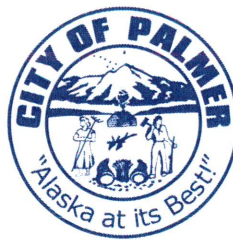




**City of Palmer**  
**Parks & Recreation Advisory Board**  
**July 6, 2023**



**PARKS AND RECREATION ADVISORY BOARD  
REGULAR MEETING  
JULY 6, 2023, 6 P.M.  
CITY COUNCIL CHAMBERS  
231 W. EVERGREEN AVENUE, PALMER  
[www.palmerak.org](http://www.palmerak.org)**



CHAIR Ryan Richard  
VICE CHAIR Richell Carmichael  
BOARD MEMBER Marilyn Bennett  
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. Approval of Agenda
- E. Minutes of Previous Meetings
- F. Reports
- G. Audience Participation
- H. 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)
- I. New Business
- J. Board Member Comments
- K. Adjournment



## Staff Report

**PARKS AND RECREATION ADVISORY BOARD  
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### **Summer 2023 Completed Park Projects**

- Kids Kupboard Shed permanently placed and leveled at A-Moosement Park for free lunches to children, Monday through Friday.



- Church on the Rock, Palmer volunteers repainted the Palmer Skate Park. Additionally, spruced up and painted A-Moosement Park, Sunday, May 21<sup>st</sup> as part of their "Impact Alaska" project.



- Board Member, Joseph Parreira donated landscape mulch for McKechnie Park. Grace Works Alaska group spread the new landscape mulch around the playground equipment at McKechnie Park, Thursday, June 8<sup>th</sup> and celebrated with an ice cream party for all who assisted on the project.



- City Parks employees cleared trees and removed stumps at McKechnie Park to present a more open and inviting environment.
- City Parks employees reclaimed land at Hagen Park along the east side to provide further space for community members to enjoy.
- City Parks employees cleared and removed rotted and hazardous trees from A-Moosement Park.

### **Summer 2023 Planned/Purposed Park Projects**

- Replace damaged split rail fence posts and rails at Wilson Park (Pump Track).

- Update existing parking space at Wilson Park with gravel or asphalt.
- Consider replacing front (east) fence at Bugge Park due to wear and tear damages.
- Place Bill Hermann Tennis Courts rock and plaque on site.

### **Summer 2023 Outstanding Park Projects**

- United Way of Mat-Su and City of Palmer to collaborate and complete installation of new playground equipment on north side of Hagen Park. ExerPlay to construct playground equipment. The City is working on plans for dirt work for the playground installation.

### **Adopt-A-Park Updates**

- Establish additional methods to promote adopt-a-park opportunities to the public.
- Three of seven community parks are currently adopted. Non adopted parks, such as Bugge Park and Palmer Skate Park have still received spring maintenance this year.

### **Sherrod Park Ballfields & Busby/Soule Ballfields**

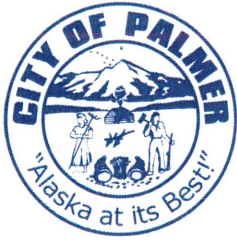
- Both ballfield locations have received extensive dirt work over the summer to reclaim the diamonds and pitching mounds. Big Dipper Construction Inc. was contracted for the work at both locations.
- Tournaments, exhibition games, practices and recreational games are a daily occurrence at both ballfields.

### **MTA Events Center**

- MTAEC has hosted three wrestling tournaments and camps along with a PHS graduation blast since the ice was removed. These four events have a combined revenue total of \$7,650.00
- MTAEC hosted the annual car show lead by Larry Hill from May 5<sup>th</sup>-7<sup>th</sup>.
- MTAEC is requiring maintenance for both compressor units along with the two main heating units in the building. The Zamboni will require maintenance for an oil leak before next season begins.
- Phase 3 of replacing the arena flooring is planned for summer 2023. Phase 3 to include locker rooms 2-4.
- New proposed rates for the upcoming season are:
  1. Paid Gate (Ice) Event (hourly) - \$275.00
  2. Prime Ice (hourly) - \$250.00
  3. Non-prime Ice (hourly) - \$205.00
  4. Curling (hourly) - \$205.00
- Arctic Winter Games 2024 will have exclusive rights to the MTAEC for curling from March 6<sup>th</sup> through March 16<sup>th</sup>.
- We are currently engaged with two separate organizations for new advertising opportunities at the events center. We hope to attract more organizations throughout the hockey season.



