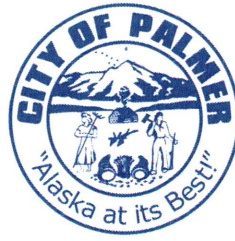




City of Palmer
Parks & Recreation Advisory Board
April 6, 2023



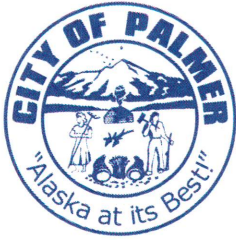
PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
APRIL 6, 2023, 6 P.M.
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.palmerak.org



CHAIR Ryan Richard
VICE CHAIR Vacant
BOARD MEMBER Marilyn Bennett
BOARD MEMBER Richell Carmichael
BOARD MEMBER Lisa Albert-Konecky
BOARD MEMBER Joseph Parreira
BOARD MEMBER Morgan Christensen
BOARD MEMBER Johana McMahan

AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Organization of the Commission
 - 1. Election of Chairman
 - 2. Election of Vice Chairman
- E. Approval of Agenda
- F. Minutes of Previous Meetings
- G. Reports
- H. Audience Participation
- I. Unfinished Business
 - 1. Committee of the Whole: Update and discussion to IM 23-003 Veterans and First Responders Walk (Note: Action may be taken by the Board following the committee of the whole)
 - 2. Discuss IM 23-004 Parks Plan/Donation Policy Implementation Update (Note: action may be taken by the Board following the committee of the whole)
- J. New Business
 - 1. Committee of the Whole: Discuss IM-23-002, Matanuska-Susitna Borough establishment of Metropolitan Planning Organization within an urbanized area (Note: Action may be taken by the Board following the committee of the whole)
- K. Board Member Comments
- L. Adjournment



**CITY OF PALMER
PARKS & RECREATION ADVISORY BOARD
INFORMATION MEMORANDUM 23-003**

SUBJECT: Veterans & First Responder Memorial Update

AGENDA OF: April 6, 2023
July 7, 2022
January 13, 2022

ACTION: Review and Discuss Palmer Veterans & First Responder Memorial

ATTACHMENTS: Parks & Recreational Advisory Board

Summary: **April 2023 update**

The City Council has agreed to meet and have a joint meeting with the Parks and Recreational Advisory Board. Please review the resolution passed supporting Veterans and First Responder Memorial Wall in preparation of the meeting.

November update

The resolution passed by Parks Board was forwarded to the city Clerk. Mayor and Clerk determined that this would be taken up at the joint meeting with city council early in 2023.

City manager placed on the City of Palmer's Capital Improvement list for the Memorial Wall of \$2,000,000.

July update

A resolution for the Board to consider.

The Advisory Board discussed the Veterans and First Responders Memorial project at the last meeting. Some of the discussion points included:

- 1) Pioneer home support;
- 2) financial costs & financing;
- 3) potential designs. Status update from Ryan.

Recommendation: Review resolution.

PALMER PARKS & RECREATIONAL ADVISORY BOARD

RESOLUTION NO. 22-001

A RESOLUTION OF THE PALMER PARKS & RECREATIONAL ADVISORY BOARD ENCOURAGING THE PALMER CITY COUNCIL TO FUND A CONCEPT DEVELOPMENT PLAN FOR A VETERANS/FIRST RESPONDERS MEMORIAL WALL

WHEREAS, the purpose of the city of Palmer Parks & Recreational Advisory Board is to develop, support, and advise the city council on all matters pertaining to city parks, recreation and cultural programs and projects; and

WHEREAS, the Parks & Recreational Advisory Board has discussed the need for recognition of Veterans and First Responders in the City of Palmer; and

WHEREAS, men and women who serve as Veterans/First Responders have gone to extraordinary steps to ensure our communities are safe and secure; and,

