



City of Palmer

231 W. Evergreen Avenue
Palmer, Alaska 99645
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SPECIAL CITY COUNCIL MEETING
6 P.M. TUESDAY, JULY 23, 2013
PALMER CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER

REGULAR CITY COUNCIL MEETING
7 P.M. TUESDAY, JULY 23, 2013
PALMER CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER

Special City Council Meeting
6 pm Tuesday, July 23, 2013
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.cityofpalmer.org



Mayor DeLena Johnson
Deputy Mayor Brad Hanson
Council Member Richard Best
Council Member Linda Combs
Council Member Edna DeVries
Council Member Ken Erbey
Council Member Kathrine Vanover

City Attorney Michael Gatti
City Clerk Janette Bower
City Manager Doug Griffin

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Audience Participation
- E. New Business
 - 1. [Resolution No. 13-022](#): Honoring and Thanking Thomas Cohenour for His Service and Dedication to the City of Palmer as Its Public Works Director
 - 2. Reception in Honoring Director Cohenour – Public is Invited
- F. Adjournment

Introduced by: City Council
Date: July 23, 2013
Action:
Vote:

| Yes: | No: |
|------|-----|
| | |

CITY OF PALMER, ALASKA

Resolution No. 13-022

A Resolution of the Palmer City Council Honoring and Thanking Thomas Cohenour for His Service and Dedication to the City of Palmer as Its Public Works Director

WHEREAS, Thomas Cohenour was hired on April 29, 2011, as the Public Works Director for the City of Palmer; and

WHEREAS, Mr. Cohenour inherited many challenges at the Department of Public Works that required him to inspire, motivate, and lead his employees with understanding and determination; and

WHEREAS, he became very involved in community events and projects upon his arrival in Palmer; and

WHEREAS, he worked tirelessly and put in many extra hours of work beyond the normal work week of take on the special projects and duties that were assigned to him; and

WHEREAS, he worked with his staff to maintain quality services to the residents of Palmer and its water and sewer customers while reducing the overall Public Works budget; and

WHEREAS, he represented the City of Palmer very well and performed his duties with great integrity, honesty, compassion, and professionalism at all times; and

WHEREAS, he built and maintained a strong working relationship with his colleagues, contractors, members of the public, the City Manager, and the City Council; and

WHEREAS, Mr. Cohenour will be missed by Palmer as a professional, citizen, and friend.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that the City of Palmer extends its heartfelt thanks to Mr. Thomas Cohenour and honors his many contributions to the City during his tenure as its Public Works Director and wishes him well in his future endeavors.

Passed and approved by the City Council of the City of Palmer, Alaska this twenty-third day of July, 2013.

DeLena Goodwin Johnson, Mayor

Janette M. Bower, MMC, City Clerk

Regular City Council Meeting
7 pm Tuesday, July 23, 2013
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.cityofpalmer.org



Mayor DeLena Johnson
 Deputy Mayor Brad Hanson
 Council Member Richard Best
 Council Member Linda Combs
 Council Member Edna DeVries
 Council Member Ken Erbey
 Council Member Kathrine Vanover

City Attorney Michael Gatti
 City Clerk Janette Bower
 City Manager Doug Griffin

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
 - 1. Approval of Consent Agenda
 - a. Introduction – [Ordinance No. 13-009](#): Amending Portions of Palmer Municipal Code Chapter 17.59, T Transitional District, to More Accurately Describe the Criteria for Newly Annexed Lands (IM 13-032) Page 13
 - 2. Minutes of Previous Meetings
 - a. July 9, 2013, Special MeetingPage 33
 - b. July 9, 2013, Regular MeetingPage 35
- E. Communication and Appearance Requests
 - 1. Ray Ritari, Director – Alaska State Fair
- F. Reports
 - 1. City Manager’s Report.....Page 43
 - 2. City Clerk’s Report
 - 3. Mayor’s Report
 - 4. City Attorney’s Report
- G. Audience Participation
- H. Public Hearings
 - 1. [Resolution No. 13-001 C](#): Amending the City of Palmer 2013 Budget by Approving a Transfer of \$90,000 from the General Fund Capital Projects Fund 08-01-10-7148 to the Airport Enterprise Fund 03-01-10-6030 to Fund Partial Crack Sealing of Runway Surface or Surfaces at the Palmer Municipal Airport (IM 13-034) (Public Hearing 1 of 2)Page 65
 - 2. [Resolution No. 13-019](#): Confirming the Special Assessment Roll for Local Improvement District 09-02 LID, Known as the Gulkana Area Street Improvements and Setting the Date of Payment, and Providing for Penalties and Interest in the Event of Delinquency (IM 13-029)Page 77
- I. Action Memoranda

1. [Action Memorandum 13-029](#): Authorize City Manager to Negotiate and Execute an Utility Extension Agreement with Selway Corporation for a Water Main Extension to Mountain Ranch Estates Subdivision Phase 4Page 95
 2. [Action Memorandum 13-048](#): Authorize the City Manager to Negotiate and Execute a Contract In the Amount of \$34,772.50 With Alaska Sure Seal for the 2013 Crack Sealing BidPage 131
 3. [Action Memorandum 13-055](#): Authorize the City Manager to Negotiate and Execute a Sales Agreement in the Amount of \$34,500 with Rink Equipment Resource, Agent for Used Porta Floor Ice CoverPage 133
- J. Unfinished Business
1. [Action Memorandum 13-017](#): Authorize the City Manager to Negotiate and Execute a Contract with ATS Alaska in the Amount of \$38,363 for the Council Chambers Sound and Electronic Recording System ProjectPage 149
- K. New Business
1. [Resolution No. 13-021](#): Accepting and Appropriating the 2013 Volunteer Fire Assistance Grant from the State of Alaska, Department of Natural Resources, Division of Forestry in the Amount of \$19,400 and Authorizing the City Manager to Purchase Wildland Firefighting Equipment (IM 13-033).....Page 165
 2. Palmer Municipal Code 15.04.045 Public Construction ProjectsPage 171
- L. Record of Items Placed on the Table
- M. Audience Participation
- N. Council Member Comments
- O. Adjournment

Tentative 2013 Palmer City Council Meetings:

| Date: | Meeting Type: | Time: | Notes: |
|---------------------|----------------------|--------------|---|
| July 23 | Regular | 7 pm | |
| July 30 | Special | 6 pm | Capital Improvements Projects |
| August 13 | Regular | 7 pm | |
| August 27 | Regular | 7 pm | |
| September 10 | Regular | 7 pm | |
| September 17 | Special | 6 pm | Tentative: Joint Airport Advisory Commission/ City Council Meeting |
| September 24 | Regular | 7 pm | |
| October 7 | Special | 6 pm | Election Certification |
| October 8 | Regular | 7 pm | |
| October 22 | Regular | 7 pm | |
| November 12 | Regular | 7 pm | |
| November 26 | Regular | 7 pm | |
| December 10 | Regular | 7 pm | |



Item D.1. – Consent Agenda

Unless otherwise indicated by the council, all ordinances introduced on the consent agenda will be scheduled for public hearing during the next regular council meeting.

Summary statement: With the creation and adoption by Council of the RR-Rural Residential District and the AG-Agricultural District, the T-Transitional District needs to be amended to more accurately describe the criteria for newly annexed lands being zoned into the Transitional District.

Background: The current Transitional District, PMC 17.59, was adopted October, 2004. The intent of the district was to automatically zone, upon annexation, privately owned parcels which were not used for single family residential uses into this district for a period of not more than five years. The purpose of the five year time frame is to allow parcels adequate time to have a reasonable transition toward land use regulation by the City.

The Planning and Zoning Commission reviewed the current Transitional District, PMC 17.59, and recognized that even with large annexations most properties fall into an established land use pattern that would fit one of the established Palmer Municipal Code Zoning Districts. There will still exist those small, mixed land use areas where no clear land use pattern is apparent.

As a result of the Council's adoption of the RR-Rural Residential District and the amendments made to the AG-Agricultural District, the proposed amendment to the Transitional District allows more options for newly annexed parcels to be initially zoned into a district that more accurately reflects the existing land use pattern. The proposed amendment to the Transitional District would help future annexations more accurately place parcels in zoning districts which are more compatible with the existing land use, and help minimize the number of parcels zoned into the Transitional District. The proposed amendment to the Transitional District would create a district for parcels which are radically different from existing districts, to be used as a holding pattern until a more appropriate pattern of land use is developed that is compatible with the City's traditional zoning districts found in PMC 17.20 to 17.58.

Administration recommendation: Adopt ordinance no. 13-009.

Commission Information
 Initiated by: Planning and Zoning
 Commission
 Commission Agenda: March 15, 2012
 Action: Approved
 Vote: Unanimously

Council Information
 Introduced by: City Manager Griffin
 Introduced: July 23, 2013
 Public Hearing: August 13, 2013
 Action:
 Vote:

| Yes: | No: |
|------|-----|
| | |

CITY OF PALMER, ALASKA

Ordinance No. 13-009

An Ordinance of the Palmer City Council Amending Portions of Palmer Municipal Code Chapter 17.59, T Transitional District, to More Accurately Describe the Criteria for Newly Annexed Lands

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 provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Section 17.59.010 is hereby amended to read as follows (new language is underlined and deleted language is stricken out):

17.59.010 Application and intent.

- A. The T-Transitional district ~~T, transitional district zone~~ applies automatically to those small areas of mixed residential, commercial, and or industrial uses privately owned parcels annexed to the city that are then primarily used for other than single family residential purposes do not generally conform to the other land use districts in Palmer Municipal Code Title 17.
- B. The city recognizes that some or all of the land annexed into the city has not been previously subject to zoning districts and that there is a need to provide a reasonable transition toward land use regulation by the city. ~~Therefore, the transitional district is intended to allow a broad range of continued land uses including limited expansion and development of~~

~~continued uses. However, the transitional district does not allow a change of use of any parcel. While nearly all transitional district uses of land at the time of annexation will be permitted to continue (some subject to conditional use), more specific and different land use regulations, including more restrictive regulations, may be applied to such lands through the map amendment process in Chapter 17.80 PMC, which includes public hearings. (Ord. 632 § 4, 2004) Over time, property in the T-Transitional district should develop a pattern of land uses more appropriate to one of the more traditional zoning districts found in PMC 17.20 to 17.58.~~

Section 4. Section 17.59.020 is hereby repealed in its entirety:

~~**17.59.020 Zone effective upon annexation.**~~

~~Immediately upon the effective date of the annexation, all privately owned lands annexed into the city that are being used primarily for other than single family residential uses at the time of annexation shall be zoned T, transitional.~~

Section 5. Section 17.59.030 is hereby amended to read as follows (new language is underlined and deleted language is stricken out):

~~**17.59.030 Initial zoning upon annexation**~~ **Review and possible rezoning.**

- ~~A. Following~~ Within five years after the annexation becomes effective for annexed lands, the commission shall conduct public hearings regarding their land use in the annexation area. After the hearings, the city may rezone parcels zoned T, giving due consideration to the results of the public hearing process shall designate an initial zoning district for newly annexed parcels. This process may result in a rezoning of parcels or parts of parcels zoned T to more restrictive zoning classifications. This section does not require that all or any parcels in the T district must be rezoned within five years.
- B. Owner-initiated zoning map amendments may be made at any time in accordance with PMC 17.80.
- ~~C. No city initiated zoning map amendment may become effective until five years after the annexation date unless consented to in writing by all the owners of land to be rezoned; provided, however, if there is a use of land that poses a significant threat to public health or safety, a city initiated map amendment may occur in accordance with Chapter 17.80 PMC regarding such land.~~
- ~~D. Subsection (C) of this section notwithstanding, the city may change the text of this chapter at any time in accordance with Chapter 17.80 PMC, and also the city may enforce all other laws regarding land use, to include, without limitation, Chapter 8.36 PMC (Nuisances).~~

Section 6. Section 17.59.040 is hereby amended to read as follows (new language is underlined and deleted language is stricken out):

17.59.040 Permitted principal and accessory uses and structures.

Principal uses and structures in the T-Transitional district are:

- A. Lawful uses are to continue in the Transitional district T-zone, except those prohibited uses specified in PMC 17.58.060 and those permitted to continue only by conditional use as ~~specified in PMC 17.59.070.~~
- B. Lawful accessory uses and structures are allowed to continue.

Section 7. Section 17.59.050 is hereby amended to read as follows (new language is underlined and deleted language is stricken out):

17.59.050 Conditional uses.

Uses which may be permitted in the Transitional district by obtaining a conditional use permit are: ~~The following uses are prohibited, except that they are permitted to continue only as conditional uses subject to the conditions established after a hearing by the commission:~~

- A. Any expansion or change of legal use for all conditional uses for which the Matanuska-Susitna Borough granted a conditional use permit under MSB 17.60 or 17.61;
- B. Any expansion or change of legal use for all uses for which the Matanuska-Susitna Borough granted a permit under MSB 17.48 (mobile home park), MSB 17.70 (use involving alcohol beverage sales and dispensing), or MSB 17.90 (adult business);
- C. Cemeteries;
- D. Storage of more than 10,000 gallons of petroleum products;
- E. Chemical plant;
- F. Manufacture or storage of explosives, gunpowder, or fireworks; and
- G. Noxious, injurious or hazardous uses, as defined in PMC 17.59.060, are prohibited; provided, however, that the city may grant a conditional use for such uses when it finds that the public health, safety, welfare and convenience will be adequately protected by location, topography, buffer landscaping or a screening structure. This subsection does not apply to agricultural facilities or operations to the extent protected by AS 9.45.235.
- H. A conditional use permitted under this section shall be subject to the terms and conditions of the conditional use permit and the use does not have the expansion rights set out elsewhere in this chapter.

Section 8. Section 17.59.060 is hereby amended to read as follows (new language is underlined and deleted language is stricken out):

17.59.060 Prohibited uses.

The following uses are prohibited in the Transitional district T-zone:

- ~~A. Unlawful prohibited uses may not continue and are prohibited;~~
- ~~B. Uses prohibited by any zoning or land use planning law or regulation applicable to the land immediately prior to annexation;~~
- A. ~~C.~~ Conditional uses that were subject to the Matanuska-Susitna Borough Code immediately before the date of the annexation but were not in full compliance with the code at the time of annexation. Examples are mobile home parks (MSB 17.48), uses involving alcohol beverage sales and dispensing (MSB 17.70), adult businesses (MSB 17.90) and all uses subject to MSB 17.60 and 17.61;
- B. ~~D.~~ Uses that constitutes a nuisance as set out by PMC 8.36 or 8.37; provided, however, this subsection does not apply to agricultural facilities or operations to the extent protected by AS 9.45.235;
- C. ~~E.~~ Noxious, injurious or hazardous uses, which are defined as any use that may be noxious, injurious, or hazardous to surrounding property or persons by reason of the production or emission of dust, smoke, refuse matter, odor, gas fumes, noise, vibration, or similar substances or conditions; provided, however, this subsection does not apply to agricultural facilities or operations to the extent protected by AS 9.45.235.