**Unfinished Business**



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

**SUBJECT:** Veterans & First Responder Memorial Update

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

**ACTION:** Review and Discuss Palmer Veterans & First Responder Memorial

**ATTACHMENTS:** Parks & Recreational Advisory Board

**Summary:** **July update**

The City Council passed Resolution No: 23-018: the Palmer City Council Supporting the Palmer Parks & Recreational Advisory Board and Funding a Concept Development Plan for a Veterans/First Responders Memorial Wall. They appropriated \$5000 as requested.

The Board needs to formally discuss location, design concepts, developing a scope of work for a landscape architect to prepare schematic designs that would allow for public presentations. If an alternative to Veterans home can be identified, it needs to be communicated with the city council.

Tasks included in a Scope of Work for a landscape architect should include:

- Creation of an Existing Conditions (base map) plan that shows the limits of the project, utilities, and existing features and elements on the site.
- Program Development that lists and prioritizes the need and wishes for this project.
- Creation of a Preliminary Drainage Plan identifying sheet flow (surface water) and stormwater collection areas
- Development of Preliminary Public Involvement Plan identifying activities, dates, and interest groups to provide input and feedback.
- Development of an Opportunities and Constraints Plan (O&C) showing physical and legal constraints, on- and off-site connections, issues, and conflicts, along with potential development opportunities.
- Development of a Schematic Plan showing potential locations for prioritized uses, approximate size areas, and connectivity.

- Creation of two (2) hand-drawn Preliminary Concept Plans that will be used to gather feedback.
- Using feedback as direction, creation of the Final Concept Plan.

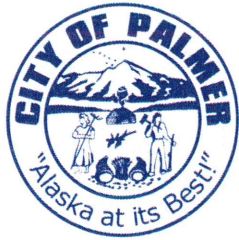
City manager placed on the City of Palmer's Capital Improvement list for the Memorial Wall of \$2,000,000.

#### **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.

**Recommendation: Develop a plan going forward.**





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

**SUBJECT:** Parks Plan Donation

**AGENDA OF:** July 6, 2023  
April 6, 2023  
April 7, 2022

**ACTION:** Discuss Parks Plan for Donation Policy implementation.

**Attachment:** Bench example from The Parks and Facilities Catalog

**Summary:** **July 2023 Update**  
Provided is the bench that Staff would like to purchase which will include a memorial tag. Bring any benches that members would like to consider as an alternative.

**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](http://parkwarehouse.com) or the [parkcatalog.com](http://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: Adopt a city donation standard bench.**



## 6' Essential Series Aluminum Bench with Back- Textured Powder Coated - Black Frame

[Be the first to review this product](#)

(<https://www.theparkcatalog.com/review/product/list/id/2616329/category/2421/#review>)

**\$797.00**

Quick Overview

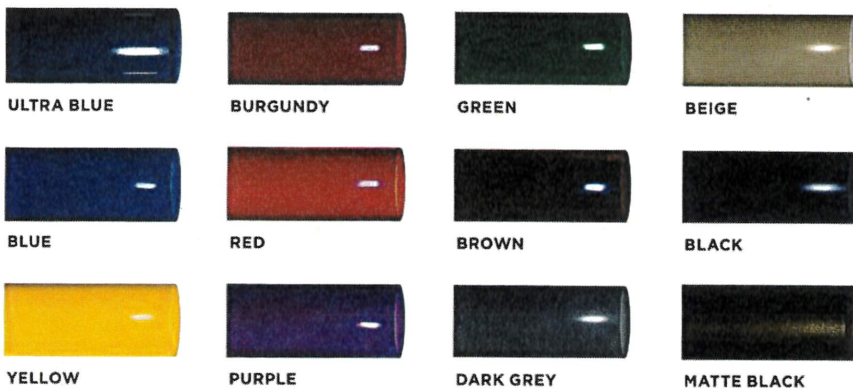
AVAILABLE FOR **QuickShip** 

*\*QuickShip is available with a quantity of 10 or less per sku*



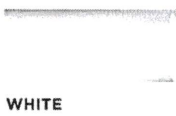
THE PARK AND FACILITIES CATALOG  
THERMOPLASTIC COLORS

- Superior Adhesion
- Resistance to Cutting and Vandalism
- No Runs or Drips
- Smooth Finish Prevents Mold and Mildew
- Easily Repaired
- UV Protection
- Environmentally Friendly



STANDARD POWDER COAT COLORS

The steel framework used in The Park and Facilities product line delivers one of the industry's most durable protective coatings. The Park and Facilities Catalog further enhances the durability by applying a superior powder coated finish. The process provides five layers of protection from harmful environmental elements, with very little maintenance.

