

Regular City Council Meeting  
April 9, 2024 at 6:00pm  
City of Palmer, Alaska  
Palmer City Council Chambers  
231 W Evergreen Avenue, Palmer, Alaska 99645  
www.palmerak.org



Mayor Steven J. Carrington  
Deputy Mayor Carolina Anzilotti  
Council Member John Alcantra  
Council Member Richard W. Best  
Council Member Jim Cooper  
Council Member Pamela Melin  
Council Member Joshua Tudor

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

- 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 Meeting
    - A. March 26, 2024, Regular Meeting
- E. COMMUNICATIONS AND APPEARANCE REQUESTS
  - 1. Elected Officials in Attendance
  - 2. Board/Commission Members in Attendance
  - 3. Palmer Museum of History and Art Report - Mary Jo Parks
- F. REPORTS
  - 1. City Manager's Report
  - 2. Mayor's Report
  - 3. City Clerk's Report
  - 4. City Attorney's Report
- G. AUDIENCE PARTICIPATION

H. PUBLIC HEARINGS

1. Resolution No. 24-017:  
A Resolution of the Palmer City Council Authorizing the Palmer City Manager to Accept the Volunteer Fire Assistance Grant Funds Awarded by the State of Alaska, Department of Natural Resources, Division of Forestry and Appropriate the Funds to the City of Palmer Fire & Rescue in the Amount of \$7,000 to Purchase Wildland Fire Gear
2. Resolution No. 24-019:  
Appropriate Funds in the Amount Not to Exceed \$139,949.41 from the Unassigned Net Position of the Water and Sewer Fund to Purchase a New Case 321F Compact Wheel Loader and Attachments from Yukon Equipment, Inc.

I. ACTION MEMORANDA

1. Action Memorandum No. 24-018:  
Authorizing the City Manager to Negotiate a Contract with H5 Construction, LLC in the Amount of \$2,014,304.38 for the Bogard Road Booster Station

J. UNFINISHED BUSINESS

K. NEW BUSINESS

1. Request to direct the City Manager to get an estimate from Wolf Architecture to provide architectural drawings of a new library building with building costs being no more than \$10 million dollars and utilizing as much of the existing design elements as possible that was based on public input (Council Members Tudor and Melin) (If the estimate is available by the April 9 meeting, the Council may take action)

L. RECORD OF ITEMS PLACED ON THE TABLE

M. AUDIENCE PARTICIPATION

N. COUNCIL MEMBER COMMENTS

O. ADJOURNMENT



D. 2.

**Palmer City Council Meeting**

**Meeting Date:** 04/09/2024

**Submitted For:** Shelly Acteson, City Clerk

**Department:** City Clerk's Office

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**Subject**

Approval of Minutes of Previous Meeting  
A. March 26, 2024, Regular Meeting

**Summary Statement/Background**

**Administration's Recommendation:**

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**Attachments**

March 26 Minutes

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**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on March 26, 2024, 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 Carolina Anzilotti  
John Alcantra  
Richard W. Best  
Jim Cooper  
Pam Melin  
Joshua Tudor

Staff in attendance:

John Moosey, City Manager  
Shelly M. Acteson, CMC, City Clerk  
Benji Johnson, Deputy City Clerk  
Sarah Heath, City Attorney  
Dwayne Shelton, Palmer Police Chief  
Brad Hanson, Community Development Director  
Gina Davis, Finance Director  
Kimberly Green, Human Resources Manager

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

Mayor Carrington presented the Proclamation Recognizing Education and Sharing Day to Rabbi Mendy Greenberg.

**D. APPROVAL OF AGENDA**

1. Approval of Consent Agenda  
*(All items appearing under the Consent Agenda are approved by a single motion and one vote. A Council Member may request to move an item to further down on the agenda.)*
2. Approval of Minutes of Previous Meetings
  - A. March 12, 2024, Regular Meeting

**Main Motion: To Approve the Agenda**

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

## **E. COMMUNICATIONS AND APPEARANCE REQUESTS**

1. Elected Officials in Attendance - None
2. Board/Commission Members in Attendance - None
3. A Proclamation Recognizing Education and Sharing Day on April 19, 2024 – Rabbi Mendy Greenberg

*\*\*\*Clerk's Note: Mayor Carrington presented the proclamation after agenda item C. Pledge of Allegiance*

## **F. REPORTS**

1. City Manager's Report
  - Presented the Mayor with a gift from the Arctic Winter Games International Committee.
  - Next week he will be with the State of Alaska, AML for sessions regarding infrastructure, grants, and will be meeting with other agencies.
  - There was testing at the current Library, trying to get numbers for the insurance company.
  - Spoke to the Council Committee grants and specifically Emily Gieger's event "That Thing That Going On."
2. Mayor's Report
  - Written report in the packet.
  - Long time supporter of the library, Verna Ewer recently passed away.
3. City Clerk's Report
  - Written report in the packet.
4. City Attorney's Report
  - Museum Contract and Letter to the Attorney General, which are both on tonight's agenda.
  - Also worked on PMC Title 4.
  - Will miss the May 14 Meeting, daughter is graduating from High School.

## **G. AUDIENCE PARTICIPATION- (3 minutes per person)**

Bruce Craft:

- Has been a user of the Palmer Library since 1984 and believes that a bigger library is needed.

Brooke Koenig:

- Spoke to the size and content of public libraries.
- Today's libraries are information cafes, they are not just books anymore, and believes that the 20,000 square feet is necessary.

Seina Bell:

- Library Services Coordinator at the Pamer Public library, provided an overview of programs and story times.
- Attendance is on the rise, even the "old" library would not have had enough space for all the attendees.

Frank Bell:

- Advocated for a bigger library, and said library programs are important for socialization, internet access, and the learning/reading gap.

Prudence McKinney:

- President of Friends of the Palmer Public Library.
- Encouraged Council to vote to approve the larger library, understands that budget needs to be considered, but the space is needed.
- There was a study done in 2004, that already found the library size inadequate and that was 20 years ago.

Heidi Deadman:

- Administrative Assistant at the Palmer Public Library.
- One of her duties is to book the meeting spaces at the library.
- The meeting space at the "old" library was consistently booked causing her to have to send people to other spaces outside of Palmer.
- Spoke with Wasilla Library's staff and their rooms are rarely empty, open 40 hours a week and the three rooms are consistently full.

Travis Freisen:

- Read recently about Friday Flings possibly being cancelled.
- Would like guidance on how to start an Ordinance regarding promoting recycling.

Sierra Dorman:

- Encouraged the Council to approve the plan by Wolf Architecture for the full square footage.
- Has lived here a long time and believes that the library is important to the community.

Kora Dorman:

- Is a Sophomore at Colony High School.
- Here to vouch for the youth of Palmer when it comes to full funding of the library being rebuilt.
- Has spent her whole life at the library, remembers story times and participating in the summer programs.
- Was at the library a few days before the collapse and implores the Council not to put off construction.

Bre Hunter:

- The library is a safe space in America that we do not have anymore.
- The library is in the center of town, you can park there, and go to other places in town.
- The way you treat the library affects the community.

Cindy Hudgins:

- Questions if 20,000 square feet and 18 million dollars are needed for the library project.
- Questioned if the building will be a library or civic center.

Ellen Vande Visse:

- Loves the library and loves the librarians.
- Believes that the 20,000 is "still make do" with all that is needed.
- Do not get skimpy, not the place to get skimpy, the library should be Palmer's pride and joy.

## H. PUBLIC HEARINGS

### I. ACTION MEMORANDA

- 1. Action Memorandum No. ~~24-015~~ 24-021:** Authorizing the City Manager to Purchase and Outfit Three New Patrol Vehicles in the Amount of \$228,273.39 and to Purchase Vehicles Under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230 by Attaching to the State of Alaska Contract

Palmer Police Chief Shelton addressed Council questions.

#### **Main Motion: To Approve Action Memorandum No. ~~24-015~~ 24-021**

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

2. **Action Memorandum No. 24-017:** Authorizing the City Manager to Spend up to \$50,000 on Grant Writing and Architectural Services from The Capital Projects Funds in the Approved 2024 Budget for the New Public Safety Building Project

Manager Moosey gave a staff report.

Palmer Police Chief Shelton addressed Council questions.

**Main Motion: To Approve Action Memorandum No. 24-017 as Amended**

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

**Amendment #1: Authorizing the City Manager to Spend up to \$12,000**

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

Mayor Carrington called for a recess at 7:27 p.m.

The meeting reconvened at 7:36 p.m.

**J. UNFINISHED BUSINESS**

1. **Action Memorandum No. 24-016:** Authorizing the City Manager to Negotiate and Execute a Three-Year Contract with the Palmer Museum of History and Art for the Custodial Care and Curation of the City of Palmer’s Museum Artifacts in the Amount of \$55,400 to Reflect 2024 Payment

**Main Motion: To Approve Action Memorandum No. 24-016 as Amended**

Moved by:	Cooper
Seconded by:	Alcantra
Vote:	6/1 (Cooper)
Action:	Motion Carried

**Motion to Amend #2: Amend to a One-Year contract, Adding in 2.5 percent increase**

Moved by:	Best
Seconded by:	Melin
Vote:	5/2 (Alcantra and Cooper)
Action:	Motion Carried

**K. NEW BUSINESS**

1. **Approval of Letter to the Attorney General from the City of Palmer**

City Attorney Heath addressed the Council.

**Main Motion: To Approve Letter to the Attorney General from the City of Palmer as Presented**

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

**L. RECORD OF ITEMS PLACED ON THE TABLE**

**M. AUDIENCE PARTICIPATION – (3 minutes per person)**

Janel Gagnon:

- Here to support the 20,000 feet for the new library.
- Loves libraries, was married in a library.
- Data shows that even with the Wasilla Library being built the Palmer Library use continued to grow.
- Stressed the importance of connection to mitigating some of vulnerable populations issues and libraries do a good job of that.

Maggie Aube:

- Supports the Wolf plan for a 20,000 square foot library.
- Prior to the roof collapse, the space was too small.
- Expressed her displeasure at the suggestion to go to the Wasilla Library.

Jackie Goforth:

- Thanked the Council for their vote on the museum contract.
- Loves books and libraries but feels the new design is not aesthetically pleasing and causes a large carbon footprint.
- Expressed concern about the homeless taking it over.

Karen Lewis:

- Likes the idea of a beautiful new library, believes libraries are great.
- Would like to see some more conservative books in the Palmer Library.