Section 9. Section 17.59.070 is hereby repealed in its entirety:

~~17.59.070 Continuation of lawful prohibited uses.~~

~~Lawful prohibited uses in existence upon the effective date of annexation may continue as nonconforming uses under Chapter 17.68 PMC. For example, a mobile home not located in a mobile home park may continue as a nonconforming use. Unlawful prohibited uses may not continue and are prohibited. For example, a junkyard that was subject to Chapter 17.60 MSBC immediately before the date of annexation but did not fully comply with that chapter may not continue and it is prohibited.~~

Section 10. Section 17.59.080 is hereby amended to read as follows (new language is underlined and deleted language is stricken out):

17.59.080 Limitations to change of land use and structures.

- A. The use of land upon the effective date of annexation into the city may not be changed to another use without rezoning under PMC 17.80 if the use existing at the time of annexation or the use to be changed to is a use described by or similar to a use described by PMC 17.28 through 17.58. For example, if a parcel's use upon annexation is a second-hand store (PMC 17.32.020(8)), the use of the land may not be changed to refrigeration maintenance and repair (PMC 17.36.020(12)) without rezoning under PMC 17.80. Similarly, if a parcel's use upon annexation is nursery and Christmas tree sales (PMC 17.32.020(18)), the use of the land may not be changed to motel or hotel use (PMC 17.32.020(2)) without approval under PMC 17.80.
- B. If the use of land upon the effective date of annexation is a use described by or similar to a use described by PMC 17.24 or 17.26 (R-2/R-3 low/medium density residential districts), the use of the land must remain residential; however, the number of dwelling units may be increased by 50 percent without rezoning under PMC 17.80.
- C. For all structures in the Transitional District zone except single family residential structures and accessory uses to such residential structures, the square footage of structures upon the effective date of annexation may not be increased by more than 50 percent without rezoning under PMC 17.80.
- D. For all uses in the Transitional District zone, the area of land in use upon the effective date of annexation may not be increased by more than 50 percent without approval under PMC 17.80. For example, if five acres of a 40-acre parcel is in use upon annexation, the amount in use may not be increased by more than 50 percent without approval under PMC 17.80.
- E. The limitations set out in this section are in addition to and not in lieu of limitations set out elsewhere in this title or at law.
- ~~F. Lawful prohibited uses may not be changed or expanded without rezoning under Chapter 17.80 PMC because they are nonconforming uses.~~
- ~~G. Permitted uses under this chapter are not subject to the limitations or restrictions set out in Chapter 17.68 PMC; provided, however, if a structure is destroyed, its reconstruction is limited as set out in Chapter 17.68 PMC.~~

Section 11. Effective date. Ordinance No. 13-009 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this _____ day of _____, 2013.

DeLena Goodwin Johnson, Mayor

Janette M. Bower, MMC, City Clerk

PALMER PLANNING AND ZONING COMMISSION

RESOLUTION NO. 12-006

A RESOLUTION OF THE PALMER PLANNING AND ZONING COMMISSION RECOMMENDING AMENDMENT OF PALMER MUNICIPAL CODE 17.59, TRANSITIONAL DISTRICT

WHEREAS, the original intent of the T-Transitional district was provide a zoning district for all newly annexed land; and

WHEREAS, with the Council's adoption of the Rural Residential district and the amendments the Agricultural district, the Planning and Zoning Commission has undertaken a review of the effect the new Rural residential district and amended Agricultural district would have on Chapter 17.59; and

WHEREAS, the Commission agrees that the majority of the land in the path of annexation conforms to the standards and intent of zoning districts 17.20 to 17.58 of the Palmer Municipal Code and more rightly should be initially zoned into one of these districts; and

WHEREAS, the intent of Palmer Municipal Code 17.59, the T-Transitional district, should be to provide a zoning district for those areas newly annexed into the Palmer city limits that do not have a clear pattern of development that conforms to one of the patterns of land use in Chapters 17.20 to 17.58; and

WHEREAS, THE Commission has drafted changes to Chapter 17.59 that will provide for the small areas of newly annexed lands that do not fall into one of the City's more traditional zoning districts.

NOW, THEREFORE, BE IT RESOLVED that the Palmer Planning and Zoning Commission does hereby recommend the City Council amend Chapter 17.59 to provide a zoning district for those generally small areas newly annexed into the Palmer city limits that do not have a clear pattern of development that conforms to one of the patterns of land use in Chapters 17.20 to 17.58.

Passed by the Planning and Zoning Commission of the City of Palmer, Alaska, this 16th day of August, 2012.


Michael W. Madar, Chairman


Kimberly McClure
Planning & Code Compliance Technician

hoping for input from the Planning and Zoning Commission on these goals and any suggestions the Commission might have to possibly improve this list.

Commissioner Madar asked the Commission what was their wish?

Commissioner Prosser made a motion, seconded by **Commissioner Weir** to enter into the Committee of the Whole to consider the goals as set by the City Council.

The Commission entered into the Committee of the Whole at 7:30 p.m.

The Commission decided to review the goals before the next regularly scheduled meeting and discuss first, the goals with the highest priorities or 'three stars' and to move through the list of goals at subsequent meetings.

Commissioner Kerlake made a motion, seconded by **Commissioner Weir** to leave the Committee of the Whole.

The Commission left the Committee of the Whole at 7:40 p.m.

Commissioner Kircher made a motion, seconded by **Commissioner Kerlake** to direct staff to bring forward the Council goals with three stars for discussion at the next meeting.

ROLL CALL VOTE ON MOTION:

| Campbell | Kerlake | Kircher | Madar | Pack | Prosser | Weir |
|-----------------|----------------|----------------|--------------|-------------|----------------|-------------|
| -- | Y | Y | Y | -- | Y | Y |

I. NEW BUSINESS:

1. Discussion revisions to the Palmer Municipal Code, 17.59, Transition District.



Commissioner Madar asked for a Staff Report.

Mrs. Garley introduced the T-Transition District for review and suggested a practical approach would be to start fresh with the intent of this zoning district and draft a completely new chapter.

During large annexations, most properties fall into established land use patterns. A problem only arises when an area contains such a mixture of land uses that no clear pattern is apparent. The Transition district should address these limited areas and allow for a better annexation process for all properties coming into the City.

Commissioner Madar asked the Commission what was their wish?

Commissioner Weir made a motion, seconded by **Commissioner Kerlake** to enter into the Committee of the Whole to allow for discussion on the T-Transition District.

The Commission entered into the Committee of the Whole at 7:44 p.m.

Commissioner Weir made a motion, seconded by **Commissioner Kircher** to leave the Committee of the Whole.

Discussion included a history of why the City adopted the Transitional District instead of requiring all newly annexed property to be initially zoned R-1 and the importance of communicating with property owners in potential annexation area about the City's various zoning districts.

Adoption of Rural Residential zoning district by the Council along with new Agricultural District should keep the number of properties that would need to go into a Transitional District to a minimum.

There may still need to be some work on the need for conditional use permits for anything other than single family residential in the Transitional District.

The Commission left the Committee of the Whole at 8:00 p.m.

Commissioner Weir made a motion, seconded by **Commissioner Kircher** to continue discussion of the T-Transition District criteria at the next regular meeting.

ROLL CALL VOTE ON MOTION:

| Campbell | Kerslake | Kircher | Madar | Pack | Prosser | Weir |
|-----------------|-----------------|----------------|--------------|-------------|----------------|-------------|
| -- | Y | Y | Y | -- | Y | Y |

VOTE ON MOTION: the motion passed unanimously.

2. Discussion of including time limits on activation and a revocation process for Conditional Use Permits.

Commissioner Madar noted that because the City appears to have several conditional use permits that have not been activated, he requested that this topic be placed on the agenda for discussion. He asked for a Staff Report.

Mrs. Garley directed the commission to the example of ordinance language from other community zoning codes that was included the packet. Staff found that most codes reviewed included time limits for activation of the conditional use and a process to revoke an approved conditional use permit for cause.

Commissioner Madar asked the Commission what was their wish?

Commissioner Kircher made a motion, seconded by **Commissioner Weir** to enter into the Committee of the Whole.

The Commission entered into the Committee of the Whole at 8:00 p.m.

Committee of the Whole at 8:40 pm.

The Commission was in general agreement and directed staff to include their recommendations to Council.

2. Discussion of revisions to the Palmer Municipal Code 17.59, Transition District.

Chairman Madar asked for a staff report.

Ms. Garley provided background on the T-Transition District for newly annexed properties and reviewed her proposed changes on pages 22 - 27 of the packet.

Commissioner Kerslake moved, seconded by **Commissioner Kircher**, to enter Committee of the Whole to discuss the proposed changes to the current T-Transition district. There were no objections.

The Commission entered into the Committee of the Whole at 8:45 pm.

While in Committee of the Whole, the Commission discussed the new districts they had developed to accommodate newly annexed areas.

There was general consensus that only a few properties would need a T-Transitional zoning upon annexation, so the intent section would need to reflect this new circumstance.

Commissioner Weir moved, seconded by **Commissioner Kircher**, to exit Committee of the Whole at 9:12 pm. There were no objections.

The Commission recommended areas to work on for the next meeting. Ms. Garley will bring back a revised document incorporating the changes at the next meeting.

J. PLAT REVIEWS:

There were no Plat Reviews.

K. PUBLIC COMMENTS:

There were no Public Comments.

L. STAFF REPORT: Ms. Garley reported on the success of the design for Wilson Park that came out of the charrette held on March 30 and 31.

M. COMMISSIONER COMMENTS:

Commissioner Prosser commented that the City annexation map should go as far as Fish Creek.

| | | | | | | |
|---|---|---|---|----|---|--|
| Y | Y | Y | Y | -- | Y | |
|---|---|---|---|----|---|--|

H. UNFINISHED BUSINESS:

1. Continue review and comment on City Council Goals for 2012.

Ms. Garley provided a staff report as to status.

Commissioner Kerlake moved, seconded by **Commissioner Kircher**, to enter Committee of the Whole. There were no objections.

While in committee of the whole, the commission continued review of the goals and objectives relating to Customer Service, including development of an effective customer service training program for employees, increase customer service to library patrons by emailing as opposed to mailing overdue notices, increase public access to web-based forms, update the city's website, revision of business license and sales tax code to be more business-friendly, improve communication with the community such as a bi-annual newsletter, allow online payment of bills, employee recognition, development standards update, employee outreach with the public.

Commissioner Weir suggested adding text messaging to advise library patrons of overdue books; that it would save costs and increase actual receipt of the notices. She also thinks that online bill payment would be a wonderful addition.

Commissioner Weir moved, seconded by **Commissioner Kircher**, to exit Committee of the Whole. There were no objections.

The commission was in general agreement and recommended approval of the changes to staff.

2. Discussion of revisions to the Palmer Municipal Code 17.59, Transition District.



Commissioner Kerlake moved, seconded by **Commissioner Kircher**, to enter Committee of the Whole to discuss the proposed changes. There were no objections.

While in Committee of the Whole, Ms. Garley provided background on the T-Transition District for newly annexed properties and reviewed her proposed changes on pages 18-22 of the packet with the commission.

[Commissioner Prosser joined the meeting at 7:49 p.m.]

Commissioner Weir moved, seconded by **Commissioner Kircher**, to exit Committee of the Whole.

The commission recommended the proposed changes. Ms. Garley will bring back a revised document incorporating the changes at the next meeting.

| Campbell | Kerslake | Kircher | Madar | Prosser | Weir | Vacant |
|----------|----------|---------|-------|---------|------|--------|
| Y | Y | Y | Y | -- | -- | -- |

Discussion on Findings of Fact:

| Madar | Campbell | Kerslake | Kircher | Prosser | Weir | Vacant |
|---|----------|----------|---------|---------|------|--------|
| 1. The conditional use will preserve the value, spirit, character and integrity of the surrounding area. | | | | | | |
| Y | Y | Y | Y | -- | -- | -- |
| 2. The conditional use fulfills all other requirements of this title pertaining to the conditional use in question. | | | | | | |
| Y | Y | Y | Y | -- | -- | -- |
| 3. That the conditional use will not be harmful to public health, safety, convenience and comfort. | | | | | | |
| Y | Y | Y | Y | -- | -- | -- |
| 4. That sufficient setbacks, lot area, buffers, or other safeguards are being provided to meet the conditions. | | | | | | |
| Y | Y | Y | Y | -- | -- | -- |
| 5. The proposed use or structure is located in a manner which will maximize public benefits. | | | | | | |
| Y | Y | Y | Y | -- | -- | -- |

Commissioner Madar requested a vote on the main motion.

ROLL CALL VOTE ON MAIN MOTION:

| Campbell | Kerslake | Kircher | Madar | Prosser | Weir | Vacant |
|----------|----------|---------|-------|---------|------|--------|
| Y | Y | Y | Y | -- | -- | -- |

VOTE ON MOTION: the motion passed unanimously.

Clint Playle, on behalf of the Palmer Pentecostal Church, spoke of the Church property now being located partially within the City limits and partially within the Borough; could the landscaping requirements between the City and the Borough be consistent or would the landscaping only pertain to the property within the City. Mrs. Garley stated the landscaping requirements would only pertain to the property within the City limits and she was unaware of the Borough having any requirements for landscaping as part of a platting action.

3. Resolution 12-006: A Resolution Recommending Amendment of Palmer Municipal Code 17.59, Transitional District.

Commissioner Madar asked if there was a motion to approve.

Commissioner Kerslake made the motion, seconded by **Commissioner Kircher**.

Commissioner Madar asked for the staff report.

Mrs. Garley spoke of the last meeting where a copy of the existing Ordinance was given to the Commission showing comments in the margin that were hard to read. The Commission asked Mrs. Garley to bring the copy back with the normal format of "strikethrough" showing the deletions and underline any additions. Mrs. Garley mentioned that if there were other

changes to be made to the Resolution, then the final vote could be postponed to the July meeting, or if the changes do comport then the Resolution could be amended.

Commissioner Madar asked if there was anyone in the audience to speak on this, no comments were made.

Commissioner Kerlake made the motion, seconded by **Commissioner Kircher**.

Commissioner Kerlake asked to open this item up for discussion.

Commissioner Campbell stated he had nothing to discuss at this time.

Commissioner Kircher stated it appeared to be very clean and nicely set up. He would like to postpone it to the July meeting.

Commissioner Madar agreed to postpone it to the July meeting.

Commissioner Madar requested a vote on the motion.

Commissioner Kerlake made the motion, seconded by **Commissioner Campbell and Commissioner Kircher**, simultaneously.

ROLL CALL VOTE ON MOTION:

| Campbell | Kerlake | Kircher | Madar | Prosser | Weir | Vacant |
|-----------------|----------------|----------------|--------------|----------------|-------------|---------------|
| Y | Y | Y | Y | -- | -- | -- |

VOTE ON MOTION: the motion passed unanimously.

H. UNFINISHED BUSINESS:


1. Continue review and comment on City Council Goals for 2012.

Mrs. Garley stated the changes that were made in the May meeting were highlighted in yellow. Any additional comments would be added.

Commissioner Madar asked for a staff report.

Mrs. Garley stated the City Council gave these goals 3 stars showing their importance. The objectives and suggestions are as follows:

- a) To change the perspective of Palmer not being pro-business
 - 1) Provide more proactive reasons why businesses should move to Palmer
 - 2) Establish a community composting area, to become more active in recycling and extend our cleanup date
- b) To improve communications about departmental services
 - 1) Send out more public notices, prepare patron feedback surveys, become more interactive on webpage
- c) To improve communications with the public and better disseminate information regarding city parks and trails



2. Resolution 12-006: A Resolution Recommending Amendment of Palmer Municipal Code 17.59, Transitional District.

Commissioner Madar asked for a staff report.

Ms. Garley stated this was a Resolution that would move forward to the City Council the changes that have been made to the Transitional district. Language to be added is underlined and language to be deleted is shown with a strikethrough. The changes are to show the role of the Transitional District on newly annexed properties to be minimized due to future annexations having the work done to determine the proper fit between the land being annexed and our existing districts. Only if the property is radically different from our existing districts, would it be placed in the Transitional District as a holding pattern until a proper district is developed.

Commissioner Madar asked for a motion to adopt these changes and forward to City Council.

Commissioner Kircher made a motion, seconded by **Commissioner Campbell**.

ROLL CALL VOTE ON MOTION:

| Campbell | Kerslake | Kircher | Madar | Prosser | Weir | Vacant |
|-----------------|-----------------|----------------|--------------|----------------|-------------|---------------|
| Y | Y | Y | Y | Y | -- | -- |

VOTE ON MOTION: the motion passed unanimously.

