

Regular City Council Meeting  
June 25, 2024, at 6:00pm  
City of Palmer, Alaska  
Palmer City Council Chambers  
231 W Evergreen Avenue, Palmer, Alaska 99645  
www.palmerak.org



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

Interim City Manager Gina Davis  
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. June 11, 2024, Regular Meeting
- E. COMMUNICATIONS AND APPEARANCE REQUESTS
  - 1. Elected Officials in Attendance
  - 2. Board/Commission Members in Attendance
  - 3. Gary Wolf and Laura Reed, Wolf Architecture - Palmer Library Project Update
- F. REPORTS
  - 1. City Manager's Report
    - 1. Public Works Department Update - Summer work, snow removal plan, and railroad intersections.
  - 2. Mayor's Report
  - 3. City Clerk's Report
  - 4. City Attorney's Report
- G. AUDIENCE PARTICIPATION

H. PUBLIC HEARINGS

1. **Resolution No. 24-024:** Authorizing the City Manager to Accept and Appropriate Funds from the Alaska Assistance Dogs Palmer Police Department K9 Fund to Purchase a New Police K9 from Shallow Creek Kennels Inc in Sharpville, PA Not To Exceed \$15,515.91

I. ACTION MEMORANDA

1. **Action Memorandum No. 24-034:** Authorizing a Parking Waiver From the Central Business District (CBD) Parking Regulations for the Property Located at 579 S. Alaska Street Pursuant to Palmer Municipal Code 17.64.050
2. **Action Memorandum No. 24-033:** Authorizing the City Manager to Negotiate and Execute and Assignment of Lease Agreement with Blue River Aviation, LLC (Assignor) and Blue River Airport Development, LLC (Assignee) for PMA Lease 23-001 on Block 3, Lease Lot 25(A), Palmer Municipal Airport for the Purpose of Hangar Construction.

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:** 06/25/2024  
**Department:** City Clerk's Office

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D. 2.

**Subject**  
Approval of Minutes of Previous Meetings  
A. June 11, 2024, Regular Meeting

**Summary Statement/Background**

**Administration's Recommendation:**

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**Attachments**

June 11, 2024 Minutes

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**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on June 11, 2024, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

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

Mayor Steve Carrington  
Deputy Mayor Carolina Anzilotti  
John Alcantra  
Jim Cooper  
Richard W. Best  
Pam Melin  
Joshua Tudor

Staff in attendance:

John Moosey, City Manager  
Shelly M. Acteson, CMC, City Clerk  
Benji Johnson, Deputy City Clerk  
Jude Bilafer, Public Works Director

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

1. Approval of Consent Agenda
2. Approval of Minutes of Previous Meetings
  - A. May 28, 2024, Regular Meeting

**Main Motion: To Approve the Agenda as Presented**

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

**E. COMMUNICATIONS AND APPEARANCE REQUESTS**

1. Elected Officials in Attendance
2. Board/Commission Members in Attendance
3. Proclamation – Recognizing Juneteenth  
Mayor Carrington presented the proclamation to Audra Jackson.
4. Presentation - Juneteenth- Audra Jackson  
Mr. Jackson provided a brief overview of Juneteenth and requested road barriers during the Juneteenth event.

**F. REPORTS**

1. City Manager’s Report:
  - Reported the emergency purchase of a lawn mower to replace a broken lawn mower at the Palmer Golf Course for \$17,000, will follow-up with an Information Memorandum.

- He received the documents regarding the City's property insurance renewal and is looking at 17% overall increase.
- Stated that an RFP for grant writers went out and received seven applicants, and administration will be recommending two to City Council.
- Job reclassifications will be coming forward to the City Council shortly.
- Requested update from Capital Projects will also be coming shortly.
- Reminded everyone that City of Palmer is hosting the Mat-Su Miners Game on Thursday.
- Reported that the new Human Resources Manager, Elizabeth Dorris, will be starting July 1.
- Thanked the City Council for serving as City Manager for the last 4 years, the most fun job he has ever had.
- Expressed his appreciation for Palmer as a community and called it a magical place.

## 2. Mayor's Report:

- Referenced written report.
- Announced the intern Manager will be Finance Director, Gina Davis.
- Mentioned that Manager Moosey's going away party will be Wednesday (tomorrow) from 5:00 pm to 7:00 pm at the Palmer Depot.
- Reminded everyone about the June 20, Joint Meeting with P & Z.
- Informed Council that there will be a Special City Council Meeting before the Regular City Council Meeting on June 25, at 5:10 pm to discuss City Manager Candidates.

## 3. City Clerk's Report:

- Written report in packet.
- Available for questions.

## 4. City Attorney's Report:

- Addressed the subpoena received, and she represented the city in court, and the matter is now resolved.
- She has been working on the non-profit audit, will have a verbal report next meeting, and a written report for the first meeting in July.

## **G. AUDIENCE PARTICIPATION**

Jackie Goforth:

- Spoke to the Mat-Su Borough's new selection policy on libraries and expressed concerns regarding the American Library Association and internet access.

Linda Spawn:

- Read aloud from a book and objected to certain books in the library.

City Attorney Sarah Heath, "This is a Trigger Warning and reminder to our audience that during audience participation people may be reading excerpts from books that are intended for 14 years and above and may contain difficult material. We recognize that Alaska's sexual assault rate is 4 times the national average and because of this want to give our audience, especially online, a trigger warning regarding mature content that may be read."