Jackie Cunningham:

- The community is growing, build the new library that will grow with the needs of the community.
- People coming here, spend money hon the library project, and please move forward.

Dave Rector:

- Feels the 20,000 square foot library is important to the community.
- Believes that the success of home-schooling needs good libraries.

Lee Hendrickson:

- Attended two or three meetings at the depot regarding the library, and listened to Gary Wolf and his people balance between the size of the library and the cost of the library and what the people need.

Herb Bischoff:

- Lives in Palmer
- Thanked the Council for the support of the Arctic Winter Games
- Thanked the City and Council Members for addressing the various issues that come before them.
- Please focus on infrastructure, roads, and railroad crossings.
- Please continue active leadership to move Palmer forward.



Helen Woodings:

- Has lived here since 1953.
- Expressed support of the new library, go big, the meeting rooms are needed.
- Encouraged Council to go big, not fancy, please continue with Gary Wolf as the architect.

Maureen Campbell:

- Here to advocate for a fully funded, 20,000-foot library.
- When she was a child, she could not wait to be able to write her name, so that she could get a library card, and then grew up to become a librarian.
- Palmer deserves a new, big, and beautiful library.

Mayor Carrington called for a recess at 8:23 p.m.

The meeting was reconvened at 8:30 p.m.

**N. COMMITTEE OF THE WHOLE – To discuss Ordinance No. 24-002: Amending Palmer Municipal Code Title 4, Personnel (Action may be taken by the Council following Committee of the Whole) (A Public Hearing will be scheduled in April 2024)**

**Main Motion: To Enter into Committee of the Whole**

Moved by:	Melin
Seconded by:	Alcantra
Vote:	No objection
Action:	Motion Carried

The Council entered the Committee of the Whole at 8:31 p.m.

Mayor Carrington invited Human Resource Manager, Kimberly Green to participate in the Committee of the Whole regarding Ordinance No. 24-002: Amending Palmer Municipal Code Title 4, Personnel

The Council exited Committee of the Whole at 8:40 p.m.

**Main Motion: To Postpone Ordinance No. 24-002 to April 23, 2024**

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

**O. COUNCIL MEMBER COMMENTS**

Council Member Melin:

- Thanked everyone for coming out, believes that public process, and listening is very important.
- Stressed the importance of being fiscally responsible, and noted this will be a tough decision.

Council Member Tudor:

- Appreciates the Mayor’s reports.
- Thanked everyone who came out, it is important to have the viewpoints because it is a difficult decision.
- Had an excellent Chamber of Commerce dinner the other night, Council Member Best attended as well, raised a lot of money for the food bank.
- Looking forward to seeing what happens with the letter to the State Attorney General.

Council Member Alcantra:

- Believes that the larger library is what the community wants.
- Let Palmer do something spectacular, not play 2<sup>nd</sup> fiddle to Wasilla.

Council Member Best:

- Would like to encourage those that are in the audience to investigate a library service area with the Borough.
- Maybe the City should demolish the existing library and offer property for the Borough to build a Borough Library in that spot.
- Liked the new design, the old one was a pill box and very industrial.
- Asked for Council support to have the City Attorney research intergovernmental agreements and responsibilities pertaining to policing authorities and MOUs and bring the information to a future meeting. Council Member Melin offered support.
- Commented on the Arctic Winter Games.

Deputy Mayor Anzilotti:

- No one wants the library to take two more years to be built, but it is a critical and weighty issue.
- Loves libraries and has gone to libraries since she was a kid and would like to have a large library to build for the future.
- Feels that the current design for the new library is not inviting or warm.
- Wished everyone a Happy Easter.

Mayor Carrington:

- Expressed thanks for the kudos on the Mayor's Reports.
- Reported that he invited the Museum to come to the next Council meeting and give a report.
- Has spoken with 4 organizations about getting funding for the new library,

## **P. ADJOURNMENT**

With no further business before the Council, the meeting was adjourned at 8:59 p.m.

**Approved this 9th day of April 2024.**

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Steve Carrington, Mayor

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Shelly M. Acteson, CMC, City Clerk



F. 2.

**Palmer City Council Meeting**  
**Meeting Date:** 04/09/2024  
**Submitted For:** Shelly Acteson, City Clerk  
**Department:** City Clerk's Office

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**Subject**  
Mayor's Report

**Summary Statement/Background**


**Administration's Recommendation:**

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**Attachments**

Mayor's Report

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# Palmer Mayor's Report

## Tuesday April 9, 2024 Council Meeting

### Sites of Interest

- **State STIP website:** <https://publicinput.com/stip/>
- **Closing Ceremony for the 2024 Mat-Su Arctic Winter Games:**  
<https://app.hometeamlive.com/#/home/events/35>
- **Matsu Valley Planning for Transportation docs:**  
<https://www.mvpmo.com/important-documents>

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### The Library Project timeline from meetings:

Some people have asked various questions about the Library Project. Since I've attended most of the city meetings, here's my summary.

#### June 27, 2023, Palmer City Council Meeting

- City staff was directed to put out an RFP in the Spring of 2023. Staff did this and heard from various Alaska architects. City Staff analyzed, surveyed sites of the finalists and recommended contracting with local Wolf Architecture. Resolution No. 23-019: 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
- A library working group was formed of staff: City Manager Moosey, Community Development Director Brad Hanson, Library Director Beth Skow, and Palmer Mayor Steve Carrington. This group worked with Gary Wolf Architects and was among other decisions responsible for modifying the overall library size from the 24,000 sf to 20,000 sf. The Library Working Group met with Gary Wolf and his staff regularly from August to January.
- Also at this meeting, Cynthia Carledge, Bond Attorney, JDO Law explained about GL (General Liability) bonds.

"There's a big difference between the two. The general obligation bonds are considered to be the Cadillac or the gold standard of bonds simply because of the pledge for repayment. When you issue those bonds you're pledging the full faith and credit of your community."



# Palmer Mayor's Report

**“What that means is that you are going to use all available funds that you have in your general fund to pay the debt service – the principal and interest on those bonds.** If those amounts are insufficient that you’re going to raise taxes to whatever level is necessary in order to pay the principal and interest.”

*Available:* <https://www.youtube.com/watch?v=zKZMQhngEIQ>

This description was to help explain the Bond Proposition on the October 3 ballot for voters to approve. The bottom line is the City can and will use Sales Tax revenue and any other general funds to pay on any library bond, if we use any of the approved bond.

Note: The City of Palmer has a habit and reputation of researching many financing options and does not always use bonding options even when it is available.

## **July 11, 2023, Palmer City Council Meeting**


- The Palmer City Council approved putting the Library Bond Proposition to the voters Oct. 3, 2023. This was 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.
- When the city council asked the city manager how much a new library would cost, his answer was we didn’t know but Wasilla built a new library 5 years earlier for \$18 million.

*Available:* <https://www.youtube.com/watch?v=8wBIpFM2MUg>

## **Wolf Architecture Reports: December and January**

### **December Preliminary Report**

In August and September Wolf Architecture worked on community engagement, visioning, and goal setting. In October and November, they were working on programming and concept design. Wolf Architecture presented a preliminary report at a Special Council meeting, December 12, 2023.



# Palmer Mayor's Report

Available:

[https://www.palmerak.org/sites/default/files/fileattachments/mayor\\_amp\\_city\\_council/meeting/packets/24937/12.12.2023\\_special\\_meeting\\_packet\\_v\\_2.pdf](https://www.palmerak.org/sites/default/files/fileattachments/mayor_amp_city_council/meeting/packets/24937/12.12.2023_special_meeting_packet_v_2.pdf)

## **January Phase 1 Report – Palmer City Council Meeting January 23, 2024**

At the January 23, 2024, city council meeting Gary Wolf presented his Executive Summary for the Palmer Library Replacement Public Engagement, Programming and Concept Design. This was Phase 1 of the project.

City Council is waiting for the Phase 2 contract to be presented to them. The Executive Summary is available at:

[https://www.palmerak.org/sites/default/files/fileattachments/mayor\\_amp\\_city\\_council/meeting/packets/24956/01.23.2024\\_packet.pdf](https://www.palmerak.org/sites/default/files/fileattachments/mayor_amp_city_council/meeting/packets/24956/01.23.2024_packet.pdf)

## **Agenda Highlights**

- Approval of March 26, 2024, Regular Meeting Minutes

## **Communications and Appearance**


- Palmer Museum of History & Art Report – Mary Jo Parks

## **Public Hearings**

- Reso. 24-017: Grant to purchase Wildland Fire Gear (\$7,000)
- Reso. 24-019: Purchase New Case 321F Loader & attachments (\$139,949.41)

## **Action Memoranda**

- AM No. 24-018: Authorizing the City Manager Negotiate a Contract with H5 Construction in the Amount of \$2,014,304.38 for the Bogard Road Booster Station



# Palmer Mayor's Report

## **New Business**

- Request to direct the City Manager to get an estimate from Wolf Architecture to provide architectural drawings of a new library building with building costs being no more than \$10 million dollars and utilizing as much of the existing design elements as possible that was based on public input (Council Members Tudor and Melin)

(If the estimate is available by the April 9 meeting, the Council may take action)

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## **Upcoming**

### **Housing Support**

I've attached a support letter for Mat-Su Senior Services for a future housing project they are working on. There's also a support letter for the Public Safety Complex.

*Mayor Steve Carrington*

cc: Housing Support letter for Mat-Su Senior Services  
Public Safety Complex letter



**Steve Carrington  
Mayor**

Cell: (907) 795-2942  
City Clerk: (907) 761-1301  
Fax: (907) 761-1340  
Email: [scarrington@palmerak.org](mailto:scarrington@palmerak.org)

231 W. Evergreen Ave.  
Palmer, Alaska 99645-6952  
[www.palmerak.org](http://www.palmerak.org)

March 27, 2024

**Re: Letter in support of Mat-Su Senior Services Low Income Senior Housing proposal**

Kindly allow this letter to serve as a letter of support for the project to construct new senior, low-income housing units in Palmer, Alaska proposed by Mat-Su Senior Services (MSSS). Those in the field of city services, borough services, health, housing, and senior services are well aware of the conditions making this proposal of the highest importance.

1. Mat-Su Borough's (region V) senior population is growing faster than any other area of the state at a rate of 88% from 2010 to 2022, according to the Alaska Department of Labor and Workforce's 2022 population estimates.

2. Mat-Su Borough is in desperate need of low-income senior housing to serve current seniors and the future senior population.