I. NEW BUSINESS:

1. Discussion of standards for new Highway Commercial zoning district.

Commissioner Madar asked for a staff report.

Ms. Garley commented that the Commission will begin work in September on a new zoning district in Palmer named the Highway Commercial District. The intent of the new district would be to provide a location within City limits for development of commercial enterprises that are too large to fit into the downtown area or are more automobile related endeavors. Ms. Garley has provided the Commissioners with 3 examples of communities which currently have Highway Corridor Districts. The first example is from Minnesota reflecting a traditional Highway Commercial District showing a list of permitted and conditional uses. A second example is from Ferndale, Washington reflecting two sections of their ordinances, one from the Highway Commercial District; and one from their Gateway Development District, which may be a little different, but will be food for thought for discussion at September's meeting. The third example is from Santa Monica, California reflecting their standard Commercial Highway District. The lists of permitted uses are very different in each community; and the intent language is customized, but also shown is intent language from Grayslake, Illinois, Santa Clara, California and Fremont, California.

Ms. Garley stated the most important part for the beginning of a new zoning district is to really define what the intent is, so it becomes a touchstone in developing the list of



Item D.2. – Minutes of Previous Meetings

A. CALL TO ORDER

A special meeting of the Palmer City Council was held on July 9, 2013, at 6 pm in the council chambers, Palmer, Alaska.

Mayor Johnson called the meeting to order at 6:04 pm.

B. ROLL CALL

Comprising a quorum of the Council, the following were present:

| | |
|--------------|------------------------|
| Richard Best | Brad Hanson |
| Linda Combs | DeLena Goodwin Johnson |
| Edna DeVries | Kathrine Vanover |
| Ken Erbey | |

Also in attendance were the following:

| | |
|----------------------------|-------------------------------------|
| Doug Griffin, City Manager | Bernadette Packa, Deputy City Clerk |
| Janette Bower, City Clerk | Michael Gatti, City Attorney |

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Deputy Mayor Hanson.

D. AUDIENCE PARTICIPATION

E. EXECUTIVE SESSION

Item 1 – Pending litigation; matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the City concerning:

- a. Cohen vs. City of Palmer
- b. Hamming vs. City of Palmer

Main Motion: To enter into executive session to discuss Pending litigation; matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the City concerning:

- a. Cohen vs City of Palmer**
- b. Hamming vs City of Palmer**

| | |
|--------------|---|
| Moved by: | Vanover |
| Seconded by: | Combs |
| Action: | Motion carried by unanimous voice vote |
| In favor: | Best, Erbey, Vanover, Combs, DeVries, Johnson |
| Opposed: | None |

The council entered into executive session at 6:07 pm and exited at 7:06 pm.

F. COUNCIL MEMBER COMMENTS

G. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 7:06 pm.

Approved this twenty-third day of July, 2013.

DeLena Goodwin Johnson, Mayor

Janette M. Bower, MMC, City Clerk

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on July 9, 2013, at 7 pm in the council chambers, Palmer, Alaska.

Mayor Johnson called the meeting to order at 7:17 pm.

B. ROLL CALL

Comprising a quorum of the Council, the following were present:

| | |
|--------------|------------------------|
| Richard Best | Brad Hanson |
| Linda Combs | DeLena Goodwin Johnson |
| Edna DeVries | Kathrine Vanover |
| Ken Erbey | |

Also in attendance were the following:

Doug Griffin, City Manager
Janette Bower, City Clerk
Bernadette Packa, Deputy City Clerk
Michael Gatti, City Attorney

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Deputy Mayor Hanson.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. **Action Memorandum 13-053:** Confirm the Mayor's Appointment of Ariel Talen-Keller to the City of Palmer Board of Economic Development
2. Minutes of Previous Meetings
 - a. June 25, 2013, Special Meeting
 - b. June 25, 2013, Regular Meeting

E. COMMUNICATION AND APPEARANCE REQUESTS

F. REPORTS

Item 1 – City Manager's Report

City Manager Doug Griffin:

- Highlighted his written report;

- Commented on the progress made on the Bogard Road Extension project and the plan for grant administration costs;
- Addressed the water and sewer rate increase enacted by the City of Wasilla; and
- Fielded questions from the Council.

Mayor Johnson directed the issue of the Firearms Range History and Usage be on the August 27 agenda.

The City Manager stated he would bring back a report regarding the “shelf life” of a proposal received but not awarded.

Deputy Mayor Hanson requested support to direct the Manager to contact the Department Of Transportation to schedule a presentation on local projects and their implications for the City of Palmer. Mayor Johnson supported the request.

Mayor Johnson directed the Clerk to provide a report concerning the council’s responsibility in regards to PMC 15.04.045 at the next meeting.

Item 2 – City Clerk’s Report

City Clerk Janette Bower:

- Announced the Nominating Petition Packets and the Audit were uploaded to the City website;
- Commented on having celebrated ten years working for the City of Palmer; and
- Shared the dates and location for the Alaska Municipal League Summer Meeting.

Item 3 – Mayor’s Report

Mayor Johnson:

- Attended the Memorial Service for Wasilla City Council Member Steven Lovell;
- Passed out tickets for a night at the ballpark sponsored by Representative Stoltz; and
- Addressed the need for a well thought out capital projects list.

Item 4 – City Attorney’s Report

City Attorney Michael Gatti:

- Congratulated the City Clerk on ten years of service to the City of Palmer.

G. AUDIENCE PARTICIPATION

Greg Gusse:

- Explained the mission of the Palmer Colony Express; and
- Gave a detailed list of specifics to be included in the proposed Capital Project regarding restoration of the railroad tracks.

Steve Johnson:

- Commented on the operations at the Palmer airport;
- Stressed the importance of addressing the maintenance issues at the airport; and
- Warned that problems gone unattended could result in severe tragedy.

H. PUBLIC HEARINGS

Item 1 – Resolution No. 13-001 B: Amending the City of Palmer 2013 Budget by Approving an Appropriation of \$25,384 from the Unassigned General Fund Balance (Fund 01), to Pay for the Repair of the Precision Approach Path Indicator (PAPI) Lights and Runway End Identifier Lights (REILs) at the Palmer Municipal Airport (IM 13-011) (IM 13-011)

Mayor Johnson opened the public hearing. There being no one wishing to testify, Mayor Johnson closed the public hearing.

Mayor Johnson directed the Manager to report at the July 23 meeting, the plan for removing the tree obstruction at the Palmer Municipal Golf Course.

Main Motion: To adopt Resolution No. 13-001 B

| | |
|--------------|---|
| Moved by: | Best |
| Seconded by: | Combs |
| Action: | Motion carried by unanimous voice vote |
| In favor: | Best, Combs, DeVries, Erbey, Hanson, Johnson, Vanover |
| Opposed: | None |

Item 1 a. – Action Memorandum 13-052: Authorize the City Manager to Enter Into a Sole Source Agreement with Alaska Electric and Control in an Amount Not To Exceed \$25,384, to Retain the Services and Parts from Westcoast Sales and Marketing to Repair the Precision Approach Path Indicator (PAPI) and Runway End Identifier Lights (REIL) at the Palmer Municipal Airport

Mayor Johnson opened the public hearing. There being no one wishing to testify, Mayor Johnson closed the public hearing.

Main Motion: To approve Action Memorandum 13-052

| | |
|--------------|---|
| Moved by: | Best |
| Seconded by: | Combs |
| Action: | Motion carried by unanimous voice vote |
| In favor: | Best, Erbey, Vanover, Combs, DeVries, Hanson, Johnson |
| Opposed: | None |

Item 2 – Ordinance No. 13-008: Enacting Palmer Municipal Code Sections 4.30.005 Personal Leave–Employees Eligible and 4.30.007 Personal Leave– Employees Ineligible and Amending Sections 4.30.020 Personal Leave–Full-time Employee and 4.30.020 Personal Leave–Part-time Employee, to Further Define Employee Personal Leave Eligibility and Leave Accumulation in Relation to Continuous Years of Service (IM 13-024)

Mayor Johnson opened the public hearing. There being no one wishing to testify, Mayor Johnson closed the public hearing.

Main Motion: To adopt Ordinance No. 13-008

| | |
|--------------|-------------------------------|
| Moved by: | Best |
| Seconded by: | Vanover |
| Action: | Motion postponed to August 13 |
| In favor: | |
| Opposed: | |

Deputy Mayor Hanson requested support to direct that a report be presented at the next regular meeting concerning classification of part-time, seasonal, and temporary employees. Council Member Best supported the request.

Motion to postpone: To postpone to August 13 Regular Meeting

| | |
|--------------|---|
| Moved by: | Hanson |
| Seconded by: | Best |
| Action: | Motion carried by unanimous voice vote |
| In favor: | Best, Combs, DeVries, Erbey, Hanson, Johnson, Vanover |
| Opposed: | None |

Mayor Johnson directed a special meeting on August 27 be held concerning healthcare insurance. Council Member Erbey offered support.

I. ACTION MEMORANDA

Item 1 – Action Memorandum 13-017: Authorize the City Manager to Negotiate and Execute a Contract with ATS Alaska in the Amount of \$38,363 for the Council Chambers Sound and Electronic Recording System Project

Main Motion: To approve Action Memorandum 13-017

| | |
|--------------|----------------------|
| Moved by: | Combs |
| Seconded by: | Vanover |
| Action: | Postponed to July 23 |
| In favor: | |
| Opposed: | |

Motion to postpone: To postpone to July 23 to provide an opportunity for the Clerk to negotiate a lower rate with ATS Alaska

| | |
|--------------|---|
| Moved by: | DeVries |
| Seconded by: | Best |
| Action: | Motion carried as amended by unanimous voice vote |
| In favor: | Best, Combs, DeVries, Erbey, Hanson, Johnson, Vanover |
| Opposed: | None |

Primary Amendment # 1: To include having the Clerk solicit additional bids and quotes from other sources

| | |
|--------------|---|
| Moved by: | Hanson |
| Seconded by: | Erbey |
| Action: | Motion carried by unanimous voice vote |
| In favor: | Best, Combs, DeVries, Erbey, Hanson, Johnson, Vanover |
| Opposed: | None |

Item 2 – Action Memorandum 13-049: Authorize City Manager to Negotiate and Execute an Assumption of Proprietary Lease from George J. Gallagher and Peggy J. Gallagher to David B. Allen for Palmer Hangars Owners Association Unit No. 4 Lot 11 Block 3 at the Palmer Municipal Airport

Main Motion: To approve Action Memorandum 13-049

| | |
|--------------|---|
| Moved by: | Hanson |
| Seconded by: | DeVries |
| Action: | Motion carried by unanimous voice vote |
| In favor: | Best, Combs, DeVries, Erbey, Hanson, Johnson, Vanover |
| Opposed: | None |

J. UNFINISHED BUSINESS

K. NEW BUSINESS

Item 1 – Resolution No. 13-008: Supporting the Request of Valley Performing Arts to Receive Funding from the State of Alaska in the amount of \$4,600,000 for a New Facility (IM 13-007)

Main Motion: To move into a committee of the whole to discuss issues related to the 2012 Audit

| | |
|--------------|--|
| Moved by: | Vanover |
| Seconded by: | Combs |
| Action: | Motion carried by unanimous voice vote |
| In favor: | Best, Combs, DeVries, Erbey, Hanson, Johnson, Vanover, |
| Opposed: | None |

The Council entered a committee of the whole at 8:46 p.m. and exited at 8:58 p.m.

L. RECORD OF ITEMS PLACED ON THE TABLE

Information from Steve Johnson

M. AUDIENCE PARTICIPATION

Steve Johnson:

- Suggested the Council become familiar with the Airport Master Plan; and
- Reminded the Council of the importance of complying with airport operations and maintenance requirements established by grant agreements.

N. COUNCIL MEMBER COMMENTS

Council Member Vanover:

- Thanked the Clerk for staying with the City of Palmer for the past 10 years; and
- Requested support to direct that information concerning any upcoming draw downs of the general fund be presented during the August 13 meeting. Council Member Erbey offered support.
- Requested support for the placement of a report concerning the condition of the Palmer Municipal Golf Course on the August 27 agenda. Council Member Erbey offered support.

Council Member Erbey:

- Thanked the Clerk for her years of service; and
- Shared the need to be recused from the discussion on special assessments for Gulkana.

Council Member Best:

- Congratulated the Clerk on ten years of service;
- Expressed sadness at hearing about the resignation of the Director Cohenour and praised him for his professionalism and a job well done for the City; and
- Assured everyone the Council had heard and was taking action on the airport issues.

Council Member Combs:

- Expressed appreciation for the Clerk;
- Encouraged Council to attend the July 24 Palmer Pride Picnic; and
- Commented on attendance at the Memorial Service for Steve Lovell.

Council Member DeVries:

- Shared appreciation for the Clerk;
- Expressed appreciation for the quality job done by the Public Works Director;
- Requested a website change to include a communication link on the agenda; and
- Requested support to direct that a reception and resolution honoring Director Cohenour be held on July 23 or during the Palmer Pride picnic. The council supported the request.

Deputy Mayor Hanson:

- Wished the Clerk a happy tenth anniversary; and
- Expressed appreciation to Director Cohenour for his good leadership.

Mayor Johnson:

- Requested information on Beautification Award nominations.

O. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:15 pm.

Approved this twenty-third day of July, 2013.

DeLena Goodwin Johnson, Mayor

Janette M. Bower, MMC, City Clerk



Item F – Reports



For Mayor Johnson and Palmer City Council Members
From Doug Griffin, City Manager
July 16, 2013

City Manager's Report
July 2 – 16, 2013

The following is a summary of activity for the last two weeks:

Airport Crack Sealing

City of Palmer staff conferred with Scott Hattenburg of HDL regarding the need to perform emergency crack sealing at the Palmer Airport. Mr. Hattenburg and Senior Engineer Angela Smith did an on-site inspection of the asphalt at the airport on July 2, 2013 and prepared a written report and recommendation. Mr. Hattenburg will be at the July 23 City Council Meeting to respond to any questions the Council may have. The HDL report was factored into the crack sealing options presented to the Council at the July 23 meeting and is included in this report as **Attachment A**.

Mat-Maid Property Acquisition Expenses

A full accounting of expenses associated with the Mat-Maid project for contractual services and land deposit payments was prepared by the Finance Department. This report is included as **Attachment B**.

Employee Classification Explanation and Report

Human Resources Specialist Alice Williams has prepared a memorandum clearly delineating the types of staff employed by the City of Palmer and it is included in this report as **Attachment C**. Ms. Williams will be present at the July 23 City Council meeting to discuss employee classification and address any questions the City Council may have.

Golf Course Visit and Discussion

I discussed the assessment and likely topping/trimming of the lone tree guarding the green on Hole Two with George Collum at the Palmer Golf Course. He took me to the worst (sandiest) green on the course along with a couple that have become more lush over the last couple of weeks. Mr. Collum commented on the cold spring and May snowfall, the need to replace broken irrigation piping, and the need to replace mower blades so that greens can be clipped shorter as issues of frustration and concern. Mr. Collum will attend the July 23 meeting to answer questions as part of my report to the City Council on conditions at the Golf Course.

MTA Event Center Flooring

I worked with City Attorney Mike Gatti to address as many concerns as possible regarding the purchase of used flooring to cover the ice at the MTA Events Center. We were able to address some of his concerns. However, there is more risk in purchasing a used flooring system which comes with no warranty and lacks the customization of a new installed flooring system. I will send staff to inspect the condition of the floor system and assess whether it will meet our needs for several years prior to a decision to execute the purchase.

