

Regular City Council Meeting
June 11, 2024 6:00pm
City of Palmer, Alaska
Palmer City Council Chambers
231 W Evergreen Avenue Palmer, Alaska 99645
www.palmerak.org



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

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

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. APPROVAL OF AGENDA
 - 1. Approval of consent agenda
 - 2. Approval of Minutes of Previous Meetings
 - A. May 28, 2024, Regular Meeting
- E. COMMUNICATIONS AND APPEARANCE REQUESTS
 - 1. Elected Officials in Attendance
 - 2. Board/Commission Members in Attendance
 - 3. Proclamation - Recognizing Juneteenth
 - 4. Presentation - Juneteenth - Audra Jackson
- F. REPORTS
 - 1. City Manager's Report
 - 2. Mayor's Report
 - 3. City Clerk's Report
 - 4. City Attorney's Report

G. AUDIENCE PARTICIPATION

H. PUBLIC HEARINGS

I. ACTION MEMORANDA

1. **Action Memorandum No. 24-027:** Authorizing the City Manager to Extend the Professional Services Contract With Alaska Communications for One Additional Year, Term Ending June 30, 2025.
2. **Action Memorandum No. 24-028:** Directing the City Manager to Notify the State Of Alaska of the City Council's Statement of Non-Objection of the Package Store License #4366 for Fred Meyer #649.
3. **Action Memorandum No. 24-030:** Authorizing Utility Water Connection for 2820 S. Margaret Dr., Palmer, Alaska.
4. **Action Memorandum No. 24-031:** Authorizing Utility Water and Sewer Connections for Breezy Meadows Multifamily Development located at 12697 E. Scott Rd., Palmer, Alaska.
5. **Action Memorandum No. 24-033:** Appointing current City of Palmer Finance Director Gina Davis as Interim City Manager and Authorizing Compensation

J. UNFINISHED BUSINESS

K. NEW BUSINESS

L. RECORD OF ITEMS PLACED ON THE TABLE

M. AUDIENCE PARTICIPATION

N. COUNCIL COMMENTS

O. ADJOURNMENT



Palmer City Council Meeting
Meeting Date: 06/11/2024
Department: City Clerk's Office

D. 2.

Subject
Approval of Minutes of Previous Meetings
A. May 28, 2024, Regular Meeting

Summary Statement/Background

Administration's Recommendation:

Attachments

05.28 Regular Meeting Minutes

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on May 28, 2024, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

B. ROLL CALL

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

Mayor Steve Carrington
Deputy Mayor
Jim Cooper
Pam Melin
Josh Tudor

Absent:

John Alcantra
Richard W. Best

Staff in attendance:

John Moosey, City Manager
Shelly M. Acteson, CMC, City Clerk
Benji Johnson, Deputy City Clerk
Brad Hanson, Community Development Director
John Diument, Airport Superintendent
Greg Wickham, Public Works Superintendent

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - A. **Action Memorandum No. 24-030:** Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection of the Restaurant or Eating Place License #1436 Combined License Renewal for Pizza Ria Delphi Restaurant
2. Approval of Minutes of Previous Meetings
 - A. April 23, 2024, Regular Meeting
 - B. April 30, 2024, Special Meeting
 - C. May 2, 2024, Emergency Meeting
 - D. May 6, 2024, Special Meeting
 - E. May 8, 2024, Emergency Meeting
 - F. May 13, 2024, Regular Meeting

Mayor Carrington suggested moving Item O. Council Comments to take place after Agenda Item M. after Audience Participation.

Main Motion: To Approve the Agenda as Amended by moving Council Comments after item M., Audience Participation

Moved by:	Anzilotti
Seconded by:	Melin
Vote:	No Objection
Action:	Motion Carried

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Elected Officials in Attendance
2. Board/Commission Members in Attendance
3. A Proclamation Inviting Everyone to Celebrate Summer at Colony Days in Palmer
Mayor Carrington presented the proclamation to Chamber Members Sherman Leifer and Steven Loyer.

F. REPORTS

1. City Manager’s Report
 - City Airport Manager John Diumentti provided an update on the airport project.
 - Provided an update on DOT project near the Glenn Interchange.
 - Noted Palmer Day at the Mat Su Miners Field is June 13, 6 p.m.
2. Mayor’s Report
 - Referred to the written report.
 - Noted July 16 is Celebrate Palmer Day at the Depot.
 - Noted June 12, 5 to 7 pm, is the Retirement Party for City Manager John Moosey.
3. City Clerk’s Report
 - Reminded Council the Joint Meeting with the Planning and Zoning Commission on June 20, 6 p.m.
4. City Attorney’s Report
No report.

G. AUDIENCE PARTICIPATION

Colleen M.:

- Thanked Council for their service and spoke in support of a bigger and better space for the new library.

Chuck Hickman:

- Commented on the deteriorating railroad tracks and urged the Council to do something about the tracks.

Jackie Goforth:

- Expressed concern regarding non-profits and commented on laws pertaining to the Friends of the Palmer Library group.

Linda Spawn:

- Gave suggested solutions for the controversial books in the Palmer Public Library, and expressed concerns about certain books in the Palmer Public Library.

Karen Lewis:

- Provided guidelines on how to create a committee to review challenged books.

Mark Spawn:

- Expressed concerns and read aloud from books that should not be allowed in the library.

Chris Tyree:

- Spoke to concerns regarding the Palmer Chamber of Commerce.

Mike Chmielewski:

- Spoke about the Palmer Chamber of Commerce and working with them to broadcast the Colony Day Parade on YouTube.
- Volunteered to assist with fixing the railroad tracks.

Herb Bischoff:

- Commented on the disrepair of the tracks and volunteered to help with fixing the tracks.

H. PUBLIC HEARINGS

1. **Resolution No. 24-021:** Authorizing the City Manager to Use \$569,000 from the Water/Sewer Unrestricted Net Position to Fund the Purchase and Installation of Two New Ultraviolet Disinfection Systems from Trojan Technologies Through Wm. H. Reilly & Co. to Repair the Ultraviolet Disinfection System at the Wastewater Treatment Plant

Mayor Carrington opened the public hearing.

Seeing no one come forward Mayor Carrington closed Public Hearing

Public Works Superintendent Greg Wickam gave the staff report.

Main Motion: To Adopt Resolution No. 24-021

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

2. **Resolution No. 24-023:** Accepting and appropriating the 2024 State of Alaska High Visibility Click It Or Ticket (CIOT) Grant in the Amount of \$4,480 to be Used for High Visibility Seatbelt Enforcement Activities by the Palmer Police Department

Mayor Carrington opened the public hearing.

Chris Tyree:

- Spoke in opposition to Resolution No. 24-023.

Seeing no one else come forward Mayor Carrington closed the Public Hearing.

Main Motion: To Adopt Resolution No. 24-023

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

I. ACTION MEMORANDA

J. UNFINISHED BUSINESS

K. NEW BUSINESS

L. RECORD OF ITEMS PLACED ON THE TABLE

Documents from Jackie Goforth

Documents from Karen Lewis

M. AUDIENCE PARTICIPATION

Jackie Goforth:

- Expressed concerns regarding non-profits.

Linda Spawn:

- Commented on Pride Month and requested that the Council not put the city in debt.

Mark Spawn:

- Expressed concerns regarding the books in the Palmer Public Library.

Karen Lewis:

- Read the US Federal Obscenity Law, and expressed concerns regarding the books at the Palmer Public Library and how the books are evaluated for placement on the shelves.

Chris Tyree:

- Expressed concerns regarding the Palmer Public Library.

Council Member Comments:

***Clerk's Note: Agenda Item O. Council Member Comments, took place after Agenda Item M. Audience Participation. ***

Council Member Melin:

- Thanked those individuals in attendance.
- Commented on the Railroad repairs.
- Would like to have the Public Works Director, Jude Bilafer, attend a council meeting to provide a status report on capital projects.
- Impressed by the youth that was here and spoke regarding the library.
- Expressed curiosity about empty spaces on the library shelves and books in storage.
- Stated some concerns she has about the non-profits that have been discussed during audience participation.
- Communicated that she also does not like the books in question, believes they do not belong in a public setting.

Council Member Tudor:

- Spoke about the issue regarding the railroad crossings.
- Thanked the Chamber of Commerce for the Friday Flings and looking forward to Colony Days.
- Commented on the United States Flags that were put out by the Rotary Club.

Council Member Cooper:

- Hoped that everyone had a good weekend and honored the fallen soldiers and sailors on Memorial Day.
- Commented on the departure of the current City Manager and noted that Manager Mossey was amenable to stating on as the Interim Manager. (Melin conveyed support)

Deputy Mayor Anzilotti:

- Spoke to Railroad Crossing issues.
- Spoke in support of Mr. Moosey staying on as Interim Manager.

Mayor Carrington:

- Talked with Mr. Moosey and he offered to stay on. He would get with Mr. Moosey and with Finance and bring something forward at the next meeting, unless he finds a better alternative.

N. EXECUTIVE SESSION

Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity - negotiations for potential property acquisition (Action may be taken by Council following the Executive Session)

Main Motion: To Enter in Executive Session - Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity - negotiations for potential property acquisition

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

The Council invited City Manager Moosey, Community Development Brad Hanson, and City Attorney Heath to participate in the Executive Session.

Break at 7:18 pm – reconvene at 7:28 pm.

The Council entered Executive Session at 7:29 p.m.