Mat-Su Senior Services (MSSS) is well positioned to take on this project: to build a housing facility with 50 one-bedroom low-income senior housing apartments. Having successfully constructed senior housing apartments in 1998 (24-unit Colony Estates) and in 2008 (31-unit Chugach Colony).

Now these are all nice statistics, but this is also personal for me. My mother lived in the Chugach Estates but had to wait a few years on the waiting list to get into an apartment. It was an excellent housing option that was centrally located in Palmer between my brother and I.

MSSS owns a plot of land of 5.62 acres, which shares the campus of the Mat-Su Senior Center, MSSS administrative offices, and next to both the above-mentioned senior apartments. They have created a community of seniors and senior services, including meals, assisted transportation, Adult Day Services, chore services, respite services, and senior activities. The MSSS mission is to promote independence, security, and quality of life for seniors and other eligible individuals in the Matanuska-Susitna Borough with respect, trust, and compassion. The proposed senior housing project will further their mission, as well as support Mat-Su senior needs.

If you have any questions regarding this letter of support, please contact me at 907-795-2942 (cell).

Sincerely,

Steve Carrington  
Mayor, City of Palmer

City of Palmer





**Steve Carrington  
Mayor**

Cell: (907) 795-2942  
City Clerk: (907) 761-1301  
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231 W. Evergreen Ave.  
Palmer, Alaska 99645-6952  
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Ms. Jocelyn Fenton  
Director of Programs  
Denali Commission  
510 L Street, Suite 410  
Anchorage, Alaska 99901

RE: THE CITY OF PALMER IS REQUESTING A DENALI COMMISSION INFRASTRUCTURE GRANT FOR THE PURPOSE OF A PRELIMINARY ENGINEERING REPORT AND LAND PURCHASE FOR A NEW PALMER PUBLIC SAFETY AND COMMUNITY BUILDING

April 5, 2024

Dear Ms. Fenton,

The City of Palmer is in the process of applying for a grant to purchase land and conduct a Preliminary Engineering Report for a new Palmer Public Safety and Community Building. The new building will house multiple Public Safety and community entities, including the Alaska State Troopers, Palmer Police Department, City Hall, a Fire Station, Dispatch as well as training facilities.

The current building with its 2x4 exterior walls was a design out of California and ill-suited for Alaskan winters. It was put into service in the mid 80's for the small community of Palmer. Since then, we have grown into a bustling town with a booming population. Our goal is to have our public safety sector parallel the growth that has happened over the last decade. There is not enough room on the current lot to expand; to make the required repairs along with the necessary upgrades needed is cost prohibitive.

The proposed Palmer Public Safety and Community Building will not only address the deficiencies of our current infrastructure but also provide a facility capable of meeting the diverse needs of our community. Palmer has essentially been the "county seat" for the Mat-Su Borough. Not only is the Palmer Pre-trial located in Palmer, but the Palmer courthouse as well. The state is planning on expanding the courthouse soon and the new Palmer Public Safety & Community Building would be a welcome addition. Through consolidated efforts and strategic partnerships, we aim to create a centralized hub for public safety and community services, resulting in greater collaboration and efficiency.

Respectfully,

Steve Carrington  
Mayor, City of Palmer

City of Palmer



H. 1.

**Palmer City Council Meeting**

**Meeting Date:** 04/09/2024  
**Submitted For:** Chad Cameron, Fire Chief  
**Department:** Fire Department  
**Agenda Category:** Resolution  
**Legislation Number:** Reso 24-017

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**Subject**

A Resolution of the Palmer City Council Authorizing the Palmer City Manager to Accept the Volunteer Fire Assistance Grant Funds Awarded by the State of Alaska, Department of Natural Resources, Division of Forestry and Appropriate the Funds to the City of Palmer Fire & Rescue in the Amount of \$7,000 to Purchase Wildland Fire Gear

**Summary Statement/Background**

The State of Alaska, Department of Natural Resources, Division of Forestry annual provides Volunteer Fire Assistance (VFA) grants to volunteer fire departments to assist in purchasing wildland fire suppression equipment and gear. The City of Palmer Fire & Rescue submitted a VFA application early this year to assist with purchasing some wildland fire gear. Palmer Fire & Rescue was notified on March 13, 2024 that our grant was awarded in the amount of \$7,000.

**Administration's Recommendation:**

Approve Resolution 24-017.

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**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$7,000  
**Legislation creates revenue in the amount of:** \$7,000  
**Budgeted Y/N?:** N  
**Line Item(s):** 01-00-00-3344 Vfa - Fire Grant ; 01-13-10-6046 Small Tools & Equipment

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**Attachments**

Resolution 24-017  
2024 VFG Grant Awards

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**LEGISLATIVE HISTORY**

Introduced by:

Date:

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

**Resolution No. 24-017**

**A Resolution of the Palmer City Council Authorizing the Palmer City Manager to Accept the Volunteer Fire Assistance Grant Funds Awarded by the State of Alaska, Department of Natural Resources, Division of Forestry and Appropriate the Funds to the City of Palmer Fire & Rescue in the Amount of \$7,000 to Purchase Wildland Fire Gear**

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

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

WHEREAS, the City of Palmer Fire & Rescue has been awarded \$7,000 from the State of Alaska, Department of Natural Resources, Division of Forestry, Volunteer Fire Assistance Grant for the purchase of wildland fire suppression equipment and gear.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby authorizes the Palmer City Manager to accept the Volunteer Fire Assistance grant funds awarded by the State of Alaska, Department of Natural resources, Division of Forestry and appropriate the funds to the City of Palmer Fire & Rescue in the amount of \$7,000 to purchase wildland fire gear.

**Approved** by the Palmer City Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly Acteson, CMC, City Clerk



**March 15th, 2024**

To State of Alaska Fire Departments:

Thank you for applying for the 2024 Volunteer Fire Capacity (VFC) grants, formerly known as VFA. Forty-one (41) fire departments applied for a VFC grant requesting a total of \$266,198 in assistance. Forty (40) Alaska Fire Departments will receive up to \$7,000 per fire department. A total of **\$259,198** will be awarded. This is the letter of official notification.

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

- Checks will be distributed electronically by association with the VFD's SOA vendor number and the SOA electronic payment agreement. Electronic disbursements are expected by no later than May 2024.
- To be eligible for a 2025 VFC grant, compliance documentation, such as copies of receipts for 2024 grant expenditures, must be submitted to your nearest Forestry office before submitting a 2024 application.
- Volunteer Fire Capacity is an award of Federal Financial Assistance with funding from the USDA Forest Service. Prime and sub-recipients to this award are subject to OMB guidance in sub-parts A through F of 2 CFR Part 200 as adapted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to OMB guidance in 2 CFR 200 where full text may be found.
- The brochure, Complying with Civil Rights, FS-850, can be found at [www.fs.usda.gov/internet/fse\\_documents/fseprd526908.pdf](http://www.fs.usda.gov/internet/fse_documents/fseprd526908.pdf)
- The OMB Circulars are available on the internet at [www.ecfr.gov](http://www.ecfr.gov)

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

Sincerely,

Sarah Saarloos, Fire Staff Officer

State of Alaska, DNR

Division of Forestry & Fire Protection

## 2024 VFA Grant Awards

Fire Department	Amount Requested	Amount Awarded	Division of Forestry Office
Delta Junction VFD	\$6,246.00	\$6,246.00	Delta Area Office
Rural Deltana VFD	\$7,000.00	\$7,000.00	Delta Area Office
Ester VFD	\$6,998.48	\$6,998.48	Fairbanks Area Office
McKinley VFD	\$6,993.00	\$6,993.00	Fairbanks Area Office
Nenana Fire/EMS Dept.	\$6,252.34	\$6,252.34	Fairbanks Area Office
North Pole FD	\$6,489.00	\$6,489.00	Fairbanks Area Office
North Star VFD	\$6,281.10	\$6,281.10	Fairbanks Area Office
Steese Area VFD	\$7,000.00	\$7,000.00	Fairbanks Area Office
Tri-Valley VFD	\$4,495.50	\$4,495.50	Fairbanks Area Office
Bayside Volunteer Fire Department	\$6,975.00	\$6,975.00	Kenai Kodiak Area Office
Bear Creek Fire/EMS Department	\$6,299.96	\$6,299.96	Kenai Kodiak Area Office
Central Emergency Services	\$6,520.50	\$6,520.50	Kenai Kodiak Area Office
City of Whittier Fire Department	\$6,231.50	\$6,231.50	Kenai Kodiak Area Office
Cooper Landing VFD	\$5,075.70	\$5,075.70	Kenai Kodiak Area Office
Homer VFD	\$6,098.77	\$6,098.77	Kenai Kodiak Area Office
Kachemak Emerg. Services	\$6,999.10	\$6,999.10	Kenai Kodiak Area Office
Kenai FD	\$5,588.73	\$5,588.73	Kenai Kodiak Area Office
Lowell Point VFD	\$7,000.00	\$7,000.00	Kenai Kodiak Area Office
Nikiski FD	\$5,808.60	\$5,808.60	Kenai Kodiak Area Office
Seward FD	\$6,303.67	\$6,303.67	Kenai Kodiak Area Office
Western Emergency Services Area	\$6,782.66	\$6,782.66	Kenai Kodiak Area Office
Womens Bay VFD	\$6,067.39	\$6,067.39	Kenai Kodiak Area Office
Caswell Lakes FSA #135	\$6,912.27	\$6,912.27	Mat Su Area
Chickaloon Fire Service, Inc.	\$6,104.70	\$6,104.70	Mat Su Area
Chugiak Vol. Fire and Rescue Co. Inc.	\$7,000.00	\$0.00	Mat Su Area
Houston FD	\$6,840.00	\$6,840.00	Mat Su Area
Palmer Fire and Rescue	\$7,000.00	\$7,000.00	Mat Su Area
Talkeetna VFD	\$7,000.00	\$7,000.00	Mat Su Area
Willow VFD	\$6,261.91	\$6,261.91	Mat Su Area
Haines VFD	\$6,000.00	\$6,000.00	Southeast Alaska
Hyder VFD	\$6,696.00	\$6,696.00	Southeast Alaska
Sitka FD	\$6,233.40	\$6,233.40	Southeast Alaska
Saint Paul Dept. of Public Safety	\$7,000.00	\$7,000.00	Southwest District
Native Village of Eagle	\$6,999.63	\$6,999.63	State of Alaska Protection
Dot Lake VFD	\$6,750.00	\$6,750.00	Tok Area Office
Tok VFD	\$6,354.55	\$6,354.55	Tok Area Office
Gakona VFD	\$6,948.00	\$6,948.00	Valdez-Copper River Area Office
GlennRich Fire Rescue	\$6,999.65	\$6,999.65	Valdez-Copper River Area Office
Kennicott/McCarthy VFD	\$6,291.00	\$6,291.00	Valdez-Copper River Area Office
Kenny Lake VFD	\$7,000.00	\$7,000.00	Valdez-Copper River Area Office
Valdez FD	\$6,300.00	\$6,300.00	Valdez-Copper River Area Office
<b>GRAND TOTAL</b>	<b>\$266,198.11</b>	<b>\$259,198.11</b>	



H. 2.

**Palmer City Council Meeting**

**Meeting Date:** 04/09/2024  
**Submitted For:** Jude Bilafer, Public Works Director  
**Department:** Public Works  
**Agenda Category:** Resolution  
**Legislation Number:** Reso 24-019

**Subject**

Appropriate Funds in the Amount Not to Exceed \$139,949.41 from the Unassigned Net Position of the Water and Sewer Fund to Purchase a New Case 321F Compact Wheel Loader and Attachments from Yukon Equipment, Inc.