Library Drop Box

The City of Palmer has found and purchased a used sidewalk book return box with a 150-book capacity. The plan is to have Public Works make modifications to the box and the cart used to shuttle the books from the box to the Library and install it within the next month or so. The City was able to acquire the drop box for \$500 versus a new price of over \$2, 800. Beth Skow was persistent in trying to find a good value for the City of Palmer for this significant service upgrade. Her memorandum is included as **Attachment D**.

Health Insurance Review

Finance Director Greene has formed a committee to review all options with regard to the health insurance benefit provided by our insurers to the City of Palmer. We are contemplating preparing a Request for Proposal and taking a comprehensive view of all options to provide the best coverage for the most reasonable cost. Ms. Greene is working on a report which will provide more information. **Please see Attachment E**.

Letter of Support for PAHA to Construct Outdoor Ice Rink

I received an email on July 15 from Kirk Payne who serves on the Board of Directors of the Pioneer Amateur Hockey Association. Mr. Payne is requesting permission from the City and a letter of support for PAHA, to construct an outdoor ice rink adjacent to the MTA Events Center. PAHA would use the letter of support to assist it in fundraising efforts, including the application for a grant from the Mat-Su Health Foundation. The letter needs to be provided by July 31. I support this project and it aligns with City Council goals. The City would have to take this rink into account as it improves the MTA Events Center parking and lighting and would assist PAHA with maintenance of the rink. Unless the Council objects, I intend to draft a letter and get it to Mr. Payne by July 25.

#

July 12, 2013

File: 13-021

Mr. Jon Owen
Interim Airport Manager
City of Palmer
231 West Evergreen Avenue
Palmer, Alaska 99645

DRAFT

Re: Airport Pavement Crack Sealing
Palmer Municipal Airport

Dear Jon:

On July 2, 2013 Angela Smith, P.E. (HDL Senior Aviation Engineer) and I performed a cursory visual inspection of airport pavement surfaces at the Palmer Municipal Airport. The purpose of the inspection was to observe the general condition of pavement cracking and crack sealants, and provide our professional opinion as to whether crack sealing needs to be performed this year; or whether the City can wait until May of 2014, when crack sealing is typically performed and cracks are at their widest.

OBSERVATIONS

Angela Smith and Scott Hattenburg were escorted about the airport by Greg Wickham, Palmer Department of Public Works (DPW) Superintendent in a DPW vehicle. The FAA Flight Service Station specialist was advised of our activity on the runway, taxiways and aprons. Common Traffic Advisory Frequency was monitored and a vehicle flashing beacons were deployed.

Runway 16-34. The visual inspection began at the north end of Runway 16-34 at the displaced threshold area. Runway 16-34 was reportedly paved in the 1970s and pavement is at the end of service life. Pavement condition surveys were conducted by the Alaska DOT&PF in 2008 , 2010 and recently on July 10, 2013. The results of those surveys were reviewed. Runway 16-34 pavement condition index (PCI) ranges from 51 to 57 and has is classified by DOT as needing rehabilitation. We concur.

The color, texture and distress of the Runway 16-34 at the displaced threshold area pavements suggest different ages and quality. The displaced threshold area (north 1,000 feet) contained extensive longitudinal, transverse and diagonal cracking that has been previously been sealed with an unknown soft crack sealant material. Some cracks in the displaced threshold area measured 4 to 6 inches in width and 1 to 2 inches in depth. The main portion of Runway 16-34 between thresholds had moderate longitudinal, transverse and diagonal cracking that has been sealed previously with crack sealant.

Recommendation. Apply crack sealant to the "worst of the worst" cracks on Runway 16-34 until a full crack sealing program or pavement rehabilitation project can be implemented in 2014. Runway 16-34 has high-speed traffic and heavy wheel loads and significant cracks should be addressed as soon as practical. Fill cracks with widths or

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

depths of greater than about 1 inch. Routing per Palmer's crack sealing specification is recommended if the crack sealing is expected to last more than a few months. Verify with Alaska Sure Seal, Palmer's roadway crack sealing contractor, that their product is compatible with the existing substrate. Select a crack sealant that is compatible with the substrate sealant.

Runway 9-27. Runway 9-27 was repaved in 2007 and its pavement is generally in good condition.

Recommendation. Perform routing and crack sealing per Palmer's crack sealing specification in 2014, and thereafter as required to protect the life of the pavement.

Taxiway A, B, C, D, E, G, H, J, K, L, M. Taxiways have moderate cracking and need annual crack sealing to maintain the life of the pavement. Taxiway B has three utility crossings that are frost jacking the pavement and are causing significant transverse cracks. The cracks may be a hazard to snow removal equipment and operators. See Figure 1.

Recommendation. Perform routing and crack sealing per Palmer's standard crack sealing specification in 2014, and thereafter as required to protect the life of the pavement. Perform dig-outs and repairs of the three utility crossings in Taxiway B.

ADDITIONAL DISCUSSIONS

This inspection was cursory in nature and is based on a one hour site visit, a random sample of some but not all pavement and is not intended to be a complete pavement condition inventory or evaluation, or to conflict with any detailed pavements surveys conducted by the State of Alaska DOT&PF at the Palmer Municipal Airport.

We hope this is helpful, and if you have any questions, please feel free to contact me at (907) 564-2111, or at shattenburg@hdlalaska.com.

Sincerely,

HATTENBURG DILLEY & LINNELL, LLC

Scott L. Hattenburg, PE
Principal Civil Engineer



Photo 1: Longitudinal Crack, Displaced Threshold Area



Photo 2: Longitudinal Crack, Displaced Threshold Area



Photo 3: Taxiway B, Utility Jacking

Palmer Municipal Airport
Palmer, Alaska

SITE PHOTOGRAPHS

DATE: July 2, 2013

JOB No. 13-021

HDL HATTENBURG DILLEY & LINNELL
Engineering Consultants

Figure 1



DEPARTMENT OF FINANCE

Gina Davis
Controller

Phone: (907) 745-3271
Direct: (907) 761-1314
Fax: (907) 745-0930
Email: gdavis@palmerak.org
231 W. Evergreen Ave.,
Palmer, Alaska 99645-6952
www.cityofpalmer.org

July 15, 2013

To: Doug Griffin, City Manager

Through: Esther Greene, Finance Director 

From: Gina Davis, Controller 

Re: Mat Maid Property Expenditures

Attached please find actual expenditures for the Mat Maid property for 2011, 2012 and through June 30, 2013.

The City started with an \$80,000 budget in the 2011 capital projects fund that was funded from the General Fund. 2011 expenditures totaled \$15,618.00, leaving a balance of \$64,382 that was forwarded to the 2012 budget. 2012 expenditures totaled \$16,394.58, leaving a balance of \$47,987.42 that was forwarded to the 2013 budget. The general fund also funded an additional \$30,000 to the 2013 budget which brought the total 2013 budget to \$77,987.42. 2013 expenditures through June 30 total \$12,874.00.

The City also received a legislative grant in the amount of \$100,000 in the fall of 2011 for continued research on the Mat Maid property. This legislative grant was spent in its entirety in 2012. Please see attached 2012 grant expenditures.

City of Palmer

City of Palmer
Detail Account History
12/31/2011

Account 08-01-10-7140 Mat Maid Property City Funds

| Date | Period | AP | Vendor Paid | Invoice Period | Amount | Balance |
|----------|--------|--------|--|------------------------------|----------------------|------------------|
| | | | Mat Maid Property BEGINNING BALANCE | | | 0 |
| 6/10/11 | 6/10 | A56612 | CHK: 0892: Law Office of Glen Price 11358 ===== JUNE ACTIVITY DB: 2,299.00 | May 30, 2011 Inv CR: 0.00 | 2,299.00 2,299.00 | 2,299.00 |
| 7/08/11 | 7/07 | A57302 | CHK: 0893: Law Office of Glen Price 11358 ===== JULY ACTIVITY DB: 1,729.00 | Jun 30, 2011 Inv CR: 0.00 | 1,729.00 1,729.00 | 4,028.00 |
| 8/05/11 | 8/04 | A58231 | CHK: 0895: Law Office of Glen Price 11358 ===== AUGUST ACTIVITY DB: 722.00 | July 26 Inv CR: 0.00 | 722.00 722.00 | 4,750.00 |
| 9/30/11 | 9/30 | A59734 | CHK: 0898: Law Office of Glen Price 11358 ===== SEPTEMBER ACTIVITY DB: 2,299.00 | 7/27-9/16/11 Inv CR: 0.00 | 2,299.00 2,299.00 | 7,049.00 |
| 11/23/11 | 11/22 | A61731 | CHK: 0902: Law Office of Glen Price 11358 ===== NOVEMBER ACTIVITY DB: 1,178.00 | Nov 2, 2011 Inv CR: 0.00 | 1,178.00 1,178.00 | 8,227.00 |
| 12/16/11 | 12/15 | A62618 | CHK: 0903: Law Office of Glen Price 11358 | Dec 7,11 Inv | 2,679.00 | 10,906.00 |
| 12/31/11 | 1/12 | A63398 | CHK: 0905: Law Office of Glen Price 11358 ===== DECEMBER ACTIVITY DB: 7,391.00 | Dec 31, 2011 Inv CR: 0.00 | 4,712.00 7,391.00 | 15,618.00 |
| | | | ===== Total Account Activity | | | <u>15,618.00</u> |

2011 Budget \$80,000

Balance of Budget Year End 2011 64,382.00

City of Palmer
Detail Account History
12/31/2012

| Account | | 08-01-10-7140 Mat Maid Property City Funds | | | | |
|------------|--------|--|---|---------|--------------------|----------------------|
| Date | Period | AP | Vendor Paid | Invoice | Amount | Balance |
| | | | Mat Maid Property BEGINNING BALANCE | | | 0 |
| 6/22/12 | 6/12 | A66681 | CHK: 091600 02298 Mat-Su Title ===== JUNE ACTIVITY DB: | 10772 | 5,000.00 | 5,000.00 5,000.00 |
| 9/21/12 | 9-12 | A68569 | CHK: 092180 02403 Ausdahl, Sharon ===== SEPTEMBER ACTIVITY DB: | 11701 | 5,000.00 | 5,000.00 5,000.00 |
| 12/31/2012 | 12-12 | A70602 | CHK: 09832 Alaska Chem Engin 101012 | 101012 | 1394.58 | 1,394.58 |
| 12/31/2012 | 12-12 | A70697 | CHK: 092881 Ausdahl, Sharon | | 5,000.00 | 6,394.58 |
| | | | ===== Year to Date Total | | | 16,394.58 |
| | | | 2012 Beginning Budget | | \$64,382.00 | |
| | | | Balance of Budget Year End 2012 | | \$47,987.42 | |

Fund 08
Mat Maid Property
2013 Budget

Account 08-01-10-7140

Mat Maid Property City Funds

| | |
|---------------------------------|------------------|
| Remaining Budget from 2012 | 47,987.42 |
| 2013 Additional Funding from GE | 30,000.00 |
| 2013 Budget | 77,987.42 |

| Date | Period | AP | Vendor Paid | Invoice Period | Amount | Balance |
|----------|--------|--------|--|----------------------------|----------------------|-----------|
| 2/1/13 | 2/14 | A71208 | CHK: 093050 Law Office of Glen Price ===== February Activity DB: 4,293.00 | 1/25/13 Stment CR: 0.00 | 4,293.00 4,293.00 | 4,293.00 |
| 04/12/13 | 4/11 | A72623 | CHK: 093475 AlaskChem Engineering | 3/28/13 Stment | 3,850.00 | 8,143.00 |
| 04/12/13 | 4/11 | A72647 | CHK: 093507 Law Office of Glen Price ===== April Activity DB: 5,807.00 | 4/2/13 Stment CR: 0.00 | 1,957.00 5,807.00 | 10,100.00 |
| 06/07/13 | 6/06 | A73790 | CHK: 093853 Law Office of Glen Price ===== June Activity DB: 2,774.00 | 6/3/13 Stment CR: 0.00 | 2,774.00 2,774.00 | 12,874.00 |
| | | | ===== Account Total DB: 12,874.00 | CR: 0.00 | | |

Budget Remaining 6/30/2013 \$ 65,113.42

City of Palmer
Grant 12-DC-416 Mat Maid Property
12/31/2012

| Legislative Grant Funds 08-10-04-6225 | | | | | |
|--|--------|---|------------|-----------------------------|-----------------|
| Date / Period | AP | Vendor | Inv/JE | Amount | Balance of Acct |
| Grant # 12-DC-416 BEGINNING BALANCE | | | | | 0 |
| 2/29/12 3/14 | B09779 | 04835 Admin Exp for 12-DC-416 #4 ===== FEBRUARY ACTIVITY | JE# 021228 | 297.02 <u>297.02</u> | 297.02 |
| 3/31/12 4/09 | B09909 | 04889 Admin Exp for 12-DC-416 #5 ===== MARCH ACTIVITY | JE# 031228 | 718.77 <u>718.77</u> | 1,015.79 |
| 4/30/12 5/07 | B10043 | 04947 Admin Exp for 12-DC-416 #6 ===== APRIL ACTIVITY | JE# 041233 | 186.2 <u>186.2</u> | 1,201.99 |
| 5/31/12 6/12 | B10225 | 05051 Admin Exp for 12-DC-416 #7 ===== MAY ACTIVITY | JE# 051255 | 1,553.39 <u>1,553.39</u> | 2,755.38 |
| 6/30/12 7/18 | B10455 | 05192 Admin Exp for 12-DC-416 #8 ===== JUNE ACTIVITY | JE# 061264 | 311.6 <u>311.6</u> | 3,066.98 |
| 7/31/12 8/27 | B10698 | 05288 Admin Exp for 12-DC-416 #9 ===== JULY ACTIVITY | JE# 071268 | 143.45 <u>143.45</u> | 3,210.43 |
| 8/31/12 9/13 | B10765 | 05356 Admin Exp for 12-DC-416 #10 ===== AUGUST ACTIVITY | JE# 081243 | 741.65 <u>741.65</u> | 3,952.08 |
| 9/30/12 10/08 | B10945 | 05416 Admin Exp for 12-DC-416 #11 ===== SEPTEMBER ACTIVITY | JE# 091255 | 142.5 <u>142.5</u> | 4,094.58 |
| 11/30/12 11/30 | B11395 | 05587 Admin Exp for 12-DC-416 #13 ===== NOVEMBER ACTIVITY | JE#111228 | 150.1 <u>150.1</u> | 4,244.68 |

