palmer,
City of Wasilla,
Knik Tribe,
Chickaloon
Village
Traditional
Council, and the
State of Alaska**

**MATSU Valley Planning for Transportation (MVP for
Transportation)**

**INTER-GOVERNMENTAL OPERATING AGREEMENT
and
MEMORANDUM OF UNDERSTANDING
for
TRANSPORTATION PLANNING**

**In the Metropolitan
Area of the
Mat-Su Metropolitan Planning Organization**



|

Matanuska-Susitna Borough,
City of Palmer,
City of Wasilla,
Knik Tribe,
Chickaloon Village
Traditional Council, and
the
State of Alaska

MATSU VALLEY PLANNING FOR TRANSPORTATION
INTERGOVERNMENTAL OPERATING AGREEMENT
AND
MEMORANDUM OF UNDERSTANDING FOR TRANSPORTATION
PLANNING

In the Metropolitan Area of the Matsu Valley Metropolitan Planning
Organization

This Matsu Valley Planning for Transportation Intergovernmental Operating Agreement and Memorandum of Understanding is entered into this _____ day of _____, 2023, by and between the State of Alaska, the Matanuska Susitna Borough, the City of Wasilla, the City of Palmer, the Knik Tribe and the Chickaloon Village Traditional Council.

WITNESSED, THAT:

Whereas, the above referenced Parties have been working on developing the new Metropolitan Planning Organization since July 2020; and

Whereas, the Pre-MPO Policy Board was formed and met for the first time on September 15, 2021 and is made up of representatives of transportation stakeholders from the Matsu Valley including the Matanuska-Susitna Borough, the City of Palmer, the City of Wasilla, the State of Alaska, the Knik Tribe, Chickaloon Village Traditional Council, Valley Transit and ; and

Whereas, the Pre-MPO Policy Board the agreed to name the Metropolitan Planning Organization for the Matanuska Susitna Valley, the *Matsu Valley Planning for Transportation (MVP for Transportation)* on October 20, 2021; and

Whereas, on October 20, 2021, the Pre-MPO Policy Board agreed to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Matsu Valley urbanized area and act as the interim leadership of the MPO in making decisions that will bind the new MPO; and

Whereas, on October 20, 2021, the Pre-MPO Policy Board approved a Metropolitan Planning Area (MPA) Boundary Development Strategy that was subsequently implemented to determine the MPA Boundary which is attached to this document; and

~~Whereas, the U.S. Department of Commerce, U.S. Census Bureau, announced the list of new urbanized areas on December 8, 2022, and a portion of the Matanuska-Susitna Borough is now considered urbanized; and~~

Whereas, the Infrastructure Investment and Jobs Act (IIJA) was passed into law on November 15, 2021 and requires, in designating MPO officials or representatives for the first time, subject to the bylaws or enabling statute of the metropolitan planning organization, the MPO shall consider the equitable and proportional representation of the population of the MPA; and

Whereas, the Pre-MPO Policy Board unanimously passed the MVP for Transportation Public Participation Plan and the 2022 Addendum for Pre-MPO Formation and used it as a guide to define the public participation efforts in forming the MPO; and

Whereas, the MVP for Transportation Pre-MPO Policy Board passed a motion to form a 501(c)3 nonprofit corporation on March 16, 2022; and

Whereas, the MVP for Transportation Pre-MPO Policy Board approved the membership of the Policy and Technical Committee on September 13, 2022; and

Whereas, the Matanuska-Susitna Borough, City of Palmer, City of Wasilla, Knik Tribe and Chickaloon Village Traditional Council all passed resolutions of support for MVP for Transportation as the future MPO and a request to the Governor for state funds for the startup of the MPO in September 2022; and

~~Whereas, the U.S. Department of Commerce, U.S. Census Bureau, announced the list of new-2020 urbanized areas on December 29~~8~~, 2022~~3~~, and a portion of the Matanuska-Susitna Borough is now considered urbanized; and~~

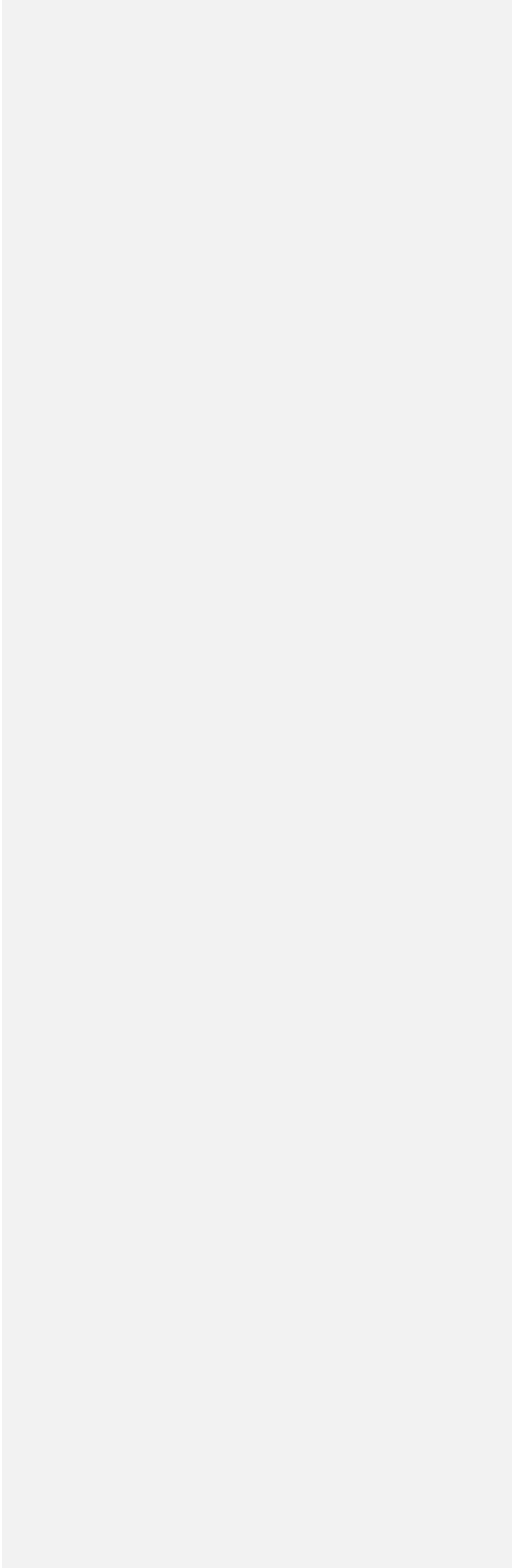
Whereas, the MVP Transportation Pre-MPO Policy Board passed a motion to adopt Articles of Incorporation, and adopted their Bylaws on xxxxxx; and

Whereas, the Pre-MPO Policy Board passed a resolution to initiate operation of MVP Transportation as an independent organization on xxxxxx; and

Whereas, the Pre-MPO Policy Board filed the Articles of Incorporation with the State of Alaska's Department of Commerce, Community, and Economic Development Division of Corporations, Business, & Professional Licensing to become a nonprofit corporation on xxxxxx.

Commented [dg1]: Add additional whereas sections addressing when each entity approved a resolution of support for the Operating Agreement.

Now, therefore, the above referenced Parties agree to the Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning, as follows:



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Matanuska-Susitna Borough,
City of Palmer,
City of Wasilla,
Knik Tribe,
Chickaloon
Village
Traditional
Council
and
State of Alaska

Matsu Valley Planning for Transportation
INTER-GOVERNMENTAL OPERATING AGREEMENT
AND
MEMORANDUM OF UNDERSTANDING
FOR
TRANSPORTATION PLANNING

In the Metropolitan Area of the Mat-Su Metropolitan Planning Organization

SECTION 1 – PARTIES TO THIS AGREEMENT

The Parties to this Agreement are the State of Alaska (State), Matanuska-Susitna Borough (MSB), Knik Tribe, Chickaloon Village Traditional Council, City of Palmer, and City of Wasilla.

SECTION 2 – PURPOSE

This Agreement is entered into in accordance with 23 USC § 134 – 135, 49 USC § 5303 – 5306, and 23 CFR 450.300 to provide the structure and process for the continuing, cooperative and comprehensive consideration, consultation, development and implementation of transportation plans and programs for intermodal transportation in the metropolitan planning area (MPA).