WHEREAS, Palmer has invested heavily in infrastructure, including the Community Center (Depot), MTA Events Center, Visitor Information Center, Palmer Airport, parks, bike paths, pedestrian access and downtown beautification projects; and,

WHEREAS, while the City has memorial sites, a comprehensive visually appealing and convenient memorial is desired by Parks & Recreational Advisory Board Members; and,

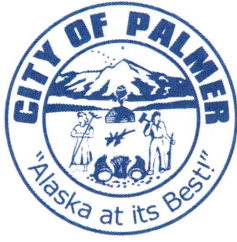
WHEREAS, contact has been made with the State of Alaska Veterans Home and will consider placement of a Veterans/First Responder Memorial Site.

NOW, THEREFORE, BE IT RESOLVED that the City of Palmer Parks & Recreational Advisory Board requests the Palmer City Council fund a Downtown Concept Master Plan with the assistance of a landscape architect and community meetings to determine financial costs and potential designs not to exceed \$5,000.

ADOPTED by the City of Palmer Parks & Recreational Advisory Board this 7th day of July 2022.

Ryan Richard, Chairman

Cotton Gore
Parks and Facility Manager



**CITY OF PALMER
PARKS & RECREATION ADVISORY BOARD
INFORMATION MEMORANDUM 23-004**

SUBJECT: Parks Plan Donation

AGENDA OF: April 6, 2023
April 7, 2022

ACTION: Discuss Parks Plan for Donation Policy implementation.

Attachment(s): Updated City Council Ordinance #22-001

Summary:

April 2023 Update

Staff has had many requests for Park donation items to be placed in various locations around the city. The Parks and Recreation Advisory Board should chose compatible benches and tables to be able to place in accordance with the parks donation policy. A copy of the city council approved policy is included in the packet. Please review the selection criteria for park benches and picnic tables. Approval of the benches and tables the PRAB selects is necessary by city council for implementation. Included are examples of benches and tables. If the board wants to review more fully, please visit parkwarehouse.com or the parkcatalog.com

April 2022

Palmer City Council approved an updated Parks, Recreation and Outdoor Facilities Donation Policy, Ordinance #22-001, on February 22, 2022. Following Ordinance #22-001, a parks plan for donation implementation should be undertaken. This plan should create a clear set of standards for park components and their implementation at the parks:

Each park should include a uniform set of standard park components:

1. Two Benches
 - Concrete Bench
 - Metal Bench
2. Picnic Table
3. Bike Rack
4. Tree Placement Initiative

In line with this policy, a memorial plaque will be placed with the donation of a standard park component. I have contacted several local memorial

plaque vendors to find an appropriate vendor who can consistently supply uniform bronzed memorial plaques. In addition, we have acquired several rocks from Granite to affix memorial plaques to when a suitable park bench, picnic table, or trees donation is made.

Once the standard park components, along with the memorial fixture, have been selected we can add a link to each park's website to encourage contributions and help in the revitalization of the City's park components.

Recommendation: Review city council adopted Ordinance and make approve an administrative recommendation of City of Palmer standard park components and implementation of the parks plan.

LEGISLATIVE HISTORY

Introduced by: City Manager
Date: 2/8/2022
Public Hearing: 2/22/2022
Action: Adopted
Vote: Unanimous

Yes:	No:
Mayor Carrington Melin Combs Valerius Best Daniels Anzilotti	

CITY OF PALMER, ALASKA

Ordinance No. 22-001

An Ordinance of the Palmer City Council Enacting Palmer Municipal Code Chapter 12.30 City of Palmer Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy

WHEREAS, the city has public land that citizens enjoy throughout the year; and

WHEREAS, many citizens and visitors desire to assist and enhance these public lands through donating items; and

WHEREAS, many citizens contribute significantly to the quality of life in Palmer and should be memorialized on public property; and

WHEREAS, the Parks and Recreation Advisory Board (Board) developed and recommends an update to standard operating procedure for accepting and maintaining donations and for accepting memorials for public use at Parks, Recreational, and Outdoor facilities.