City of Palmer
Grant 12-DC-416 Mat Maid Property
12/31/2012

| | | | | | |
|---------------|--------|------------------------------------|------------|--------|----------|
| 12/01/12 1/14 | B11433 | 05653 Admin Exp for 12-DC-416 #14 | JE# 121233 | 505.32 | 4,750.00 |
| | | | | 505.32 | |
| | | ===== Account Detail Thru 12/31/12 | | | 4,750.00 |

| Date / Period | AP | Vendor | Inv/JE | Amount | Balance of Acct |
|---------------|--------|---------------------------------------|-------------|-----------|-----------------|
| | | 08-10-04-6232 | | | |
| | | Grant 12-DC-416 | | | |
| | | Land Acquisition Account | | | |
| | | BEGINNING BALANCE | | | 0 |
| 2/03/12 2/02 | A63731 | CHK: 090674 02111 Statewide Appraisal | 1058(A)-12 | 3,071.43 | 3,071.43 |
| 2/03/12 2/02 | A63798 | CHK: 090709 02111 Law Office of Glen | 1/30/12 Inv | 2,869.00 | 5,940.43 |
| | | ===== FEBRUARY ACTIVITY DB: | | 5,940.43 | |
| 3/02/12 3/01 | A64368 | CHK: 090901 02149 Law Office of Glen | 2/20/12 Inv | 1,292.00 | 7,232.43 |
| 3/30/12 3/29 | A64924 | CHK: 091051 02186 AlaskChem Engineeri | #10336 3/12 | 9,138.00 | 16,370.43 |
| 3/30/12 3/29 | A64943 | CHK: 091082 02186 Law Office of Glen | 3/19/12 Inv | 874 | 17,244.43 |
| 3/30/12 3/29 | A64954 | CHK: 091059 02187 Statewide Appraisal | 1058(B)-12 | 3,071.43 | 20,315.86 |
| | | ===== MARCH ACTIVITY DB: | | 14,375.43 | |
| 4/13/12 4/11 | A65289 | CHK: 091176 02212 Law Office of Glen | 4/10/12 Inv | 3,724.00 | 24,039.86 |
| | | ===== APRIL ACTIVITY DB: | | 3,724.00 | |
| 5/11/12 5/09 | A65832 | CHK: 091332 02242 Law Office of Glen | 5/7/12 Stmt | 3,382.00 | 27,421.86 |
| 5/25/12 5/24 | A66057 | CHK: 091397 02258 Statewide Appraisal | 1058(D)-12 | 3,071.43 | 30,493.29 |
| 5/25/12 5/24 | A66058 | CHK: 091397 02258 Statewide Appraisal | 1058(E)-12 | 3,071.43 | 33,564.72 |
| 5/25/12 5/24 | A66059 | CHK: 091397 02258 Statewide Appraisal | 1058(F)-12 | 3,071.43 | 36,636.15 |
| 5/25/12 5/24 | A66143 | CHK: 091386 02261 AlaskChem Engineeri | 10336 5/12 | 15,400.00 | 52,036.15 |
| 5/25/12 5/24 | A66149 | CHK: 091397 02261 Statewide Appraisal | 1058(G)-12 | 3,071.43 | 55,107.58 |
| | | ===== MAY ACTIVITY DB: | | 31,067.72 | |

City of Palmer
Grant 12-DC-416 Mat Maid Property

| | | | | | |
|--------------|--------|--------------------------------------|------------------------|----------|-----------|
| 6/22/12 6/20 | A66697 | CHK: 091620 02298 Law Office of Glen | 12/31/2012 6/13/12 Stm | 6,232.00 | 61,339.58 |
| | | ===== JUNE ACTIVITY DB: | | 6,232.00 | |
| 7/20/12 7/18 | A67199 | CHK: 091788 02326 Law Office of Glen | 7/13/12 Stm | 2,869.00 | 64,208.58 |
| | | ===== JULY ACTIVITY DB: | | 2,869.00 | |

| Date / Period | AP | Vendor | Inv/JE | Amount | Balance of Acct |
|---------------------------------|--------|--|---------------|-----------|-------------------|
| Grant 12-DC-416 | | | | | |
| Land Acquisition Account | | | | | |
| 8/03/12 8/02 | A67479 | CHK: 091844 02344 AlaskChem Engineerl | 10336 7/12 | 8,050.00 | 72,258.58 |
| 8/03/12 8/02 | A67561 | CHK: 091869 02346 Law Office of Glen | 7/31/12 Stm | 3,078.00 | 75,336.58 |
| 8/31/12 8/30 | A68046 | CHK: 092060 02375 Law Office of Glen | 8/25/12 Stm | 3,705.00 | 79,041.58 |
| | | ===== AUGUST ACTIVITY DB: | | 14,833.00 | |
| 9/28/12 9/26 | A68719 | CHK: 092222 02415 Law Office of Glen | Sept. 2012 | 2,850.00 | 81,891.58 |
| | | ===== SEPTEMBER ACTIVITY DB: | | 2,850.00 | |
| 11/21/12 11/20 | A69802 | CHK: 092627 02480 Law Office of Glen Price | 11/13/12 Stmt | 3,002.00 | 84,893.58 |
| | | ===== NOVEMBER ACTIVITY DB: | | 3,002.00 | |
| 12/28/12 12/26 | A70475 | CHK: 092806 02524 Law Office of Glen Price | 12/21/12 Stm | 3,401.00 | 88,294.58 |
| 12/31/12 1/03 | A70602 | CHK: 092832 02533 AlaskChem Eginieering | 101012 | 6,955.42 | 95,250.00 |
| | | ===== DECEMBER ACTIVITY DB: | | | |
| | | ===== Account Detail Thru 12/31/12 | | | <u>95,250.00</u> |
| | | Total Grant Expenditures 12-DC-416 | | | <u>100,000.00</u> |



Alice M Williams
Human Resources Specialist

City of Palmer
231 W. Evergreen Avenue
Palmer, Alaska 99645-6952
Phone (907) 761-1302
Fax (907) 761-1332
awilliams@palmerak.org
www.cityofpalmer.org

MEMORANDUM

TO: Douglas B. Griffin, City Manager
FROM: Alice M. Williams, HR Specialist
DATE: July 12, 2013
RE: Employee Classification

Full Time Employees: *Full time employees work forty hours a week and are entitled to PERS, medical benefits, holiday pay, and leave accrual.* The definition for full time employees is thirty hours or more, however, we do not have any full time employees that are not working forty hours. *Currently we have 70 full time employees.* One is not receiving PERS or medical benefits; however, he does receive holiday pay and leave accrual.

Part Time Employees: *Part time employees that work twenty hours or more are entitled to holiday pay and leave accrual at a part time rate. They are not entitled to PERS or medical benefits.* We had some part time employees that were hired for 15 hours a week. They were not entitled to PERS, medical benefits, holiday pay, or leave accrual. Currently we do not have any part time employees that are working 15 hours a week. The Administrative Assistant in the City Clerk's office and the Administrative Assistant for the Library were 15 hours a week positions. The Administrative Assistant position for the City Clerk's office is currently vacant. The Administrative Assistant for the Library is currently authorized to work more hours. *Currently we have 9 part time employees.*

Temporary Employees: *Temporary employees are not entitled to PERS, medical benefits, holiday pay, or leave accrual.* They are hired to fill in when an employee is out sick, or we have a vacancy (we are trying to hire a temporary Public Works Director until we can get a regular full time Public Works Director hired), or when we have a specific project. *Currently we have two temporary employees...* One has been working with the grants and public works. One is working part time in the finance department during an employee's absence due to family medical leave. Temporary employees are limited by PERS and our Title 4 on how long they can be temporary employee. To be in compliance with PERS, we need to make sure they are working on a specific project or filling in for a vacancy and not just working them in a regular position for an extended period without offering benefits.

Seasonal Employees: *Seasonal employees do not receive any PERS, medical benefits, holiday pay, and leave accrual.* Seasonal employees are hired for a specific seasonal job. They work during a short period of the year. They do not work year

round. The groundskeeper and arena attendant are examples of seasonal employees. They can and do come back year after year. Some remain on our employee list and do not apply the following year as they know they are coming back. Some work one season and quit (they are removed from our system as current employees) and do not come back again. ***Currently we have seven seasonal employees.***

Affordable Care Act: The Obama Administration has delayed the mandatory insurance portion until 2015. We are not tracking hours for the measurement period now. There are several portions of the Affordable Care Act that are unclear and the administration is working on clarifications and depending on the outcome of the next election there may be more changes.

Leave Accrual: Full time and part time employees who are employed to work 20 hours or more are entitled to leave accrual. Part time employees were not entitled to receive leave accrual until January 1, 2009 when the Palmer Personnel Regulations changed to include the part time employees.

The City has 26 pay periods per year. Currently leave accrual is as follows:

4.30.010 Personal leave – full-time employee.

1. 7.07 hours per pay period for employees with less than two (2) years;
2. 8.92 hours per pay period for employees with two (2) years and less than five (5) years;
3. 9.85 hours per pay period for employees with five (5) years and less than 10 years; and
4. 11.69 hours per pay period for employees with 10 years or more of service.

4.30.020 Personal leave – part-time employee.

C. Part-time employees who work 20 or more hours a week will accrue personal leave at the rate of fifty percent of the full-time employee in accordance with the following schedule:

1. 3.53 hours per pay period for employees with less than two (2) years;
2. 4.46 hours per pay period for employees with two (2) years and less than five (5) years;
3. 4.92 hours per pay period for employees with five (5) years and less than 10 years; and
4. 5.84 hours per pay period for employees with 10 years or more of service.

Please let me know if you have any questions.

Respectfully submitted,

Alice M. Williams



City of Palmer Palmer Public Library

655 S. Valley Way
Palmer, Alaska 99645-6952
Phone (907) 761-1371 Fax (907) 746-3570
bskow@palmerak.org www.cityofpalmer.org/library

July 12, 2013

RE: Outdoor Steel Book Return

The Palmer Public Library purchased a used outdoor book return from the City of Seward, on July 18, 2013 for \$500.00. Similar new book returns are \$2,817.95 plus shipping. This book return has a cart capacity of 150 books. Public Works will be making modifications to the book return and the book return cart to increase ease of use during inclement weather. Larger tires will be added to the cart so that the cart can be pushed through snow and slush. Once the modifications have been completed, the book return will be bolted down to prevent it from being removed or tipped. Below please find a photo of our newly acquired book return.

Beth Skow
Library and Ice Arena Director





DEPARTMENT OF FINANCE

Esther C. Greene, CMFO
Finance Director

Phone: (907) 745-3271
Direct: (907) 761-1303
Fax: (907) 745-0930
Email: egreene@palmerak.org
231 W. Evergreen Ave.,
Palmer, Alaska 99645-6952
www.cityofpalmer.org

July 15, 2013

To: Doug Griffin, City Manager

From: Esther Greene, Finance Director
Alice Williams, HR

A couple of weeks ago, I requested a committee be formed to discuss the upcoming health care renewal. This past Wednesday, July 10th, the committee had their first meeting. This committee is comprised of you, the City Manager, Director Garley, Director Owens, Director Coheour, HR Williams, City Clerk Bowers, Controller Davis and me. The purpose of this team is to discuss ways to improve our health care offered to the City's employees, at the lowest cost possible.

At the present, the health insurance is administered by Meritain, an Aetna Company. The City participates in a government pool called APUIT which includes Golden Valley Electric from Fairbanks and a few very small municipalities. Because of the pool being very small, it is my concern that maybe it is time to remove ourselves from this pool and bid the insurance to see what's out there.

There are a couple of items that I recommend that we as a committee look in to as a benefit to not only the employees but hopefully will lower the cost of the health insurance in this coming year. They are as follows:

- Health Reimbursement Account – an account offered by the Employer
- Health Savings Account – offered to Employees (this plan could not be offered to all employees therefore it is not recommended)
- Flexible Spending Account – an Employee benefit that allows the Employee to set aside money, on a pre-tax basis, for certain kinds of common expenses.

The committee is to meet each week to formulate an RFP to bid sometime the end of August.



Item H – Public Hearings

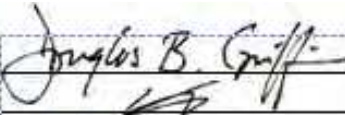
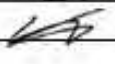

CITY OF PALMER
INFORMATION MEMORANDUM NO. 13-034
RESOLUTION NO. 13-001 (C)

Subject: Resolution No. 13-001 (C): Amending the City of Palmer 2013 Budget by Approving a Transfer of \$90,000 from the General Fund Capital Projects Fund 08-01-10-7148 to the Airport Enterprise Fund 03-01-10-6030 to Fund Partial Crack Sealing of Runway Surface or Surfaces at the Palmer Municipal Airport


Agenda of: July 23, 2013

Council Action: _____

Approved for presentation by:

| | |
|----------------------|--|
| City Manager |  |
| City Attorney |  |
| City Clerk |  |

Certification of Funds:

| | |
|--|---|
| Total amount of funds listed in legislation: | \$ <u>90,000</u> |
| This legislation (√): | |
| <input type="checkbox"/> Has no fiscal impact | |
| Creates: | |
| <input checked="" type="checkbox"/> A negative fiscal impact in the amount of: | \$ <u>90,000</u> |
| <input type="checkbox"/> A positive fiscal impact in the amount of: | \$ _____ |
| <input checked="" type="checkbox"/> Funds are budgeted. | |
| Funds originally budgeted: | \$ <u>90,000</u> |
| Difference in budgeted funds: | \$ _____ |
| Funds are budgeted from this (these) line item(s): | |
| ➤ 08-00-00-3673 Transfer Other Funds (Revenue) | \$ <u>90,000</u> |
| ➤ 08-01-10-7148 Depot Expansion | \$ <u>90,000</u> |
| ➤ | \$ _____ |
| <input checked="" type="checkbox"/> Funds are not budgeted. | |
| Budget amendment required in the total amount of: | \$ <u>90,000</u> |
| Affected line item(s): | |
| ➤ 03-01-10-6030 Airport Contractual Services | \$ <u>90,000</u> |
| ➤ 03-00-00-3673 Transfer Other Funds (Revenue) | \$ <u>90,000</u> |
| ➤ 08-01-10-6078 Transfer Other Funds | \$ <u>90,000</u> |
| Unassigned General Fund balance (after budget modification) | \$ _____ |
| Director of Finance signature certifying funds: |  |

Attachment(s):

- Resolution No. 13-001 (C)
- Email Correspondence with FAA re: Funding

Summary statement: Resolution no. 13-001 (C) transfers funds from the 2013 City of Palmer capital budget, budget line 08-01-10-7148, Depot Expansion, to the Palmer Airport Enterprise Fund, budget line 03-01-10-6030, to fund a partial crack sealing project on the runway surfaces at the Palmer Municipal Airport. The repairs would be focused upon the cracks in the most need of immediate repair.

Funds are not currently budgeted. The initial estimate for complete crack sealing needed at the airport came in at \$295,000. Approval of resolution no. 13-001 (C) will amend the budget to fund a partial repair in an amount not to exceed \$90,000.

The administration inquired with the FAA about the availability of 2014 Airport Improvement Program funding for crack sealing. The FAA responded, "The AIP can never make any type of future grant commitment; however, you will be most successful by submitting to us your proposed Capital Improvement Plan (CIP) and continue working in close coordination with our office as we plan for the 2014 funding cycle. Bear in mind that the City of Palmer currently has \$225,000 of FY13 non-primary entitlement (NPE) funding on the books. This funding can be protected for potential use in 2014. Please let us know how you would like to proceed with the NPE funding."

In a follow-up telephone conversation, the FAA explained that the airport currently has \$225,000 available in NPE funding. Of this, \$75,000 is 2011 funding; \$150,000 is 2012 funding. As to the possibility of the lapsing of NPE funds, the FAA explained that 2011 NPE funds will lapse September 30, 2014 if unused. The funding for the Master Plan does not come from these NPE funds.

While 2014 federal funding for this project cannot be guaranteed, all indications are that funding will likely be available, in addition to the NPE funds, which are an entitlement.

Administration recommendation: Seek Department of Transportation funding either through Airport Improvement Program or NPE funding for crack sealing to be scheduled in May or June 2014.

Introduced by: Mayor Johnson
First Public Hearing: July 23, 2013
Second Public Hearing: August 13, 2013
Action:
Vote:

| Yes: | No: |
|------|-----|
| | |

CITY OF PALMER, ALASKA

Resolution No. 13-001 C

A Resolution of the Palmer City Council Amending the City of Palmer 2013 Budget by Approving a Transfer of \$90,000 from the General Fund Capital Projects Fund 08-01-10-7148 to the Airport Enterprise Fund 03-01-10-6030 to Fund Partial Crack Sealing of Runway Surface or Surfaces at the Palmer Municipal Airport

WHEREAS, the runway surfaces at the Palmer Municipal Airport are in need of crack sealing; and

WHEREAS, federal funding for the complete crack sealing will in all likelihood not be available before summer 2014; and

WHEREAS, the funds to pay for these needed repairs are not currently budgeted.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that the City of Palmer transfers \$90,000 from the General Fund Capital Projects Fund 08-01-10-7148 to the Airport Enterprise Fund 03-01-10-6030 to fund partial crack sealing of runway surface or surfaces at the Palmer Municipal Airport.