**Summary Statement/Background**

This resolution authorizes the purchase of one new Case 321F Compact Wheel Loader from Yukon Equipment, Inc.

This loader is needed to allow access to tight areas at the Wastewater Treatment Facility, and will support the maintenance of fire hydrants supplied by City of Palmer. Heavy equipment resources available to Public Works are in constant use. The purchase of this loader ensures that the Water and Sewer department does not have to compete with the road maintenance team for necessary equipment.

The City of Palmer Administration will utilize the existing Sourcewell Government contract.

**3.21.230 Governmental and proprietary procurements.**

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

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

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

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

**Administration's Recommendation:**

Approve Resolution No. 24-019

	<b>Fiscal Impact</b>
<b>Total Amount of funds listed in this legislation:</b>	\$139,949.41
<b>Legislation creates expenditure in the amount of:</b>	\$139,949.41
<b>Budgeted Y/N?:</b>	N
<b>Line Item(s):</b>	02-01-50-6078 Transfers Out; 24-00-00-3673 Transfers from Other Funds; 24-50-50-6253 Sewer Fund Capital Equipment

**Attachments**

Case 321F Quote  
Case 321F Spec Sheet  
Reso 24-019



Serving Alaska since 1945  
www.yukoneq.com

**Anchorage**  
2020 East 3<sup>rd</sup> Ave.  
Anchorage, AK 99501  
(907) 277-1541

**Fairbanks**  
3511 International St.  
Fairbanks, AK 99701  
(907) 457-1541

**Wasilla**  
7857 W. Parks Hwy.  
Wasilla, AK 99654  
(907) 376-1541

Quote Date: 3/20/2024  
Prepared By: JOHN WEST  
Direct Line: 907-301-4943  
Cell: 907-301-4943  
Email: johnw@yukoneq.com  
Quote # 321F & Attachments

**QUOTE FOR: CITY OF PALMER**  
**CONTACT: GREG WICKHAM**  
**PHONE: 907-863-0742**  
**EMAIL: gwickham@palmerak.org**

**QUOTATION**  
QUOTE VALID THROUGH  
4/19/2024

**YUKON EQUIPMENT IS PLEASED TO OFFER THE FOLLOWING NEW 2024 CASE 321F COMPACT WHEEL LOADER AND ATTACHMENTS TO THE CITY OF PALMER. WHEEL LOADER SOLD UNDER SOURCEWELL CONTRACT 011723.**

**321F LOADER:**

TIER 4 ENGINE, DELUXE CAB W/HEAT & AC, AUTO RIDE CONTROL, AIR RIDE SEAT, BACKUP ALARM, JOYSTICK CONTROL FOR BUCKET, RADIO W/SPEAKERS, HYD SKID STEER COMPATIBLE COUPLER, 1.7 CYD LIGHT MATERIAL BUCKET W/CUTTING EDGE, DOUBLE FLOW AUX HIGH FLOW HYDRAULICS W/CREEP SPEED TRANSMISSION, COLD WEATHER PACKAGE-INCLD BLOCK HEATER, LED LIGHTING-2 Front 2 Rear, HEAVY COUNTERWEIGHT FOR CWL, RETURN TO DIG/TRAV/HGT, HIGH SPEED AXLES W/LIMITED SLIP DIFFERINTEAL, 4 CORNER STROBE LIGHT, ADVANCE. CONNECTIVITY W/5YR CUSTOMER PORTAL ACCESS, 365/80 R20 STP9 L2 DUNLOP TIRES 12 MONTH/UNLIMITED HOUR FACTORY WARRANTY LESS WEAR ITEMS

<b>LIST PRICE</b>	<b>\$128,879.00</b>
<b>SOURCEWELL DISCOUNT -21%</b>	<b>-\$27,064.59</b>
<b>SALE PRICE</b>	<b>\$101,814.41</b>
<b>FREIGHT TO PALMER - PDI</b>	<b>\$12,180.00</b>
<b>TOTAL LOADER</b>	<b>\$3,250.00</b>
	<b>\$117,244.41</b>

**THIS LOADER IS IN STOCK AT ANOTHER DEALER AND IS SUBJECT TO PRIOR SALE**

<b>ERSKINE 19PD AUGER W/6",9"&amp;12" BITS</b>	<b>\$7,190.00</b>
<b>ERSKINE 10' SNOW PUSHER W/PULLBACK FUNCTION</b>	<b>\$6,380.00</b>
<b>ERSKINE 60" PALLET FORK SET W/5,500# CAPACITY</b>	<b>\$1,935.00</b>
<b>FREIGHT TO PALMER -</b>	<b>\$7,200.00</b>
<b>TOTAL ATTACHMENTS</b>	<b>\$66,050.00</b>

**TOTAL LOADER & ATTACHMENTS** **\$139,949.41**

**CITY OF PALMER SOURCEWELL MEMBER #170009**

**JOHN WEST**  
**OPERATIONS MANAGER**  
**YUKON EQUIPMENT**

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_



## ENGINE

Model	FPT F5H FL463 A
Emissions Certification	Tier 4 Final
Type	4-stroke
Cylinders	4
Bore/Stroke	3.9 x 4.3 in (99 x 110 mm)
Displacement	207 in <sup>3</sup> (3.4 L)
Fuel injection	High pressure, common rail injection
Fuel	Diesel
Fuel filter	Spin on, Beta (4) = 20
Air filter	Dry type element w/ warning restriction indicator
Exhaust aftertreatment:	Cooled Exhaust Gas Recirculation (CEGR) w/ Diesel Oxidation Catalyst (DOC)
Radiator:	
Core type	All aluminum
Fan:	
Style	Direct drive
Lubrication/cooling oil pump:	
Style	Integral
Engine oil:	
Pump:	Rotor Pump w/ deep sump pan, plate cooled & pressurized under piston nozzles
Pump operating angle ratings:	
Side-to-side	Rated 35°
Fore and aft	Rated 35°
Oil filtration	Spin on, full flow
Engine speeds	RPM
Rated – full load	2500
Low idle	950
High idle – no load	2500
Horsepower @ 2500 RPM:	
Gross	74 hp (55 kW)
Net	70 hp (52 kW)
Peak torque @ 1400 RPM:	
Gross	232 lb-ft (314 N-m)
Net	227 lb-ft (308 N-m)

NOTE: Gross horsepower and torque per SAE J1349.  
Net horsepower and torque per SAE J1349.

## DRIVETRAIN

Transmission	Hydrostatic transmission	
Pump relief	6,092 psi (42 000 kPa)	
Pump flow @ 2500 RPM	37.0 gpm (140 L/min)	
Differential:	Open standard/limited slip or 100% lock opt.	
Front axles:		
Differential ratio	3.67	
Planetary ratio	6.00	
Final axle ratio	22.00	
Gear box:		
1st ratio	2.46	
Gear box HS:		
1st ratio	2.75	
2nd ratio	1.16	
Planetaries	Outboard	
Service brakes:	Master cylinder hydraulically actuated, wet disc on front axle	
Parking brake:	Mechanical, caliper on front axle	
Travel speeds	Forward	Reverse
	mph (kph)	mph (kph)
1st Low	3.7 (6.0)	3.7 (6.0)
2nd High	12.4 (20.0)	12.4 (20.0)
Travel speeds – HS	Forward	Reverse
	mph (kph)	mph (kph)
1st Low	3.3 (5.3)	3.3 (5.3)
2nd High	8.9 (14.4)	8.9 (14.4)
3rd High	20.6 (33.1)	20.6 (33.1)

NOTE: Travel speeds at full engine throttle  
w/ 365/80 R20 tires.

## ELECTRICAL

Voltage	12 Volts
Alternator	120 amp
Batteries	95 AHR, 900 CCA

## OPERATOR ENVIRONMENT

ROPS: ISO 3471: 2,008 lb (6 800 kg); Base and Deluxe Cab w/ heater and A/C; Key start; Articulated power steering w/ tilt column; Full adjustable, cloth suspension seat; Foot throttle; Single joystick w/ electronic speed shift control F/N/R switch and proportional loader control; Cup holder; Retractable seat belt; Storage tray on Deluxe Cab; Sun screen – front; Opening side window; Dome light; Wipers – front and rear; 12-volt auxiliary power; Lighter cigar and ashtray; Pocket cellular phone; Coat hook; External rearview mirrors; Loader control lockout.

### Electronic information center

### Displays/Gauges:

Vehicle speed; Hourmeter; Floating functionality on; High flow functionality on; Clock; Vehicle directions; Gear number engaged; PM Catalyst icons.

### Indicator lights:

Diff. lock; Main hydraulic enabled; Turn light – left and right; Rear work lamps; Work lamps; Main high beam; Side lights; Stop; Warning signal; Rabbit; Hand brake; Brake fluid level; Quick coupler on; Ride Control on; Creep speed; PM Catalyst; Low fuel level; Clogging air filter; Engine oil pressure; Glow plug; Alternator changing.

### Audible alarms:

Caution alarm; Critical alarm; Backup alarm.

### Horn

NOTE: If equipped w/ option.