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 Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy is hereby enacted to read as follows:

12.30.010 Purpose and intent.

The purpose of this policy is to establish guidelines, standards, and procedures for the acceptance, installation, and care of donated park improvements, including memorial plaques, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, picnic tables, bicycle racks, trees, monuments, memorials, banners, interpretive signs, public art, and other types of park and trails accessories. This policy does not apply to buildings or land. The city desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost. Guidelines established by this policy will apply to all donations made after the effective date of this policy.

Donations will be incorporated into upcoming or ongoing park improvement projects. The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Standards established by this policy will apply to donated equipment, installation techniques, memorial plaques, donation plaques, decoration and long-term care of all donations made after the adoption of this policy. Materials and design of such donations shall be reviewed by the Board;

A. Donations approved by the Board as City Of Palmer (COP) standards item may be accepted by the Parks and Facility Manager.

B. The Board shall forward their recommendation as to the acceptance of the proposed donation to the city Council for final action on any non-standard park and facility donation.

12.30.020 Standards for Donations.

A. Acquisition or Purpose: The city and the community have an interest in ensuring that park and trail elements donated and installed be of high quality related to style, appearance, durability and ease of maintenance. The Board will be responsible for review and approval of material and design of all park elements. The Board may periodically approve COP standard items for park, trail, recreational facilities and outdoor facilities.

B. Appearance and Aesthetics: The city and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements or Memorial Plaques and/or their associated donation acknowledgments should reflect the character of the park or facility. Prior to installation, the Board must determine that all park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

C. Cost: The city has an interest in ensuring that the donor covers the full cost of the donation, installation, and maintenance for the expected life cycle of donated park elements. A separate fee schedule is maintained in which the city will detail costs for donations, installation, and maintenance. The city also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other City Park facilities.

D. Maintenance: Donated Park elements and/or their associated donation plaques or memorial plaques, become city property. Accordingly, the city has the duty to maintain the donation only for the expected life cycle of the donation. (See Section 11 for more information on life cycle.) If current information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

E. Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated Park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

12.30.030 Procedure for Making A Donation.

The City's Community Development office will manage all donations located on City Park, Recreational Facilities, and Outdoor facilities, with the assistance of the Parks Maintenance Crew.

A. Application: Applications are sent to the Community Development office to determine whether a donation may be accepted based upon criteria contained in this policy. Applications are available through the mail or in person at the Community Development office.

12.30.040 Criterial for Acceptance.

A. Park Plan: To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists or a plan exists but does not identify a particular park element proposed for donation then a donation may be accepted if the donation:

- 1) meets a true need of the facility;
- 2) not interfere with the intended current or future use or function of the facility;

3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the city, a facility may be determined to be fully developed and the opportunity for donations would not be available.

B. Donation Plaques: Donation plaques, as approved by the Board, are to be directly affixed to the donation and/or, are to be made of bronze and purchased through the city. Donation plaques will be a maximum 5" x 7" or 2" x 18" inches in size (depending on the donated item), utilize either "Palatine" or "Cheltenham Light" lettering and numbers, have a leatherette or travertine background texture, be of dark brown oxide stain and be manufactured by a city approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, the Board may approve alternative types.

In park bench applications, the donation plaque will be affixed to the front of the seat back of the bench. In picnic table applications, the donation a plaque will be affixed to the table top. In tree installation applications, the donation plaque will be installed on a post or on a stone next to the base of the tree.

C. Notification: It shall be the responsibility of the donor to provide the Community Development office with a current address for purposes of notification regarding their donation.