Passed and approved by the City Council of the City of Palmer, Alaska this _____ day of _____, 2013.

DeLena Goodwin Johnson, Mayor

Janette M. Bower, MMC, City Clerk

Jonathan C. Owen

From: brad.garland@faa.gov
Sent: Thursday, June 27, 2013 10:54 AM
To: Jonathan C. Owen
Cc: eric.g.helms@faa.gov; gabriel.mahns@faa.gov
Subject: Re: Crack Sealing grant

Jon,

The AIP can never make any type of future grant commitment; however, you will be most successful by submitting to us your proposed Capital Improvement Plan (CIP) and continue working in close coordination with our office as we plan for the 2014 funding cycle. Bear in mind that the City of Palmer currently has \$225,000 of FY13 non-primary entitlement (NPE) funding on the books. This funding can be protected for potential use in 2014. Please let us know how you would like to proceed with the NPE funding.

Thank you,

- Brad -

Brad A. Garland, AAL-610
Regional AIP/PFC Program Manager
FAA Airports Division, Alaskan Region
(907) 271-5460

From: "Jonathan C. Owen" <jowen@PalmerPolice.com>
To: Eric G Helms/AAL/FAA@FAA, Brad Garland/AAL/FAA@FAA, Gabriel Mahns/AAL/FAA@FAA
Date: 06/27/2013 08:59 AM
Subject: Crack Sealing grant

Good morning all,

I have advised the Palmer city council that we may not be able to crack seal the Palmer airport this summer. I have explained the issue with the DBE; that no grant funded activities will be pursued until the DBE's approval by the FAA; that the DBE has been submitted to Ms. Soler's office, and that I've received acknowledgement that the civil rights office has received the draft plan for review. I know that this will require advertising and a 45 day public comment period.

So, here is my question: Do you believe that funds for crack sealing will be available through AIP if we were to crack seal in May or June 2014? My city manager, mayor, and council will want to know.

Thank you so much, and I look forward to hearing from one of you.

Regards,

Jon

Jonathan C. Owen
City of Palmer
Director of Public Safety
Acting Airport Manager
Risk Manager
Phone: (907) 745-4811
Fax: (907) 746-2314
Cell: (907) 354-9512

Tom

I and Ron with Alaska Sure Seal conducted a site visit of runways and taxiways at Palmer Municipal Airport. It appears there are about 100,000 linear feet of cracks per 1000 feet of runway on 16/34 being the oldest runway.

Researching the 2002 airport crack sealing bids it was determined that 22,000 lbs of crack sealant was applied in the total contract. I would estimate that the same amount would be needed when applied again plus the additional 4000 lbs of sealant on runway 9/27 and Taxiways B & L.

My Estimate for Sealing Runways Taxiways, and Parking Aprons at Palmer Municipal Airport.

HDL: for contract documents, bidding, and construction & safety plan over site \$30,000.

Safety plan for airport project lump sum \$14,000

Application of an herbicide agent (Confront or Roundup) to cracks on runways, taxiways, parking aprons, 1 month prior to application of sealant \$30,000

Application of 10,000 lbs Derry Level & Go Repair Mastic for cracks over 1 1/2" wide or deep at \$8.50 per pound \$ 85,000.

Application of 16,000 lbs of Deery Super Stretch Hot Applied DF Sealant for cracks less than 1 1/2" wide or deep at \$8.50 per pound \$ 136,000.

\$30,000

\$14,000

\$30,000

\$85,000

\$136,000

Total \$295,000
Estimated







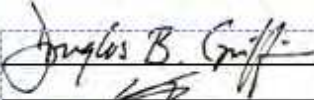


CITY OF PALMER
INFORMATION MEMORANDUM NO. 13-029
RESOLUTION NO. 13-019

Subject: Resolution No. 13-019: Confirming the Special Assessment Roll for Local Improvement District 09-02 LID, Known as the Gulkana Area Street Improvements and Setting the Date of Payment, and Providing for Penalties and Interest in the Event of Delinquency


Agenda of: July 23, 2013

Council Action: _____

Approved for presentation by:

| | |
|---------------|---|
| City Manager |  |
| City Attorney |  |
| City Clerk |  |

Certification of Funds:

| | | |
|--|--|---|
| Total amount of funds listed in legislation: | \$ | 577,570.60 (total project amount) 144,393 (LID portion) |
| This legislation (√): | | |
| <input type="checkbox"/> | Has no fiscal impact | |
| Creates: | | |
| <input type="checkbox"/> | A negative fiscal impact in the amount of: | \$ _____ |
| <input checked="" type="checkbox"/> | A positive fiscal impact in the amount of: | \$ 11,149 estimated for the months of October – December 2013 |
| <input type="checkbox"/> | Funds are budgeted. | |
| | Funds originally budgeted: | \$ _____ |
| | Difference in budgeted funds: | \$ _____ |
| Funds are budgeted from this (these) line item(s): | | |
| ➤ | | \$ _____ |
| ➤ | | \$ _____ |
| ➤ | | \$ _____ |
| <input checked="" type="checkbox"/> | Funds are not budgeted. | |
| | Budget amendment required in the total amount of: | \$ 11,149 |
| Affected line item(s): | | |
| ➤ | 01-00-00-3632 Street Assessments Earnings | \$ 11,149 |
| ➤ | | \$ _____ |
| ➤ | | \$ _____ |
| | Unrestricted/undesignated fund balance (after budget modification) | \$ _____ |
| | Director of Finance signature certifying funds: |  |

Attachment(s):

- Resolution 13-019
- 2009 Estimated LID Costs
- 2013 Final Assessment Role for Local Improvement District 09-02 L.I.D. Costs
- Final Assessment Role Summary
- LID Certified Construction Costs
- LID Certified Engineering Costs
- Assessment Map

Summary statement: On September 22, 2009, resolution no. 09-050 was adopted to establish a Local Improvement District (L.I.D.) for the Gulkana Area. The council approved the assessed value method of calculating assessments wherein the property owners pay 25% of the standard residential road of twenty four feet and the city paying all other costs including sidewalks and street lights.

The project replaced failing steel water main pipe, sidewalks, paved roads, and street lights. The project was funded by the City, the Local Improvement District, Alaska Department of Environmental Conservation (ADEC) Municipal Matching Grant no. 67117, and the American Recovery and Reinvestment Act (ARRA) of 2009 under the ADEC Drinking Water Fund number 677221.

The total assessment district cost is \$577,570.60. The property owners pay 25% of the total assessment district which is \$144,393.00.

| | |
|------------------------------|---------------------|
| LID Construction Costs | \$500,194.32 |
| <u>LID Engineering Costs</u> | <u>\$77,376.28</u> |
| Total LID Costs | \$577,570.60 |

| | |
|------------------------------------|---------------------|
| Property Owners Share of LID (25%) | \$144,393.00 |
| <u>City Share of LID (75%)</u> | <u>\$433,177.60</u> |
| Total LID Costs | \$577,570.60 |

Administration recommendation: Adopt Resolution 13-019.

Introduced by: City Manager Griffin

Date: July 23, 2013

Action:

Vote:

| Yes: | No: |
|------|-----|
| | |

CITY OF PALMER, ALASKA

Resolution No. 13-019

A Resolution of the Palmer City Council Confirming the Special Assessment Roll for Street Improvement District 09-02 LID; Known as the Gulkana Area Street Improvements and Setting the Date of Payment, Providing for Penalties and Interest in the Event of Delinquency

BE IT RESOLVED by the City Council of the City of Palmer, Alaska:

Section 1. The improvements authorized as set forth in Resolution No. 09-050, are hereby deemed completed. Special assessments are hereby levied against the lots and tracts specifically benefited by said improvements as set forth in the assessment roll prepared pursuant to Resolution No. 09-050.

Section 2. Notice was sent to each property owner whose property was specially benefited by the improvements in the improvement district as indicated in the assessment roll, and each property owner was given notice of public hearing before the City Council for the purpose of allocating the assessments and to hear any and all objections to any assessment against the property specially benefited in the above-described improvement district which comprises the areas described in Resolution No. 09-050.

Section 3. A public hearing was held on July 23, 2013. Following the conclusion of public comment, all errors in the assessment rolls, if any, were corrected and the amounts now indicated in said special assessment rolls are the amounts finally determined to be the special benefit to each property specially benefited by the improvements in the particular improvement district involved. The assessment roll has been duly certified by the City Clerk, and is hereby confirmed.

Section 4. All assessments levied on the tracts and lots specially benefited by the improvements and in the amounts now determined to be the amount of special benefit of each tract and lot specially benefited in the improvement district shall be paid either in lump sums, or in equal annual installments, as the property owner may elect. The lump sum, or first annual installment, as the case may be, shall become due and payable on November 1, 2013. Annual installments shall thereafter become due and payable on or before the first day of November, the next succeeding year, until the entire remaining balance of the assessment has been paid in full together with interest and penalty, if

any. A property owner with assessments totaling \$1,500.99 or less shall pay the same in three (3) equal annual installments; a property owner with assessments of \$1,501.00 to \$3,500.99 shall pay the same in five (5) equal annual installments; a property owner with assessments of \$3,501.00 to \$6,500.99 shall pay the same in ten (10) equal annual installments; a property owner with assessments of \$6,501.99 or more shall pay the same in twenty (20) equal annual installments.

Section 5. Deferred or installment payments shall bear interest based on the rate of three percent (3%) simple interest from the date of the confirmation of the assessment roll until paid, except that no interest shall be charged if payment in full is made within sixty (60) days after the resolution, or the time set out in the resolution for the first payment. No payment shall be required within sixty (60) days after the resolution. A penalty established in the current adopted budget shall be added to any assessment or assessment installment, whichever is less, not paid before the date of delinquency or unless a monthly payment plan has been approved, and both the assessment and penalty shall draw interest at the rate of a three percent (3%) per year until paid. Monthly installment payments may be scheduled upon the written request of the property owner and written approval by the City Manager. Monthly installments shall carry a three percent (3%) interest rate and shall be due and payable on or before the tenth day of each month. Payments not received or postmarked on or before the tenth day will be deemed delinquent and assessed a penalty on the amount delinquent, shall bear interest as above.

Section 6. When a property owner owns more than one lot in an improvement district, the total assessment of all the lots shall determine the repayment schedule. The repayment schedule is as follows: Assessments totaling \$1,500.99 or less shall pay the same in three (3) equal annual installments; a property owner with assessments of \$1,501.00 to \$3,500.99 shall pay the same in five (5) equal annual installments; a property owner with assessments of \$3,501.00 to \$6,500.99 shall pay the same in ten (10) equal annual installments, a property owner with assessments of \$6,501.00 or more shall pay the same in twenty (20) equal annual installments.

Section 7. Within thirty (30) days from the passage of this resolution, the Director of Finance shall mail out, postage prepaid, notice to the owner of each property which has been assessed designating the property, the amount of the assessment, rate of interest, schedule of payments and delinquencies and amount of penalty and interest, designating the particular improvement district. No later than October 1, 2013, the Director of Finance shall mail a payment notice to each property owner. Failure to mail such notice in a timely fashion shall in no way affect any liability for or enforcement the payment of all or part of the special assessment. Within five days after each of the statements are mailed, the City Clerk shall publish notice that the statements have been mailed.

Passed and approved by the City Council of the City of Palmer, Alaska this ____ day of _____, 2013.

DeLena M. Johnson, Mayor

Janette M. Bower, MMC, City Clerk

**ASSESSMENT ROLL
STREET IMPROVEMENT DISTRICT No. 09-02 L.I.D.
GULKANA AREA STREET IMPROVEMENTS**

IMPROVEMENTS: The construction of a street improvements including but not limited to roadway construction, topsoil, seeding, and drainage improvements.

SPECIAL ASSESSMENT DISTRICT COSTS: In accordance with City of Palmer Resolution No. 09-076, the owners of property benefiting from the improvements will pay twenty-five percent of the improvement cost for a standard residential street.

| | |
|--|------------------|
| Special Assessment District Portion of Project | \$577,571 |
| City of Palmer Share (75%) | \$433,178 |
| Assessment District (Property Owners) Share (25%) | \$144,393 |

| Owner(s) | Mailing Address | City | State | Zip Code | Lot | Block | Subdivision | Parcel | Assessment |
|---|-----------------------------------|-----------|-------|----------|-----|-------|-------------------------------------|---------------|----------------------|
| CYNTHIA BERBERICH | PO BOX 903 | PALMER | AK | 99645 | 1 | | BAIN | 4478000L001 | \$ 428.42 |
| AUSTIN & GENEVA HELMERS | 250 E FIREWEED AVENUE | PALMER | AK | 99645 | 2 | | BAIN | 4478000L002 | \$ 2,270.15 |
| STATE OF ALSKA DEPT OF NATURAL RESOURCES DIV OF LANDS | 550 W 7TH AVENUE, SUITE 1050 A | ANCHORAGE | AK | 99501 | 1A | | DENEKE | 6819000L001A | \$ 123,341.33 |
| JUNE & WM TULL | 353 S DENALI STREET | PALMER | AK | 99645 | 1-1 | 4 | SNODGRASS- NEWCOMB #2 | 5024B04L001-1 | \$ 801.32 |
| RAY & J MICHAELSON | PO BOX 331 | PALMER | AK | 99645 | 3 | 5 | SNODGRASS- NEWCOMB #3 | 5025B05L003 | \$ 1,146.15 |
| JOHN SNODGRASS JR. | PO BOX 1867 | PALMER | AK | 99645 | 4 | 5 | SNODGRASS- NEWCOMB #3 | 5025B05L004 | \$ 265.92 |
| JOHN SNODGRASS JR. | PO BOX 1867 | PALMER | AK | 99645 | D3 | | TOWNSHIP 18N RANGE 2E SECTION 33 | 18N02E33D003 | \$ 1,015.66 |
| ALICE & JOHN SNODGRASS JR. | PO BOX 1867 | PALMER | AK | 99645 | D5 | | TOWNSHIP 18N RANGE 2E SECTION 33 | 18N02E33D005 | \$ - |
| ALICE & JOHN SNODGRASS JR. | PO BOX 1867 | PALMER | AK | 99645 | D7 | | TOWNSHIP 18N RANGE 2E SECTION 33 | 18N02E33D007 | \$ 1,040.28 |
| CYNTHIA & KENNETH W. ERBEY | PO BOX 2892 | PALMER | AK | 99645 | D8 | | TOWNSHIP 18N RANGE 2E SECTION 33 | 18N02E33D008 | \$ 4,331.01 |
| ALFRED SCHLOTT JR. & M | 413 S GULKANA STREET | PALMER | AK | 99645 | | D9 | TOWNSHIP 18N RANGE 2E SECTION 33 | 18N02E33D009 | \$ 1,919.28 |
| PATRICIA & JOHN SCHREIBER REV TR | PO BOX 521 | PALMER | AK | 99645 | | D10 | TOWNSHIP 18N RANGE 2E SECTION 33 | 18N02E33D010 | \$ 1,611.51 |
| CYNTHIA LYNN BURTON | PO BOX 903 | PALMER | AK | 99645 | | D11 | TOWNSHIP 18N RANGE 2E SECTION 33 | 18N02E33D011 | \$ 1,483.47 |
| BARBARA PENNISTON JOHNSON | 543 S GULKANA STREET | PALMER | AK | 99645 | | D13 | TOWNSHIP 18N RANGE 2E SECTION 33 | 18N02E33D013 | \$ 1,883.58 |
| JOYCE & RICHARD MOMARTS CO- TRE | 630 E DOGWOOD AVE | PALMER | AK | 99645 | | D15 | TOWNSHIP 18N RANGE 2E SECTION 33 | 18N02E33D015 | \$ 1,467.47 |
| RICHARD MOORE | 615 S GULKANA | PALMER | AK | 99645 | 4 | | ZAHRADNICEK | 5035000L004 | \$ 1,387.45 |
| Total: | | | | | | | | | \$ 144,393.00 |

In accordance with Palmer Municipal Code 3.08.025, I, Janette M. Bower, do hereby certify the Final Assessment Roll for Street Improvement District 09-02 LID to be as set out above.