Metropolitan Planning Organizations (MPOs) are required to develop long-range transportation plans and Transportation Improvement Programs through a performance-driven, outcome-based approach to planning. The MPO will conduct the transportation planning process and provide for consideration and implementation of projects, strategies, and services that will address the planning factors outlined in 23 CFR 450.306 (b) and (c).

SECTION 3 – LEGAL AUTHORITY

3.1 Federal Transportation Planning Statutes

23 USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 provide funding and require designation of a metropolitan planning organization (MPO) 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.

4.2 MPO Designation

On <insert month and day>, 2023, the Governor of the State of Alaska designated the MPO and identified the Matsu Valley Planning for Transportation (MVP) Policy Board as the body providing the direction of transportation planning in the MPA in accordance with Federal law.

SECTION 4 – DEFINED TERMS

"ADEC" means the State of Alaska Department of Environmental Conservation.

"Alaska DOT&PF" means the State of Alaska Department of Transportation and Public Facilities.

"ARRC" means the Alaska Railroad Corporation

"AOR" means the Annual Obligation Report which includes all projects and strategies listed in the Transportation Improvement Program (TIP) for which Federal funds were obligated during the immediately preceding program year.

"ASSEMBLY" means the MSB Assembly, the legislative governing body of the MSB.

"CHICKALOON VILLAGE TRADITIONAL COUNCILS" means the Athabascan native village with members and land located within the MPA. is the governing body for Na'Kavax (Chickaloon Native Village), a federally recognized Tribal Government with citizens and lands located within the MPA.

"CITY OF PALMER" means the home rule city, a political subdivision of the State of Alaska within the MPA.

"CITY OF WASILLA" means a first-class city, a political subdivision of the State of Alaska,

and the most populated city located within the MPA.

“CONSULTATION” means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken. This definition does not apply to the “consultation” performed by the States and the MPOs in comparing the long-range statewide transportation plan and the MTP, respectively, to State and tribal conservation plans or maps or inventories of natural or historic resources.

“COOPERATION” means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

“COORDINATION” means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate.

“DBE” or “Disadvantaged Business Enterprise” means a for-profit small business concern (1) that is at least 51-percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

“DESIGNATED RECIPIENT” means : (i) an entity designated, in accordance with the planning process under Sections 5303 and 5304, by the governor of a state, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under Section 5336 to urbanized areas of 200,000 or more in population; or (ii) a state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation.

“DIRECT RECIPIENT” means an eligible entity authorized by a designated recipient or state to receive Urbanized Area Formula Program funds directly from FTA. A state or designated recipient may authorize another public entity to be a “direct recipient” for Section 5307 funds. A direct recipient is a public entity that is legally eligible under federal transit law to apply for and receive grants directly from FTA. The designated recipient may make this authorization one time or at the time of each application submission, at the option of the designated recipient.

“FHWA” means the Federal Highway Administration, an operating agency of the United States Department of Transportation (USDOT).

“FINANCIAL PLAN” means documentation required to be included with a metropolitan transportation plan and TIP that demonstrates the consistency between reasonably available and projected sources of Federal, State, local and private revenues and the costs of implementing proposed transportation system improvements.

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“FRA” means the Federal Railroad Administration, created by the Department of Transportation Act of 1966.

“FTA” means the Federal Transit Administration, an operating agency of the USDOT.

“Knik Tribe” means a federally recognized tribe with members and land located in the MPA.

“MATSU VALLEY PLANNING FOR TRANSPORTATION (MVP)” means the Matanuska-Susitna area Metropolitan Planning Organization, also known as MVP for Transportation

“METROPOLITAN PLANNING AGREEMENT” means a written agreement between the MPO, the State(s), and the providers of public transportation serving the metropolitan planning area that describes how they will work cooperatively to meet their mutual responsibilities in carrying out the metropolitan transportation planning process.

“MPA” or “METROPOLITAN PLANNING AREA” means the geographic area in which the MPO carries on metropolitan transportation planning process as described in Section 5.4 of this Agreement.

“MPO” or “METROPOLITAN PLANNING ORGANIZATION” means the policy board created by Section 5.2 of this Agreement to carry out the metropolitan transportation planning process.

“MSB” means the Matanuska-Susitna Borough, a second-class borough, a political subdivision of the State of Alaska that includes the City of Palmer, City of Wasilla, and MPA within its boundaries.

“MTP” or “METROPOLITAN TRANSPORTATION PLAN” means the official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts, and updates through the MTP process.

“PALMER CITY COUNCIL” means the legislative governing body of the City of Palmer.

“PERFORMANCE-BASED APPROACH” means the application of performance management within the planning and programming process to achieve desired performance outcomes for the multimodal transportation system.

“PERFORMANCE MEASURE” means an expression on a metric that is used to establish targets and to assess progress toward achieving the established targets.

“PERFORMANCE METRIC” refers to “Metric” as defined in 23 CFR 490.101 and means a quantifiable indicator of performance or condition.

“PERFORMANCE TARGET” refers to “Target” as defined in 23 CFR 490.101 and means a

quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period.

“PL FUNDS” means the Federal Highway Administration Metropolitan Transportation Planning funds authorized under 23 USC 104 to carry out the requirements of 23 USC 134.

“POLICY BOARD” means the board established under Section 5.2 of the Agreement for cooperative decision-making in accordance with this Agreement.

“PUBLIC PARTICIPATION PLAN” means a documented process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representative of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

“SECTION 5303 FUNDS” means the FTA funds made available under 49 USC 5305(g) to carry out the requirements of 49 USC 5303.

“SSOW” OR “SIMPLIFIED STATEMENT OF WORK” means a statement of work documenting metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in accordance with the provisions of 23 CFR 450.308 and 23 CFR part 420.

“STATE” means the State of Alaska.

“TECHNICAL COMMITTEE” means the Mat-Su MPO committee established in Section 5.3 of this Agreement for the cooperative decision-making in accordance with this Agreement.

“TIP” or the “TRANSPORTATION IMPROVEMENT PROGRAM” means a prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the MTP process, consistent with the MTP, and required for projects to be eligible for funding under title 23 USC and title 49 USC chapter 53.

“TRANSIT” means public transportation systems, including buses, vans, rail, trollies and ferries and other rubber-tired public transportation vehicles.

“UPWP” or “UNIFIED PLANNING WORK PROGRAM” means a statement of work identifying the planning priorities and activities to be carried out within an MPA. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work,

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and the source(s) of funds.

“URBANIZED AREA” means a geographic area with a population of 50,000 or more, as determined by the Bureau of the Census also known as an UZA.

“USDOT” means the United States Department of Transportation.

“WASILLA CITY COUNCIL” means the legislative governing body of the City of Wasilla.

SECTION 5 – ORGANIZATION AND RESPONSIBILITIES

5.1 MVP for Transportation

MVP for Transportation is the MPO’s staffed organization, which in cooperation with the State, units of local government and public transportation operators.

5.1.1 In order to receive and expend federal funding for transportation in urbanized areas with a population of more than 50,000 individuals, there must be coordination between the State and the MPO as required by federal regulation. Therefore, the purpose of the MVP for Transportation is to provide the framework and mechanism for the MPO and the State to jointly develop and implement transportation plans and programs, which will assure compliance with State and Federal transportation planning.

5.2 Policy Board

The MVP for Transportation Policy Board (Policy Board) shall have as members, ~~the Central Region Director~~ representative of the ADOT&PF, MSB Mayor or member of the Assembly, MSB Manager, City of Palmer Manager, City of Wasilla Mayor, Knik Tribe Representative, Chickaloon Village Traditional Council Representative. Each member of the Policy Board shall have one vote. MVP for Transportation’s Executive Director will serve as Secretary to the Policy Board.

Commented [dg2]: Modified per Alaska DOT&PF request

Commented [dg3]: Modified by Knik Tribe request

5.2.1 Powers and Duties of the Policy Board

The Policy Board shall have overall responsibility for the implementation of this Agreement, coordination of MVP for Transportation’s efforts and responsibilities of MVP for Transportation’s Technical Committee, and the ultimate development and adoption of the UPWP, TIP, and MTP.