Mark Spawn:

- Objected to certain books in the Palmer Public Library and read aloud from a book.

Prudence McKenney:

- President of the Friends of the Palmer Public Library, Inc, provided an update on the summer reading program.

Susan Pougher:

- Spoke to parental rights, provided an update on Palmer Public Library community activities, and spoke about non-profits.

Mike Chmielewski:

- Lives in downtown Palmer and has been a patron of the library for approximately 44 years.
- Spoke about the Mat-Su School District’s Citizen’s Library Committee.

Eric Anderson:

- Commented favorably on Juneteenth and feels that unity and community are important.
- Spoke to the issues regarding the books at the Library, School versus Public libraries, and feels that the more important issue is the internet.

## 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

Manger Moosey gave a staff report.

The council directed Manger Moosey to put the upcoming RFP on the street in November to allow for plenty of time before expiration of contract.

**Main Motion: To Adopt Action Memorandum No. 24-027**

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

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 Mayer #649

**Main Motion: To Adopt Action Memorandum No. 24-028**

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

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

**Main Motion: To Adopt Action Memorandum No. 24-030**

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

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

**Main Motion: To Adopt Action Memorandum No. 24-031**

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

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

**Main Motion: To Adopt Action Memorandum No. 24-033**

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

**J. UNFINISHED BUSINESS**

**K. NEW BUSINESS**

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

Documents from Jackie Goforth

**M. AUDIENCE PARTICIPATION**

Audra Jackson:

- Spoke to additional water connections and concerns regarding his own water bill going up.
- Reported that he is going to Washington DC for the National Juneteenth celebration.
- Spoke to Manger Moosey regarding pending retirement.

Jacki Goforth:

- Spoke to the books at the library and the comments she receives from other members of the public.
- Referenced US Supreme Court Rulings.

Susan Pougher:

- Expressed that Palmer is a special place.
- Spoke about the Friends of the Palmer Public Library.

Mike Chmielewski

- Reported that he interviewed Maija DiSalvo, Mat Su Borough Planning Department employee.
- Encouraged the Council to invite her to speak to the Council again, because of the planning money that is available.
- Inquired about the RFP regarding the Museum, the contract is coming to an end soon.
- Spoke to the continuing problem of people running the stop sign at Colony Way.

Eric Anderson:

- Reported an issue that happened in Cedar Park, the neighborhood next to Cedar Hills.
- Someone keeps burning construction debris and leaving it unattended.

**N. COUNCIL MEMBER COMMENTS**

Council Member Tudor:

- Last weekend was Colony Days, and it was an amazing event.
- Observed that during car show, South Colony Way was closed, which increased foot traffic, suggested with playing around closing that off during Friday Fling to benefit the local businesses.
- Thanked Mr. Jackson for coming tonight and speaking to Juneteenth.

Council Member Melin:

- Thanked everyone for coming out.
- Congratulations to Mr. Moosey on his retirement.
- Thank you to Gina for stepping into the Interim Manager role.
- She did not attend but watched on-line and heard great things about Colony Days.
- Would like to meet with the Chamber of Commerce and discuss working with them.
- Spoke about non-profits.
- Looking forward to interviewing the next round for City Manager.

Council Member Alcantra:

- Thanked Mr. Jackson for coming tonight.
- Thanked Mr. Moosey for his time as City Manager.
- Also believes that Gina Davis will be a great Interim City Manager.
- Was at Colony Days representing Job Corp and it was fantastic.
- He missed the last Council Meeting due to seeing son off for deployment.
- Applauded Council Member Tudor and his son for all the cleanup work that they did on Colony Days.
- Thanked those who come and express their opinion during audience participation.

Deputy Mayor Anzilotti:

- Thanked and congratulated Mr. Moosey.
- Colony Days was spectacular as always.
- Thanked Mr. Jackson for coming tonight.

Council Member Cooper:

- Thanked and congratulated Mr. Moosey.
- Thanked Gina for stepping into the interim Manger role.

Council Member Best:

- Thanked and congratulated Mr. Jackson.
- Agreed that Colony Days was a good time.
- Regarding the construction debris, as far as he knows, no open burning is allowed in the city limits nor the Borough.
- Appreciated the comment regarding the RFP for the Museum Contract.

## **O. ADJOURNMENT**

With no further business before the Council, the meeting was adjourned at 7:34 p.m.

**Approved this 25th day of June 2024.**

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Steve Carrington, Mayor

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Shelly M. Acteson, CMC, City Clerk





E. 3.

**Palmer City Council Meeting**  
**Meeting Date:** 06/25/2024  
**Department:** City Clerk's Office

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**Subject**  
Gary Wolf and Laura Reed, Wolf Architecture - Palmer Library Project Update