The Council exited Executive Session by unanimous consent at 8:00 pm. No action was taken by the Council.

O. COUNCIL MEMBER COMMENTS

***Clerk’s Note: Agenda Item O. Council Member comments, took place after Agenda Item M. Audience Participation. ***

P. ADJOURNMENT

With no further business before the Council, the meeting was adjourned at 8:01 pm.

Approved this 11th day of June 2024.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk



E. 3.

Palmer City Council Meeting
Meeting Date: 06/11/2024
Department: City Clerk's Office

Subject
Proclamation - Recognizing Juneteenth

Summary Statement/Background

Administration's Recommendation:

Attachments

Juneteenth 2024 Proclamation



PROCLAMATION

A PROCLAMATION RECOGNIZING JUNETEENTH

WHEREAS, the City Council of Palmer, Alaska, understands the importance of acknowledging and celebrating the historical events that have shaped our nation and our community; and

WHEREAS, Juneteenth, also known as Freedom Day, is an annual celebration held on June 19th, marking the emancipation of enslaved African Americans in the United States; and

WHEREAS, on June 19, 1865, Union Army General Gordon Granger arrived in Galveston, Texas, to announce and enforce the end of slavery in accordance with President Abraham Lincoln's Emancipation Proclamation, issued on January 1, 1863; and

WHEREAS, Juneteenth serves as a reminder of the ongoing struggle for equality and justice for all, and as a celebration of the progress made in the pursuit of these essential ideals; and

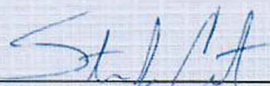
WHEREAS, the City of Palmer is dedicated to fostering an inclusive and diverse community, and supports the recognition of historical events and contributions of various cultural and ethnic groups in our nation; and

WHEREAS, it is important for the citizens of Palmer, Alaska, to understand the historical significance of Juneteenth, and to participate in events and activities that promote unity, understanding, and the advancement of civil rights.

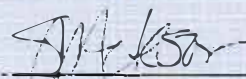
NOW, THEREFORE, BE IT RESOLVED that the City Council of Palmer, Alaska, hereby recognizes June 19th as Juneteenth and encourages all residents to join in celebrating the day and its significance to our nation's history, by attending local events, learning about the contributions of African Americans to our society, and participating in meaningful discussions about race, equality, and justice in our community.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the Seal of the City of Palmer, Alaska, to be affixed this 11th day of June 2024.





Steve Carrington, Mayor



Shelly Acteson, CMC, City Clerk



Palmer City Council Meeting
Meeting Date: 06/11/2024
Department: City Clerk's Office

F. 2.


Subject
Mayor's Report

Summary Statement/Background

Administration's Recommendation:

Attachments

Mayor's Report



Palmer Mayor's Report

Tuesday June 11, 2024, Council Meeting

Interim City Manager: recommending Finance Director Gina Davis

For interim managers we often have looked to prior Palmer City Managers or to current Department Directors. After considering these options I am recommending to the City Council that we offer the position of Interim City Manager to our Finance Director Gina Davis with a 15% increase effective immediately or at John Moosey's last day with the city. This will be an action item on our agenda for our June 11, 2024 city council meeting.

I believe Gina Davis is the right choice, at this time, to be our interim city manager. As Finance Director Gina already has a great context to oversee the city departments and I think she can impartially work with all the directors.

Glenn Highway: Parks Highway to S. Inner Springer Loop (Phase II)

Website: <https://www.brooks-alaska.com/glennhighway/>

This project started in June of 2023 and is expected to finish in September of 2025. For commuters out there (or anyone heading south from Palmer), here's a description of what's happening south of town.

Project Description

Reconstruct the Glenn Highway from the Parks Highway to S. Inner Springer Loop as a four-lane divided highway including additional lanes, widened shoulders, added turn lanes and frontage roads, signals, illumination, and other traffic safety related improvements. Work also includes constructing improvements to the South Colleen Street intersection, improving connectivity and access, and constructing a pathway along the Glenn Highway and other roads.

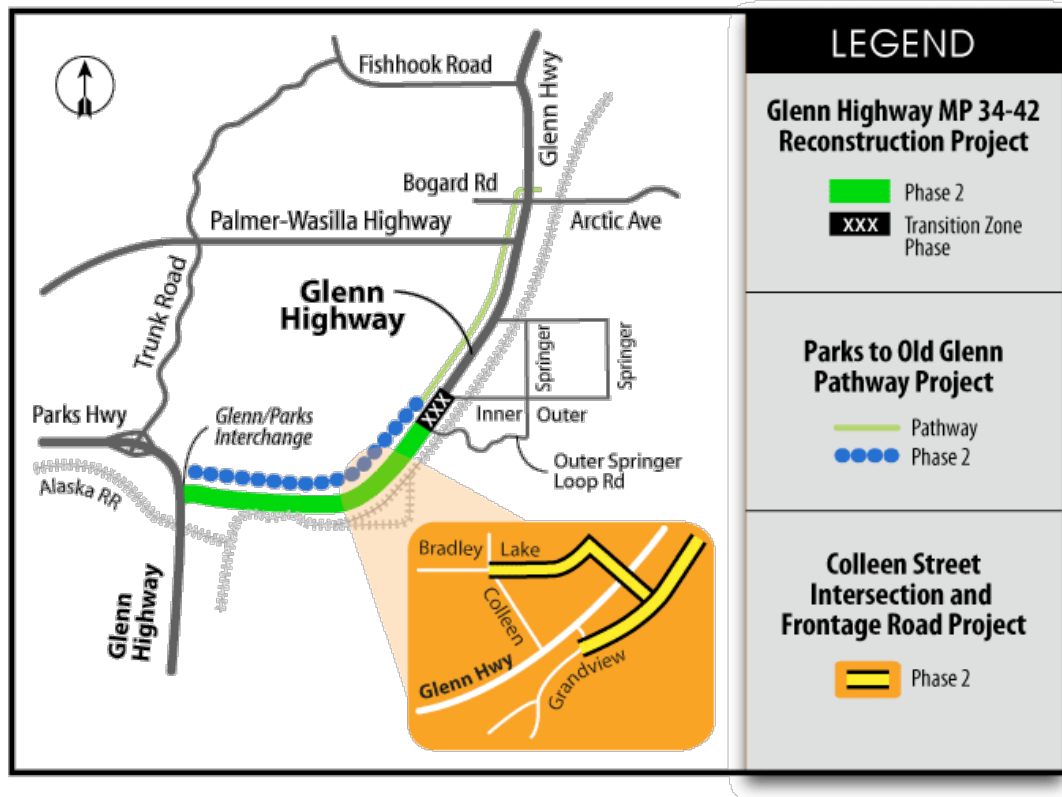
This project will add capacity, thereby improving safety, and reducing congestion for roadway users.

Current Traffic Impacts

Be alert to lane shifts between the Glenn/Parks Interchange (Glenn Hwy MP 34) and Old Matanuska Spur Road (Glenn Hwy MP 34.5). Watch for flagging operations between MP 34.5-38 of the Glenn Hwy and on Outer Springer Loop Monday to Friday from 7:30AM to 4:30PM. Expect delays of up to 5 minutes. There will be no traffic restrictions on Saturday, June 8 for Palmer's Colony Days Celebration. Be alert to REDUCED TRAFFIC SPEEDS of 45 MPH and double fines throughout the project area.

Palmer Mayor's Report

PROJECTS MAP



Palmer Mayor's Report

Come Help Us Celebrate City Manager John Moosey

Join us for refreshments and conversations. June 12 at the Palmer Train Depot from 5 – 7 p.m. Come show your appreciation for John's many years of dedicated public service. After decades of service in local government, Palmer city manager John Moosey is retiring.

He has been Palmer's manager for four years and before that was the Matanuska-Susitna Borough's manager for nine years.

Mr. Moosey is looking forward to having more time with family and particularly seven grandchildren.



Come Help Us Celebrate John Moosey!

Please join us for refreshments and conversation as we show our appreciation for his many years of dedicated public service.

June 12th from 5pm-7pm at The Depot

Agenda Highlights


- Approval of Consent Agenda
- Minutes for May 28, 2024, Regular Meeting

Communications & Appearances

- Proclamation – Recognizing Juneteenth
- Presentation - Juneteenth- Aundra Jackson

Action Memoranda

- Action Memorandum No. 24-027: Authorizing the City Manager to Extend the Professional Services Contract with Alaska Communications for One Additional Year, Term Ending June 30, 2025
- Action Memorandum No. 24-028: Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection of the Package Store License #4366 for Fred Mayer #649
- Action Memorandum No. 24-030: Authorizing Utility Water Connection for 2820 S. Margaret Drive, Palmer, Alaska



Palmer Mayor's Report

- Action Memorandum No. 24-031: Authorizing Utility Water and Sewer Connections for Breezy Meadows Multifamily Development Located at 12697 E. Scott Road, Palmer, Alaska
- Action Memorandum No. 24-033: Appointing current City of Palmer Finance Director Gina Davis as Interim City Manager and Authorizing Compensation

Mayor Steve Carrington



Palmer City Council Meeting
Meeting Date: 06/11/2024
Department: City Clerk's Office

F. 3.

Subject
City Clerk's Report

Summary Statement/Background

Administration's Recommendation:

Attachments

Clerk's Report



Shelly M. Acteson, CMC
City Clerk

Direct: (907) 761-1301
Fax: (907) 745-0930

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

TO: Mayor Carrington and Council Members
FROM: Shelly M. Acteson
DATE: June 6, 2024
SUBJECT: Report for June 11, 2024, meeting packet

October 1, 2024, Election:

The Absentee by Mail Application for the October 1, 2024, election is available on the COP website and at City Hall. We have received **30** applications to date.