Date: _____

Janette M. Bower, MMC, City Clerk



Street Improvement District No. 09-02 LID

Frequently Asked Questions

What improvements were included in the project?

The project included the following improvements:

EAST COTTONWOOD AVENUE FROM SOUTH DENALI STREET 800 FEET EAST TO SOUTH GULKANA STREET

- Forty (40) foot wide street measured lip of gutter to lip of gutter;
- Curb and gutter;
- Curb returns and paved aprons at each intersection;
- A sidewalk on the south side of the street; and
- Street light improvements.
- Note: The LID costs incurred by the property owner only include the first twenty-four (24) foot of pavement, and curb and gutter costs.

SOUTH GULKANA STREET FROM EAST COTTONWOOD AVENUE 550 FEET SOUTH PRIOR TO EAST DOGWOOD AVENUE

- Forty (40) foot wide street measured lip of gutter to lip of gutter;
- Curb and gutter;
- Curb returns and paved aprons at each intersection;
- A sidewalk on both sides of the street; and
- Street light improvements.
- Note: The LID costs incurred by the property owner only include the first twenty-four (24) foot of pavement, and curb and gutter costs.

EAST CEDAR AVENUE FROM SOUTH GULKANA STREET TO 680 FEET TO EAST END OF THE RIGHT-OF-WAY

- Twenty-four (24) foot wide street measured lip of gutter to lip of gutter;
- Curb and gutter;
- Curb returns and paved aprons at each intersection;
- A sidewalk on the south side of the street; and
- Street light improvements.

EAST DOGWOOD AVENUE FROM SOUTH GULKANA STREET TO 300 FEET TO THE EAST END OF THE RIGHT-OF-WAY

- Twenty-four (24) foot wide street measured lip of gutter to lip of gutter;
- Curb and gutter;
- Curb returns and paved aprons at each intersection;
- A sidewalk on the south side of the street; and
- Street light improvements.

How much of the project cost did the City pay?

The City paid the full cost of the extra 16’ of pavement on the roads wider the 24’, and one hundred percent (100%) of improvement costs for sidewalks and street lighting, and seventy-five percent (75%) of the remaining project costs.

Is my property included in the Special Assessment District and if so, how much will I have to pay?

The properties included in the Special Assessment District and estimated assessment amounts based upon the City Manager’s recommendation are:

| | LEGAL DESCRIPTION | LID AMOUNT |
|----------------------------------|---|-------------------|
| Bain | Bain Lot 1 | \$ 428.42 |
| | Bain Lot 2 | \$ 2,270.15 |
| Deneke | Deneke Pk RSB L/1 & 2 Lot 1A | \$ 123,341.33 |
| Snodgrass-Newcomb Block 4 | Snodgrass-Newcomb #2 Block 4 Lot 1-1 | \$ 801.32 |
| Snodgrass-Newcomb Block 5 | Snodgrass-Newcomb #3 Block 5 Lot 3 | \$ 1,146.15 |
| | Snodgrass-Newcomb #4 Block 5 Lot 4 | \$ 265.92 |
| Township 18N | Township 18N Range 2E Section 33 Lot D3 | \$ 1,015.66 |
| | Township 18N Range 2E Section 33 Lot D5 | \$ 0 |
| | Township 18N Range 2E Section 33 Lot D7 | \$ 1,040.28 |
| | Township 18N Range 2E Section 33 Lot D8 | \$ 4,331.01 |
| | Township 18N Range 2E Section 33 Lot D9 | \$ 1,919.28 |
| | Township 18 N Range 2E Section 33 Lot D10 | \$ 1,611.51 |
| | Township 18N Range 2E Section 33 Lot D11 | \$ 1,483.47 |
| | Township 18N Range 2E Section 33 Lot D13 | \$ 1,883.58 |
| | Township 18N Range 2E Section 33 Lot D15 | \$ 1,467.47 |
| | Zahradnicek | Zahradnicek Lot 4 |
| TOTAL ESTIMATED | | \$ 144,393 |

What if I do not agree with the assessment costs?

“At the public hearing, an owner of property to be assessed shall have the right to present his or her objection to the assessment by showing errors and inequalities in the assessment roll and submitting any reason for amendment and correction of the assessment roll.” Palmer Municipal Code 3.08.025 B. 2. Please contact the City Clerk’s Office at 761-1301 for further information.

When do I have to pay the assessment?

The lump sum, or first annual installment, as the case may be, shall become due and payable on November 1, 2013. Annual installments are due and payable on or before the first day of the November, the next succeeding year, until the entire remaining balance of the assessment has been paid in full together with interest and penalty, if any.

How long do I have to pay the assessment?

The payment schedule is determined by the amount of your assessment. Depending on the amount of your total assessment, you have three, five, ten or twenty years to pay off the assessment, as follows:

| <i>If your total assessment is...</i> | <i>Your payments will be...</i> |
|---------------------------------------|---------------------------------|
| \$1,500.99 or less | Three equal annual payments |
| \$1501.00 to \$3,500.99 | Five equal annual payments |
| \$3,501.00 to \$6,500.99 | Ten equal annual payments |
| \$6,501.00 or more | Twenty equal annual payments |

For example, if your assessment is \$6,500.00, divide \$6,500 by 10 (annual payments) to get a payment of \$650 that you will make each year for ten years. The unpaid portion of your assessment is subject to interest as explained below.

Is there interest charged on the unpaid balance of my assessment?

Yes. The unpaid balance of your assessment will bear an interest rate based on the Alaska Municipal Bond Bank's general obligation bond effective rate at the time the council confirms the assessment role no interest will accrued until the council approves the final assessment role. A penalty shall be added to any assessment payment that is not paid by the payment date and is delinquent. The penalty shall draw an interest rate based on the Alaska Municipal Bond Bank's general obligation bond effective rate at the time the council confirms the assessment role. A \$3.00 charge will be added to each yearly bill to cover administrative cost of bills.

Can I pay off the entire assessment at once?

Yes. If you pay the total assessment in full when the first payment is due, no interest will be charged on the assessment.

Can I make monthly payments?

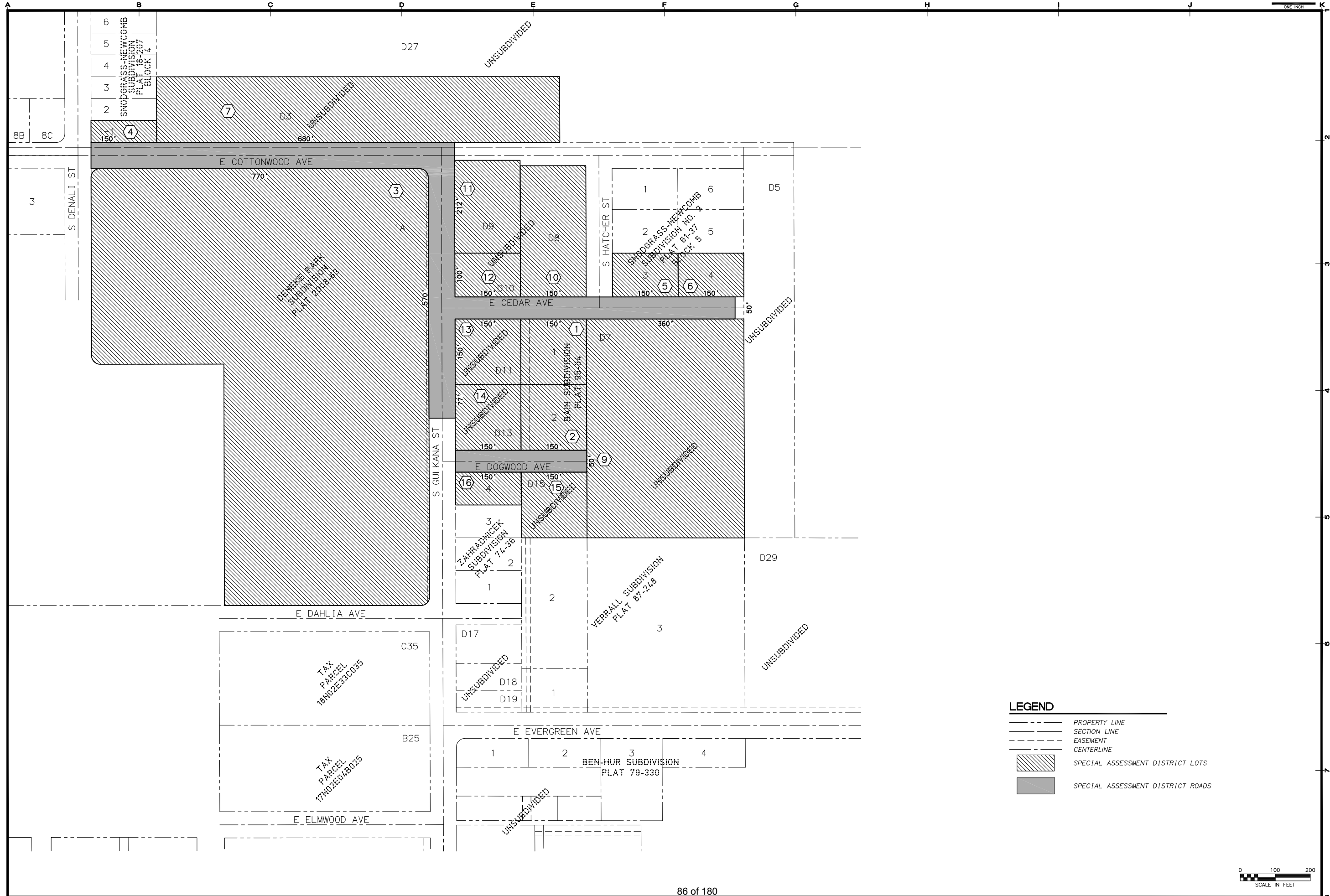
Yes, but you must request a monthly payment schedule in writing. Monthly installments must be paid or postmarked on or before the tenth day of each month. Monthly installments are subject to the same interest and penalty charges as describe above for annual payments.

What if I own more than one lot in the improvement district?

The total assessment of all the lots determines the repayment schedule. For example, if you own two lots that each has a \$6,500 assessment, your total assessment is \$13,000. According to the payment schedule above, you will have twenty years to pay off the \$13,000 assessment.

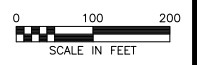
- **For further information regarding the project, please contact Public Works Director Tom Cohenour at 745-3400.**

H:\Projects\09-015_Palmer Gulikana Water-Street Imp\05-Public Imp\LD\Drawings\09015_01_SAD_gulikana_FINAL_1=50_01/04/13.dwg 08:31 by unknown
 LAYOUT: all-sheets
 VIEW: SDI=LEGOON_SDI
 ANGLE: 0903_01_IMAGE



LEGEND

| | |
|--|-----------------------------------|
| | PROPERTY LINE |
| | SECTION LINE |
| | EASEMENT |
| | CENTERLINE |
| | SPECIAL ASSESSMENT DISTRICT LOTS |
| | SPECIAL ASSESSMENT DISTRICT ROADS |



| REVISIONS | MARK | DATE | DESCRIPTION |
|-----------|------|------|-------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

NOT FOR CONSTRUCTION

HDL HATTENBURG, DILLEY & LINNELL
 Engineering Consultants

- ENGINEERING
- SURVEYING
- PROJECT MANAGEMENT
- EARTH SCIENCE
- PLANNING
- ENVIRONMENTAL

(907) 564-2120 - ANCHORAGE
 (907) 746-5330 - PALMER
 WWW.HDLALASKA.COM

GULKANA AREA WATER AND STREET IMPROVEMENTS
SPECIAL ASSESSMENT DISTRICT
CITY OF PALMER
 PALMER, ALASKA

SHEET TITLE
 PROPERTY KEY

SHEET
SAD-01

DRAWN BY: BCY
 CHECKED BY: BJR

DATE: 8/28/09
 SCALE: 1" = 100'

JOB NUMBER: 09-015

| Item | Task 1 Geotech | Task 2 Survey/Esmnts | Task 3 Enviro | Task 4 Design | Task 5 Public Invl | Task 6 Bidding | Task 7 Const Eng | Task 8 Daron Park | TOTAL |
|---|-------------------|-------------------------|------------------|------------------|-----------------------|-------------------|---------------------|----------------------|---------------|
| Actual Project Cost | \$ 11,348.00 | \$ 81,780.00 | \$ 6,737.50 | \$ 207,659.45 | \$ 15,095.40 | \$ 7,142.50 | \$ 122,406.50 | \$ 10,557.50 | \$ 462,726.85 |
| percent of task NOT covered by water funds | 10% | 10% | 0% | 30% | 50% | 50% | 30% | 100% | - |
| effective LID percentage | 8% | 8% | 0% | 21% | 50% | 40% | 13% | 0% | - |
| Total LID Cost | \$ 907.84 | \$ 6,542.40 | \$ - | \$ 43,608.49 | \$ 7,547.70 | \$ 2,857.00 | \$ 15,912.85 | \$ - | \$ 77,376.28 |