## OPERATING WEIGHT

### Z-Bar:

Unit equipped w/ ROPS/FOPS cab w/ heater, standard HD counterweight, 365/80 R20 Dunlop tires, front and rear fenders, 1.3 yd<sup>3</sup> (1.0 m<sup>3</sup>) general purpose bucket w/ edge, full fuel, 165 lb (75 kg) operator:

13,633 lb (6 184 kg)

## HYDRAULICS

### Pump – steering/implement:

Open-centered pressure/flow compensated

### Fixed gear type:

Standard flow:

Max. 22.5 gpm @ 3,336 psi  
(Max. 85 L/min @ 230 bar)

### Optional high flow:

Max. 34.3 gpm @ 2,901 psi  
(Max. 130 L/min @ 200 bar)

### Loader control valve:

Open-center, Hydraulic Loader Control w/ single lever includes: Forward/Neutral/Reverse switch, Floating switch, Low/High Travel mode switch, Auxiliary Function Roller

### Loader auxiliary steering

Main relief pressure 3,336 psi (23 000 kPa)

### Filtration:

15-micron, full flow replaceable cartridges on return line

## SERVICE CAPACITIES

Fuel tank	22.7 gal (86.0 L)
Hydraulic system:	
Reservoir	10.6 gal (40.0 L)
Total	14.0 gal (53.0 L)
Front and rear axle:	
Front axle	2.3 gal (8.7 L)
Rear axle	2.6 gal (10.0 L)
Rear axle HS	2.5 gal (9.5 L)
Engine oil w/ filter	1.8 gal (7.0 L)
Cooling*	3.4 gal (13.0 L)

NOTE: \*1.72 gal (6.5 L) antifreeze + 1.72 gal (6.5 L) water.



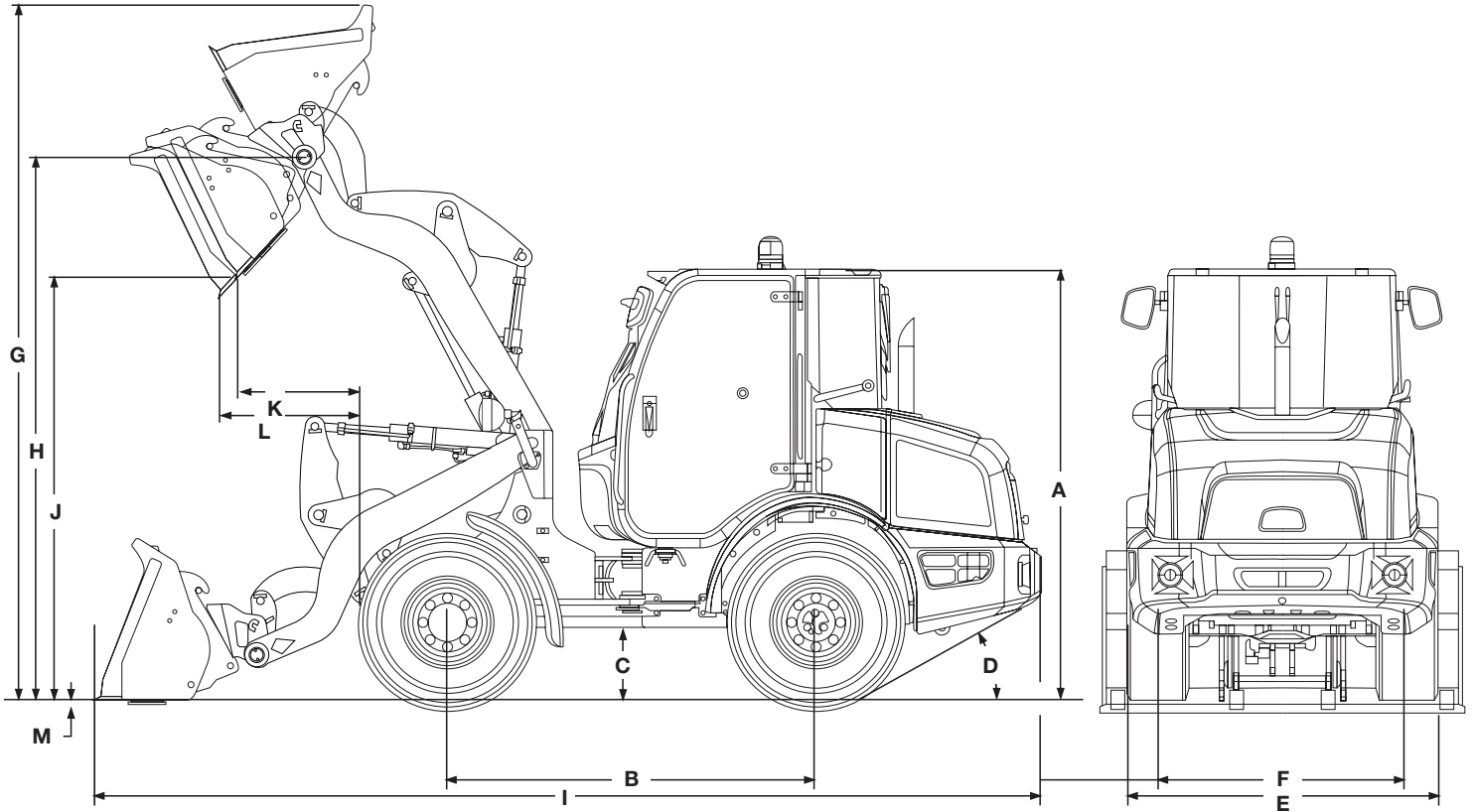
## OTHER SPECIFICATIONS

Lift cylinders	Two (2)
Bore diameter	3.25 in (82.5 mm)
Rod diameter	1.97 in (50.0 mm)
Stroke	29.57 in (751.0 mm)

Tilt cylinder:	
Bore diameter	3.49 in (88.7 mm)
Rod diameter	2.25 in (57.1 mm)
Stroke	19.96 in (507.0 mm)

Loader:  
 Z-Bar loader linkage  
 Single control for lift and tilt  
 Positive hold float  
 Hydraulic attachment coupler:  
 Skid steer compatible/horizontal  
 pin compatible

Cycle time:	
Z-Bar:	
Raise w/ rated bucket load	5.8 sec
Dump w/ rated bucket load	1.7 sec
Lower – empty	3.8 sec



Line drawings are for illustrative purpose only and may not be exact representation of unit.

## DIMENSIONS

A. Height to top of ROPS cab	105.5 in (2 680 mm)
B. Wheelbase	87.6 in (2 225 mm)
C. Ground clearance under shaft	19.4 in (493 mm)
Ground clearance under axles	14.6 in (370 mm)
D. Angle of departure	32°
Width:	
E. Overall without bucket	73.2 in (1 860 mm)
F. Centerline tread	59.1 in (1 500 mm)
Turning radius – outside	157.0 in (3 987 mm)
Turning angle:	
From center	40°
Total angle	80°
Rear axle oscillation – total	20°

## PERFORMANCE SPECS

<b>321F Z-Bar</b>	<b>1.3 yd<sup>3</sup> GP (1.0 m<sup>3</sup>) GP Bucket with Bolt-on Edge</b>	<b>1.7 yd<sup>3</sup> GP (1.3 m<sup>3</sup>) LM Bucket with Bolt-on Edge</b>
ISO bucket capacity – struck	1.05 yd <sup>3</sup> (0.8 m <sup>3</sup> )	1.44 yd <sup>3</sup> (1.1 m <sup>3</sup> )
Heaped	1.31 yd <sup>3</sup> (1.0 m <sup>3</sup> )	1.70 yd <sup>3</sup> (1.3 m <sup>3</sup> )
Bucket width – outside	82.7 in (2 100 mm)	82.7 in (2 100 mm)
Bucket weight – includes coupler and added components	1,045 lb (474 kg)	1,142 lb (518 kg)
<b>G.</b> Operating height – fully raised with spillguard	176.0 in (4 471 mm)	182.1 in (4 626 mm)
<b>H.</b> Hinge pin height – fully raised	133.7 in (3 395 mm)	133.7 in (3 395 mm)
<b>I.</b> Overall length – bucket level on ground	234.3 in (5 952 mm)	237.6 in (6 036 mm)
Dump angle – fully raised	45°	47°
<b>J.</b> Dump height – fully raised, 45° dump	98.1 in (2 493 mm)	96.0 in (2 438 mm)
<b>K.</b> Bucket reach – fully raised, 45° dump	39.5 in (1 003 mm)	43.1 in (1 095 mm)
<b>L.</b> Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump	53.0 in (1 347 mm)	55.0 in (1 396 mm)
<b>M.</b> Dig depth	3.3 in (83 mm)	3.2 in (83 mm)
Operating Load (ROC) - ISO	4,265 lb (1 934 kg)	4,316 lb (1 958 kg)
Maximum material density – ISO	3,261 lb/yd <sup>3</sup> (1 935 kg/m <sup>3</sup> )	2,538 lb/yd <sup>3</sup> (1 506 kg/m <sup>3</sup> )
Tipping load – ISO:		
Straight	10,301 lb (4 672 kg)	10,255 lb (4 652 kg)
40° turn	8,530 lb (3 869 kg)	8,632 lb (3 916 kg)
Lift capacity:		
Full height	8,354 lb (3 789 kg)	8,253 lb (3 744 kg)
Maximum reach	10,503 lb (4 764 kg)	10,406 lb (4 720 kg)
Ground	13,163 lb (5 970 kg)	12,975 lb (5 885 kg)
Breakout force with tilt cylinder	10,076 lb (4 570 kg)	9,021 lb (4 092 kg)
Maximum rollback:		
@ Ground	37°	37°
@ Carry position	44°	44°
@ Maximum reach	54°	53°
@ Full height	53°	53°
Maximum grading angle with bucket – back dragging	65°	66°
Loader clearance circle with bucket	373.9 in (9 496 mm)	376.1 in (9 554 mm)

## FORKS

<b>321F Z-Bar</b>	
Fork length	47.2 in (1 200 mm)
Fork weight – includes coupler	394 lb (869 kg)
Operating load – level ground	4,998 lb (2 267 kg)
Operating mass	13,468 lb (6 109 kg)
Tipping load – straight	7,372 lb (3 344 kg)
Tipping load – 40° turn	6,247 lb (2 834 kg)
Fork load center	19.7 in (500 mm)