2 Council seats will be on the October 1, 2024, ballot.

The candidate filing period for the election begins on July 15, 8 am, and ends on July 26, 4 pm.

2024 IIMC Annual Conference, Calgary, Alberta, Canada, May 19-22

A big **Thank You** to the City Council for the opportunity for the Clerk and Deputy Clerk to attend the 2024 Annual International Institute of Municipal Clerks Conference. The conference had over 350 attendees and attending the conference affords participants "conference points" toward Certified Municipal Clerk (CMC) designation or Master Municipal Clerk (MMC) certification.

The conference offered educational sessions specifically designed for Clerk skill-building, professional development, and enrichment, focused on a wide range of topics that include Leadership, Communication, Strategic Goal setting, Work Wellness, Team Building, Digital Business, etc.

Meeting Date	Meeting Type	Time	Notes
June 20 (Thursday)	Joint meeting	6 pm	Meeting with the Planning and Zoning Commission
June 25	Regular	6 pm	
July 9	Regular	6 pm	
July 23	Regular	6 pm	



I. 1.

Palmer City Council Meeting

Meeting Date: 06/11/2024
Submitted For: John Moosey, City Manager
Department: City Manager's Office
Legislation Number: AM 24-027

Subject

Action Memorandum No. 24-027: Authorizing the City Manager to Extend the Professional Services Contract With Alaska Communications for One Additional Year, Term Ending June 30, 2025.

Summary Statement/Background

On June 14, 2022, City Council approved AM 22-035, a two-year contract for professional services with Alaska Communications for the period starting July 1, 2022, and expiring June 30, 2024. Included in the professional services request for proposal and agreement was the option for the extension of the contract for data services for an additional three one-year terms. The first of the optional extensions would be effective July 1, 2024, and expire June 30, 2025. All remaining terms and conditions of the original agreement shall remain in full force and effect.

Administration's Recommendation:

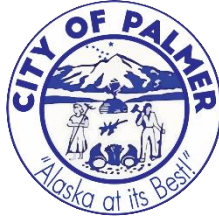
The Administration recommends approving Action Memorandum No. 24-027.

Fiscal Impact

Total Amount of funds listed in this legislation: \$156,000.00
Legislation creates expenditure in the amount of: \$156,000.00
Budgeted Y/N?: Y
Line Item(s): 01-01-05-6096

Attachments

ACS 2024 Contract Extension
AM 22-035 IT Support Services RFP Award



Professional Service Contract Amendment No. 1 Between City of Palmer and Alaska Communications

The contract between the City of Palmer and Alaska Communications is amended as follows:

1. On June 14, 2022, the Palmer City Council approved AM 22-035 agreeing to a two-year contract for professional services with Alaska Communications for the period starting July 1, 2022, and expiring on June 30, 2024.
2. The foregoing professional services contract is subject to an option for three one-year extensions approved at the discretion of the Council; the first one-year extension of the Alaska Communications professional services contract is approved effective July 1, 2024, through June 30, 2025.
3. All remaining terms and conditions of the original agreement shall remain in full force and effect.

City of Palmer

Alaska Communications

Signature

Signature

Name

Name

Date

Date

**City of Palmer
Action Memorandum No. 22-035**

Subject: Authorize the City Manager to execute a two-year contract, with the option to renew up to three one-year options with Alaska Communications Systems, Inc. for IT Support Services, not to exceed \$169,000 for the first year.

Agenda of: June 14, 2022

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

Originator Information:

Originator: John Moosey, City Manager

Department Review:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ **169,000.00**

- This legislation (√):
- Creates revenue in the amount of: \$ _____
 - Creates expenditure in the amount of: \$ 169,000.00
 - Creates a saving in the amount of: \$ _____
 - Has no fiscal impact

- Funds are (√):
- Budgeted Line item(s): 01-01-05-6095 Computer Services
 - Not budgeted Additional \$16,000 for 2022

Director of Finance Signature: _____ *[Signature]*

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<i>[Signature]</i>	_____
City Attorney	_____	_____
City Clerk	_____	_____

Attachment(s):

1. City of Palmer Agreement
2. ACS State Business License
3. Palmer Business License

Summary Statement/Background:

The service agreement with the city's current IT service provider, Ampersand/AlasConnect, will expire June 30, 2022; no additional renewals remain on the contract.

The City Manager issued a Request for Proposal on April 8, 2022.

Three proposals were received. All three were reviewed and rated based on the criteria listed in the Request for Proposal. Alaska Communications Services, Inc scored the highest.

The city entered into discussions with Alaska Communications Systems, Inc, the most qualified proposer, and those discussions resulted in a fair and reasonable contract.

The first year of the contract is in the amount of \$169,000. If the city renews the contract for three (3) additional one (1) year terms as outlined in the RFP, the rate for each of those years will be \$156,000.

Administration's Recommendation:

Approve Action Memorandum No. 22-035.

Contract Type

- New
 Amendment / Order to Contract ID #
 Renewal, Effective Date Type Here
 Co-terminus with Existing Agreement, Date Type Here

Business/ Customer Information

Business Name: City of Palmer
 Billing Address Line 1: 231 W. Evergreen Ave
 Billing Address Line 2:
 City/State/Zip: Palmer, AK, 99645
 Order Contact: John Moosey
 Contact Email: jmoosey@palmerak.org

Account Number:
 Service Street Address*: 231 W. Evergreen Ave
 Service Address – Line 2:
 Service City/State/Zip*: Palmer, AK, 99645
 Contact Phone Number: 907-761-1314
 *If different from Billing Address:

Scope of Services

Products and Services	Service Descriptions Attachments	Exhibits	Inside wiring: <input type="checkbox"/> Yes
ConstantlyOn IT	ConstantlyOn IT System Administrator ConstantlyOn IT Minimum Security Requirements and Agreements		Not Applicable

Cost are incremental to any existing services:

Term 2 year. Monthly Recurring Charges: **\$13,000.00** Initial Non-Recurring Charges: **\$13,000.00**

Letter of Authorization (For Local and Long Distance Carrier Changes)

I desire to change the Services marked below to Alaska Communications for the numbers listed on the Service Order. I authorize orders to be placed for me on my behalf by Alaska Communications.

Local Telephone Service
 In-State Long Distance
 Out-of-State Long Distance

I agree that Alaska Communications may provide Customer Proprietary Network Information detail to me at my request, without prior password authentication, based on the methods specified in the Privacy section of the ACSA.

Yes! I would like to receive information on Alaska Communications' products, promotions, and services.

Yes! I would like to receive information from Alaska Communications' contractual affiliates on products, promotions, and services.

I acknowledge that I have read and understand the ACSA and all applicable exhibits and attachments, including the pricing applicable to all Services I have chosen.

I am authorized to sign this ACSA and agree to be bound by it. I UNDERSTAND AND AGREE THAT EARLY TERMINATION MAY RESULT IN EARLY TERMINATION CHARGES.

I AGREE TO THE ALASKA COMMUNICATIONS TERMS AND CONDITIONS AT ALASKACOMMUNICATIONS.COM/BUSINESSSTERMSANDCONDITIONS AS THEY MAY BE AMENDED.

Service Details

ConstantlyOn IT with Onsite System Administrator

The term of the professional services agreement is two years, with three one-year options unilaterally available to the City of Palmer. The agreement may be terminated at the convenience of the City of Palmer at any time.

Service dates of 7/1/2022 - 6/30/2024

This agreement covers the City of Palmer City Hall location at 231 W. Evergreen Ave., Palmer, AK, 99645. City of Palmer Operations of Library, Public Safety, Public Works and Administration are included in this support agreement.

Attachments

Service Description - System Administrator

Service Description - ConstantlyOn IT

Customer Agreement - Minimum Security Requirements

CHANGES TO TERMS CONDITIONS, SERVICES DESCRIPTIONS, EXHIBITS, AND THIS FORM GO HERE AND REQUIRE LEGAL DEPARTMENT APPROVAL. INITIALS OF LEGAL TEAM REP (REQUIRED IF TEXT IS ENTERED BELOW) _____ Date _____
"Type here"

Customer

Alaska Communications

Signature: _____

Signature: _____

Name: _____

Name: _____

Business Name: City of Palmer

Business Name: Alaska Communications

Date: _____

Date: _____

Service Description
System Administrator

Attachment to Alaska Communications Services Agreement

Onsite System Administrator with Constantly On IT (COIT) Support

The onsite System Administrator service will work in conjunction with our Constantly On IT services to provide direct onsite support for customer IT Network and providing end user support. The Constantly On IT Service Description is applicable in conjunction with the Service Description.

(a) Provision of Services. Alaska Communications will provide one regularly scheduled System Administrator for 40 hours per week (using best efforts to give Client prior notice of any change to the employee's regular schedule) with allowance for up to 3 weeks of paid time off and necessary training for designated onsite employee. Support coverage during scheduled and unscheduled time off for the System Administrator will be provided by the COIT Help Desk during the term of this agreement. Customer shall furnish the onsite System Administrator with appropriate work space at City of Palmer office locations and access to information, systems, resources and cooperation to provide services under this Agreement.