**Summary Statement/Background**

**Administration's Recommendation:**

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**Attachments**

Wolf Palmer Library Update

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# PALMER LIBRARY UPDATE

06.24.24

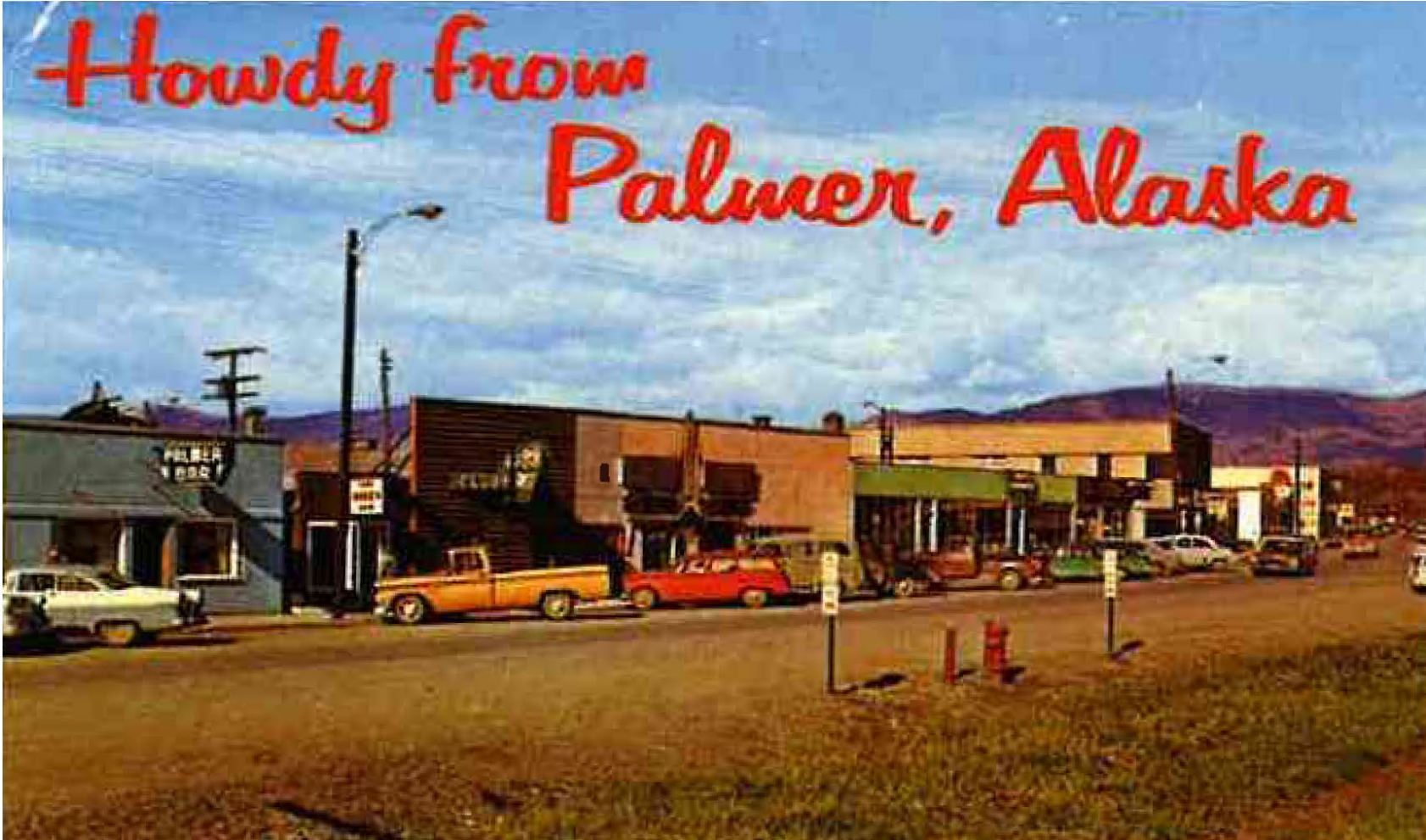
Architectural Precedents / Influences

Design Updates

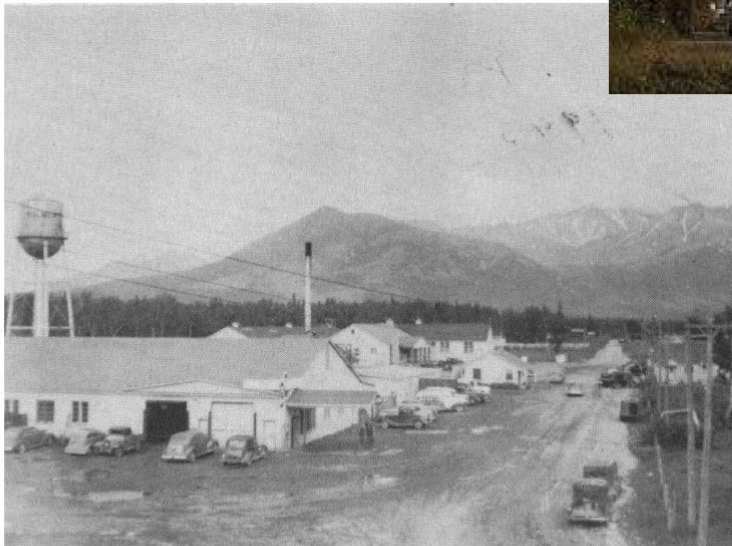
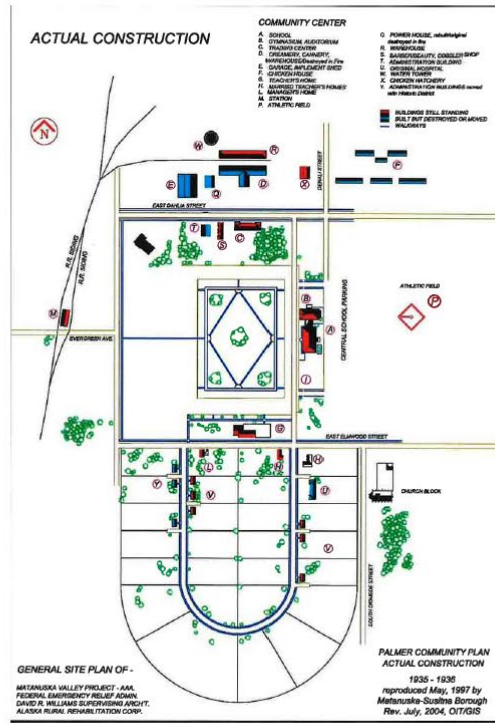
Budget