5.3 Technical Committee

MVP for Transportation shall have a Technical Committee, which consists of

representatives, such as planners, engineers, and other specialists from the City of Palmer, City of Wasilla, MSB Planning and Public Works, ~~ADOT&PF~~ Alaska DOT&PF Planning and Pre-construction, ADEC Air Quality division, Alaska Railroad Corporation, trucking industry advocate, Mat-Su Road Service Area Advisory Board Chair, MSB Transportation Advisory Board Chair, Public Transit Provider, Mat-Su School District Operations, Knik Tribe, Chickaloon Native Village, and a non-motorized advocate. Each member of the MVP for Transportation's Technical Committee (Technical Committee) shall have one vote and all actions of the Technical Committee, including recommendations to the Policy Board, shall be by a majority vote of the members present, once a quorum is established.

5.4 Metropolitan Planning Area (MPA)

The MPA specified by 23 USC § 134(e) shall be the geographical area shown on Attachment #1 to the Agreement incorporated herein by reference. Provided such boundaries conform to the requirements of 23 USC § 134(e), the MPO and the Governor may mutually agree to change the boundaries of the MPA.

5.5 MPO Self-certification

Every four years the MPO will, in coordination with the ADOT&PF, self-certify to the FHWA and the FTA that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements of 23 CFR 450.336(a).

SECTION 6 – KEY PLANS and PROGRAMS

6.1 There are three primary planning or programming activities that the MPO is responsible for developing. This section summarizes these key plans and programs, which include the MTP, TIP, and UPWP.

6.1.1 Metropolitan Transportation Plan (MTP)

The MPO, in cooperation with the State, is responsible for developing or updating an MTP. The MPO shall follow the latest federal planning requirements, as prescribed in 23 CFR 450.324. The MPO shall update the MTP every five (5) years as prescribed by 23 USC § 134(i)(1).

6.1.2 Transportation Improvement Program (TIP)

The MPO, with full assistance from the State and all other cooperating agencies, is responsible for developing or updating the TIP. The MPO shall follow the latest federal planning requirements, as prescribed in 23 CFR 450.326 and 23 USC § 134(j).

6.1.3 Unified Planning Work Program (UPWP) or Simplified Scope of Work (SSOW)

- (1) The MPO, with full assistance from the State and all other cooperating agencies, is responsible for developing or adjusting the UPWP or SSOW, as prescribed by 23 CFR 450.308. The MPO shall:
 - (a) Describe all the transportation activities to be completed in a fiscal year.
 - (b) Ensure early coordination with FHWA and FTA.
- (2) No later than July 1 of each year, the ADOT&PF, in consultation with the MPO, will provide to the Policy Board in writing the amount of estimated Federal PL and Section 5303 funds, and required match ratios, to be made available to MVP for Transportation for the next fiscal year of October 1 through September 30. MVP for Transportation staff, working with member organizations, shall recommend work tasks with budgets for tasks in which it participates. MVP for Transportation staff shall develop and implement a UPWP or SSOW public involvement program, within a Public Participation Plan, and prepare a UPWP or SSOW with the full cooperation of all members and the MPO. Discussions between ~~ADOT&PF-Alaska~~ [DOT&PF](#) and the MPO shall take place to determine how the proposed tasks can be accomplished in the most efficient and effective manner. The UPWP or SSOW shall be reviewed by the Technical Committee, approved by the Policy Board, and forwarded to ~~ADOT&PF~~ [Alaska DOT&PF](#) for concurrent approval by FHWA and FTA prior to any work being performed.

6.2 Changes/Amendments to Key Plans and Programs

6.2.1 Amendments to the MTP and TIP

The MPO, with its responsibility to maintain existing plans and programs, shall approve amendments, in accordance with its Public Participation Plan. An Amendment is triggered by the addition or deletion of a project or a major change in the project cost, project/project phase initiation dates, or a major change in design concept or design scope. An amendment is a revision that requires public review and comment periods consistent with the MPO public involvement policy and re-demonstration of fiscal constraint. Amendments require the concurrence of the MPO, ADOT&PF, FHWA, and FTA before becoming effective.

6.2.2 Administrative Modifications to the MTP and TIP

The MPO, with its responsibility to maintain existing plans and programs, shall approve Administrative Modifications in accordance with the Public Participation Plan. An Administrative Modification is triggered by a minor revision to a metropolitan transportation plan or TIP that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. It is a revision that does not require public review and comment, or re-demonstration of fiscal constraint. Administrative Modifications require the concurrence of the MPO and the [ADOT&PF-Alaska DOT&PF](#) before becoming effective. The FHWA and FTA will be notified as soon as possible of these changes.

6.2.3 Amendments/Changes to the UPWP or SSOW

Changes in work assignments and studies to be performed to meet transportation planning requirements may be made by the MPO at such times and to such extent as deemed necessary. Total funds to be made available for the performance of said work and services shall not exceed the amount specified in the UPWP or SSOW. Reimbursement will be made by [ADOT&PF-Alaska DOT&PF](#) in accordance with procedures stated herein and shall be expended only on the UPWP or SSOW approved by the MPO, ADOT&PF, FHWA, and FTA.

- (1) Changes in funding levels for tasks, or changes in tasks, shall be requested as soon as possible after the need for such change is recognized.
 - (a) Amendment to the UPWP or SSOW
(No additional funding required)
An Amendment to the UPWP or SSOW is triggered when task budget amounts exceed 20 percent of the original approved program budget, when there are individual changes of \$35,000 or more to task budgets, or when there are significant scope changes. Amendments require the concurrence of the MPO, ADOT&PF, FHWA, and FTA before becoming effective. Amendments to the UPWP or SSOW require public review.
 - (b) Administrative Modifications to the UPWP or SSOW
(No additional funding required or no significant change to scope)
An Administrative Modification is triggered when task

budget amounts do not exceed 20 percent of the approved program budget or when individual changes are for \$35,000 or less of a task budget. Administrative Modifications require the concurrence of the MPO and the ADOT&PF Alaska DOT&PF before becoming effective. The FHWA and FTA will be notified as soon as possible of these changes.

SECTION 7 – CONSULTANT CONTRACTS

7.1 FHWA and FTA Approval: For all federally funded work to be done under a consultant contract, prior FHWA and/or FTA approval of a Project Development Authorization including the scope of work is required before a Request for Proposal (RFP) is issued. Early coordination is essential. The contracting agency will be the ADOT&PF-Alaska DOT&PF which will coordinate review and approvals directly with FHWA and FTA.

~~7.2 ADOT&PF-Alaska DOT&PF Approval: For federally funded MPO solicitations over \$50,000, the contracting agency will be the ADOT&PF for review of the final RFP, scope of services, and project budget. Unless specified as a procurement pursuant to Section 7.3 of this Agreement, the Alaska DOT&PF will be the contracting agency for review of the final RFP, scope of services and project budget federally-funded MPO solicitations over \$50,000. The MPO will perform the project management duties. ADOT&PF-Alaska DOT&PF shall also reserve the right to select members for the Selection Committees for all consultant contracts. ADOT&PF-Alaska DOT&PF may provide opportunity to the MPO, as appropriate, to serve on the Selection Committees. The MPO will be the contracting agency for all solicitations under \$50,000 and will follow the MPO approved procurement policies.~~

Commented [dg4]: Alaska DOT&PF Comment: For the consultant contracts procurement, we could delegate additional procurement authority as one time delegations with conditions to MVP. We should include a statement to that effect to keep doors open. We should always be looking for ways to leverage resources across the State.