(b) Incident and Request Management. Alaska Communications will provide Information Technology support for City of Palmer locations, defined during onboarding of services, for hardware, systems, and Microsoft operating systems. The onsite System Administrator will serve as the primary point of contact for reporting incidents and/ or requests for assistance. Tickets will be logged in a professional services automation (PSA) tool managed by Alaska Communications which will allow for customer reporting related to ticketing metrics.

(c) COIT Help Desk. Alaska Communications remote help desk will be available for escalated trouble request where additional expertise from our Tier II or Tier III level subject matter experts is an available resource.

(d) Proactive Support. Alaska Communications COIT Proactive Team will provide proactive support, such as monitoring backup jobs for completion status, monitoring anti-virus software for issues, and proactive maintenance on covered system such as deploying required feature packs, hot fixes, firmware updates, anti-virus software database updates, etc. Software upgrades are not considered proactive. COIT Proactive Team will work in conjunction with onsite System Administrator to engage in troubleshooting and remediation of identified issues.

(e) Communication. Methodology for requests for assistance will be identified during customer onboarding to Alaska Communications services. Possible methods to deliver request for support to Alaska Communications may include: (i) sent by email to the Remote Help Desk; or (ii) communicated by telephone to a customer provided phone number or by calling the Alaska Communications COIT number. Tickets will be assigned tracking numbers and Alaska Communications will respond to Service Requests in the order received, or if an Incident, based on the severity of the incident.

Onsite System Administrator will communicate regularly with COIT Help Desk, Technical Account Manager and Customer on matters relating to Customer's computer network(s) and information technology equipment.

(f) New Equipment, Software and Projects. The onsite System Administrator will provide support for configuration and setup of new computer equipment. Projects that can be performed within the capacity, scope and expertise of the onsite System Administrator will also be coordinated as such during solution planning and costing. Complex projects will be quoted at contracted rates utilizing appropriate technical subject matter experts based on the scope of the project. All projects will follow the project process of Scoping, Assessment, Design and Implementation. All major projects will go through a peer review process with Alaska Communications project engineers.

(g) Vendor Management. On behalf of Customer, Alaska Communications System Administrator will serve as point of contract for Information Technology vendors, that customer has ongoing contract. Alaska Communications will track vendor work order requests and regularly update the Customer on progress. Customer understands the resolution time needed for issues requiring vendor assistance cannot be controlled by Alaska Communications, Alaska Communications serves only as local assistance for the vendor. Any effort with vendor outside of regular business hours are in addition to the Monthly Recurring Cost agreed upon in the ACSA.

Service Description
ConstantlyOn IT

Attachment to Alaska Communications Services Agreement

1. ConstantlyOn IT Service

A. The Services

The Services include Network Monitoring, Vendor Management, Remote Help Desk support, and Proactive Support as described below. Regular business hours are 7:00 AM through 6:00 PM Alaska Time, Monday through Friday, excluding Alaska and federal holidays observed by Alaska Communications. Services are provided for the locations and number of covered users specified in the Alaska Communications Services Agreement (ACSA). If Customer's network structure or equipment use is beyond that normally encountered for the number of users covered, Alaska Communications reserves the right to upwardly adjust the Monthly Recurring Charge (MRC).

(a) Network Monitoring. Alaska Communications will monitor the customer's local area network(s) identified in the ACSA. Only those devices that can be monitored via WMI/SNMP will be included. Should that monitoring expose any problems, Alaska Communications will endeavor to promptly address them remotely within regular business hours.

(b) Vendor Management. On behalf of Customer, Alaska Communications will serve as point of contact for Information Technology vendors, that customer has ongoing contracts with, for covered systems under the ACSA. Alaska Communications will track vendor work order requests and regularly update the Customer on progress. Customer understands the resolution time needed for issues requiring vendor assistance cannot be controlled by Alaska Communications, Alaska Communications serves only as the local assistance for the vendor. Any effort with vendor outside of regular business hours are in addition to the MRC agreed upon in the ACSA. Additionally, extended troubleshooting activities with vendor and work not directly related to problem resolution such as assisting vendor in configuring and using remote access capability or the acquisition, installation and configuration costs of any tools, software or hardware, may be in addition to the MRC agreed upon in the ACSA.

(c) Remote Help Desk. Alaska Communications will provide Information Technology support for hardware, systems, and Microsoft operating systems covered by the ACSA. Alaska Communications will provide help desk services for end user support questions, and where possible, troubleshoot hardware & software, through remote means.

(d) Proactive Support. Alaska Communications will provide proactive support, such as monitoring backup jobs for completion status, monitoring anti-virus software for issues, and proactive maintenance on covered system such as deploying required feature packs, hot fixes, firmware updates, anti-virus software database updates, etc. Software upgrades are not considered proactive.

(e) Incident and Service Requests. Any need for assistance will be initiated by a covered user by creation of a "Trouble Ticket" to be delivered to Alaska Communications as follows: (i) sent by email to the Remote Help Desk; or (ii) communicated by telephone. Customer may also choose to have a single representative in Customer's organization forward all covered end-user assistance requests to Alaska Communications by the methods listed above. Tickets will be assigned tracking numbers and Alaska Communications will respond to Service Requests in the order received, or if an Incident, based on the

Service Description
ConstantlyOn IT

severity of the incident. See Annex A “Response Times” table for reference on the service’s expected response times based on ticket type and severity.

(f) Onsite Service Call. On occasion, a customer may request an onsite visit for a service call that cannot be easily resolved remotely. Customer and Alaska Communications will determine together if the onsite visit is necessary, and if so, a clear statement of work in the form of a service ticket will be created. Once onsite, the Alaska Communications technician assigned to the service ticket will perform the tasks in the service ticket only. Onsite visits are restricted to the customer business locations that are included in the ASCA. Alaska Communications reserves the right to dispatch technicians to solve any trouble ticket or service request.

(g) Onsite Service Call – No Trouble Found. In the event that Alaska Communications furnishes a technician onsite, in response to Customer’s service request, and Customer is not able to identify or reproduce the problem at issue, the Customer agrees to pay Alaska Communications for its services at Alaska Communications’ standard labor rates at the time of the service.

(h) Hardware, Systems, and Microsoft Operating System Software Support. Throughout the entire term of the ASCA, all software supported must be genuine, fully and properly licensed, and vendor supported. Any hardware, system, or software failing to meet the above conditions will not be supported under Services described in this document and, if Alaska Communications determines that the failure substantially impairs its ability to provide services hereunder, Alaska Communications may terminate the ASCA immediately. Alaska Communications acknowledges that in certain rare cases hardware, systems and operating systems not under warranty or support must remain in use based on vendor and/or business requirements. In those cases, any support provided by Alaska Communications will not be subject to the Response and Resolution Times targets in Annex A. Any additional costs associated with this support may be in addition to the MRC agreed to in the ASCA.

(i) Breach, Viruses and Infection Remediation Efforts. Although it is impossible to prevent all security incidents, good security practices can reduce the likelihood of an incident and its severity. Alaska Communications may suggest security steps a customer may take to reduce this likelihood. It is strongly recommended to consider these suggestions as Alaska Communications provides no included breach or virus infection remediation with this service, rather the focus is on prevention. In the event of a breach or virus infection, Alaska Communications may, at its discretion, provide some modest recovery efforts up to 1 times MRC for ConstantlyOn IT services covered by the ASCA, such as restoring lost files from a known good back up, but in no case will in-depth recovery and/or forensics be included in the monthly recurring charge.

B. Conditions to Provision of ConstantlyOn IT Services

Customer will ensure that its network, systems and hardware meet the conditions outlined in Section 1 A (h) above and additionally comply with each of the following requirements:

(a) Customer-provided anti-virus products (used in lieu of the standard Alaska Communications included product in this Service) must be a currently licensed, updated and vendor-supported server-based antivirus solution protecting all servers, desktops, notebooks/laptops, and email.

Service Description

ConstantlyOn IT

(b) Customer's environment must have a currently licensed, vendor-supported server-based, cloud based, or dedicated appliance-based backup solution that can be monitored and sends notifications regarding job failures and successes. The selection of data to be backed up, retention requirements and recovery time objectives will be determined by a Customer-defined selection list created with the assistance of Alaska Communications.

(c) Customer's environment must have a licensed, vendor-supported, enterprise class hardware firewall between the internal network and the internet. As each business may have its own unique inbound/outbound security requirements, Alaska Communications expects the customer to participate in the definition of the firewall security policies applied. Alaska Communications' role is to advise only, to assist in applying the defined policies to the firewall, and to assist in revising those policies as customer needs require.

(d) Customer should have a static IP address assigned to the Internet facing interface on the firewall to permit or allow Virtual Private Network (VPN) access for required remote support capability; This is recommended for each client location. Without this static IP address, Alaska Communications ability to perform remote support is severely impacted and Alaska Communications would not expect to be able to achieve the resolution times detailed in Annex A.

(e) The physical environment where Customer's servers and/or networking hardware are installed should be compatible with the manufacturer's recommendations for proper ventilation, cooling and power. In addition, proper earthquake and flood damage mitigation mechanisms should be in place. The environment must also provide ConstantlyOn IT staff the ability to work uninhibited by space restrictions.

(f) Customer must provide administrative access to all systems requiring support covered by the ACSA, whether it is an on-premise system, or in the cloud. In cases where this administrative access requires an account that may require costs to acquire, customer is responsible for those costs.