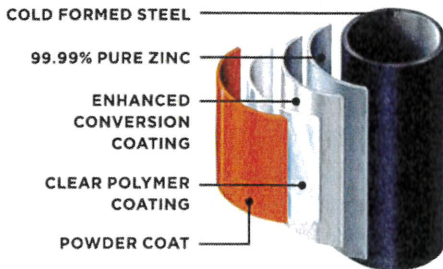


WHITE



PREMIUM POWDER COAT COLORS

- Additional upcharge



STANDARD POWDER COAT

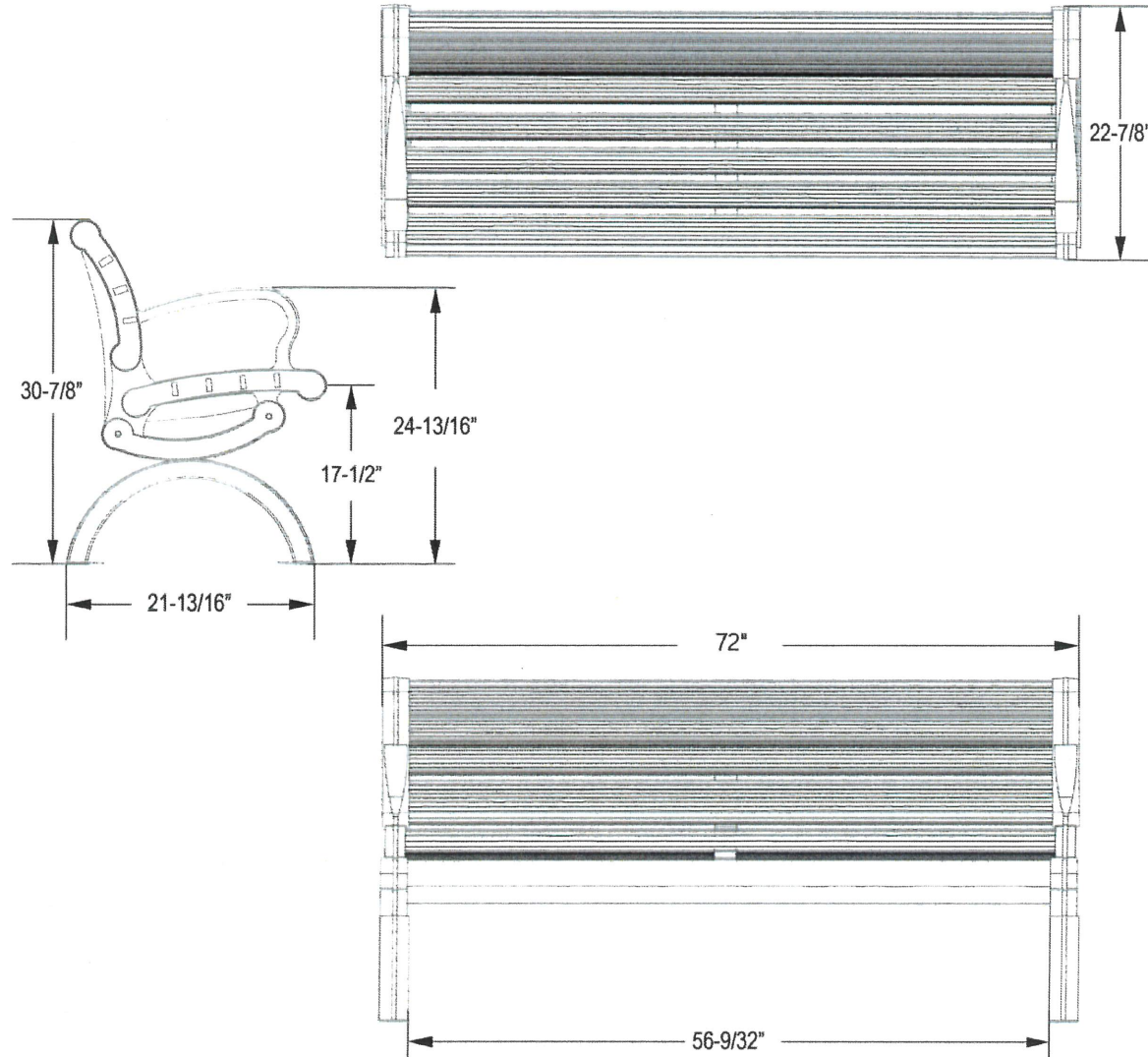
- Uniform coating
- Durability
- High-quality
- Attractive finish