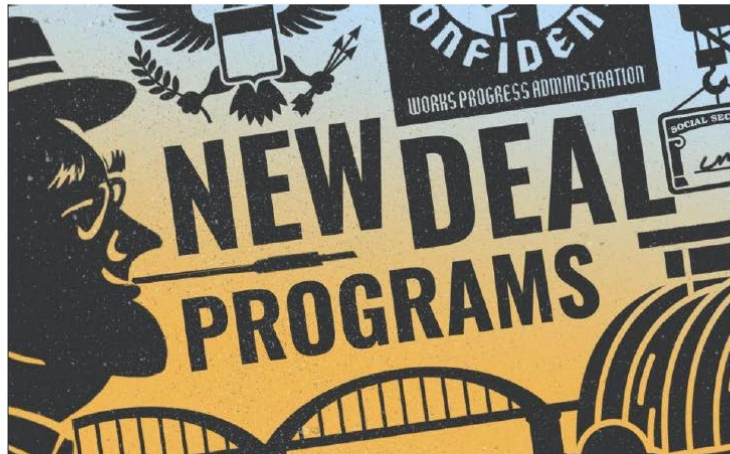
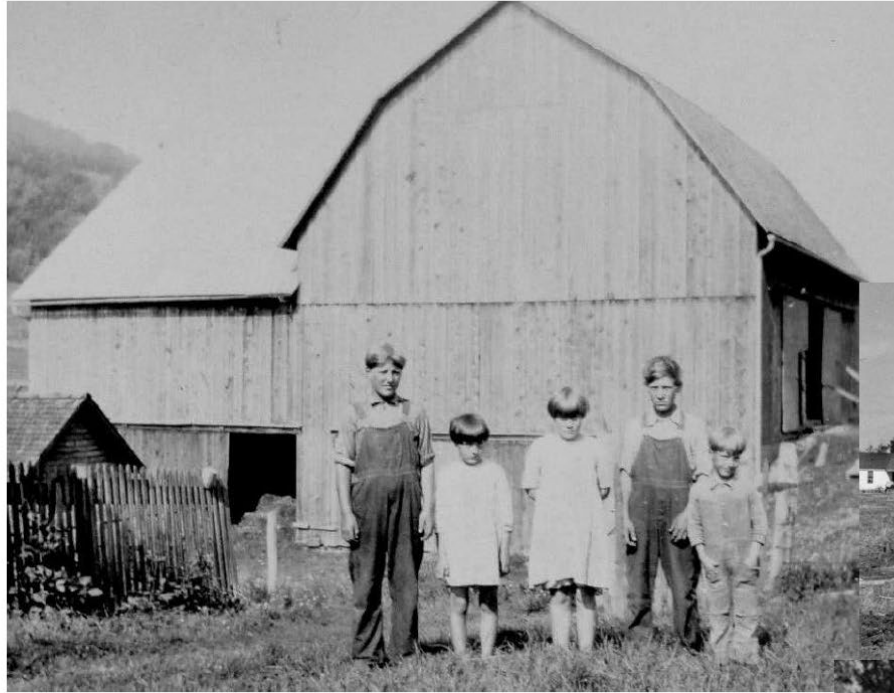
Schedule

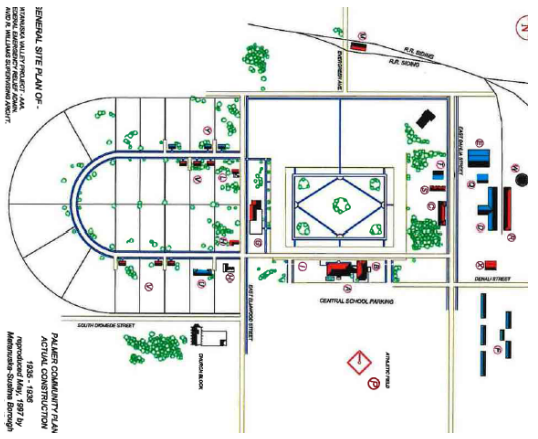
Photo Acknowledgements: Joe & Cheryl Homme











GENERAL SITE PLAN OF  
HARRIS COUNTY PUBLIC SCHOOLS  
1935 - 1938  
REVISIONS BY  
MAYOR COMMITTEE  
1935 - 1938  
REVISIONS BY  
MAYOR COMMITTEE