(g) Customer will notify Alaska Communications of all instances and locations containing Personal Healthcare Information ("PHI"), electronic Personal Healthcare Information ("ePHI"), Payment Card Industry Data Security Standard information ("PCI-DSS"), Personally-Identifiable Information ("PII") and any other protected information. This information is used by Alaska Communications solely to determine where data may be subject to increased security scrutiny and protection.

It is recommended that customer maintain at least one spare PC, either desktop or laptop or both. If a covered employee has a complete PC failure, without a spare, the time to return that person to full working order will be dictated by the speed at which a replacement can be acquired, a length of time Alaska Communications has no control over.

C. Exclusions from ConstantlyOn IT Services

The Services provided by Alaska Communications to Customer do not include:

(a) After the start of the service, any equipment, hardware, parts and software not disclosed to Alaska Communications during the onboarding process;

Service Description
ConstantlyOn IT

(b) The costs to acquire, configure and install new or replacement equipment, hardware or parts, licensing or software and any associated delivery or shipping charges of any kind;

(c) The costs to acquire technology vendor support contracts or warranties to support customer equipment and software;

(d) Equipment, hardware, parts and software not covered by any vendor or manufacturer warranties or support agreement;

(e) Wiping, re-imaging, and rebuilding of existing PC's for redistribution. This is considered a new or replacement PC under the terms of the ASCA and costs to complete will be in addition to the MRC agreed to in the ASCA.

(f) Any hardware, software, or systems whose intended purpose is for in home use.

(g) Any hardware, software, or systems whose failure or defect was caused by improper use;

(h) All service and repairs made necessary by the alteration or modification of equipment, other than that authorized by Alaska Communications, including alterations, software installations or modifications of equipment made by Customer's employees or anyone other than Alaska Communications;

(i) All maintenance of applications software packages, whether acquired from Alaska Communications or any other source;

(j) All programming (modification of software code) and program (software) maintenance, unless already covered;

(k) Training of any kind;

(l) If customer is asked to perform an audit or self-audit on regulation compliance, Alaska Communications will assist where possible solely by providing information on covered systems under the ASCA as it relates to Information Technology. Alaska Communications will not provide data on compliance in other areas such as but not limited to, policies or employee training. Additionally, the cost associated with Alaska Communications assisting in this effort will be in addition to the MRC;

D. Additional Covered Users and/or Business Locations

If Customer wishes to add additional covered users and/or physical business locations to those currently covered under the current ASCA, Alaska Communications must be notified of the additions and obtain Alaska Communications' prior written consent. Any addition of covered users and/or business locations not originally included in the current ASCA may require an adjustment to Customer's MRC for ConstantlyOn IT services. Once per year, Alaska Communications and customer will perform a true up to determine if any users or locations currently supported, or needing support, are not currently identified as covered by the current ASCA. Any additions may result in an adjustment to Customer's MRC for ConstantlyOn IT services covered by the ASCA. Any changes will be captured in an Addendum document to the ASCA currently in force.

Support Tiers and Response/Resolution Times

Alaska Communications Support Tier levels are as follows:

Support Tier	Description
Tier 1 Support	All support incidents begin in Tier 1, where the initial trouble ticket is created, the issue is identified, and clearly documented, and basic hardware/software troubleshooting is initiated.
Tier 2 Support	All support incidents that cannot be resolved with Tier 1 Support are escalated to Tier 2, where more complex support on hardware/software issues can be provided by more experienced Engineers.
Tier 3 Support	Support Incidents that cannot be resolved by Tier 2 Support are escalated to Tier 3, where support is provided by the most qualified and experienced Engineers who have the ability to collaborate with 3 rd Party (Vendor) Support Engineers to resolve the most complex issues.

Alaska Communications' target response and resolution times, during regular business hours, for each priority level are as follows:

Trouble	Priority	Response time	Resolution time*
Service not available (All users affected, functions, and systems unavailable causing significant business impact).	1	Within 1 Hour	Reasonable Efforts to resolve within 2 hours
Significant degradation of service (large number of users or business critical functions affected, able to work with exceptions).	2	Within 2 Hours	Reasonable Efforts to resolve within 4 hours
Small service degradation (Business process can continue with effort, one or a few users affected).	3	Within 4 Hours	Reasonable Efforts to resolve within 16 hours
Service Requests (typical service requests include asks from a user for information, advice, a standard change, or access to a service).	4	Within 8 Hours	Resolution times vary as they are based on the nature of the request and amount of effort to resolve.

*Resolution times do not include time waiting for assistance from vendors on affected systems and/or responses for additional information or problem testing by customer that may be required by Alaska Communications.

Annex B

Service Rates

Labor	Rate	<p>*All times noted are Alaska Standard Time and exclude the observance of the following holidays:</p> <ul style="list-style-type: none"> New Year's Day Memorial Day Independence Day Labor Day Thanksgiving Friday after Thanksgiving Christmas <p>**One hour minimum, thereafter, Service is billed in 30-minute increments.</p>
Remote Management/Help Desk 7am-6pm M-F*	INCLUDED	
Ongoing Network Alerting (active response is limited to 7am-6pm M-F*)	INCLUDED	
Onsite ConstantlyOn IT Labor (Only for hardware and software issues affecting properly supported and warranted systems. 8am-5pm M-F*)	INCLUDED	
No Trouble Found Fee**	\$150/hr.	
Afterhours Support**	\$225/hr.	
Non ConstantlyOn IT Service and Project Labor	\$150/hr	
Travel Labor (Any potential required travel labor will be determined based on location of service)	\$75/hr.	

Annex C

Deployment Schedule

This exhibit is intended to be a brief overview of a typical deployment schedule for implementation of the services defined within this contract and is to be further defined and negotiated by both parties AFTER contract execution.

Task	Responsible Party
Alaska Communications receives Contract	Alaska Communications and Customer
Customer can utilize Alaska Communications IT services until the on-boarding process is finalized at our standard rates. Services provided before onboarding is complete could be limited in our abilities to provide support as defined in this document, as all service requirements are not in place.	Customer
Information Technology Assessment Starts	Alaska Communications Engineer
Information Technology Assessment Completion	Alaska Communications Engineer
Internal (peer-peer) Alaska Communications meeting to review Information Technology Assessment	Alaska Communications Engineer and Staff
Alaska Communications Meeting with Customer to introduce Technical Account manager and review of Information Technology Assessment to include identification of items of a critical nature and remediation recommendations.	Alaska Communications Staff and Customer
Alaska Communications finalizes On-Boarding activities	Alaska Communications Engineer
Customer signs LOA's for Vendor Management provides authorized employees list for billable service requestor and provides employee directory & priority employee listing.	Customer
Full ConstantlyOn IT support starts	Alaska Communications and Customer

*

Annex D

Covered Features

This exhibit is intended to be a reference of included and excluded support features of ConstantlyOn IT. This list is for reference only and is not to be considered an absolute representation of all covered or excluded features.

Feature		Included	Excluded
Remote Support		X	
Technical Account Manager		X	
Compute Support			
	Desktops	X	
	Laptops	X	
	PC Peripherals	X	
	Printers/Scanners	X	
	Physical Servers	X	
	Virtualized Servers	X	
	Storage Arrays	X	
Proactive Maintenance			
	Service/Feature Packs	X	
	Hot Fixes/Patching	X	
	Firmware Updates	X	
Networking			
	Wired/Wireless Routers/Access Points	X	
	Hotspots/Guest Wireless		X
	Network Printing	X	
	Switches	X	
	Firewalls	X	
	Managed Routers	X	
Anti-Virus/Malware Mitigation			
	Anti-Virus Software Provided	X	
	Proactive AV Software Updating	X	
	Modest Reactive Virus/Malware removal – See Section 1 A (i) for details	X	
	Large Scale Incident Recovery/Forensics		X

Service Description
ConstantlyOn IT

Data Backup Systems Support			
	Monitoring Backup Process	X	
	Perform Simple File Restore Operations*	X	
	Disaster Recovery Assistance		X
Miscellaneous Equipment			
	Tablets and Mobile Devices		X
	Business Audio-Visual Equipment		X
	Point of Sales Equipment/Systems		X
	Telephone Equipment/Systems		X
Email Client Support			
	Current Vendor Supported Clients	X	
Email Server Support			
	Microsoft Exchange	X	
	Microsoft 365	X	
Internet Tools			
	Social Media Applications		X
	Web Browsers	X	
Operating System Support*			
	Windows Desktop Operating Systems	X	
	Microsoft Server Operating Systems	X	
	*Support typically is restricted to Operating Systems supported by Microsoft		
Microsoft 365 Tenant/Administration Support**		X	
Microsoft Azure Tenant/Administration Support**		X	
Non-Microsoft Cloud based Applications Administration Support**		X	
Server Based Application Support (e.g. SQL, IIS)		X	
Other Apps e.g. Adobe			X

* Simple File restores are define as file/folder data that can easily be restored via the in-place backup system using the data in the backup selection list. Complete disaster recovery or the need to recover an entire system just to recover a simple file/folder are excluded.

**Administration of cloud-based services include routine tasks such as adding new users, helping with passwords, assigning application licenses etc. Advanced administration such as configuring and maintaining SharePoint are excluded.