D. Memorial Plaques: Memorial plaques, as approved by the Parks and Recreation Advisory Board and confirmed by city council are reserved for individuals who, over the course of time, have made a significant contribution to the welfare of a park, recreational facility or outdoor facility. Applications for memorials are submitted by individuals or organizations and are acted upon at the next duly noticed public meeting for the Parks and Recreation Advisory Board. A resolution by the Parks and Recreation Advisory Board is then forwarded to City Council for final resolution. A person memorialized must have been deceased for a minimum of one year, or an event must have occurred a minimum of one year prior, for an application to be submitted. Donated memorial plaques are reserved for individuals/events who have had an instrumental role in the promotion, establishment, maintenance, administration, or leadership of a park, recreational facility or outdoor facility. This may include an organization, member of an organization or an individual who has donated indirectly to the development of a park, recreational facility, or outdoor facility. To accept a memorial plaque for a specific park, recreational facility, or outdoor facility it must meet the Standards for Donations in Section 12.30.020 of the Parks, Recreational and Outdoor Facilities Donation/Memorial Policy. Memorial Plaques as approved by the board shall meet the Criteria for Acceptance set forth in Section 12.30.040 B of the Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy. The memorial plaque must be an element of an adopted memorial area within the park, recreational facility or outdoor facility. If the Memorial is not an element of a memorial area it must:

- 1) meet a true need of the facility;
- 2) not interfere with the intended current or future use or functionality of the facility;
- 3) not require the relocation of other equipment or infrastructure to accommodate the donation;
- 4) have timeless qualities and makes a statement of significance to future generations;
- 5) represent a person or event deemed significant to Palmer's history.

12.30.050 Park Benches, Picnic Tables, & Bicycle Racks.

Park benches, picnic tables, bicycle racks, and playground components may be placed in locations approved by the Board in accordance with an available site plan approved by City Council. Items donated must be of a product approved by the Board, and these items become city property at time of donation.

12.30.060 Trees.

Landscaping and plant selection for park facilities is critical due to the wind conditions, soils, and winter weather in Palmer. Accordingly, location, size and species of tree or trees proposed for donation shall be limited to those reviewed and recommended by the Board. The Board shall forward their recommendation as to the acceptance of the proposed tree(s) to City Council for final action.

Trees will only be accepted for areas with suitable soils for the species and areas that have access to public water supply in place.

A. Minimum Tree Size:

Coniferous trees shall have a minimum height of six feet (6'); and

Deciduous trees shall have a minimum caliper (diameter or thickness) of two inches (2").

B. Prohibited Plant Species:

Acerplatanoides	Norway Maple
Aegopodium podagraria	Bishop's Weed
Berberis sp.	Barberry
Caragana arborescens	Siberian Pea Shrub
Eleagnus sp	Russian Olive
Euonymus alatus	Burning Bush
Fallopia japonica	Japanese Knotweed
Ligistrum sp	Privet
Lonicera japonica	Japanese Honeysuckle
Polygonum sp	Knotweed
Populus alba	White Poplar
Prunus padus	European Bird Cherry
Rosa multiflora	Multiflora Rose
Sorbaria sorbifolia	False Spirea
Sorbus aucuparia	European Mountain Ash
Viburnum opulus	European Cranberry Bush

12.30.070 Monuments.

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City Park facility. Exceptions to this policy are monuments installed by the city commemorating the history and/or dedication of a park facility.

12.30.080 Interpretive & Other Donated Park Signs.

Interpretive and other donated park signs may be accepted when recommended by the Board. The Board shall forward their recommendation as to the acceptance of the proposed sign to City Council for final action. Signs shall be consistent with any adopted city way finding standards may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

12.30.090 Other Donations.

There may be donations possible, other than those expressly listed or contained within this policy. The Board may, at their discretion, review any donation proposal and forward a recommendation. The city may accept those donations subject to approval by the City Council.

12.30.100 Conditions

A. Installation: Installation of donated park equipment will be scheduled at a time and date as determined by parks maintenance crew so as not to unnecessarily interfere with routine park maintenance activities. Placement of the equipment may not pose a safety risk to users of the public space or impede mowing, drainage or public access.