HOT-DIP GALVANIZED

- Galvanized both inside and out
- Superior four-layer adhesion bond
- Excellent abrasion resistance
- Provides cathodic protection to the underlying steel
- Increases the useful life of steel

6' Essential Series Aluminum Bench with Black Textured Powder Coated Back - Black  
593-9101

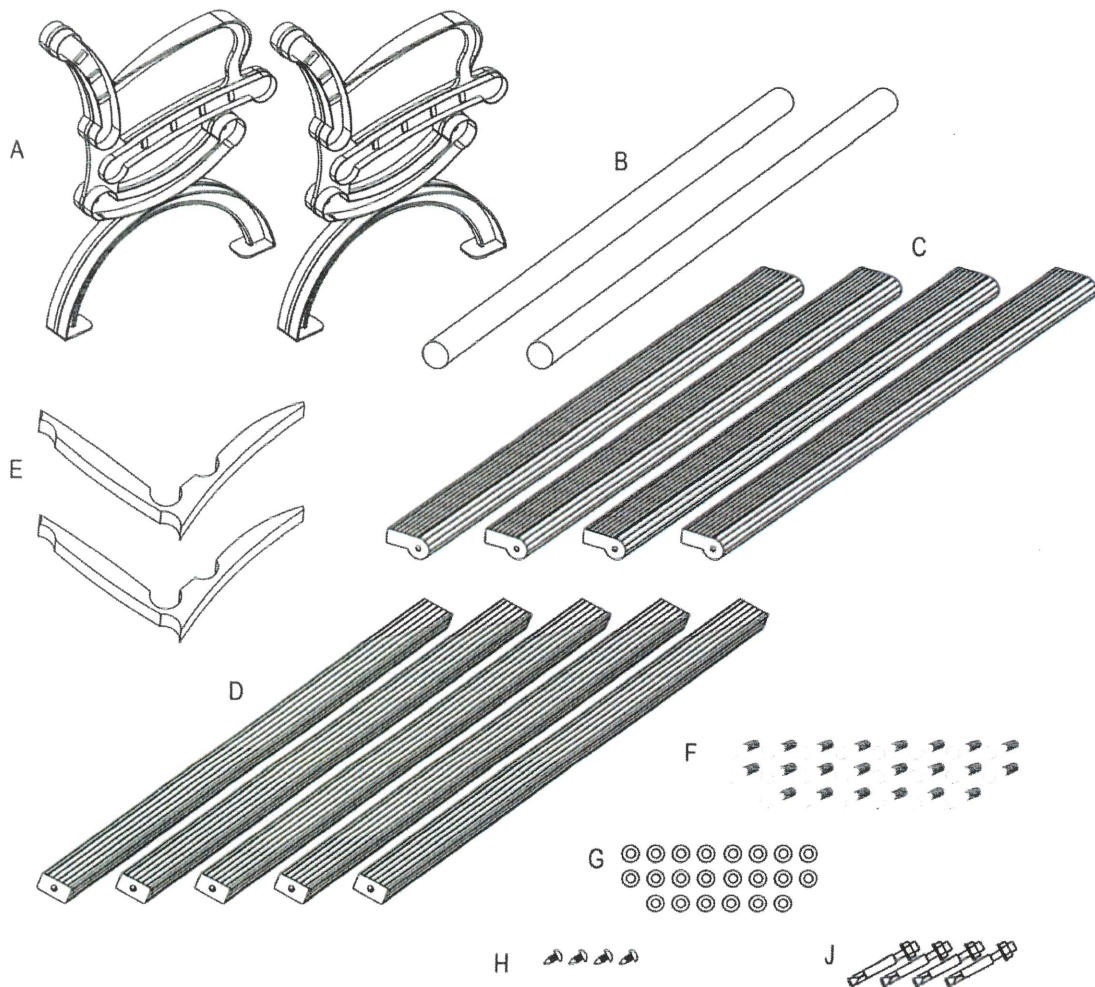


## Safety Warnings & Equipment Inspection

- Owners and installers please note these safety warnings and make use of this checklist on a regular basis.
- Follow installation instructions when erecting equipment.
- Ground surfaces around equipment should be restored as needed. Concrete footings should never be exposed. Surface depth should comply with ASTM and CPSC specifications.
- Check for and repair damage caused by wear or vandalism, a major factor in injury causing situations.
- All protruding bolts should be covered or cut off and finished smooth. Sharp edges on pipes should be capped or removed. Check for bent, broken, or severely worn pipe, and replace.
- All equipment should be free of rust and repainted whenever necessary to deter rusting.