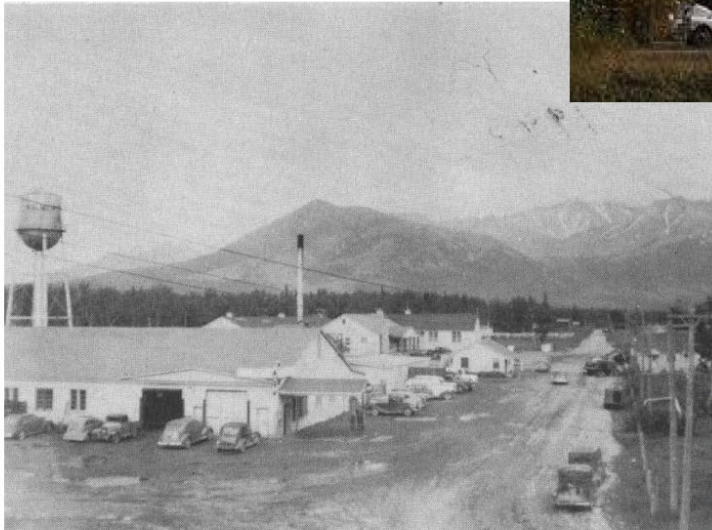






**PALMER, ALASKA - ARCHITECTURAL PRECEDENTS 1935- 1940 -  
STYLISTIC INFLUENCES: US FEDERAL GOVERNMENT**

- + Agrarian Forms
- + Priorities
  - Function over Ornament
  - Efficiency
  - Economy of construction
  - Simplicity of forms



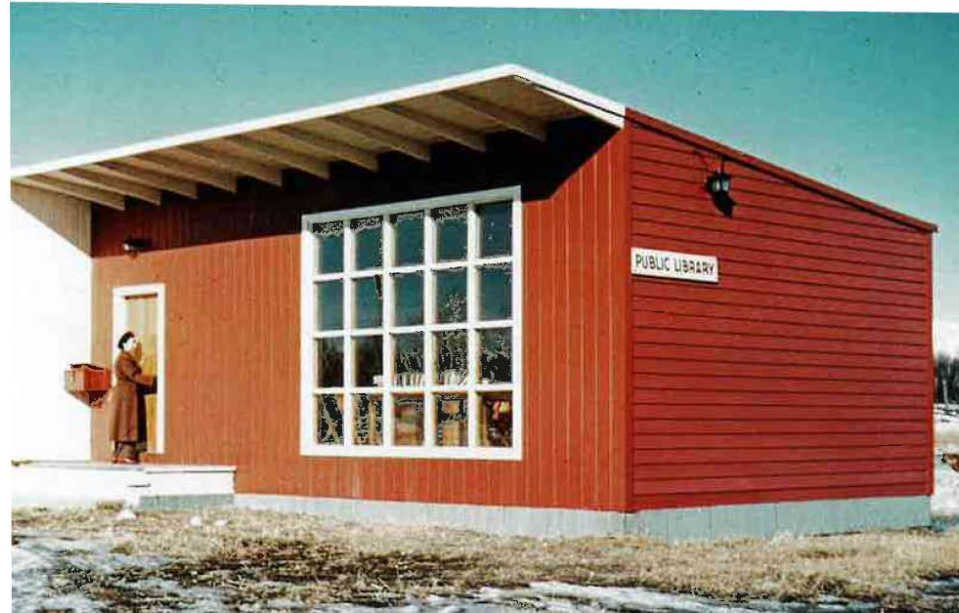
PALMER, ALASKA - ARCHITECTURAL PRECEDENTS 1935-1940  
Alaska Rural Redevelopment Corporation



PALMER, ALASKA - ARCHITECTURAL PRECEDENTS 1935-1940  
Commercial / Civic Development

Stylistic Influences:  
Western False Front





Palmer Library - 1930's-1940's

**PALMER, ALASKA – INTERNATIONAL PRECEDENTS 1950’S – 1960’S  
STYLISTIC INFLUENCES: INTERNATIONAL STYLE**

- Sleek, monolithic glass and steel structures
- Priorities:
  - Function over Ornament
  - Efficiency
  - Economy of Construction
- Simple Forms
- Clean Lines
- Flat Roofs