B. Removal and/or Relocation: This section applies to both existing and new donations. The city reserves the right to remove and/or relocate donated park equipment and their associated donation acknowledgments/plaques, when they interfere with site safety, maintenance, or construction activities. In accordance with previously stated procedures in this policy, the city will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition or relocation of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken.

In the event a donation must be permanently removed; the city will, in best effort, seek an alternative location consistent with this policy.

12.30.110 Maintenance and Repair.

The long-term care and maintenance of donated park elements is important to both the donor and the city.

A. Life Cycle Care Fund: The city may require the establishment of the Life Cycle Care Fund to ensure that the city will care for the donation/memorial for the estimated life of the donation/memorial, or until such time the city determines the donation must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy.

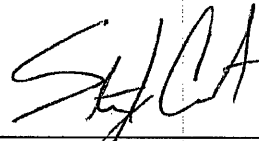
The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase and installation, and the funds estimated to be sufficient, based upon the expected life cycle, for maintenance of the donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

Accordingly, the city will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

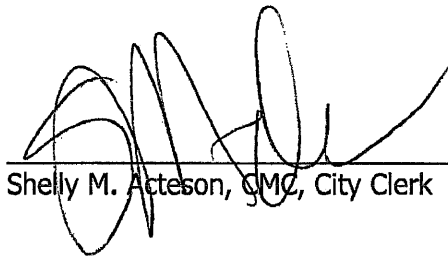
At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation if deemed necessary by the Board and its associated maintenance cost. The city reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the city has not been able to contact the original donor.

Section 4. Effective Date. Ordinance No. 22-001 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this 22nd day of February, 2022.



Steve Carrington, Mayor



Shelly M. Acteson, CMC, City Clerk

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46" Kensington Square Table - ADA

\$3,350.00 / each

Print

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Item # 398-9024

Actual product may vary from image shown.
Please contact an expert for more info: 866-280-9894

Color *

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Frame

Black

Color *

1

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DESCRIPTION

The Kensington Table ADA has 3 seats and features rolled vertical slats seats and table top for soft lines and sleek look.

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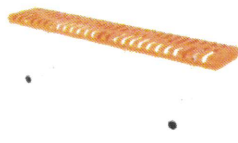
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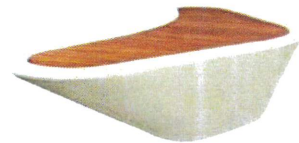
Aluminum Benches



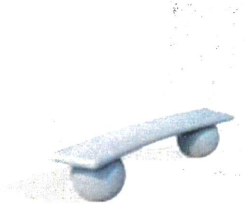
Backless Benches



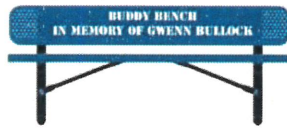
Chairs & Gliders



Concrete Benches



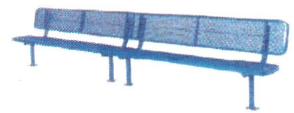
Curved Benches



Custom Laser Cut Benches



Metal Benches



Players Benches



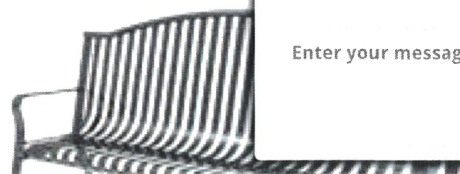
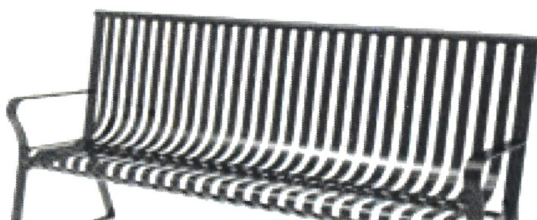
Recycled Plastic Benches