- We provide our customers with layout sheets and installation instructions. Please keep on file the specifications sheet that contains the listing of every part used.
- Never add components not intended for use with this product.
- Regular maintenance is necessary in this and all park and recreational equipment to insure the safety of the user.
- Note: Proper maintenance of equipment requires regular tightening of all bolts, nuts, and setscrews.
- Note: Regular checking of all parts, castings, etc. should be made. If a part is broken or worn, it should be replaced immediately.
- Check to be sure all fittings are tight and that bars and pipes do not move.
- Replace all worn S-hooks. S-hooks must be completely closed. Failure to close S-hooks can result in serious injury to the user. NEVER reuse S-hooks.
- Test for free movement of swing hanger and other moving attached parts.
- Check for worn chains and replace them.
- A soft resilient surface should be placed under all swings extending at least twice the height of the top rail both front and back.

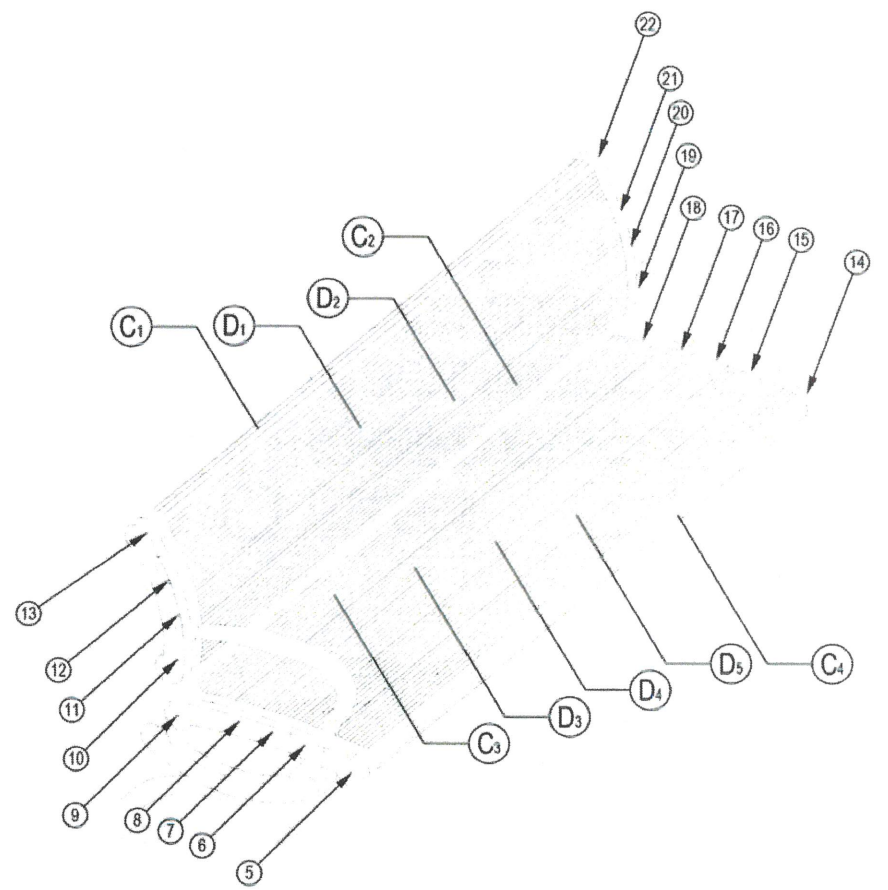
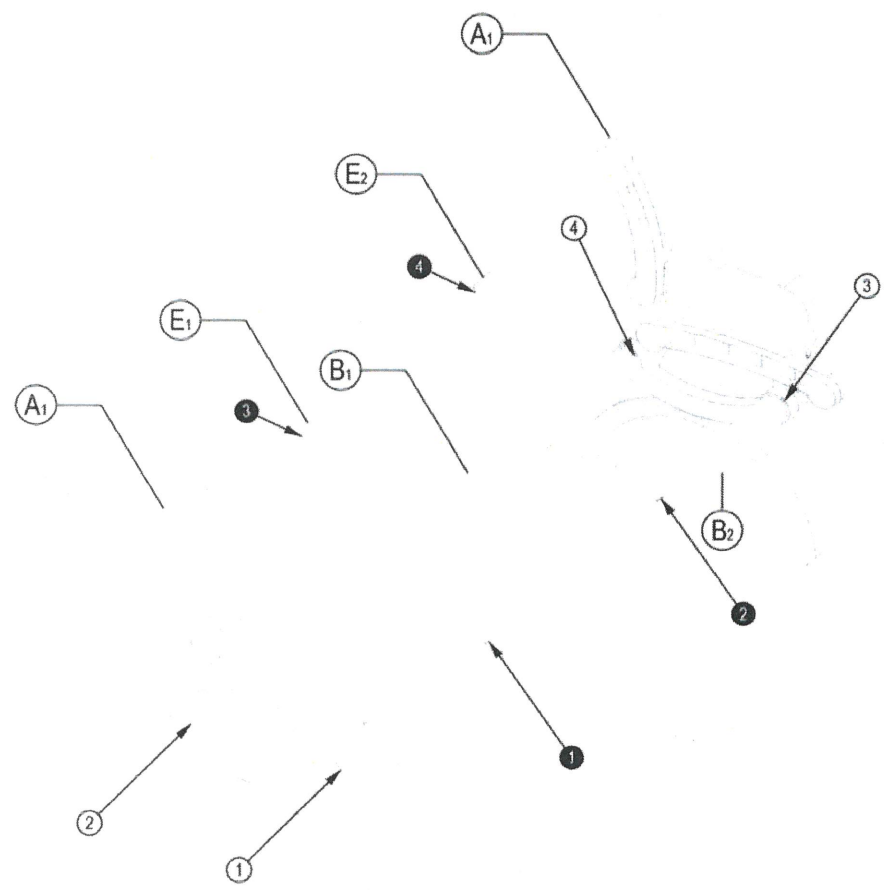
**Components**