ConstantlyOn IT Minimum Security Requirements

Impacts from cyberattacks are both far reaching and costly with damages that can include; data extortion/ransomware, business reputation, and trust, as well as customer loyalty. Alaska Communications is committed to working with our ConstantlyOn IT clients to create an IT environment with layers of security to provide protection for your business resources and data. This approach combines multiple mitigating security controls such as:

- an anti-virus application
- a firewall
- an anti-spam application
- email encryption
- web filtering
- back-up solution with offsite replication
- local area network monitoring and alerting
- guest wireless network segregated from production network
- authorized personnel activity accounting (network administrative accounts)
- end-user awareness training
- end-user general policy management of password requirements, account lockouts and not using shared accounts
- upgrade, replacement or retirement of non-supported legacy systems
- physical environment security

This list is not all inclusive, and your organization may have additional security controls based on regulatory compliance requirements specific to your business. Your organization may utilize some or all these security tools and policies. (See back)

It is impossible to prevent all security incidents. Good security practices can reduce the likelihood of an incident and its severity. Alaska Communications' Managed IT services includes an extra annual allotment of one time your monthly ConstantlyOn IT charge to assist with remediating security incidents' regardless of the root cause of the incident. If at the time of an incident, you are in full compliance with the security recommendations provided by Alaska Communications on page two then this allotment will be increased to up to two times your ConstantlyOn IT monthly charges. Compliance with these requirements may involve a change to your network or network access policies, which will be coordinated in advance.

Customer

Signature: _____

Print Name: _____

Business Name: _____

Date: _____

Alaska Communications

Signature: _____

Print Name: _____

Business Name: **Alaska Communications**

Date: _____

ConstantlyOn IT Minimum Security Requirements and Client Agreement

Please review the table below and indicate your acknowledgment with initials.

#	Minimum Requirement	What this means to you	Risk of non-compliance	COIT
1	Passwords must be a minimum of 8 characters; contain standard complexity, and changed every 90 days.	User must maintain complex passwords which are changed when prompted	Attackers can use dictionary and brute force attacks to guess your password	✓
2	Accounts locked out for 24 hours after 5 invalid logon attempts to systems and Microsoft 365	User must call COIT helpdesk to unlock account	Attackers can use dictionary and brute force attacks to guess your password	✓
3	Firewall/UTM policy to block all unsecured inbound connections	Transparent to user	Reduces attack surface of system(s) exposed to potential attackers	✓
4	Wireless networks to be configured with WPA2 or stronger encryption; guest WLAN access must be segregated from production network	Wireless networks must use transport encryption stronger than WEP and WPA to prevent unauthorized use	Minimizes attacker ability to use brute-force techniques to gain unauthorized wireless access	✓
5	Each user must use his/her account; no sharing or group accounts permitted.	Each user has his or her own account	Allows COIT technicians to investigate security incidents	✓
6	Non-supported legacy systems must be upgraded, migrated, unsupported, or retired.	Any computers running, for example, Windows 7, must be decommissioned, upgraded to Windows 10, or migrated to newer hardware	Protects customer by ensuring that attackers cannot exploit old software that cannot be patched	✓

Please select one of the following:

I agree to meet the above minimum security requirements to the best of my ability with the understanding that I can request assistance in any of these areas from the COIT helpdesk at any time.

Initial: _____

I do not agree to the following minimum-security requirements (list by number):

Initial: _____ Number: _____

Initial: _____ Number: _____

Initial: _____ Number: _____

Initial: _____ Number: _____

Initial: _____ Number: _____

Initial: _____ Number: _____

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

ALASKA COMMUNICATIONS SERVICES, INC.

600 TELEPHONE AVENUE, ANCHORAGE, AK 99503

owned by

ALASKA COMMUNICATIONS SERVICES, INC.

is licensed by the department to conduct business for the period

December 29, 2020 to December 31, 2022
for the following line(s) of business:

54 - Professional, Scientific and Technical Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Anderson
Commissioner



CITY OF PALMER

12/31/2022

231 W. EVERGREEN AVE., PALMER, AK 99645

ANNUAL BUSINESS LICENSE

LICENSE NUMBER

013242

THIS LICENSE IS GRANTED TO:

ISSUE DATE

EXPIRATION DATE

ALASKA COMMUNICATIONS SERVICES, INC.

06/07/2022

12/31/2022

DBA:

600 TELEPHONE AVE

NOT TRANSFERABLE

ANCHORAGE, AK 99503

POST AT ALL TIMES IN A CONSPICUOUS LOCATION



I. 2.

Palmer City Council Meeting

Meeting Date: 06/11/2024
Submitted For: John Moosey, City Manager
Department: City Manager's Office
Legislation Number: AM 24-028

Subject

Action Memorandum No. 24-028: Directing the City Manager to Notify the State Of Alaska of the City Council's Statement of Non-Objection of the Package Store License #4366 for Fred Meyer #649.

Summary Statement/Background

Fred Meyer #649 has applied for a Package Store License #4366 renewal. Per State law, a local governing body may protest the approval of an application pursuant to AS 04.11.480 by providing the applicant with a clear and concise written statement of the reason for the protest or may voice a non-objection to a request.

Administration's Recommendation:

Administration recommends approving Action Memorandum No. 24-028.

Attachments

Fred Meyer #649 License Renewal

City of Palmer • Liquor License Review Form

BUSINESS NAME: Fred Meyer #649 **OWNER:** Fred Meyer Stores Inc

LICENSE TYPE: Package Store

LOCATION: 535 E Palmer Wasilla Hwy


Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current: Yes No

If no, explain: _____

Other Comments: _____

 May 20, 2024
Finance Director Date


Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant: Yes No

If no, explain: _____

Other Comments: _____

 May 20, 2024
Brad Harrison (May 20, 2024 15:38 AKDT) Community Development Director Date


Route to: Police Department

Police Department

Excessive Calls: Yes No

If yes, explain: _____

Other Comments: _____

 May 20, 2024
Chief of Police Date

TO COUNCIL FOR AGENDA OF: June 11, 2024



May 15, 2024

From: Alcohol.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: Fred Meyer Stores Inc.

DBA: Fred Meyer #649

VIA email: business.license@kroger.com; jackie.cossey@kroger.com

Local Government 1: Matanuska-Susitna Borough

Local Government 2: Palmer

Via Email: alex.strawn@matsugov.us; license.reviews@matsugov.us; keliEFF@palmerak.org;

bhanson@palmerak.org

Community Council: N/A

Via Email: N/A

RE: Package Store License #4366 Combined Renewal Notice

License Number:	4366
License Type:	Package Store
Licensee:	Fred Meyer Stores Inc
Doing Business As:	Fred Meyer #649
Physical Address:	535 E Palmer- Wasilla Hwy

License Renewal Application

Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(ies), your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **June 25, 2024**, board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsement, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding review of this application. Comments or objections you may have about the application should first be presented to the local governing body. If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is written in a cursive, flowing style.

Joan M. Wilson, Director
907-269-0350

License Renewal

Is this application being made by you for the benefit of someone else? If "YES," indicate below or attach explanation.

No

Has the applicant, applicant's spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Alcohol and Cannabis Control Information System Alcoholic Beverage Code ? If "YES," indicate below or attach explanation.

No

Have there been changes since your original application that have not been reported on this or previous applications ? If "YES," indicate below or attach explanation.

No

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in the next two years ?

No

How many hours did you operate in 2022 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

How many hours did you operate in 2023 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

Are you a seasonal license and has your operation times/dates/seasons changed?

No

Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2022 or 2023.?

No


Have any Notices of Violation been issued for this license in 2022 or 2023?

No

License Number:
4366

License Expiration Date:
12/31/2023

License Trade Name:
Fred Meyer #649

Mailing Address:
 PO BOX 305103
Nashville , TN
37230 - 5103



Document reference ID : 2583

Licensing Application Summary

Application ID: 2583

Applicant Name: Fred Meyer Stores Inc.

License Type applied for: Package Store License(PSL) (AS 04.09.230)

Application Status: In Review

Application Submitted On: 02/28/2024

Entity Information

Business Structure: Other

Alaska Entity Number (CBPL): 83574F

Entity Contact Information

Entity Address: PO Box 305103, Nashville, TN, USA

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Fred Meyer Stores Inc.	Fred Meyer Stores, Inc.	Stockholder/Shareholder	100
Fred Meyer Stores Inc.	Don E. Forrest	Vice President	
Fred Meyer Stores Inc.	Christine Strick Wheatley	Vice President,Secretary	
Fred Meyer Stores Inc.	Carin Fike	Vice President,Treasurer	
Fred Meyer Stores Inc.	Marion Dan Krekeler	Vice President	

Fred Meyer Stores Inc. John De France Vice President

Fred Meyer Stores Inc. Misty Murad Vice President

Premises Address

Nearest municipality, city, and/or borough: Palmer

Country, State, Zip: AK, United States,

Basic Business information

Business/Trade Name: Fred Meyer #649

Local Government and Community Council Details

City/Municipality Palmer

Borough Matanuska-Susitna Borough

Ninety Day Sign Requirements

Posted the 90 day sign: No

Public Notice Posting Attestation and Publishers Affidavit

Attestations

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show

a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

Signature

Electronic Signature not collected; application submitted based on paper form.

Payment Info

Payment Type : CC

PaymentId: deb0a714-b061-45d0-8b8a-
e13c47a7b337

Receipt Number: 100778148












Fred Meyer #4366 Renewal 2024

Final Audit Report

2024-05-21

Created:	2024-05-20
By:	Kristin Elieff (kelieff@palmerak.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAADRaHGRVFXF5A2St_UBc-2SwG5KcaGcow

"Fred Meyer #4366 Renewal 2024" History

-  Document created by Kristin Elieff (kelieff@palmerak.org)
2024-05-20 - 10:54:55 PM GMT
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I. 3.