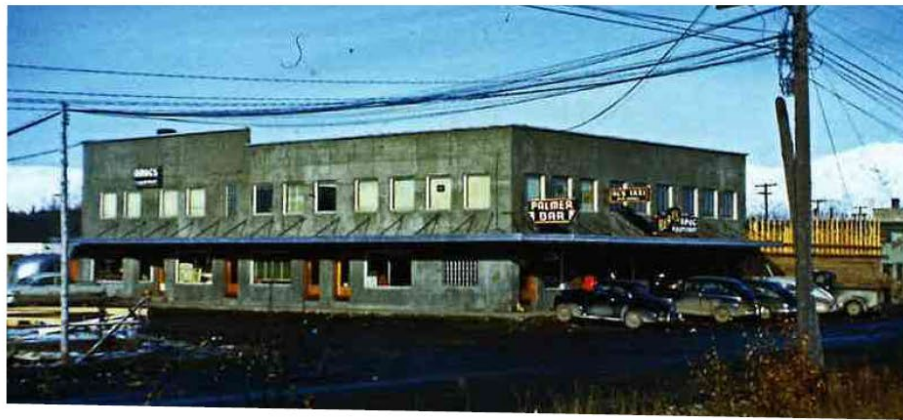




PALMER, ALASKA - ARCHITECTURAL PRECEDENTS  
1940-1965

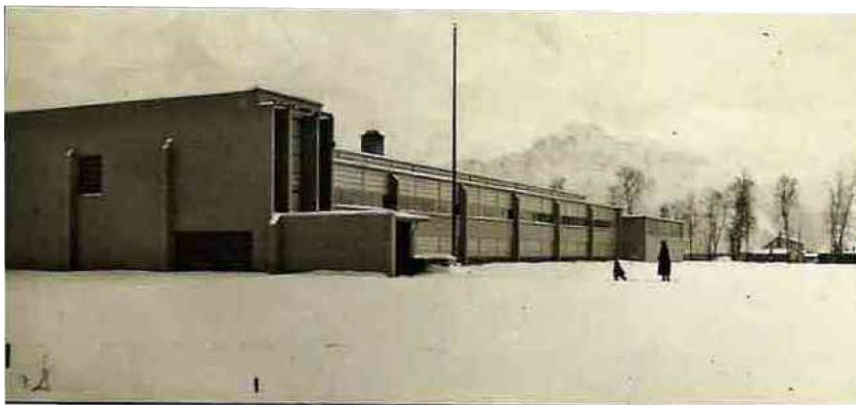














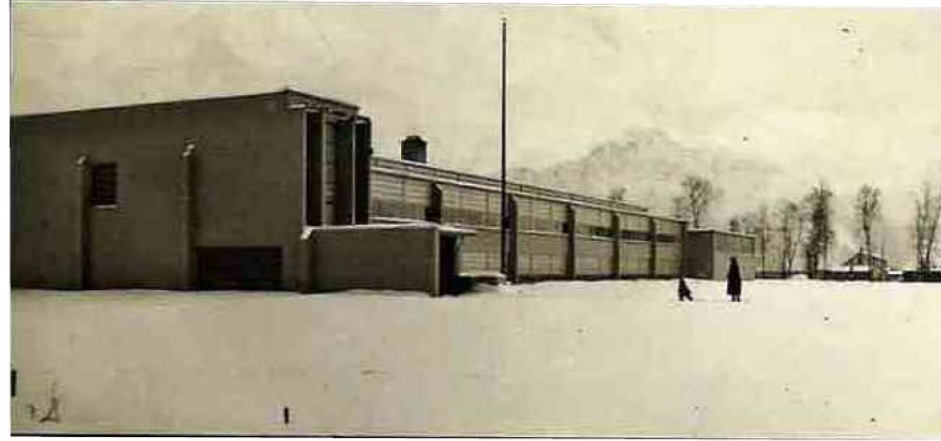
Palmer Library - 1950's-1980's

- Architectural Precedents: Then & Now

PALMER, ALASKA - ARCHITECTURAL PRECEDENTS Post 1970  
Sherrod Elementary



PALMER, ALASKA - ARCHITECTURAL PRECEDENTS Post 1970  
Palmer High School





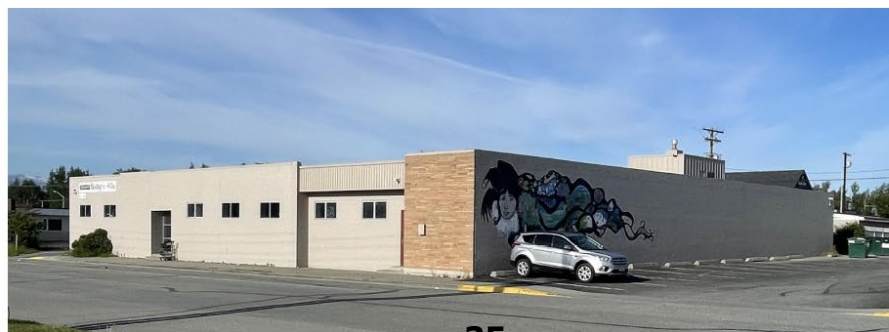
PALMER, ALASKA - ARCHITECTURAL PRECEDENTS Post 1970  
D&A Super