BEFORE ASSEMBLY, PLEASE MAKE SURE ALL COMPONENTS ARE INCLUDED



- A  (2) LEGS
- B  (2) SUPPORT POLES
- C  (4) BULL NOSE SLATS
- D  (5) SEAT SLATS
- E  (2) CENTER SUPPORT
- F  (22) M10X45 BOLTS
- G  (22) M10 WASHERS
- H  (4) SELF TAPPING SCREWS
- J  (4) EXPAND ANCHOR BOLTS

Expanded View





## Bench Assembly

*Make sure to assemble the bench on a soft mat to prevent scratching of the product's surface.*

*Assemble on a flat surface to ensure that the bench is level when completed.*

*DURING ASSEMBLY, DO NOT TIGHTEN BOLTS COMPLETELY.*

### **Step 1**

Starting with the Legs (A) and Support Poles (B) fasten together with M10X45 Bolts (F:1-4) and M10 Washers (G:1-4). Lightly tighten the Bolts on one end, on the opposite end ('loose') fasten with only 2 or 3 rotations to allow give for the Slats to fit into place.

### **Step 2**

Place Center Supports (E) on the Support Poles (B). Center Supports are best secured into place after the Slats are fastened.

### **Step 3**

Position Seat Slats (D) and Bull Nose Slats (C) as shown and fasten with M10X45 Bolts (F:5-22) and M10 Washers (G:5-22). Lightly tighten the Bolts on the same end as in Step 1, on the opposite ('loose') end fasten with only 2 or 3 rotations.

### **Step 4**

Fully tighten all Bolts, starting with the loose end followed by the lightly tightened end.

### **Step 5**

Position the bench upside down to position each Center Support (E). Position each approximately 17" in from the Legs (A), then secure into place at both the top and the front with Self-tapping Screws (G:1-4).

*\*Note: to level the bench it may be necessary to loosen bolts, then square bench, and then re-tighten utilizing a diagonal pattern.*

## Surface Mount Installation

### Step 1

Choose your desired location for the bench, then use a marker, chalk, or pencil to outline the holes of the flange onto the base material.

### Step 2

Move bench and drill 4 x 3/8" diameter holes at 3.0" depth. Place anchors in holes.

### Step 3

Remove nuts and washers and carefully set bench over the anchors through the holes of the bench feet.

### Step 4

Place washers and nuts on the anchors then tighten. Make sure to keep anchors fully recessed while tightening until set, do not over-tighten.

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