Wooden Benches



Kids Benches



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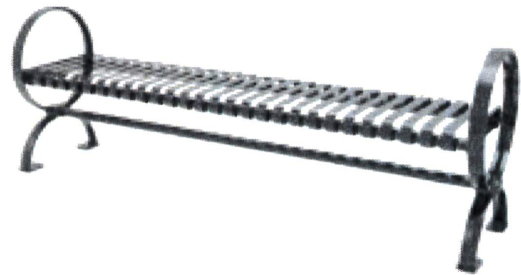
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TeamSupport



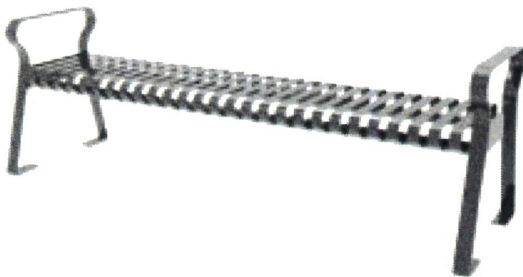
Downtown Strap Metal Bench with Back
\$1,695.00 - \$2,290.00

Skyline Strap Metal Bench - With Arched Back
\$1,761.00 - \$2,377.00



Rolled Steel Strap Bench with Cast Aluminum Ends - ParkTastic
\$1,981.00 - \$2,704.00

Village Strap Metal Bench - Backless - ParkTastic
\$1,844.00 - \$2,510.00



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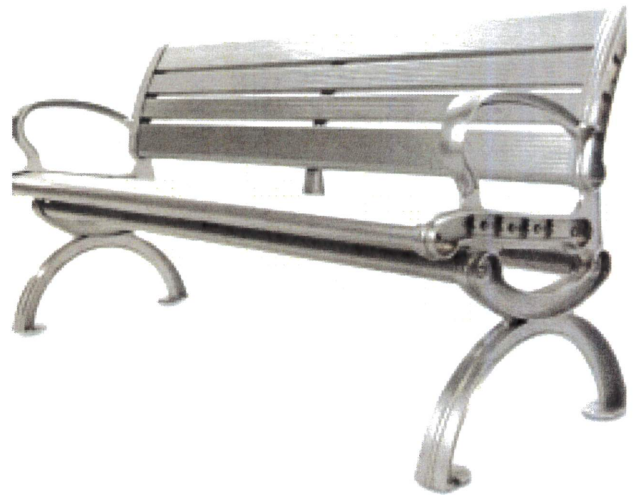
Player's Bench with Back - ParkTastic
\$945.00 - \$1,378.00



Rolled Edge Park Bench with Back - ParkTastic
\$826.00 - \$1,330.00



Strap Metal Bench with Rolled Edges - Backless - ParkTastic
\$534.00 - \$818.00



6' Aluminum Bench with Back - Powder Coated
\$797.00 - \$827.00



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6' Aluminum Bench without Back - Powder Coated
\$617.00 - \$637.00



6' Steel Strap Bench with Curved Back - Powder Coated - Black
\$967.00



6' Steel Strap Bench with Straight Back - Powder Coated - Black
\$957.00

6' Steel Strap Bench without Back
\$697.00 - \$761.00



Malibu Series Recycled Plastic Bench
\$525.00 - \$615.00



E-Series Park Bench with Back
\$590.00 - \$641.00


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Teamwork



**CITY OF PALMER
PARKS AND RECREATION ADVISORY BOARD
INFORMATION MEMORANDUM 23-002**

SUBJECT: Matanuska-Susitna Borough establishment of Metropolitan Planning Organization (MPO)

AGENDA OF: April 6, 2023

Communities with populations of over 50,000 are required by the Federal Government to form an MPO. As a result of the 2020 US Census parts of the Mat-Su borough meet that criteria and must form an MPO.

Staff will provide the Parks and Recreation Advisory Board an overview of the mandatory Metropolitan Planning Organization within an urbanized area of the Matanuska-Susitna Borough. No action is required at this point. This Informational Memorandum is to update the PRAB with the latest information.