~~7.27.3 One Time Delegation of Additional Procurement Authority: From time to time, the Alaska DOT&PF may allow additional procurement authority to the MPO under mutually agreed upon conditions when it is in the best interest of the MPO and Alaska DOT&PF.~~

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~~7.37.4 Work Products: ADOT&PF-Alaska DOT&PF and the MPO will have an opportunity to review draft work products prior to review by the Technical Committee and Policy Board.~~

~~7.47.5 Inspection of Work: ADOT&PF-Alaska DOT&PF and/or the owner of the facility shall always be accorded review and inspection of the work performed by consultants and shall at all reasonable times have access to the premises, to all data, notes, records, correspondence, and instruction memoranda or description which pertain to the work involved.~~

SECTION 8 – ADDITIONAL AND SEPARATE WORK PROJECTS

From time to time, ~~ADOT&PF-Alaska DOT&PF~~ or the MPO may desire one of the other parties to perform additional work projects for services separate and apart from those set forth in the UPWP. At such times, the requesting party will notify the other party of the intention, including a request for the specific work and/or services desired. If the other party is willing and able to do the work or perform the services requested, written acceptance by the requesting party of the terms accepted shall constitute authority to proceed with the work and/or services requested. The requesting party shall pay for such work or services within a reasonable time after billing. Such billing shall be made pursuant to the terms agreed upon for each particular work project.

SECTION 9 – PROGRAM REPORTING REQUIREMENTS

9.1 Reporting: UPWP or SSOW

In accordance with 23 CFR 420.117, the ~~ADOT&PF-Alaska DOT&PF~~ is responsible for monitoring the UPWP or SSOW supported activities to assure compliance with applicable Federal requirements and assure performance goals are being achieved. Monitoring must cover each program, function or activity. The reporting procedures shall include, but are not limited to, the following:

9.1.1 ~~Quarterly-Monthly~~ Reports

All parties receiving federal planning funds pursuant to this Agreement shall prepare a ~~quarterly-monthly~~ financial statement and a narrative progress report, in a format provided by the ADOT&PF, for all tasks identified in the UPWP or SSOW for which they are responsible and submit to the ~~ADOT&PF-Alaska DOT&PF Central-Region~~ office no later than ~~3015~~ days following the last day of each UPWP or SSOW ~~fiscal quarter/month~~. The ~~quarterly-monthly~~ reports shall serve as the basis for ~~quarterly-monthly~~ reimbursements.

Within ~~4015~~ days of ~~receipt of the last day of the fiscal quarter/monthly report~~, ~~ADOT&PF-Alaska DOT&PF~~ will compile all reports and shall either, review and approve the reports, or request modifications. Upon approval, the ~~ADOT&PF-Alaska DOT&PF Central-Region~~ staff will forward the reports to the MPO ~~and submit the invoices for reimbursement~~.

If ~~ADOT&PF-Alaska DOT&PF~~ requests modifications, the report will be forwarded to the MPO as a draft report. Within ~~1550~~ days following the ~~request for modifications, last day of each UPWP or SSOW fiscal year quarter~~, all requested report modifications shall be submitted to ~~ADOT&PF-Alaska DOT&PF Central-Region~~. Upon approval, the ~~ADOT&PF~~

Alaska DOT&PF will re-submit the report to the MPO no later than 60 days following the last day of each UPWP ~~fiscal year quarter~~ month.

The ~~is~~ final UPWP or SSOW ~~Quarterly-Monthly~~ Report shall consist of the following:

- (1) A financial statement which shall include task and program summary of the following data:
 - (a) Current ~~quarterly-monthly~~ expenditures
 - (b) UPWP fiscal year to date expenditures
 - (c) PL, Sec. 5303, and local funds / in-kind expended to date
 - (d) PL, Sec. 5303, and local funds / in-kind remaining

- (2) A narrative progress report which shall include:
 - (a) A description of work accomplished during the quarter
 - (b) Significant events (i.e. travel, training, conferences)
 - (c) Milestones reached in sufficient detail to justify the ~~quarterly-monthly~~ expenditures

For tasks consisting of a scheduled completion date, the progress report shall include each task's percentage complete, explanatory information on the progress, and any issues relating to the task such as schedule delays.

9.1.2 Annual Report

Upon receipt of the final ~~(twelfth month fourth quarter)~~ UPWP or SSOW ~~Quarterly-Monthly~~ Report, the ~~ADOT&PF-Alaska DOT&PF~~ will draft the UPWP or SSOW Annual Report. The ~~ADOT&PF-Alaska DOT&PF~~ will forward the UPWP or SSOW Annual Report to the MPO no later than 60 days following the last day of the UPWP or SSOW fiscal year. The ~~ADOT&PF Alaska DOT&PF~~ will submit the UPWP or SSOW Annual Report to FHWA and FTA to meet the reporting requirements of 23 CFR 420.117, as currently adopted or hereafter amended. DOT&PF may combine the UPWP or SSOW Annual Report with similar reports from other subrecipients of federal planning funds into a single report.

The Annual Performance and Expenditure Report for the UPWP or SSOW fiscal year will contain all information required by 23 C.F.R. 420.117.

9.1.3 Significant Events

Events that have significant impact on UPWP or SSOW work elements must

be reported by the Parties to this Agreement to ~~ADOT&PF-Alaska~~ DOT&PF as soon as they become known. The types of events or conditions that require reporting include: problems, delays, or adverse conditions that will materially affect the ability to attain program objectives. This disclosure must be accompanied by a statement of action taken, or contemplated, and any Federal assistance required resolving the situation.

9.1.4 Other Reports

Copies of formal reports, informal reports, and material emerging out of a task specified in the UPWP or SSOW shall be governed by Section 10 of this Agreement.

SECTION 10 – PLANNING REPORTS

10.1 Planning Reports

From time to time, ~~ADOT&PF-Alaska~~ DOT&PF and the MPO may publish reports, documents, etc., upon completion of a portion and/or a phase of a particular planning element in the continuing transportation planning process. In order for the preparation and publishing of such reports to be eligible for participation of Federal funds, the Technical Committee shall review the reports with final approval by the MPO Policy Board, as appropriate.

10.2 Publication

Publication, whether in hard copy or through the use of digital technologies such as via the World Wide Web, by any party to the Agreement shall give credit to other parties, FTA, and FHWA. However, if any party, FTA, or FHWA does not wish to subscribe to the findings or conclusions in the reports, the following statement shall be added:

“This report was funded in part through grant(s) from the Federal Highway Administration and/or the Federal Transit Administration, U.S. Department of Transportation. The views and opinions of MVP for Transportation expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.”

Furthermore, consultant logos are prohibited from the cover of all reports, documents, etc. that are approved by FTA and FHWA.

10.3 Copies

Copies of draft and final reports, documents, etc., will be provided as required to Federal and State Agencies. Parties to this Agreement will be provided copies as requested.

The FHWA reserves a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and authorize others to use, the work for Government purposes.

SECTION 11 – DIVISION OF COST AND PAYMENT

11.1 Reimbursement

The maximum amount of Metropolitan Planning Funds available each year for reimbursement to the Parties shall not exceed the budget approved in the UPWP or as amended. ~~ADOT&PF-Alaska DOT&PF~~ will make reimbursement in accordance with the following procedures:

- (1) The Parties shall submit to ~~ADOT&PF-Alaska DOT&PF~~ quarterly narrative progress reports and financial statements, as defined in Section 10 of this Agreement.
- (2) Reimbursement will be made within 30 days after ~~ADOT&PF-Alaska DOT&PF~~ receives and approves the ~~quarterly~~ monthly narrative progress reports and financial statements, subject to Federal planning funds being made available and received for the allowable cost.
- (3) Within 60 days of ADOT&PF's approval of the last ~~quarter~~ monthly narrative progress report and financial statement for the fiscal year, ~~ADOT&PF-Alaska DOT&PF~~ will close the UPWP or SSOW account and request that an audit be performed.
- (4) The audit will be completed, and final payment adjustments made within 120 days of the last quarter or as soon thereafter as reasonably possible.

Commented [dg5]: Recommend monthly.

11.2 ~~ADOT&PF-Alaska DOT&PF~~ Tasks

The Parties may agree that ~~ADOT&PF-Alaska DOT&PF~~ can most efficiently and effectively perform a task or a portion of a task to be funded with PL funds in the approved UPWP. In such cases, ~~ADOT&PF-Alaska DOT&PF~~ shall:

- (1) Provide the MPO with all necessary documentation in order to permit the preparation of the reports required in Section 10 of this

Agreement.