PALMER, ALASKA - ARCHITECTURAL PRECEDENTS Post 1970  
UAF Agriculture School



PALMER, ALASKA - ARCHITECTURAL PRECEDENTS Post 1970  
Palmer Post Office

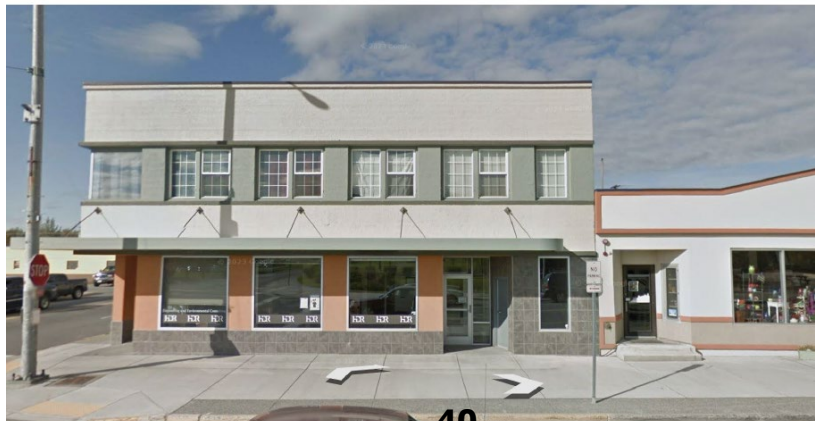
















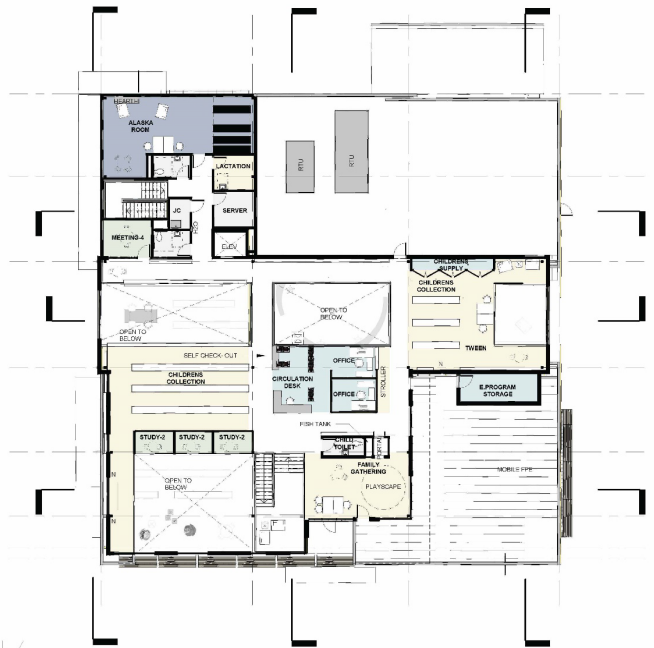
- Design Updates

October – November

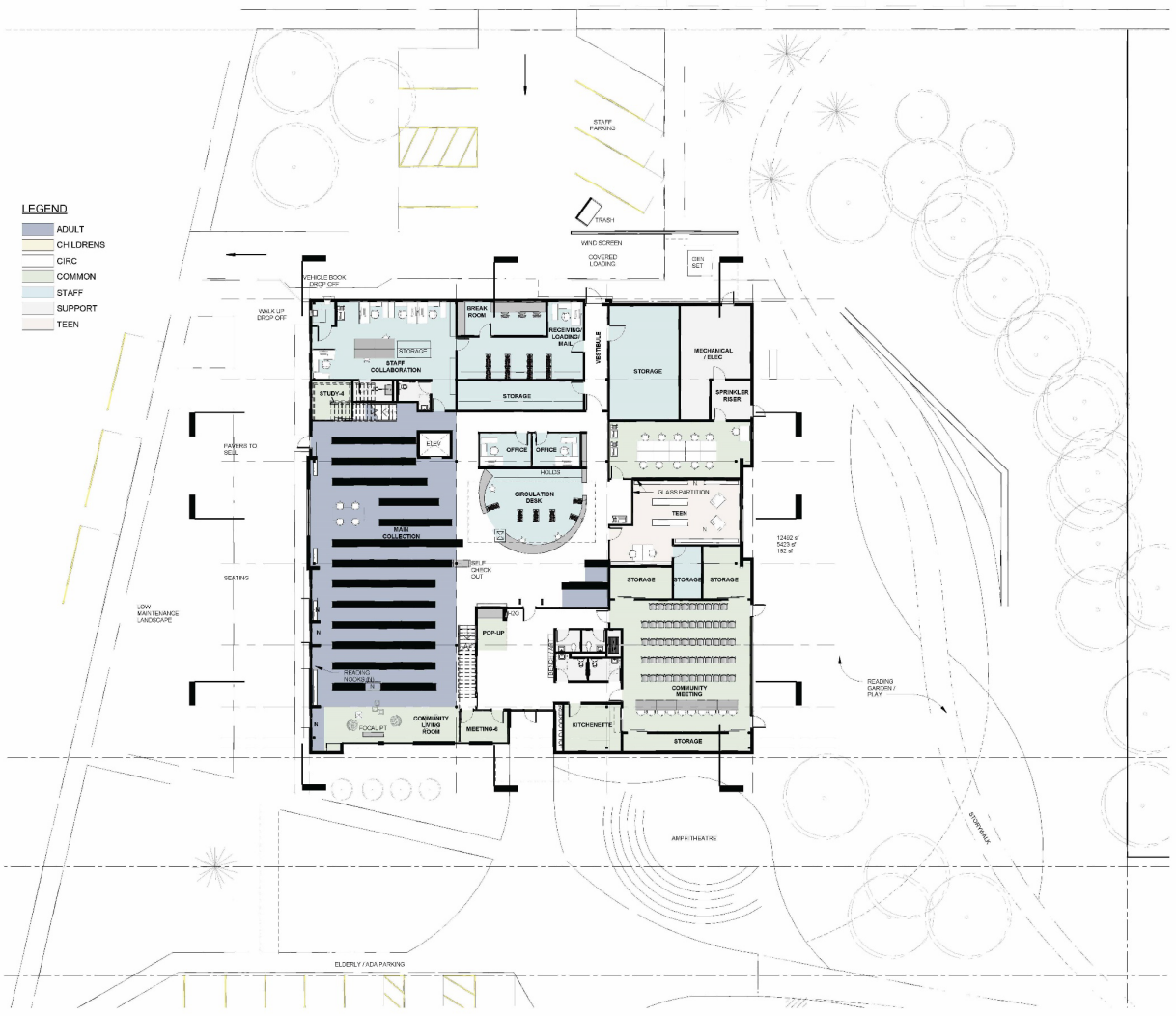
SPACES	SQFT/ SPACES	SQFT/ AREA
<b>SHARED AREAS</b>		<b>3,504</b>
COMMUNITY CAFÉ/COMMUNITY LIVING ROOM	401	
COMMUNITY MEETING ROOM/MULTIPURPOSE ROOM	1,859	
STUDY/CONSULTATION/TUTOR ROOMS	266	
SMALL/MEDIUM MEETING ROOMS	185	
COMPUTER LAB/AREA	560	
BUSINESS/COPY CENTER	113	
COMMUNITY GALLERY (THROUGHOUT THE BLDG.)	0	
OUTDOOR PATIO		
<b>LIBRARY-collection</b>	<b>120</b>	
<b>CHILDREN'S/ FAMILY AREA</b>		<b>2,794</b>
FAMILY GATHERING	612	
NOOK	50	
COMPUTING Kids and families laptop	80	
TWEEN AFTER SCHOOL	252	
<b>LIBRARY-collection</b>	<b>1,800</b>	
<b>ADULT</b>		<b>2,925</b>
QUITE READING/ALASKA ROOM	705	
NOOK	120	
<b>Library collection</b>	<b>2,100</b>	
<b>TEEN</b>		<b>572</b>
LOUNGE	252	
NOOK	60	
<b>Library collection</b>	<b>260</b>	
<b>STAFF</b>		<b>3,332</b>
<b>SUPPORT</b>		<b>2770</b>
<b>TOTALS</b>		<b>15,897</b>
	GROSSING FOR CIRCULATION	0.15 2384.55
	GROSSING FOR WALLS	0.11 1748.67
	<b>GROSS BUILDING SQFT</b>	<b>20,050</b>