## STANDARD EQUIPMENT

### OPERATOR ENVIRONMENT

See page 1

### ENGINE

FPT F5H FL463 A  
Fuel filter with water trap  
Dual element air cleaner

### LOADER

See page 2

### DRIVETRAIN

4-wheel drive  
Open – front and rear axles  
Hydrostatic transmission  
Single joystick with electronic speed shift control  
F/N/R switch and proportional loader control  
Outboard planetary axles  
Hydraulic wet disc brakes  
Mechanical parking brake

### HYDRAULICS

3-spool loader control valve  
3 Diagnostic quick couplers  
Adjustable electro hydraulic (EH) loader controls  
Smooth, moderate & aggressive settings for both lift and tilt responsiveness:  
Return to Dig  
Hydraulic skid steer compatible coupler  
Connect under pressure connectors  
Remote drain of hydraulic oil  
Aux. Hydraulic drain line coupling  
Auxiliary flow 22.5 gpm @ 3,336 psi  
(85 l/min @ 230 bar)

### OTHER

Front and rear fenders  
Lights:  
2 Front driving headlights – high/low beam  
2 Rear flood lights  
2 Stop tail lights and backup light  
Front and rear turn signal/flash  
Drawbar pin  
Articulation locking pin  
Tie-down and Lift-up point – front and rear  
Backup alarm  
Tool box  
Rotating beacon  
Wired for radio  
Bucket position indicator  
Front electrical socket for powered attachments

## OPTIONAL EQUIPMENT

### OPERATOR ENVIRONMENT

Creep speed 0 – 3.1 mph (5 kph)  
TeleScop adjustable steering column on Deluxe Cab  
Canopy cab  
Rotating beacon  
Limited slip – front and rear axles  
100% lock – front and open rear axles  
Horizontal pin coupler  
Radio, antenna, and speakers

### LOADER

Buckets – see performance data:  
General purpose standard  
General purpose light material  
STD forks  
Auto Ride Control  
Cold weather with Block Heater - Two 680 CCA batteries and Low-temp Hytran oil  
Optional High Flow:  
Max 34.3 gpm @ 3,336 psi  
(Max 130 L/min @ 200 bar)

### TIRES

405/70 R20 SPT9 L2 DUNL  
14.5-20MPT-04 MITAS  
365/80 R20 SPT L2(DL) – Standard  
365/80 R20 EM MITAS  
405/70 R20 EM MITAS  
550/45 R22.5 Flotation Tire  
360/80 Nokian Tri 2 Snow

### OTHER

CASE SiteWatch Telematics  
LED work lights, 2 front and 2 Rear

CaseCE.com

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IMPORTANT: CASE Construction Equipment Inc. reserves the right to change these specifications without notice and without incurring any obligation relating to such change. Availability of some models and equipment builds vary according to the country in which the equipment is used. The illustrations and text may include optional equipment and accessories and may not include all standard equipment. Your CASE dealer/distributor will be able to give you details of the products and their specifications available in your area.



CASE Construction Equipment is biodiesel-friendly. NOTE: All engines meet current EPA emissions regulations. All specifications are stated in accordance with SAE Standards or Recommended Practices, where applicable.



Always read the Operator's Manual before operating any equipment. Inspect equipment before using it, and be sure it is operating properly. Follow the product safety signs and use any safety features provided.

Form No. CCE202302321F  
Replaces Form No. CCE202212321F

321F

**LEGISLATIVE HISTORY**

Introduced by:

Date:

Action:

Vote:

Yes:

No:

--	--

CITY OF PALMER, ALASKA

**Resolution No. 24-019**

**A Resolution of the City Council of the City of Palmer, Alaska, Authorizing the City of Palmer to Appropriate Funds from the Unassigned Net Position of the Water and Sewer Fund in the Amount Not to Exceed \$139,949.41 to Purchase of a new Case 321F Compact Wheel Loader from Yukon Equipment, Inc.**

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 of the City, and the City has determined that the matters set forth in this resolution are not prohibited by law or the charter; and

WHEREAS, the City's Current inventory of equipment cannot support the increased demands of road maintenance and water/sewer maintenance; and

WHEREAS, the City's current Wheel Loader is too large for projects at the Wastewater Treatment Facility and for conducting fire hydrant maintenance; and

WHEREAS, it is required and necessary and in the best interest of the City and its residents that the City authorize the transfer of these funds for the purposes described in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, the Palmer City Council hereby appropriates funding from the Unrestricted Net Position, fund reserves for the Purchase of a new Case 321F Compact Wheel Loader from Yukon Equipment, Inc., in an amount not to exceed \$139,949.41.

**Approved** by the Palmer City Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk



I. 1.

**Palmer City Council Meeting**

**Meeting Date:** 04/09/2024  
**Submitted For:** Jude Bilafer, Public Works Director  
**Department:** Public Works  
**Agenda Category:** Action Memorandum  
**Legislation Number:** AM 24-018

---

**Subject**

Authorizing the City Manager to Negotiate a Contract with H5 Construction, LLC in the Amount of \$2,014,304.38 for the Bogard Road Booster Station

**Summary Statement/Background**

In 2016, a project to build a water booster station to extend City of Palmer water lines/service along Bogard Road to supply water to Colony High School and Colony Middle School was undertaken. Design and site preparation commenced and were completed in 2017. However, funding was exhausted, and the actual booster station was not constructed. In 2023, the City of Palmer received a federal grant via the Matanuska-Susitna Borough to complete this water booster station project. The project was advertised on February 16, 2024 and is expected to be completed during the summer of 2024.

**Administration's Recommendation:**

Approve Action Memorandum No. 24-018.

---

**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$2,014,304.38  
**Legislation creates expenditure in the amount of:** \$2,014,304.38  
**Budgeted Y/N?:** Y  
**Line Item(s):** 24-01-25-6226 Bogard Booster Station Construction

---

**Attachments**

HDL Letter of Recommendation  
Notice of Intent to Award  
Protest Determination Letter

---

March 7, 2024

Jude Bilafer  
 Director of Public Works  
 City of Palmer  
 231 West Evergreen Avenue  
 Wasilla, AK 99645

**Subject:** Recommendation of Award  
 Construct Bogard Road Booster Station

We have reviewed the bids submitted for the above-referenced project. We have noted no errors in extended prices between bid proposal pages and bid items.

The bid totals for each schedule and the corresponding contractor rankings are summarized below:

**Table 1: Contractor Bid Rankings for Base Bid (Schedule A)**

Rank	Contractor	Base Bid
1	Orion Construction Inc.	\$1,996,474.00
2	H5 Construction, LLC	\$2,000,804.38
3	Roger Hickel Contracting, Inc.	\$2,885,474.00
4	Wolverine Supply, Inc.	\$3,569,474.00

**Table 2: Contractor Bid Rankings Total Bid (Schedule A + Schedule B)**

Rank	Contractor	Total Bid
1	Orion Construction Inc.	\$2,006,474.00
2	H5 Construction, LLC	\$2,014,304.38
3	Roger Hickel Contracting, Inc.	\$2,899,474.00
4	Wolverine Supply, Inc.	\$3,592,474.00

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

*Construct Bogard Road Booster Station*  
*March 7, 2024*

Based on our understanding of the intent to award Schedule B, we recommend award of the contract to Orion Construction Inc. for the Total Bid pending approval of funding.

Please contact us if you need anything further.

Sincerely,

HDL Engineering Consultants, LLC



Lyon Kopsack, PE

Civil Engineer

e: lkopsack@HDLalaska.com | o: 907.746.5230

**Attach:** Bid Tabulation (1 page)

**CITY OF PALMER**  
**Construct Bogard Road Booster**  
**BID SUMMARY**

**SUMMARY**

Schedule	Wolverine Supply, Inc.	H5 Construction, LLC	Roger Hickel Contracting, Inc.	Orion Construction Inc.
<b>Calculated Schedule A Total</b>	<b>\$3,569,474.00</b>	<b>\$2,000,804.38</b>	<b>\$2,885,474.00</b>	<b>\$1,996,474.00</b>
As Submitted Schedule A Total	\$3,569,474.00	\$2,000,804.38	\$2,885,474.00	\$1,996,474.00
Difference Schedule A	\$0.00	\$0.00	\$0.00	\$0.00
Calculated Schedule B Total	\$23,000.00	\$13,500.00	\$14,000.00	\$10,000.00
As Submitted Schedule B Total	\$23,000.00	\$13,500.00	\$14,000.00	\$10,000.00
Difference Schedule B	\$0.00	\$0.00	\$0.00	\$0.00
<b>Calculated Total Bid</b>	<b>\$3,592,474.00</b>	<b>\$2,014,304.38</b>	<b>\$2,899,474.00</b>	<b>\$2,006,474.00</b>
As Submitted Total Bid	\$3,592,474.00	\$2,014,304.38	\$2,899,474.00	\$2,006,474.00
Difference Schedule B	\$0.00	\$0.00	\$0.00	\$0.00





**DEPARTMENT OF PUBLIC WORKS**

Jude Bilafer  
Director

Phone: (907) 761-1350  
Fax: (907) 745-3203  
Email: jbilafer@palmerak.org

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

March 7, 2024

**TO:** Orion Construction Inc.  
H5 Construction, LLC  
Roger Hickel Contracting, Inc.  
Wolverine Supply, Inc.

**RE: NOTICE OF INTENT TO AWARD - 2024 Construct Bogard Road  
Booster Station Project**

This is the City of Palmer’s Notice of Intent to Award the contract for the 2024 Construct Bogard Road Booster Station Project to Orion Construction Inc. at the Palmer City Council meeting scheduled at 6:00 p.m., April 9<sup>th</sup>, 2024, in the Council Chambers at Palmer City Hall, 231 W. Evergreen Ave., Palmer, Alaska 99645.

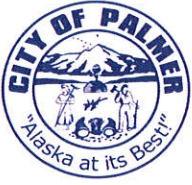
Four bids were received, and upon review, it was determined Orion Construction Inc. had the lowest responsible, responsive bid. The bid tabulations are attached to this NOIA.

In accordance with Palmer Municipal Code 3.21.290 B., a protest based upon alleged improprieties in an intended award of a contract must be filed with the Palmer City Manager (with a copy previously served upon the intended awardees) within two business days after the issuance of this notice of intent to award - in this case, by 5 p.m., Monday, March 11<sup>th</sup>, 2024. Failure to meet this timeline shall constitute a waiver of the protesting party’s rights and a bar on any further action regarding this matter.