- (2) Upon ~~ADOT&PF-Alaska~~ DOT&PF approval of the quarterly, ~~ADOT&PF-Alaska~~ DOT&PF shall submit a billing to FHWA for direct payment to ~~ADOT&PF-Alaska~~ DOT&PF for approved UPWP or SSOW costs.
- (3) ~~ADOT&PF-Alaska~~ DOT&PF shall be reimbursed at the rate contained in the applicable UPWP or SSOW.
- (4) ~~ADOT&PF-Alaska~~ DOT&PF shall promptly provide the MPO with copies of its billings and statements.

11.3 Overruns

When expenditures are anticipated to overrun in any UPWP or SSOW work element, the procedures for budget changes as outlined in Section 6.2 must be followed.

11.4 Cost Limitations

Reimbursement of administrative and operational costs will be made without profit or markup. These costs shall be limited to:

- (1) Direct salaries and wages, with payroll taxes and fringe benefits at actual costs, or if prorated to be allocated on an equitable basis;
- (2) Telephone charges and necessary travel limited to program specific charges;
- (3) Overhead or indirect costs as approved annually in the respective UPWP or SSOW line item budget and verified by audit. Eligibility shall conform to the provisions of 23 CFR 420.113;
- (4) Training as approved specifically in the UPWP or SSOW or otherwise specifically approved by ADOT&PF, FHWA or FTA.

11.5 Rate of Reimbursement

Reimbursement shall be at the rate specified and contained in the applicable UPWP.

11.6 Financial Accounting Level

The expended funds will be accounted for at the task level (100, 200, 300 etc.).

11.7 Fiscal Year

The UPWP or SSOW fiscal year will be October 1 to September 30.

SECTION 12 – PROCUREMENT, MANAGEMENT, AND DISPOSITION OF PROPERTY

Procurement and management of property acquired for the program, including disposition of property if the program is discontinued, will be in accordance with 23 C.F.R. 420.121(f) and any other regulatory requirements applicable to the expenditure of federal funds made available for the implementation of this Agreement.

SECTION 13 – AUDIT PROCEDURES

13.1 In addition to the requirements stated in this section, requirements for audit as defined in 23 CFR 420 will be used as guidelines.

13.2 Each participating party will maintain complete records of all manpower, materials and out-of-pocket expenses, and will accomplish all record keeping in accordance with the following procedures:

13.2.1 Each participating party will furnish ~~ADOT&PF~~ Alaska DOT&PF copies of all certified payrolls which shall include the hourly rate for each employee working on the project during the reporting period. In addition, a loaded rate factor will be shown in a manner compatible with existing approved local procedures. The load rate factor is subject to adjustment based upon audits occurring during the life of this Agreement.

13.2.2 Time Sheets

Individual time sheets will be maintained reflecting the daily total amount of hours worked and amount of time spent on each task within the program. It is imperative that the hours be traceable to the task.

13.2.3 Materials

Copies of invoices shall support costs of any purchased materials utilized on this project.

13.2.4 Out-of-Pocket Expenses

Copies of receipts shall support all expenses.

13.2.5 Record System

The record system will be such that all costs can be easily traceable from all billings through the ledgers to the source document. Each expenditure must be identified with the task within the current approved UPWP or SSOW.

- 13.3 Each consultant contract or professional services agreement, in which any party engages, may require a specific audit for that project or agreement. The award of any such construction related engineering design services contract must be made in conformity with applicable Federal and ~~ADOT&PF-Alaska DOT&PF~~ contracting procedures including ~~ADOT&PF-Alaska DOT&PF~~ Procedure 10.02.010, and related Professional Services Agreement Handbook, or based on acceptable alternative contracting procedures approved by ~~ADOT&PF-Alaska DOT&PF~~ and FHWA. This requirement is in addition to any agency- wide audit conducted pursuant to OMB Circular A-133 (Single Audit Requirements).
- 13.4 MVP for Transportation may be audited every year by ~~ADOT&PF-Alaska DOT&PF~~ Internal Review auditors for compliance and to insure adequate coverage. MVP for Transportation will additionally hire an independent Certified Public Accountant (CPA) to conduct an annual audit of all revenues and expenditures, as well as participate in a state and/or federal single audit as requested. All Parties and/or their subcontractors under this Agreement shall maintain all records and accounts relating to their costs and expenditures for the work during any fiscal year for a minimum of three (3) years following receipt of the final payment and shall make them available for audit by representatives of ADOT&PF, FHWA, and FTA at reasonable times. All Parties shall maintain records in a form approved by ADOT&PF. Final payment is defined as the final voucher paid by FHWA to ~~ADOT&PF-Alaska DOT&PF~~ based on an audit. A request to close out a fiscal year or project account does not constitute final payment.
- 13.5 Any review, which does not meet Federal requirements, will be resolved between ~~ADOT&PF-Alaska DOT&PF~~ and the other party. The financial records relating to a UPWP or SSOW year may be closed out once FHWA accepts the audit and final payment adjustments have been made.

Commented [dg6]: Alaska DOT&PF Comment: For the consultant contracts procurement, we could delegate additional procurement authority as one time delegations with conditions to MVP. We should include a statement to that effect to keep doors open. We should always be looking for ways to leverage resources across the State.

Commented [dg7R6]: Would this additional procurement authority be better stated in Section 7, Consultant Contracts?

Commented [dg8R6]: Going to make this modification in Section 7.

SECTION 14 – COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964

All Parties hereby agree as a condition to receiving any Federal financial assistance from USDOT, to comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to Title 49 CFR, Part 21, Nondiscrimination in Federally Assisted Programs of the USDOT, Effectuation of Title VI of the Civil Rights Act of 1964.

SECTION 15 – DBE PROGRAM REQUIREMENTS

15.1 Compliance

The Parties, their agents and employees shall comply with the provisions of 49 CFR 26 and Title VI of the Civil Rights Act of 1964. 49 CFR 26 requires that all parties shall agree to abide by the statements in paragraphs 15.2 and 15.3 and shall include these statements in all Parties’ USDOT financial assistance agreements and in all subsequent agreements between any party and any sub-grantees and any contractor.

15.2 Policy

It is the policy of the USDOT that DBEs, as defined in 49 CFR 26.5, shall have an equal opportunity to participate in the performance of contracts financed in whole or part with Federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR 26 apply to this Agreement.

15.3 DBE Obligation

The Parties to this Agreement agree to ensure that DBEs, as defined in 49 CFR 26.5, have an equal opportunity to participate in the performance of contracts and sub-contracts financed in whole or part with Federal funds provided under this Agreement. In this regard the Parties to this Agreement and/or their contractors shall not discriminate on the basis of race, color, national origin, or in the award and performance of USDOT assisted contracts.

SECTION 16 - AMENDMENTS

This Agreement may be amended only in writing and must be done prior to undertaking changes or work resulting therefrom or incurring additional costs or any extension of time. Said amendments are subject to approval by the MPO and the State.

SECTION 17 – LIMITATION OF LIABILITY

No liability shall be attached to any party to this Agreement by reason of entering into this Agreement, except as expressly provided herein.

SECTION 18 – COMPLIANCE WITH LAWS

In addition to the laws, statutes, regulations and requirements stated herein, all Parties to this Agreement shall be knowledgeable of and comply with all Federal, State and local laws and ordinances applicable to the work to be done under this Agreement.

|

SECTION 19 – TERMINATION OF AGREEMENT

This Agreement will continue in force until or unless the Parties terminate the Agreement in writing.

SECTION 20 – NON-APPROPRIATION CLAUSE

Nothing in this agreement shall obligate any party to expend monies if there are insufficient or other lack of funds lawfully appropriated by their respective legislative bodies for performance under this Agreement.