Palmer City Council Meeting

Meeting Date: 06/11/2024
Submitted For: Crystal Dermer, Administrative Assistant
Department: Public Works
Agenda Category: Action Memorandum
Legislation Number: AM 24-030

Subject

Action Memorandum No. 24-030: Authorizing Utility Water Connection for 2820 S. Margaret Dr., Palmer, Alaska.

Summary Statement/Background

Property owners plan to operate a commercial greenhouse/nursery business at 2820 S. Margaret Dr., Palmer, Alaska, which is outside of Palmer city limits, and are requesting permission to connect to the City of Palmer water system. This development will be a benefit to the City's water enterprise operation.

Administration's Recommendation:

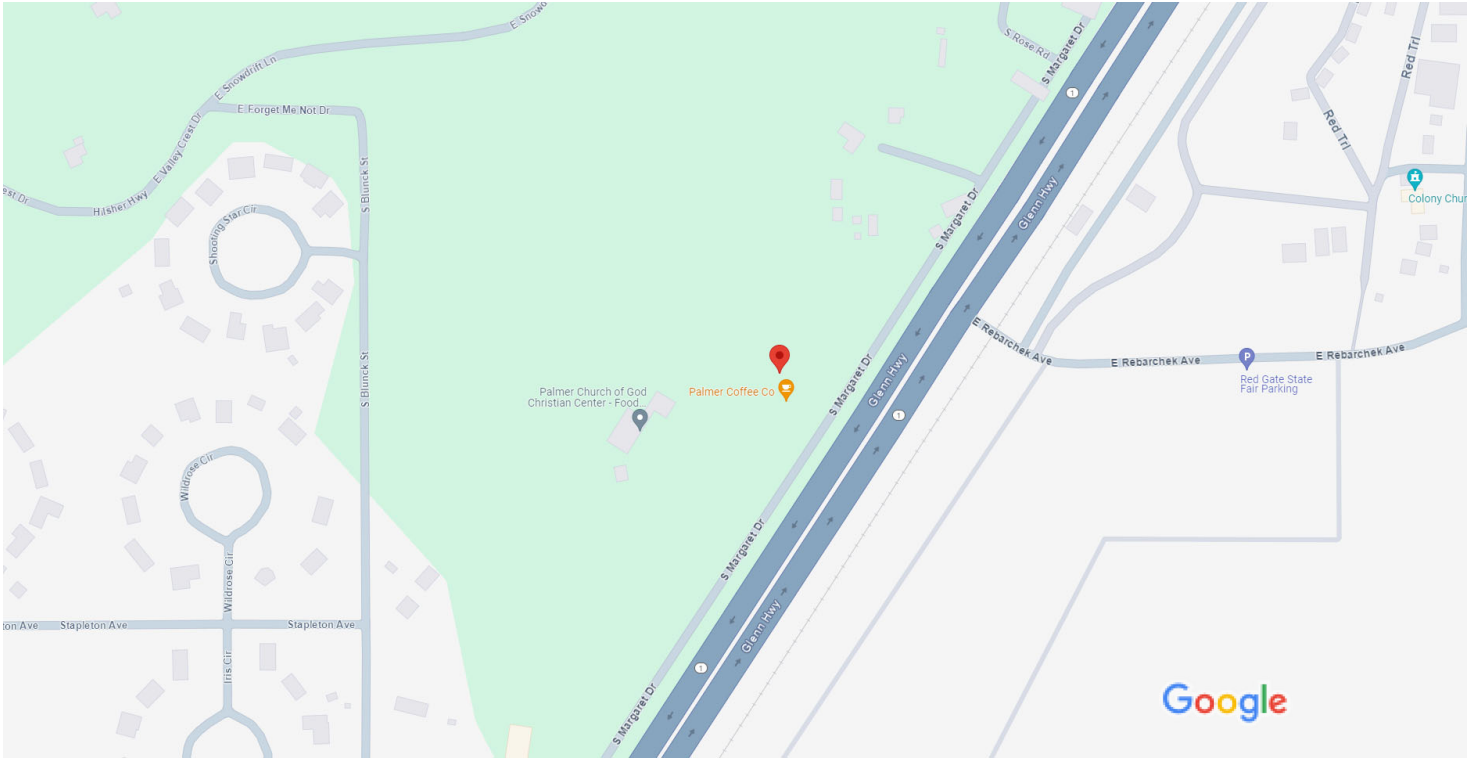
Approve Action Memorandum No. 24-030.

Fiscal Impact

Total Amount of funds listed in this legislation: Unknown
Line Item(s): Increase in Water Revenues to the Water-Sewer Fund

Attachments

Margaret Dr Map



Map data ©2024 Google 200 ft



2820 S Margaret Dr

- Directions
- Save
- Nearby
- Send to phone
- Share

2820 S Margaret Dr, Palmer, AK 99645

HVG4+XV Palmer, Alaska



I. 4.

Palmer City Council Meeting

Meeting Date: 06/11/2024
Submitted For: Crystal Dermer, Administrative Assistant
Department: Public Works
Agenda Category: Action Memorandum
Legislation Number: AM 24-031

Subject

Action Memorandum No. 24-031: Authorizing Utility Water and Sewer Connections for Breezy Meadows Multifamily Development located at 12697 E. Scott Rd., Palmer, Alaska.

Summary Statement/Background

The Breezy Meadows Multifamily Development has acquired the neighboring property located at 12697 E. Scott Rd., Palmer, Alaska, located outside of Palmer city limits, and are requesting permission to connect to the City of Palmer water and sewer systems. This development will be a benefit to the City's water and sewer enterprise operations.

Administration's Recommendation:

Approve Action Memorandum No. 24-031.

Fiscal Impact

Total Amount of funds listed in this legislation: Unknown

Line Item(s): Increase in Water and Sewer Revenues to the Water-Sewer Fund

Attachments

12697 E. Scott Rd. Utility Connection Request
Scott Road Map



The Boutet Company, Inc.
1508 E Bogard Rd., Unit 7
Wasilla, Alaska 99654

Phone 907.357.6770
www.tbca.com

Jude Bilafer
Public Works Director
City of Palmer
231 W. Evergreen Ave.
Palmer, AK 99645

April 24, 2024

RE: 12697 E. Scott Rd Water Extension

Dear Mr. Bilafer,

Thank you for helping us work through the approval to extend the City's water and sewer lines to phases 1 and 2 of the Breezy Meadows Multifamily development located at 12811 E. Scott Road. Since that time, the owner has acquired the neighboring lot at 12697 E. Scott Road having legal description Township 18N Range 2E Section 32 Lot A37. TBC has been retained by AMG & Associates to design civil improvements for another two phase multifamily development. A conceptual site plan is attached. This development will construct a total of 8 twelve-unit buildings (Type A buildings), 4 eight-unit buildings (Type B buildings) and a community structure (Type C Building) with an additional eight units for a total of 76 units on the 5 acre parcel. This property is just outside of Palmer City limits.

On behalf of the developer, we would like to request that the project be served by City of Palmer's Water and sewer systems. The connection to the system would require connecting to the newly extended water main on the neighboring parcel extended from the Church on the Road and connecting to the pressure sewer main extended along Scott Road to serve phases 1 and 2 on 12811 Scott Road. We plan to extend where the 8" water main was stopped for the previous phases and create a loop through the site to eliminate any dead-end lines and reduce pressure loss. The dual 3" pressure sewer newly installed along Scott Road is adequate to serve this lot as well. A new pump vault and connection to the main will be installed for this development.

Design will be completed as required by your department, per the City of Palmer's standard specifications and taking guidance from the Anchorage Water and Wastewater Utility's Design and Construction Practices Manual (AWWU DCPM). The preliminary plan and profile for the extension is attached.

We appreciate the consideration by CoP to serve this development. Please contact myself or Hans Hill at (907) 357-6770 with an questions or request further information.