BASE BID - Gulkana Area Water and Street Improvements

| Item No. | Spec. No. | Work Description | Unit | Unit Price | Total Bid Qty | Actual Qty Installed | As-Bid LID Qty | Percent LID | Actual LID Qty Installed | Actual LID Cost |
|----------|-----------|--|-------------|-------------|---------------|----------------------|----------------|-------------|--------------------------|-----------------|
| A-1 | 10.4.15 | Utility Relocates | Contngt Sum | \$50,000.00 | 1 | 1 | 0.3 | 30% | 0.30 | \$ 15,000.00 |
| A-2 | 10.4.15 | Contractor Utility Relocation Coordination | Lump Sum | \$5,487.00 | 1 | 1 | 0.3 | 30% | 0.30 | \$ 1,646.10 |
| A-3 | 20.03 | Clearing | Lump Sum | \$4,071.00 | 1 | 1 | 0.00 | 0% | 0.00 | \$ - |
| A-4 | 20.04 | Unclassified Excavation | Cubic Yard | \$6.00 | 20250 | 17,356 | 4,595 | 23% | 3991.88 | \$ 23,951.28 |
| A-5 | 20.05 | Type II Classified Fill and Backfill | Per Ton | \$10.00 | 25700 | 25,700 | 5,968 | 23% | 5911.00 | \$ 59,110.00 |
| A-6 | 20.05 | Type II-A Classified Fill & Backfill | Per Ton | \$15.00 | 6900 | 6,900 | 1,195 | 17% | 1173.00 | \$ 17,595.00 |
| A-7 | 20.06 | Leveling Course | Per Ton | \$29.00 | 4500 | 3,060 | 2,204 | 49% | 1499.40 | \$ 43,482.60 |
| A-8 | 20.07 | Trench Excavation & Backfill (various depths for sewer piping) | Linear Foot | \$35.00 | 640 | 640 | 0 | 0% | 0.00 | \$ - |
| A-9 | 20.07 | Trench Excavation & Backfill (various depths for storm drain piping) | Linear Foot | \$30.00 | 779 | 779 | 713 | 92% | 716.68 | \$ 21,500.40 |
| A-10 | 20.07 | Trench Excavation & Backfill (various depths for water main) | Linear Foot | \$26.00 | 3699 | 3,699 | 0 | 0% | 0.00 | \$ - |
| A-11 | 20.17 | Remove Existing Sidewalk or Concrete Apron | Square Yard | \$6.00 | 296 | 296 | 41 | 14% | 41.44 | \$ 248.64 |
| A-12 | 20.18 | Remove Existing Curb & Gutter | Linear Foot | \$2.00 | 850 | 850 | 84 | 10% | 85.00 | \$ 170.00 |
| A-13 | 20.19 | Remove Existing Pavement | Square Yard | \$1.40 | 5396 | 5,396 | 639 | 12% | 647.52 | \$ 906.53 |
| A-14 | 20.19 | Remove Existing Leveling Course | Square Yard | \$2.00 | 4797 | 4,797 | 492 | 10% | 479.70 | \$ 959.40 |
| A-15 | 20.22 | Geotextile (Separation) | Square Yard | \$0.80 | 17273 | 17,273 | 4,896 | 28% | 4836.44 | \$ 3,869.15 |
| A-16 | 30.02 | P.C.C. Curb & Gutter, Type 1, 3, and 4 | Linear Foot | \$21.00 | 4190 | 4,190 | 3,511 | 84% | 3519.60 | \$ 73,911.60 |
| A-17 | 30.02 | P.C.C. Curb & Gutter, Type 2 | Linear Foot | \$22.00 | 806 | 783 | 806 | 100% | 783.00 | \$ 17,226.00 |
| A-18 | 30.03 | P.C.C. Sidewalk 4" thick | Square Yard | \$51.00 | 1281 | 1,281 | 0 | 0% | 0.00 | \$ - |
| A-19 | 30.03 | P.C.C. Sidewalk 6" thick | Square Yard | \$65.00 | 144 | 144 | 0 | 0% | 0.00 | \$ - |
| A-20 | 30.07 | P.C.C. Curb Ramp (With Detectable Warning Tile) | Each | \$1,472.00 | 15 | 15 | 0 | 0% | 0.00 | \$ - |
| A-21 | 40.02 | A.C. Pavement (Class E) | Ton | \$118.00 | 1991 | 1,692 | 919 | 46% | 778.32 | \$ 91,841.76 |
| A-22 | 50.02 | F&I 8" CL50 DIP Sewer Pipe | Linear Foot | \$33.00 | 630 | 630 | 0 | 0% | 0.00 | \$ - |
| A-23 | 50.02 | F&I 10" CL50 DIP Sewer Pipe | Linear Foot | \$546.00 | 11 | 11 | 0 | 0% | 0.00 | \$ - |
| A-24 | 50.03 | Construct Manhole Type A | Each | \$4,284.00 | 3 | 3 | 0 | 0% | 0.00 | \$ - |
| A-25 | 50.05 | Connect to Existing Sanitary Manhole | Each | \$676.00 | 1 | 1 | 0 | 0% | 0.00 | \$ - |
| A-26 | 50.10 | Sanitary Sewer Service Connect, 4" | Each | \$2,109.00 | 3 | 3 | 0 | 0% | 0.00 | \$ - |
| A-27 | 50.13 | Polyethylene Encasement (Sewer) | Linear Foot | \$3.00 | 641 | 641 | 0 | 0% | 0.00 | \$ - |
| A-28 | 50.14 | Repair Sewer Service | Each | \$1,991.00 | 3 | 3 | 0 | 0% | 0.00 | \$ - |
| A-29 | 55.02 | F&I 12" CMP, round, steel, galvanized | Linear Foot | \$22.00 | 323 | 323 | 291 | 90% | 290.70 | \$ 6,395.40 |
| A-30 | 55.02 | F&I 18" CMP, round, steel, galvanized | Linear Foot | \$28.00 | 416 | 416 | 416 | 100% | 416.00 | \$ 11,648.00 |
| A-31 | 55.04 | Construct Type 1 Manhole | Each | \$3,848.00 | 5 | 5 | 5 | 100% | 5.00 | \$ 19,240.00 |
| A-32 | 55.04 | Construct Type 1 Catch Basin Manhole | Each | \$4,239.00 | 1 | 1 | 1 | 100% | 1.00 | \$ 4,239.00 |
| A-33 | 55.06 | Construct Catch Basin | Each | \$2,821.00 | 11 | 11 | 11 | 100% | 11.00 | \$ 31,031.00 |
| A-34 | 55.07 | Connect to Existing Storm Drain Manhole | Each | \$518.00 | 3 | 2 | 3 | 100% | 2.00 | \$ 1,036.00 |
| A-35 | 55.12 | Culvert 12" CMP, round, steel, galvanized | Linear Foot | \$21.00 | 34 | 34 | 0 | 0% | 0.00 | \$ - |
| A-36 | 60.02 | F&I 6" CL52 DIP Water Pipe | Linear Foot | \$38.00 | 541 | 541 | 0 | 0% | 0.00 | \$ - |
| A-37 | 60.02 | F&I 10" CL 52 DIP Water Pipe | Linear Foot | \$37.00 | 2671 | 2,671 | 0 | 0% | 0.00 | \$ - |
| A-38 | 60.02 | F&I 12" CL 52 DIP Water Pipe | Linear Foot | \$76.00 | 271 | 271 | 0 | 0% | 0.00 | \$ - |

GULKANA AREA WATER AND STREET IMPROVEMENTS - LID summary of construction costs

| Item No. | Spec. No. | Work Description | Unit | Unit Price | Total Bid Qty | Actual Qty Installed | As-Bid LID Qty | Percent LID | Actual LID Qty Installed | Actual LID Cost |
|----------|-----------|--|------------------|-------------|---------------|----------------------|----------------|-------------|--------------------------|-----------------|
| A-39 | 60.02 | F&I 16" CL 52 DIP Water Pipe | Linear Foot | \$103.00 | 216 | 216 | 0 | 0% | 0.00 | \$ - |
| A-40 | 60.03 | F&I 6" Gate Valve, Valve Box & Marker | Each | \$1,924.00 | 6 | 6 | 0 | 0% | 0.00 | \$ - |
| A-41 | 60.03 | F&I 8" Gate Valve, Valve Box & Marker | Each | \$2,454.00 | 1 | 1 | 0 | 0% | 0.00 | \$ - |
| A-42 | 60.03 | F&I 10" Gate Valve, Valve Box & Marker | Each | \$2,542.00 | 13 | 13 | 0 | 0% | 0.00 | \$ - |
| A-43 | 60.03 | F&I 12" Gate Valve, Valve Box & Marker | Each | \$3,042.00 | 4 | 4 | 0 | 0% | 0.00 | \$ - |
| A-44 | 60.03 | F&I 16" Gate Valve, Valve Box & Marker | Each | \$6,631.00 | 3 | 3 | 0 | 0% | 0.00 | \$ - |
| A-45 | 60.04 | F&I Fire Hydrant Assembly (Single Pumper) | Each | \$6,166.00 | 12 | 12 | 0 | 0% | 0.00 | \$ - |
| A-46 | 60.06 | F&I 1" Water Service Line | Each | \$2,895.00 | 16 | 16 | 0 | 0% | 0.00 | \$ - |
| A-47 | 60.06 | F&I 1 1/2" and 2" Water Service Line | Each | \$5,102.00 | 1 | 1 | 0 | 0% | 0.00 | \$ - |
| A-48 | 60.06 | F&I 1" Water Service line to 630 E. Dogwood Avenue | Each | \$8,226.00 | 1 | 0 | 0 | 0% | 0.00 | \$ - |
| A-49 | 60.07 | Polyethylene Encasement | Linear Foot | \$3.00 | 3699 | 3,699 | 0 | 0% | 0.00 | \$ - |
| A-50 | 60.09 | Remove Fire Hydrant Assembly | Each | \$1,855.00 | 5 | 5 | 0 | 0% | 0.00 | \$ - |
| A-51 | 60.14 | Temporary Water System Complete | Lump Sum | \$34,000.00 | 1 | 1 | 0.00 | 0% | 0.00 | \$ - |
| A-52 | 65.02 | Construction Survey Measurement | Lump Sum | \$58,820.00 | 1 | 1 | 0.20 | 20% | 0.20 | \$ 11,764.00 |
| A-53 | 70.02 | Adjust Manhole Cone | Each | \$482.00 | 1 | 1 | 0 | 0% | 0.00 | \$ - |
| A-54 | 70.03 | Adjust Manhole Ring | Each | \$355.00 | 12 | 12 | 3 | 25% | 3.00 | \$ 1,065.00 |
| A-55 | 70.04 | Adjust Standard Catch Basin to Finish Grade | Each | \$597.00 | 2 | 2 | 0 | 0% | 0.00 | \$ - |
| A-56 | 70.07 | Remove Existing Catch Basin | Each | \$146.00 | 10 | 10 | 9 | 90% | 9.00 | \$ 1,314.00 |
| A-57 | 70.07 | Remove Existing Manhole | Each | \$175.00 | 4 | 4 | 3 | 75% | 3.00 | \$ 525.00 |
| A-58 | 70.08 | Adjust Main Line Valve Box to Finish Grade | Each | \$179.00 | 5 | 5 | 4 | 80% | 4.00 | \$ 716.00 |
| A-59 | 70.08 | Reset Fence | Linear Foot | \$54.00 | 15 | 15 | 0 | 0% | 0.00 | \$ - |
| A-60 | 70.18 | Insulation Board, 4" thick, R 4.5 per inch | Square Foot | \$4.00 | 2101 | 2,101 | 32 | 2% | 42.02 | \$ 168.08 |
| A-61 | 70.19 | Painted Traffic Markings, 4-inch, White | Linear Foot | \$0.50 | 3581 | 3,533 | 0 | 0% | 0.00 | \$ - |
| A-62 | 70.19 | Painted Traffic Markings, 4-inch, Yellow | Linear Foot | \$0.46 | 7415 | 7,415 | 4,315 | 58% | 4300.70 | \$ 1,978.32 |
| A-63 | 70.19 | Painted Traffic Markings, 24-inch, White | Linear Foot | \$6.14 | 355 | 355 | 76 | 21% | 74.55 | \$ 457.74 |
| A-64 | 70.20 | Standard Sign | Square Foot | \$76.00 | 263 | 263 | 141 | 54% | 142.02 | \$ 10,793.52 |
| A-65 | 70.20 | Salvage Sign | Each | \$235.00 | 10 | 10 | 3 | 30% | 3.00 | \$ 705.00 |
| A-66 | 70.21 | Traffic Maintenance | Lump Sum | \$39,500.00 | 1 | 1 | 0.35 | 35% | 0.35 | \$ 13,825.00 |
| A-67 | 70.21 | Traffic Price Adjustment | Contngt Sum | \$0.00 | 0 | 0 | 0 | 0% | 0.00 | \$ - |
| A-68 | 70.23 | Adjust Telephone Manhole to Finish Grade | Each | \$386.00 | 2 | 1 | 0 | 0% | 0.00 | \$ - |
| A-69 | 70.24 | Relocate Existing Mailbox | Each | \$252.00 | 2 | 2 | 0 | 0% | 0.00 | \$ - |
| A-70 | 70.25 | Remove Pipe (Existing Storm Drain & Sewer) | Linear Foot | \$16.00 | 491 | 491 | 491 | 100% | 491.00 | \$ 7,856.00 |
| A-71 | 70.31 | Storm Water Pollution Prevention Plan | Lump Sum | \$5,884.00 | 1 | 1 | 0.20 | 20% | 0.20 | \$ 1,176.80 |
| A-72 | 75.04 | Topsoil at 4" depth | Per 1000 Sq. Ft. | \$471.00 | 97 | 50 | 7 | 7% | 3.50 | \$ 1,648.50 |
| A-73 | 75.05 | Seeding, Schedule A Mix | Per 1000 Sq. Ft. | \$341.00 | 97 | 50 | 7 | 7% | 3.50 | \$ 1,193.50 |
| A-74 | 75.06 | Chain Link Fence, 6' high, 9 gauge | Linear Foot | \$41.00 | 20 | 20 | 0 | 0% | 0.00 | \$ - |
| A-75 | 75.06 | Gate, double swing, 20 ft wide | Each | \$2,354.00 | 1 | 1 | 0 | 0% | 0.00 | \$ - |
| A-76 | 75.08 | Modular Concrete Block Wall | Sq. Ft. | \$42.00 | 1000 | 685 | 0 | 0% | 0.00 | \$ - |

GULKANA AREA WATER AND STREET IMPROVEMENTS - LID summary of construction costs

| Item No. | Spec. No. | Work Description | Unit | Unit Price | Total Bid Qty | Actual Qty Installed | As-Bid LID Qty | Percent LID | Actual LID Qty Installed | Actual LID Cost |
|--------------|-----------|---|-------------|------------|---------------|----------------------|----------------|-------------|--------------------------|-----------------|
| A-77 | 80.02 | Trench and Backfill (width & depth as required per plans for electrical) | Linear Foot | \$10.70 | 4200 | 4,200 | 0 | 0% | 0.00 | \$ - |
| A-78 | 80.04 | Luminaire Pole Foundation (Cast in place or pile) | Each | \$3,007.86 | 19 | 19 | 0 | 0% | 0.00 | \$ - |
| A-79 | 80.04 | Load Center Foundation Type 1A | Each | \$4,119.00 | 1 | 1 | 0 | 0% | 0.00 | \$ - |
| A-80 | 80.05 | 28 FT Slip Base Luminaire Pole | Each | \$3,617.00 | 20 | 20 | 0 | 0% | 0.00 | \$ - |
| A-81 | 80.06 | Luminaire Arm 12 FT length | Each | \$644.00 | 20 | 20 | 0 | 0% | 0.00 | \$ - |
| A-82 | 80.07 | 2" Steel Conduit | Linear Foot | \$18.00 | 200 | 200 | 0 | 0% | 0.00 | \$ - |
| A-83 | 80.07 | 3" Steel Conduit | Linear Foot | \$33.00 | 300 | 300 | 0 | 0% | 0.00 | \$ - |
| A-84 | 80.07 | 2" HDPE Conduit | Linear Foot | \$7.00 | 4000 | 4,000 | 0 | 0% | 0.00 | \$ - |
| A-85 | 80.08 | Type 1A Junction Box | Each | \$1,147.00 | 31 | 31 | 0 | 0% | 0.00 | \$ - |
| A-86 | 80.08 | Type II Junction Box | Each | \$1,294.00 | 1 | 1 | 0 | 0% | 0.00 | \$ - |
| A-87 | 80.10 | Conductor, 3C #8 AWG | Linear Foot | \$6.00 | 800 | 800 | 0 | 0% | 0.00 | \$ - |
| A-88 | 80.10 | Conductor, 3C #6 AWG | Linear Foot | \$5.00 | 6100 | 6,100 | 0 | 0% | 0.00 | \$ - |
| A-89 | 80.14 | Modify Single Meter Post-Mount Load Center | Each | \$4,707.00 | 2 | 0 | 0 | 0% | 0.00 | \$ - |
| A-90 | 80.14 | Single Meter Pad-Mount Load Center, Type 1A | Each | \$5,766.00 | 1 | 1 | 0 | 0% | 0.00 | \$ - |
| A-91 | 80.23 | Luminaire 79W Full Cutoff Type 3 LED Lamp | Each | \$824.00 | 7 | 7 | 0 | 0% | 0.00 | \$ - |
| A-92 | 80.23 | Luminaire 119W Full Cutoff Type 3 LED Lamp | Each | \$1,510.00 | 21 | 21 | 0 | 0% | 0.00 | \$ - |
| A-93 | 80.28 | Remove Luminaire Pole | Each | \$635.00 | 7 | 7 | 0 | 0% | 0.00 | \$ - |
| Total | | | | | | | | | | \$ 500,194.32 |