SIGNATURES

Mayor – Matanuska-Susitna Borough

Date

Mayor – City of Palmer

Date

Mayor – City of Wasilla

Date

Chickaloon Village Traditional Council

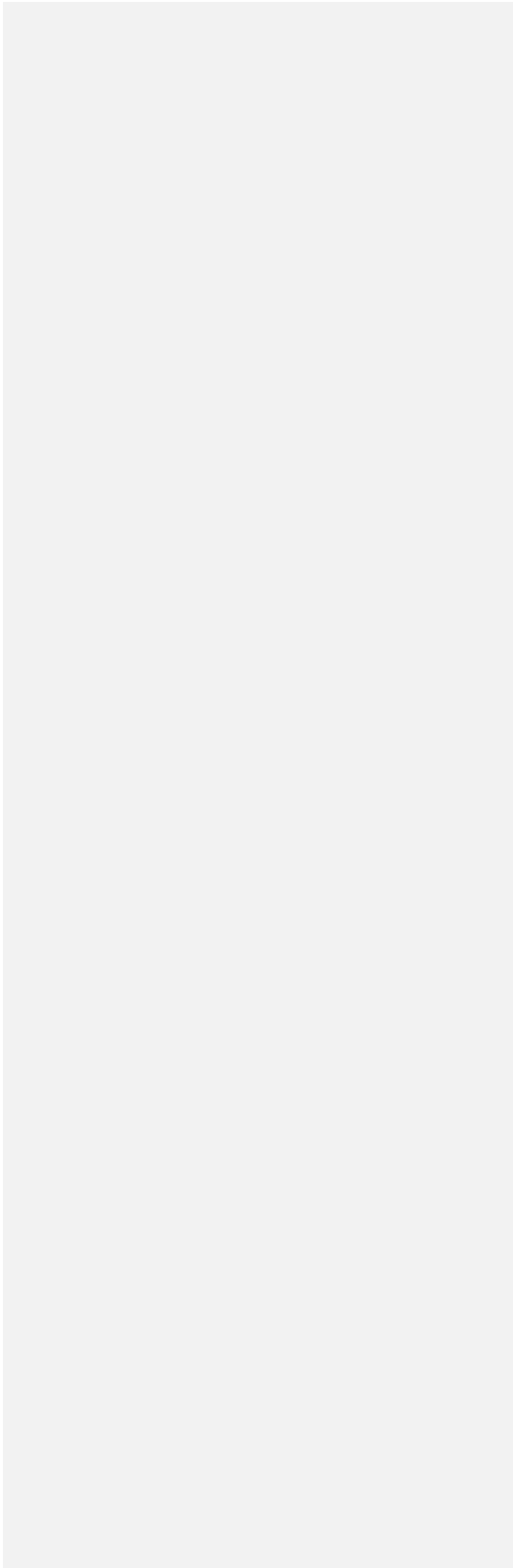
Date

Knik Tribe

Date

Governor – State of Alaska

Date



LEGISLATIVE HISTORY

Introduced by:

Date:

Public Hearing:

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Ordinance No. 23-003

An Ordinance of the Palmer City Council expanding the Zoning Designation of Public (P) with the use limited to an emergency medical facility (EMS) building for Tract 5, Cedar Hills Unit No. 2, Phase 1 to include Fire and Telecommunication services, located in Section 29, Township 18 North, Range 2 East, Seward Meridian, Alaska

WHEREAS, the Matanuska-Susitna Borough, has initiated a zoning map amendment application on May 15, 2023, to expand the Public (P) use zoning designation of Tract 5, Cedar Hills Unit No. 2, Phase 1, for establishment of an Emergency Medical Facility building to include Fire and Telecommunication services; and

WHEREAS, a request for a zoning map amendment must be reviewed by the Planning and Zoning Commission and a recommendation reflecting the findings of the Commission must be forwarded to the City Council; and

WHEREAS, on May 30, 2023, 205 public hearing notices were mailed to property owners within 1,200' of the site in accordance with 17.80.030. Notification of the public hearing was published in the Frontiersman on June 9, 2023. A total of 7 written comments were received in response with 4 in favor, 3 opposed and 0 no objection; and

WHEREAS, Chapter 5, Transportation, Goal 1, states, "Shape the character and use of the Glenn Highway."; and

WHEREAS, Chapter 6, Land Use, Goal 3, Objective A states, "Provide for the continuation and expansion of Palmer's traditional role as a center for institutional and governmental users for the Mat-Su Borough and State."; and

WHEREAS, Chapter 4, Public Services, Facilities & Infrastructure, Goal 1, Objective B states, "Fire & Emergency Services – Provide adequate fire protection measures and services in Palmer to respond to current and future anticipated emergency service needs."; and

WHEREAS, Chapter 7, Economic Vitality, Goal 1, states "Strengthen Palmer's competitiveness as the region's institutional center."

THE CITY OF PALMER, ALASKA, ORDAINS:

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

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

Section 3. The City of Palmer Public (P) Zoning Designation for Tract 5, Cedar Hills Unit No. 2, Phase 1, is hereby expanded from the exclusive limited use of an emergency medical facility building to include Fire and Telecommunication services, located in Section 29, Township 18 North, Range 2 East, Seward Meridian, Alaska with the following considerations:

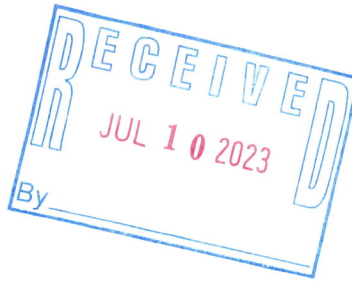
- A. The Public Use (P) of the property is limited to the establishment of an emergency medical facility, Fire and telecommunications building that is oriented in such a way that provides access to the Glenn Highway, as outlined in applicant’s response.
- B. Development is limited to site plan provided that has been reviewed and approved by the Planning and Zoning Commission; any changes in setbacks, access, parking, building footprint or landscaping requires reevaluation by the City of Palmer Planning and Zoning Commission pursuant to PMC 17.40.050.
- C. The expansion of use to include Fire services is conditional on plan review from all city Departments and any required necessary upgrades to water or sewer services to be provided by the applicant.
- D. On June 7, 2023, State of Alaska Department of Transportation and Public Facilities (SOA DOT&PF) requested agency comments for the Glenn Highway, Arctic Avenue to Palmer-Fishhook Road Safety and Capacity Improvements project upgrades. The project includes acquisition of the Glenn Highway of up to 300’. Currently, there is 70’ from the centerline of the Glenn Highway to Tract according to Plat No. 2017-60. Additional site plan review will be warranted if SOA DOT&PF has any taking of Tract 5.

Section 4. Effective Date. Ordinance No. 23-003 shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this ____ day of _____, 2023.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk



City Clerk

Phone: (907) 761-1301
Fax: (907) 761-1340
Email: cityclerk@palmerak.org

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

July 6, 2023

Dear Property Owner:

During the July 25, 2023, Regular Palmer City Council Meeting, the Palmer City Council will hold a public hearing on Ordinance No. 23-003, Expanding the Zoning Designation of Public (P) with the use limited to an emergency medical facility building (EMS) for Tract 5, Cedar Hills Unit No. 2, Phase 1 to include Fire and Telecommunication services, located in Section 29, Township 18 North, Range 2 East, Seward Meridian, Alaska.

A public hearing will be held on July 25, 2023. The meeting will start at 6:00 p.m. in the City Council Chambers located at 231 W. Evergreen Avenue, Palmer, Alaska.

If you wish to comment on this issue, you may do so by attending the public hearing or by providing written comment to the City Council no later than July 18, 2023, at 5:00 p.m. Written comments may be mailed to the attention of the City Clerk at the address above, dropped off at City Hall, or emailed to cityclerk@palmerak.org. If you have any questions regarding the council meeting process, please call 761-1301. If you have any questions regarding the rezone, please call 761-1322.

Sincerely,

Shelly Acteson, CMC
City Clerk

For the following reason, I am

- In favor of (proponent)
- NOT in favor of (opponent)
- Have no objections to

the proposed rezoning Ordinance No. 23-003. I would also like to provide additional comments below:

see enclosed letter

NAME: Mary Ann Gilbert

ADDRESS: 535 So. Willow Dr., Palmer

City of Palmer

535 South Williwaw Dr.
Palmer, AK 99645
June 2, 2023

Kimberly McClure, Community Development Specialist
Palmer Community Development
645 E. Cope Industrial Way
Palmer, AK 99645

Dear Ms. McClure,

Thank you for your notice regarding the proposed additional purpose of Tract 5, Cedar Hills #2 Phase 1 subdivision. I attended the meeting long ago regarding the purchase and proposed use of this tract in order to express my strong disagreements with it's intended purpose. My disagreements have not changed; in fact, they have become stronger.