Sincerely,

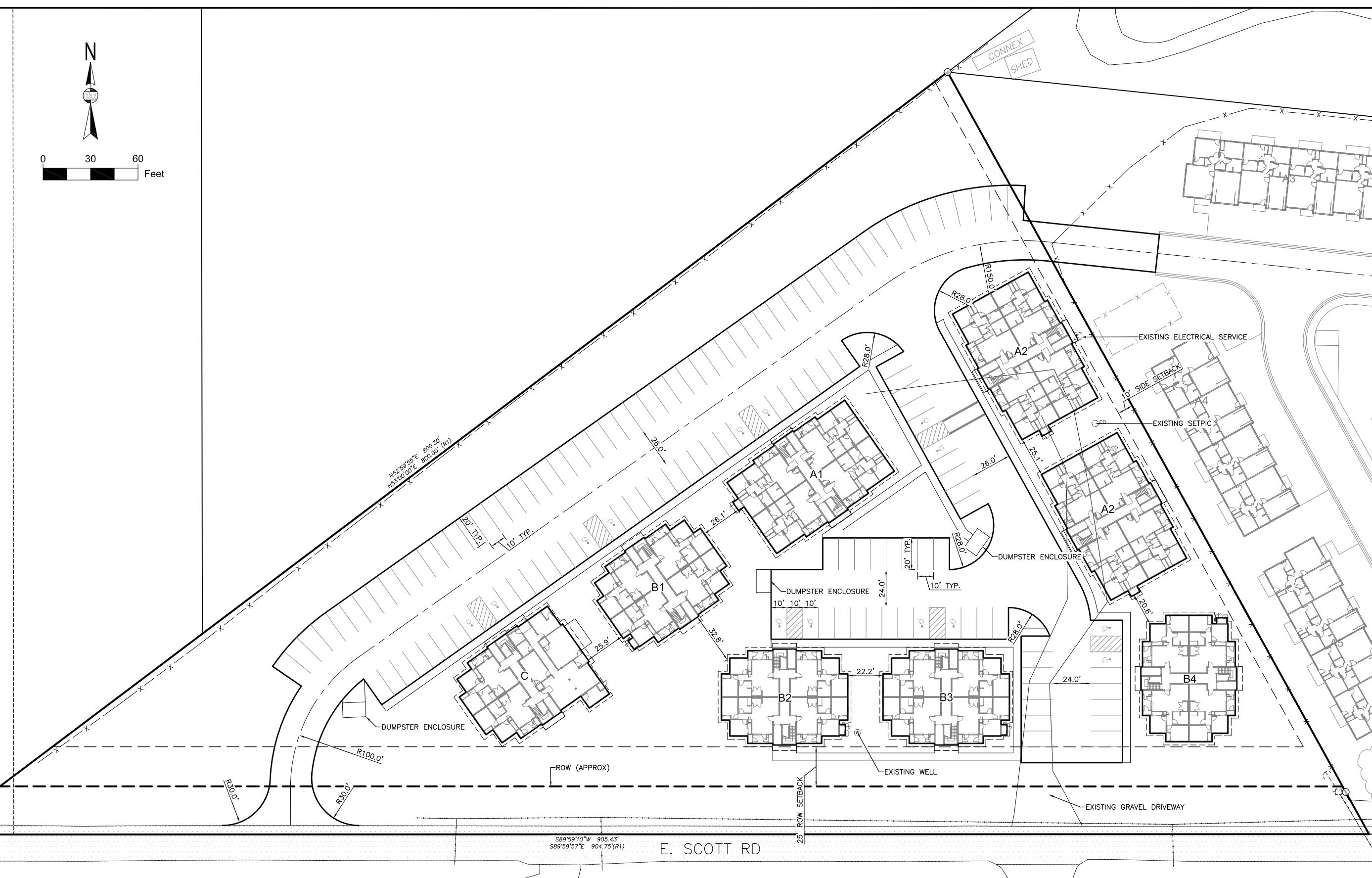
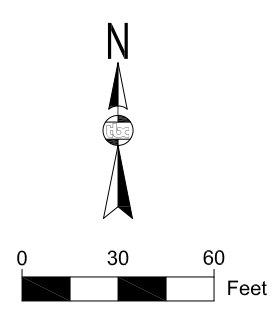
Tim Alley, PE
Principal/Wasilla Office Manager
The Boutet Company, Inc

FILE: W:\WASILLAFILES\13 INVESTMENT\BREEZY MEADOWS PHASE 3\CAD\BM3 CONCEPT.DWG

DATE/TIME 01/24/2024

LAYOUT

DESIGNED HJH CHECKED TJA DRAFTED HJH



S89°59'10"W 905.43'
S89°59'57"E 904.75'(R1)

E. SCOTT RD

tlc
The Boutet Company, Inc.
601 E. 57th Place #102
Anchorage, AK 99518
Ph. 907-522-6776
License No. AECC957

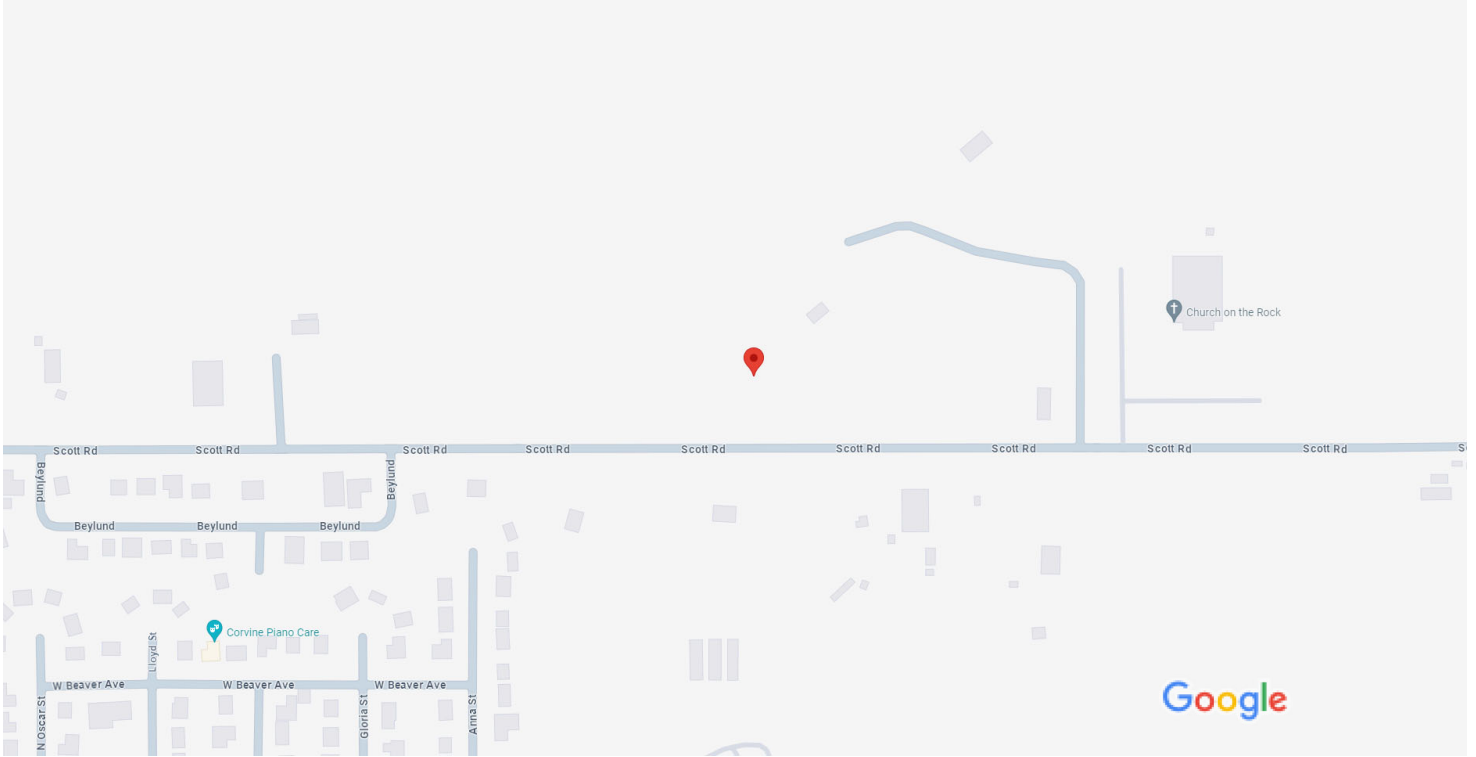
SEAL

CONSULTANT

TOWNSHIP 18N RANGE 2E SECTION 32 LOT A37
AFFORDABLE HOUSING LAND CONSULTANTS, LLC

BREEZY MEADOWS PHASE 3
PRELIMINARY SITE PLAN






HORIZ SCALE:	DATE: 02/07/2024	SHEET OF 1
VERT SCALE:		




Map data ©2024 Google 200 ft



12697 Scott Rd

-  Directions
-  Save
-  Nearby
-  Send to phone
-  Share

 12697 Scott Rd, Palmer, AK 99645

 JV69+7R Palmer, Alaska



I. 5.

Palmer City Council Meeting

Meeting Date: 06/11/2024
Submitted For: Shelly Acteson, City Clerk
Department: Administration
Agenda Category: Action Memorandum
Legislation Number: AM 24-033

Subject

Action Memorandum No. 24-033: Appointing current City of Palmer Finance Director Gina Davis as Interim City Manager and Authorizing Compensation

Summary Statement/Background

The current city manager's last day of employment with the City of Palmer is June 17, 2024.

To ensure continuity in city manager authority and responsibilities, it is recommended that the city council appoint an interim city manager effective immediately until a permanent city manager assumes duties in the future.

Action Memorandum 24-033 offers the position of Interim Manager to the current City of Palmer Finance Director Gina Davis, with a 15% increase in compensation.

Code Reference:

PMC 4.10.070 (B):

Acting City Manager or Acting City Clerk. The acting city manager or acting city clerk shall receive the following compensation:

1. Beginning on the fifteenth calendar day the employee shall receive a 10 percent increase of the acting employee's regular rate of pay while in acting status; or
2. As directed by the council. (Ord. 15-002 § 3, 2015; Ord. 12-001 § 3, 2013)

Administration's Recommendation:

To offer the position of Interim Manager to current Finance Director Gina Davis with a 15% increase effective immediately or on Manager Moosey's last day with the city.

	Fiscal Impact
Total Amount of funds listed in this legislation:	\$4,500
Legislation creates expenditure in the amount of:	\$4,500
Budgeted Y/N?:	Yes
Line Item(s):	01-01-05-6011; 01-01-05-6012