Sincerely,

Jude Bilafer  
Director of Public Works, City of Palmer

**Attachment – 2024 Construct Bogard Road Booster Station Project  
Recommendation of Award and Bid Summary**



## DEPARTMENT OF PUBLIC WORKS

Jude Bilafer  
Director

Phone: (907) 761-1350  
Fax: (907) 745-3203  
Email: jbilafer@palmerak.org

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

March 13<sup>th</sup>, 2024

TO: Orion Construction Inc.  
H5 Construction, LLC  
Roger Hickel Contracting, Inc.  
Wolverine Supply, Inc.

RE: City of Palmer's Determination of H5 Construction LLC's, Protest of the City of Palmer's Notice of Intent to Award 2024 Construct Bogard Road Booster Station Project

### **BACKGROUND**

On February 10<sup>th</sup>, 2024, the City of Palmer (City) issued an Invitation to Bid (ITB) for the 2024 Construct Bogard Road Booster Station Project (Attachment 1). The ITB set forth the description of the work and all associated requirements for the project, established a pre-bid meeting time and date, and established the bid opening time and date. The ITB also stated that the City reserves the right to reject any and all bids, and to waive irregularities and formalities in any of the bids when in the best interest of the City. All bids received were opened on March 6<sup>th</sup>, 2024, at 2:00pm in the Palmer City Council Chambers.

In response to the ITB, the City received four bids (Attachment 2). Attending the bid opening on March 6<sup>th</sup> were City employees, representatives from HDL Engineering Consultants, LLC (HDL), and one representative from each bidder. After the four sealed bids were opened, the Public Works Director stated that the apparent low bidder was Orion Construction Inc; however, a final determination would be made once the actual bids were reviewed to ensure they complied with the ITB. Upon review of the four bids, Orion Construction Inc. was determined to be the lowest responsive bid (Attachment 2).

On March 7<sup>th</sup>, 2024, the City issued a Notice of Intent to Award the 2024 Construct Bogard Road Booster Station Project to Orion Construction Inc., whereupon, in accordance with Palmer Municipal Code (PMC) 3.21.290 B., H5 Construction, LLC, filed a bid protest on March 11<sup>th</sup>, 2024. (Attachment 3).

H5 Construction, LLC, states in their protest letter –

“We believe that upholding the integrity of the bidding process is paramount and that all participants should be required to adhere strictly to the stipulated bid submission criteria. As such, we respectfully request a re-evaluation of the bids submitted, taking into

account the precedence of the bidder's checklist as the definitive source for required documentation. The ITB clearly delineates the bidder's checklist as the document of precedence in cases of discrepancy or conflict with other bid documents. This prioritization is explicitly stated in the ITB in the first paragraph of the Bidders Checklist "BIDDERS BE ADVISED," ensuring that there is no ambiguity regarding the necessity for bidders to comply fully with the checklist requirements."

### FINDINGS

The following evidence is provided to support the City's ultimate conclusions:

- Page 452 of the ITB, BIDDER'S CHECKLIST, Para 1. General states: "Bidders are advised that, notwithstanding any instructions or implications elsewhere in this Invitation to Bid, only the documents shown and detailed on this sheet need be submitted with and made part of their bid. Other documents may be required to be submitted after bid time, but prior to award. Bidders are hereby advised that failure to submit the documents shown and detailed on this sheet shall be justification for rendering the bid nonresponsive. Evaluation of bids for responsiveness shall be accomplished in accordance with Palmer Municipal Code.
- Additionally stated on that same page: "Only the following listed items as marked with an "X" are required to be completely filled out and submitted with the bid."
  - X   Bid proposal consisting of four pages, BP-1 through BP-4. BP-1 must be manually signed.
  - X   Erasures or other changes made to the Bid Proposal Sheet must be initialed by the person signing the bid.
  - X   Bid bond, certified check, cashier's check, money order or cash shall be submitted with the bid in the amount of 10% of the bid.
  - X   All Addenda issued shall be acknowledged in the space provided on the Bid Proposal sheet or by manually signing the Addenda sheet and submitting it prior to the bid opening in accordance with Palmer Municipal Code.
  - X   Bidder Qualification Form
  - X   Subcontractors & Suppliers List
  - MBE/WBE Compliance Statement
- Page 464 of the ITB, SUBCONTRACTORS & SUPPLIERS LIST, states "The Successful Bidder shall submit the data requested below by the end of the second business day following Bid opening. Use additional pages as required."

In accordance with PMC 3.21.170 F, the findings above have been based solely on criteria set forth in the ITB.

### CONCLUSIONS

A public procurement authority has broad discretion to reject any and all bids, or to waive irregularities when it determines that such action would be in its best interest. To

determine whether the rejection of a bid is in the best interest of the procurement authority, an analysis of the totality of the circumstances surrounding the transaction must be examined. In this case, Orion Construction Inc. did not timely submit a Subcontractors & Suppliers List as prescribed in the Bidder's Checklist. The Bidder's Checklist form clearly states:

*"Bidders are advised that, notwithstanding any instructions or implications elsewhere in this Invitation to Bid, only the documents shown and detailed on this sheet need be submitted with and made part of their bid. Other documents may be required to be submitted after bid time, but prior to award. Bidders are hereby advised that failure to submit the documents shown and detailed on this sheet shall be justification for rendering the bid nonresponsive.*

### **DETERMINATION**

After an in-depth review, to include the legal aspects of the directions listed on the Bidder's Checklist and on the Subcontractors & Suppliers List, the determination was made that the Bidder's Checklist form supersedes and takes precedence over every other potentially conflicting guidance. This point is clearly stated on the Bidder's Checklist. Orion Construction failed to include all the documents as specified on the Bidder's Checklist. As a result of this missing required document, the bid packet submitted by Orion Construction Inc is deemed incomplete and therefore nonresponsive.

H5 Construction, LLC's, Bid Protest dated March 11<sup>th</sup>, 2024, is SUSTAINED. Orion Construction Inc's bid is nonresponsive and as such, will not be considered. An updated Notice of Intent to award will be mailed separately indicating the successful bidder.

This is the final decision of the purchasing officer. This decision may be appealed. If you appeal, you must deliver your appeal, along with \$250, to the City clerk within three business days after service by fax or otherwise of the purchasing officer's decision.

Sincerely,



Jude Bilafer  
Director of Public Works, City of Palmer

Attachment 1 – Invitation to Bid  
Attachment 2 – Bid Tabulation / Lowest Responsive Bid Determination  
Attachment 3 – H5 Construction, LLC Protest Letter

**CITY OF PALMER**

**Invitation to Bid**

**Construct Bogard Road Booster Station**

The City of Palmer is requesting bids from qualified contractors for the construction of the Bogard Road Booster Station as more fully described in the Contract Documents.

Sealed bids, in single copy, for furnishing all labor, equipment and materials and performing all work for the above project are hereby invited and must be received prior to **2:00 pm local time on WEDNESDAY, MARCH 6, 2024**, at Palmer City Hall, 231 W. Evergreen Avenue, Palmer, Alaska, at which time bids will be opened publicly and read aloud. Time of receipt will be as determined by the Customer Service Counter time stamp.

Proposals received after the time specified will be returned to the Contractor unopened. Facsimile or email or any other electronic media submittals will not be accepted.

A non-mandatory pre-bid meeting will be held at the above address on **TUESDAY, FEBRUARY 20, 2024, at 10:00 am**. A site visit will follow. Submit all questions in writing to Crystal Dermer ([cdermer@palmerak.org](mailto:cdermer@palmerak.org)) by **WEDNESDAY, FEBRUARY 21, 2024, by 5:00 pm**.

This is a bonded, public works project. Contractors are required to be licensed by the City and State and shall comply with Title 36 wage rates. A bid guarantee is required with each bid in the amount of 10% of the base bid amount. Successful bidder will be required to provide separate payment and performance bonds and a labor and material payment bond each in the amount equal to 100% of the contract price.

Contract Documents will be available starting FEBRUARY 14, 2024, in electronic format only. Documents may be obtained from the City of Palmer website at <https://www.palmerak.org/bids>.

For additional info, contact the Palmer Public Works office at (907) 745-3400.

The City reserves the right to reject any or all bids and to waive irregularities or informalities in any of the bids.

John Moosey  
City Manager



March 7, 2024

Jude Bilafer  
 Director of Public Works  
 City of Palmer  
 231 West Evergreen Avenue  
 Wasilla, AK 99645

Civil  
 Engineering

**Subject:** Recommendation of Award  
 Construct Bogard Road Booster Station

Geotechnical  
 Engineering

We have reviewed the bids submitted for the above-referenced project. We have noted no errors in extended prices between bid proposal pages and bid items.

Transportation  
 Engineering

The bid totals for each schedule and the corresponding contractor rankings are summarized below:

**Table 1: Contractor Bid Rankings for Base Bid (Schedule A)**

Rank	Contractor	Base Bid
1	Orion Construction Inc.	\$1,996,474.00
2	H5 Construction, LLC	\$2,000,804.38
3	Roger Hickel Contracting, Inc.	\$2,885,474.00
4	Wolverine Supply, Inc.	\$3,569,474.00

Aviation  
 Engineering

W/WW  
 Engineering

**Table 2: Contractor Bid Rankings Total Bid (Schedule A + Schedule B)**

Rank	Contractor	Total Bid
1	Orion Construction Inc.	\$2,006,474.00
2	H5 Construction, LLC	\$2,014,304.38
3	Roger Hickel Contracting, Inc.	\$2,899,474.00
4	Wolverine Supply, Inc.	\$3,592,474.00

Environmental  
 Services

Surveying &  
 Mapping

Construction  
 Administration

Material  
 Testing

3335 Arctic Boulevard, Suite 100, Anchorage, Alaska 99503  
 1617 S Industrial Way, Suite 3, Palmer, Alaska 99645  
 110 Trading Bay, Unit 120, Kenai, Alaska 99611

907.564.2120  
 907.746.5230  
 907.564.2120

*Construct Bogard Road Booster Station*

*March 7, 2024*

Based on our understanding of the intent to award Schedule B, we recommend award of the contract to Orion Construction Inc. for the Total Bid pending approval of funding.

Please contact us if you need anything further.