- 1) This area, as dramatically shown by the map enclosed with your announcement is closely settled, meaning there are many people who will be negatively affected by the noise unavoidably created by the vehicles leaving the area on their emergency activities. This will occur day and night. This addition of fire engines will increase the noise!
- 2) Secondly, apparently no one has come out here in person to consider the great hazards each emergency vehicle will face leaving the facility. The intersection of Marsh Road with the Glenn Highway is very dangerous. The sight line in either direction is short, due to the sharp and steep hills both to the north and the south on the Glenn. Also, there are 3 lanes of traffic which are very often very busy in both directions. A rapid entrance onto the Glenn will often be very risky!

On this aspect, I have approached Edna DeVries, mayor of the MatSu Borough, to obtain information and was told that the Glenn highway is a Federal highway and the placement of a stoplight must be arranged through that agency. In other words, Palmer City Council can't put one up there without finding out if you can get the Federal government to allow one!

Please do not go forward with this project for the sake of your workers and the many nearby neighbors.

Sincerely,



Mary Ann Gilbert

Revised Letter

Kim McClure, Comm. Dev. Specialist
Palmer Commun. Development
645 E. Cope Industrial Way
Palmer, AK 99645

William (Bill) Gilbert
535 S. Williwaw Dr.
PALMER, ak 99645
4 June 2023

My opposition to this proposed Zoning Change was expressed in person at a meeting of the City Council 2-3 years ago. The zoning change at that time was to allow an ambulance depot at that "Tract 5, Cedar Huills #2 phase" proposal. Unfortunately, that passed.. AND NOW this proposal appears to request yet another re-zoning to allow a whole fleet of EMS, Fire, and telecommun. vehicles. That intersection of Marsh Rd. and the Glen Highway is NOT A SAFE place for such an additional traffic burden!! I obviously SUSPECT that the previous proposal was requested & passed because it only asked for an ambulance depot... so that a much larger depot could be requested as a mere 'add-on' a couple of years later.-

Moreover, the present vehicle depot near south end of Palmer is, and has been adequate: I have visited that site and urge the Council to do so also. This proposal is for a VERY expensive and unnecessary construction of a large facility at an intersection that is TOO DANGEROUS for such a traffic increase. I drive up Bailey's Hill on the Glenn Hwy regularly and turn onto Marsh Rd. I am occasionally surprised by an approaching vehicle.. partially hidden by the 'dip' in the on-coming lane. Because of my frequent use, I anticipate that "surprise", but most drivers there do not. It is a BIG MISTAKE to try and make that area into a much busier corner, which I fear will result in bad accidents there!

I urge the City Council to PLEASE vote this expensive and unnecessary proposal DOWN!!

Thank you for your consideration of my PROTEST about this matter.



cc: Steve Carrington, Mayor of Palmer
Brad Hanson, Director: Dept. of Communi. Development



City Clerk

Phone: (907) 761-1301
Fax: (907) 761-1340
Email: cityclerk@palmerak.org

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

July 06, 2023

Dear Property Owner:

During the July 25, 2023, Regular Palmer City Council Meeting, the Palmer City Council will hold a public hearing on Ordinance No. 23-003, Expanding the Zoning Designation of Public (P) with the use limited to an emergency medical facility building (EMS) for Tract 5, Cedar Hills Unit No. 2, Phase 1 to include Fire and Telecommunication services, located in Section 29, Township 18 North, Range 2 East, Seward Meridian, Alaska.

A public hearing will be held on July 25, 2023. The meeting will start at 6:00 p.m. in the City Council Chambers located at 231 W. Evergreen Avenue, Palmer, Alaska.

If you wish to comment on this issue, you may do so by attending the public hearing or by providing written comment to the City Council no later than July 18, 2023, at 5:00 p.m. Written comments may be mailed to the attention of the City Clerk at the address above, dropped off at City Hall, or emailed to cityclerk@palmerak.org. If you have any questions regarding the council meeting process, please call 761-1301. If you have any questions regarding the rezone, please call 761-1322.

Sincerely,

Shelly Acteson, CMC
City Clerk

For the following reason, I am

- In favor of (proponent)
- NOT in favor of (opponent) *strongly oppose!*
- Have no objections to

the proposed rezoning Ordinance No. 23-003. I would also like to provide additional comments below:

We already struggle w/ water pressure issues. Marsh Rd is barely wide enough for 2 vehicles during winter months - adults and children frequently walk along Marsh. It is often

NAME: *Chad and Shannon Baskett*

ADDRESS: *460 S. Williwaw Dr.*

difficult to see traffic when pulling onto the Glenn (unmowed grass or snow height). We already anticipate increased traffic with the Cedar Park addition - adding emergency service vehicles to this is too much for a narrow farm road. Plus, we have 2 fire stations within 2 miles of Cedar Hills in either direction.

City of Palmer



July 17, 2023

City Clerk
City of Palmer
231 W Evergreen Ave
Palmer, AK 99645-6952

[Sent Electronically]

Re: Ordinance No. 23-003

To the Palmer City Council:

The Alaska Department of Transportation and Public Facilities (DOT&PF) Central Region has reviewed the following ordinance and have the following comments:

- **Ordinance No. 23-003, Glenn Highway MP 49**
 - No objection to the proposed zoning designation change.
 - No direct access to the Glenn Highway will be granted.
 - Please be advised that DOT&PF currently has a project in development on the Glenn Highway from Arctic Avenue to Palmer-Fishhook Road for safety and capacity improvements. Please contact the project manager Chris Bentz at (907) 269-0652 or chris.bentz@alaska.gov to coordinate.

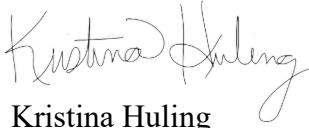
All properties accessing DOT&PF roads must apply to Right of Way for a driveway permit and/or approach road review, subject to provisions listed in 17 AAC 10.020. Any previously issued access permits become invalid once the property undergoes a platting action and must be reissued.

We recommend the petitioner verify all section line easements and DOT&PF road rights-of-way adjacent to their property. For assistance, the petitioner may contact the Engineering group within the Right of Way section in DOT&PF at (907) 269-0700. The petitioner is liable to remove any improvements within the easements and rights-of-way that impede the operation and maintenance of those facilities even if they are not shown on the plat, so it is in the petitioner's best interest to identify the exact locations and widths of any such easements or rights-of-way before they improve the property.

If any section line easements or road rights-of-way exist within the bounds of their plat, we recommend the petitioner dedicate them. If there is an existing right-of-way or easement, the petitioner is unable to develop that portion of the property yet continues to pay property taxes on it; dedicating will remove that cost to the petitioner.

If there are any questions regarding these comments please feel free to contact me at (907) 269-0509 or kristina.huling@alaska.gov.

Sincerely,

A handwritten signature in cursive script that reads "Kristina Huling".

Kristina Huling
Mat-Su Area Planner, DOT&PF

cc: Jacob Ciufu, P.E., Regional Hydrologist, DOT&PF
Sean Baski, Chief, Highway Design, DOT&PF
Matt Walsh, Property Management Supervisor, Right of Way, DOT&PF
Devki Rearden, Engineering Associate, DOT&PF
Morris Beckwith, Right of Way, DOT&PF

**City of Palmer
Ordinance No. 23-004-A**

Subject: Providing for the Submission to the Qualified Voters of the City of Palmer at the General Election on October 3, 2023, the Question of Confirming Action Taken by the Palmer City Council, by the Adoption of Ordinance No. 22-007, Which Amended PMC 3.12.032, by Increasing the Amount of the Residential Real Property Exemption for Seniors and Disabled Veterans to \$150,000, Resulting in a Total City of Palmer Exemption of \$300,000

Agenda of: July 11, 2023

Council Action: **Adopted** **Amended:** _____
 Defeated

Originator Information:

Originator: Mayor through the City Clerk

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 (√):

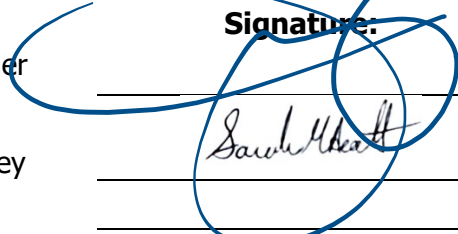
- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

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

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. Ordinance No. 23-004

Summary Statement/Background:

On September 27, 2022, the Palmer City Council adopted Ordinance No. 22-007, which amended the PMC 3.12.032, Residential Real Property Exemption, To Increase the Assessed Value of a Single Parcel of Residential Real Property Owned and Occupied by the Owner of Record as the Owner's Permanent Place of Residence in the City from Sixty-Eight Thousand Dollars to One Hundred Fifty Thousand Dollars.