Sincerely,

HDL Engineering Consultants, LLC



Lyon Kopsack, PE

Civil Engineer

e: lkopsack@HDLalaska.com | o: 907.746.5230

**Attach:** Bid Tabulation (1 page)



**CITY OF PALMER**  
**Construct Bogard Road Booster**  
**BID SUMMARY**

**SUMMARY**

Schedule	Wolverine Supply, Inc.	H5 Construction, LLC	Roger Hickel Contracting, Inc.	Orion Construction Inc.
<b>Calculated Schedule A Total</b>	<b>\$3,569,474.00</b>	<b>\$2,000,804.38</b>	<b>\$2,885,474.00</b>	<b>\$1,996,474.00</b>
As Submitted Schedule A Total	\$3,569,474.00	\$2,000,804.38	\$2,885,474.00	\$1,996,474.00
Difference Schedule A	\$0.00	\$0.00	\$0.00	\$0.00
Calculated Schedule B Total	\$23,000.00	\$13,500.00	\$14,000.00	\$10,000.00
As Submitted Schedule B Total	\$23,000.00	\$13,500.00	\$14,000.00	\$10,000.00
Difference Schedule B	\$0.00	\$0.00	\$0.00	\$0.00
<b>Calculated Total Bid</b>	<b>\$3,592,474.00</b>	<b>\$2,014,304.38</b>	<b>\$2,899,474.00</b>	<b>\$2,006,474.00</b>
As Submitted Total Bid	\$3,592,474.00	\$2,014,304.38	\$2,899,474.00	\$2,006,474.00
Difference Schedule B	\$0.00	\$0.00	\$0.00	\$0.00



**City of Palmer • City Manager's Office**  
231 W. Evergreen Avenue • Palmer, AK 99645  
Phone: 907-761-1317 Fax: 907-745-0930

### Bid Protest Form

**Please note:** a protest based on alleged improprieties or ambiguities in an invitation to bid or a request for proposals must be filed with the purchasing officer at least 10 days before the due date of the bid or proposal. Failure to meet this time line shall constitute a waiver of the protesting party's rights and a bar on any further action regarding this matter. A protest based upon alleged improprieties in an intended award of a contract must be filed with the purchasing officer with a copy previously served upon the intended awardee within two business days after a notice of intent to award the contract is issued. Failure to meet this time line shall constitute a waiver of the protesting party's rights and a bar on any further action regarding this matter. (Palmer Municipal Code 3.21.290 B)

**Please provide the following information:**

Party filing the appeal Daniel Hacker

Business Name H5 Construction, LLC

Mailing Address 1500 E Bogard Rd

City Wasilla State AK Zip 99654

Business Phone No. 907-357-4711

Business Fax No. --

Business Physical Address 1500 E Bogard Rd

City Wasilla State AK Zip 99654

Contact Name Daniel Hacker Phone No. 907-357-4711

Invitation to Bid Number 24-01

Please provide a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents, and the form of relief requested:

We believe that upholding the integrity of the bidding process is paramount and that all participants should be required to adhere strictly to the stipulated bid submission criteria. As such, we respectfully request a re-evaluation of the bids submitted, taking into account the precedence of the bidder's checklist as the definitive source for required documentation.

Thank you for your attention to this matter. We trust that the city of Palmer will take the necessary steps to ensure that the procurement process remains fair, transparent, and in accordance with the established guidelines. Should you require any further information or wish to discuss this protest in greater detail, please do not hesitate to contact me.



**CERTIFICATE UNDER OATH**

I, Daniel Hacker (printed name), do hereby depose and state:

- 1. That I, as protester, am the authorized representative of the firm filing this bid protest;
- 2. That the claim to protest the award of the bid referenced above is made in good faith;
- 3. That the supporting data are accurate and complete to the best of my knowledge and belief.

IN WITNESS, WHEREOF, I have hereunto affixed my signature this 8th day of March, 2024.

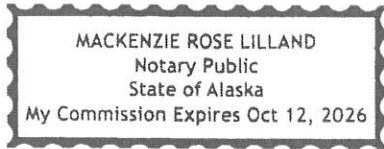
Signed: 

(State of Alaska )  
( )  
(Third Judicial District)

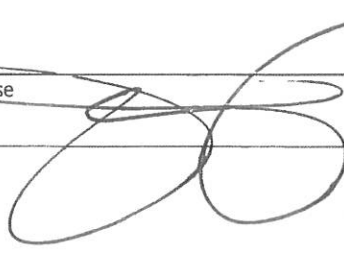
On this 8<sup>th</sup> day of March, 2024, before me, the undersigned notary public, personally appeared Daniel Hacker known to me to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

Signature: Mackenzie Rose Lillard

My Commission Expires: 10/12/2026



Date received: 03-11-2024 For-Office Use Received by: \_\_\_\_\_

  
JOHN MOOSEY  
CITY MANAGER



1500 Bogard Road  
Wasilla, Alaska 99654  
Ph. 907-357-4711

March 8, 2024

Dear Jude,

I am writing on behalf of H5 Construction to formally announce we will be protesting the outcome of the bidding process for Palmer Booster Station particularly regarding the selection of the apparent low bidder.

Upon review of the bid documents submitted by the apparent low bidder at time of opening, it was evident that their submission was non-responsive to the requirements explicitly outlined in the ITB. Specifically, **the low bidder failed to provide all necessary documentation as mandated by the bidder's checklist**, a critical component of the bid submission package. They should have been removed immediately and they should be the ones filing a protest not H5.

The ITB **clearly** delineates the bidder's checklist as the document of precedence in cases of discrepancy or conflict with other bid documents. This prioritization is explicitly stated in the ITB in the first paragraph of the Bidders Checklist "BIDDERS BE ADVISED," ensuring that there is no ambiguity regarding the necessity for bidders to comply fully with the checklist requirements. Please note, all bids submitted other than the apparent low followed the guidelines.

The claim of a direct conflict between the bid form and the bidder's checklist does not hold, given **the ITB's clear stipulation that the bidder's checklist takes precedence over all other documents**. This precedence is established to prevent exactly this kind of dispute and to ensure that all bidders are held to a uniform standard of documentation and compliance!

In light of this, we request that City of Palmer review the bid submission against the requirements set forth in the bidder's checklist. Given their failure to meet the clearly defined and prioritized requirements, their bid should be deemed non-responsive, and they should be disqualified from consideration for Palmer Booster Station.

We believe that upholding the integrity of the bidding process is paramount and that all participants should be required to adhere strictly to the stipulated bid submission criteria. As such, we respectfully request a re-evaluation of the bids submitted, taking into account the precedence of the bidder's checklist as the definitive source for required documentation.

Thank you for your attention to this matter. We trust that the city of Palmer will take the necessary steps to ensure that the procurement process remains fair, transparent, and in accordance with the established guidelines. Should you require any further information or wish to discuss this protest in greater detail, please do not hesitate to contact me.

Sincerely,

Daniel Hacker

*"Excellence is not an Act it is a HABIT"*

## BIDDER'S CHECKLIST

### INSTRUCTIONS TO BIDDER

#### I. GENERAL

Bidders are advised that, <sup>\*</sup> notwithstanding any instructions or implications elsewhere in this Invitation to Bid, only the documents shown and detailed on this sheet need be submitted with and made part of their bid. Other documents may be required to be submitted after bid time, but prior to award. Bidders are hereby advised that failure to submit the documents shown and detailed on this sheet shall be justification for rendering the bid nonresponsive. Evaluation of bids for responsiveness shall be accomplished in accordance with Palmer Municipal Code.

#### II. REQUIRED DOCUMENTS FOR BID

NOTE: "Only the following listed items as marked with an "X" are required to be completely filled out and submitted with the bid."

- Bid proposal consisting of four pages, BP-1 through BP-4. BP-1 must be manually signed.
- Erasures or other changes made to the Bid Proposal Sheet must be initialed by the person signing the bid.
- Bid bond, certified check, cashiers check, money order or cash shall be submitted with the bid in the amount of 10% of the bid.
- All Addenda issued shall be acknowledged in the space provided on the Bid Proposal sheet or by manually signing the Addenda sheet and submitting it prior to the bid opening in accordance with Palmer Municipal Code.
- Bidder Qualification Form
- Subcontractors & Suppliers List
- MBE/WBE Compliance Statement

## H5Construction

---

**From:** H5Construction  
**Sent:** Monday, March 11, 2024 11:26 AM  
**To:** jeffw@orionconstructioninc.com  
**Subject:** Bid protest Palmer Booster Station  
**Attachments:** Palmer Booster Station Bid Protest.pdf



I am writing on behalf of H5 Construction to formally announce we will be protesting the outcome of the bidding process for Palmer Booster Station particularly regarding the selection of the apparent low bidder.


Please see attached.

Thank you.



---

 (907) 357-4711  [contact.us@h5construction.com](mailto:contact.us@h5construction.com)

 1500 E. Bogard Rd. Wasilla, AK 99654

 Integrity • Accountability • Professionalism • Excellence • Safety





K. 1.

**Palmer City Council Meeting**

**Meeting Date:** 04/09/2024

**Submitted For:** Shelly Acteson, City Clerk

**Department:** City Clerk's Office

---

**Subject**

Request to direct the City Manager to get an estimate from Wolf Architecture to provide architectural drawings of a new library building with building costs being no more than \$10 million dollars and utilizing as much of the existing design elements as possible that was based on public input (Council Members Tudor and Melin)  
(If the estimate is available by the April 9 meeting, the Council may take action)

**Summary Statement/Background**

**Administration's Recommendation:**

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**Attachments**

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Request

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**City Council Agenda Item Request Form**

PMC 2.04.100(A) states “The agenda for each meeting shall be prepared by the manager and the clerk after consultation with the mayor. The agenda shall include any discussion item requested in writing and signed by the mayor or two council members. The request shall be made to allow the timeframes of PMC [2.04.075](#).”.

PMC 2.07.007 states “at a regular meeting, two council members may direct the city attorney, the manager or the clerk to prepare legislation, as described in PMC [2.07.005](#), for action at a subsequent meeting; provided, however, the majority of the council may vote to override the direction. The direction and motion to override may occur even though neither is on the agenda.”.

Mayor/Council Member (Print and Sign): <i>Josh Tudor</i>
2 <sup>nd</sup> Council Member Sponsor/Support (Print and Sign): <i>Pamela Melin</i>
Topic Requesting to be Placed on Agenda: <i>To direct the city to get an estimate from Wolf Architecture to provide architectural drawings of a new library building with building costs being no more than \$10 million dollars and utilizing as much of the existing design elements as possible that was based on public input.</i>
Meeting Date Announced Request: <i>2/27/24</i>

**Office Use Only:**

Date Request Received: 2-27-2024 Received By: *Benji Shelly*

Accepted:  Yes  No Direction Given To:  City Manager  City Clerk  City Attorney

Council Meeting Date to be Heard: \_\_\_\_\_