Last year the Borough put on the ballot question to increase the optional exemption to \$114,000 and index an increase annually according to a federal housing cost index. That ballot question passed, resulting in a total Borough exemption of \$264,000.

On June 20, 2023, the Mat-Su Borough submitted a letter to the City Manager requesting that the City of Palmer place confirmation of Ordinance 22-007 before the voters to ratify the action taken by the Council.

Administration's Recommendation:

Adopt Ordinance No. 23-004-A.

LEGISLATIVE HISTORY

Introduced by: Mayor through the City Clerk
Date: 7.11.2023
Public Hearing: 7.25.2023
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 23-004-A

An Ordinance of the Palmer City Council Providing for the Submission to the Qualified Voters of the City of Palmer at the General Election on October 3, 2023, the Question of Confirming Action Taken by Palmer City Council, by the Adoption of Ordinance No. 22-007, Which Amended PMC 3.12.032, Residential Real Property Exemption, by Increasing the Amount of the Residential Real Property Exemption for Seniors and Disabled Veterans to \$150,000

WHEREAS, on September 27, 2022, the Palmer City Council adopted Ordinance No. 22-007, which amended the PMC 3.12.032, Residential Real Property Exemption, to Increase the Assessed Value of a Single Parcel of Residential Real Property Owned and Occupied by the Owner of Record as the Owner’s Permanent Place of Residence in the City from Sixty-Eight Thousand Dollars to One Hundred Fifty Thousand Dollars; and

WHEREAS, if this ballot question passes, it will result in a total senior and disabled veterans exemption of \$300,000; and

WHEREAS, last year the Mat-Su Borough put on the ballot to increase the optional exemption to \$114,000 and index an increase annually according to a federal housing cost index. That ballot question passed, resulting in a total senior and disabled veteran exemption of \$264,000; and

WHEREAS, on June 20, 2023, the Mat-Su Borough submitted a letter to the City requesting that the City of Palmer place Ordinance No. 22-007 before the voters for ratification.

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. At the City of Palmer election to be held on October 3, 2023, the following proposition shall be submitted to the qualified City of Palmer voters in substantially the following form:

PROPOSITION NO. 2

**Confirming the Action Taken by the Palmer City Council,
Adopting Ordinance No. 22-007, which Amended the
Palmer Municipal Code, 3.12.032,
Residential Real Property Exemption,
By Increasing the Amount of the Residential Real Property Exemption
for Seniors and Disabled Veterans from \$68,000 to \$150,000**

Palmer Municipal Code Section 3.12.032, Residential real property exemption, is hereby amended to read as follows (new language is underlined and deleted language is stricken):

One Hundred Fifty ~~Sixty Eight~~ Thousand dollars of assessed value of a single parcel of residential real property owned and occupied by the owner of record as the owner's permanent place of residence in the city shall be exempt from the city tax levy on real property within the city.

This exemption applies to real property owned and occupied by a resident who is:

1. 65 years of age or older;
2. A disabled veteran, including a person who was disabled in the line of duty while serving in the Alaska Territorial Guard; or
3. At least 60 years old and a widow or widower of a person who qualified for an exemption under this subsection.

Proposition No. 2 Yes () (A yes vote adds the language).
 No () (A no vote does not add the language).

Section 2. Section 1 of this Ordinance shall become effective only if the proposition described is approved by a majority of the qualified voters voting on the proposition at the regular election on October 3, 2023.

Passed and approved this _____ day of _____, 2023.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

**City of Palmer
Resolution No. 23-023**

Subject: Authorize the City Manager to Accept and Appropriate a State of Alaska Department of Commerce, Community, and Economic Development Division of Community and Regional Affairs Grant in the Amount of \$5,000,000 for the Palmer Public Library Reconstruction

Agenda of: July 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: \$ **5,000,000**

This legislation (√):

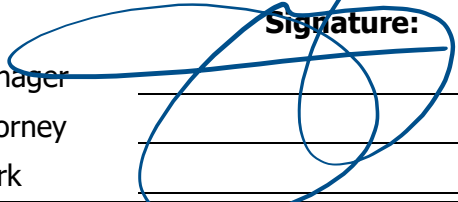
- Creates revenue in the amount of: \$ 5,000,000
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 08-00-00-4160 DCCED Grant 24-DC-XXX
- Not budgeted 08-01-19-6222 Engineering; 08-01-19-6226 Construction

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. Resolution No. 23-023
2. Grant Award Letter

Summary Statement/Background:

As part of the 2024 State of Alaska fiscal year budget, the Alaska Legislator included in the budget a grant, championed by Palmer House Representative Delena Johnson to the City of Palmer in the amount of \$5,000,000.00 for the Palmer Public Library reconstruction.

This resolution is authorizing the City Manager to accept and appropriate these grant funds for the Palmer Public Library reconstruction project from the State of Alaska, Department of Commerce, Community, and Economic Development Division of Community and Regional Affairs.

On February 15, 2023, the Palmer Public Library suffered a catastrophic collapse of the south facing roof over the childrens' section of the Palmer Public Library. Palmer City Council approved Resolution 23-019 on June 27, 2023, awarding architectural services for the Palmer Public Library to Wolf Architecture to evaluate alternatives to repair, renovate and expand or replace the damaged library.

The Palmer Public Library is currently being operated out of a temporary location at 137 E. Arctic Avenue.

Administration's Recommendation:

Approve Resolution No. 23-023.

LEGISLATIVE HISTORY

Introduced by: Manager Moosey

Date: July 25, 2023

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 23-023

A Resolution of the Palmer City Council Authorizing the City Manager to Accept and Appropriate a State of Alaska Department of Commerce, Community, and Economic Development Division of Community and Regional Affairs Grant in the Amount of \$5,000,000 for the Palmer Public Library Reconstruction

WHEREAS, the City of Palmer, Alaska (the "City") is a home rule city and under Section 11 of Article X of the Alaska Constitution may exercise all legislative power not prohibited by law or the charter; and

WHEREAS, on February 15, 2023, the Palmer Public Library suffered a catastrophic collapse of the roof from snow load; and

WHEREAS, the Palmer Public Library is a vital community asset, brings people together, strengthens community identity by attracting residents for diverse purposes, and provides a safe and trusted destination for all generations. The library is a welcoming place that fosters personal connections by providing the space for collaboration and creation; and

WHEREAS, Palmer Representative Johnson was instrumental in getting \$5,000,000 appropriated in the State of Alaska's 2024 fiscal year budget for the City of Palmer Public Library Reconstruction.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby authorizes the City Manager to Accept and Appropriate a State of Alaska Department of Commerce, Community, and Economic Development Division of Community and Regional Affairs grant in the amount of \$5,000,000 for the Palmer Public Library Reconstruction.

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

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

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

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

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

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

Originator Information:

Originator: John Moosey, City Manager

Department Review:

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

Certification of Funds:

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



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

Funds are (√):

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

Director of Finance Signature: _____

Approved for Presentation By:

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

Attachment(s):

1. Resolution No. 23-013-A

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-A

LEGISLATIVE HISTORY

Introduced by: Manager Moosey
Date: April 25, 2023
Public Hearing: April 25, 2023
Second Public Hearing: May 9, 2023
Amended: June 13, 2023
Vote:

Yes:	No:

CITY OF PALMER, ALASKA
Resolution No. 23-013-A

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 Mayor will serve as a member of the policy board of MVP for transportation.

BE IT FURTHER RESOLVED that the City of Palmer Mayor will serve as a member of the board of directors of MVP for transportation and execute all related organizational and administrative documents on behalf of MVP for transportation.

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

Steven J Carrington, Mayor

Shelly Acteson, CMC, City Clerk