Updated – May - June

SPACES	SQFT/ SPACES	SQFT/ AREA
<b>SHARED AREAS</b>		<b>3,321</b>
COMMUNITY CAFÉ/COMMUNITY LIVING ROOM	560	
COMMUNITY MEETING ROOM/MULTIPURPOSE ROOM	1,700	
STUDY/CONSULTATION/TUTOR ROOMS	266	
SMALL/MEDIUM MEETING ROOMS	185	
COMPUTER LAB/AREA	497	
BUSINESS/COPY CENTER	113	
COMMUNITY GALLERY (THROUGHOUT THE BLDG.)		
OUTDOOR PATIO		
<b>CHILDREN'S/ FAMILY AREA</b>		<b>2,547</b>
FAMILY GATHERING	665	
NOOK	50	
COMPUTING Kids and families laptop	80	
TWEEN HANG OUT	252	
<b>Library collection</b>	<b>1,500</b>	
<b>ADULT</b>		<b>2,834</b>
QUITE READING/ALASKA ROOM	572	
NOOK	120	
<b>Library collection</b>	<b>2,480</b>	
<b>TEEN</b>		<b>552</b>
LOUNGE	252	
NOOK	60	
<b>Library collection</b>	<b>240</b>	
<b>STAFF</b>		<b>3,147</b>
<b>SUPPORT</b>		<b>1970</b>
<b>TOTALS</b>		<b>14,371</b>
	GROSSING FOR CIRCULATION	0.15 2155.65
	GROSSING FOR WALLS	0.11 1580.81
	<b>GROSS BUILDING SQFT</b>	<b>18,107</b>

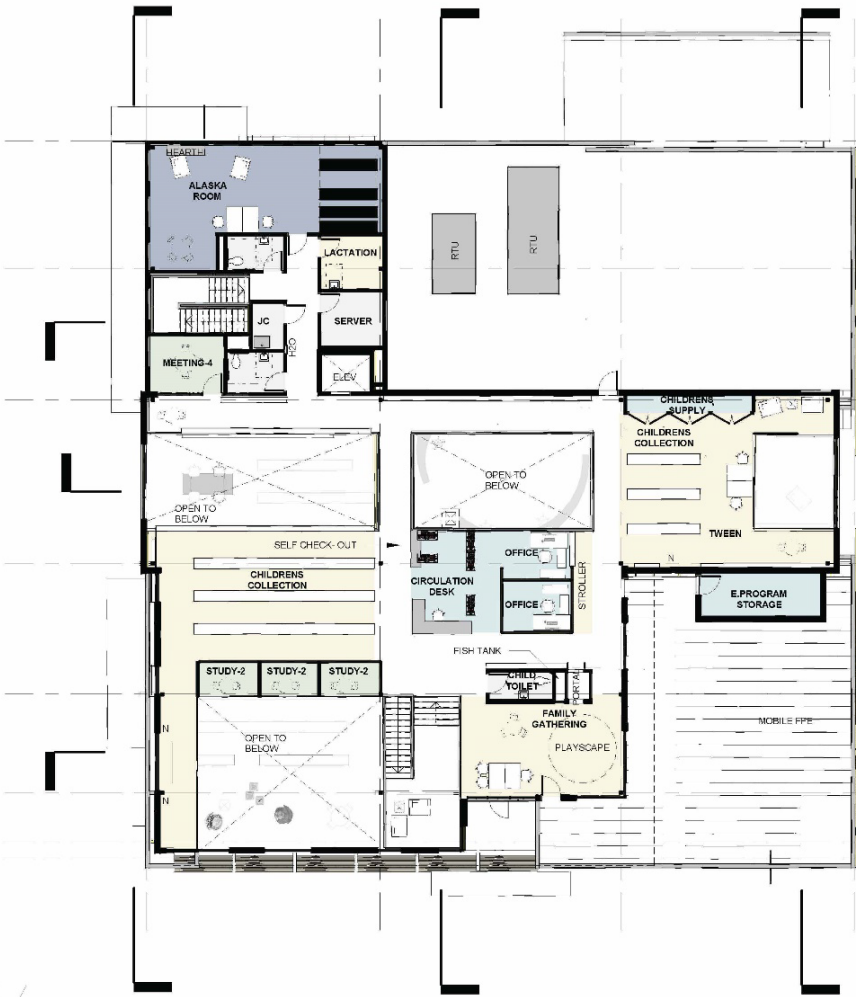


SECOND FLOOR PLAN

FIRST FLOOR PLAN

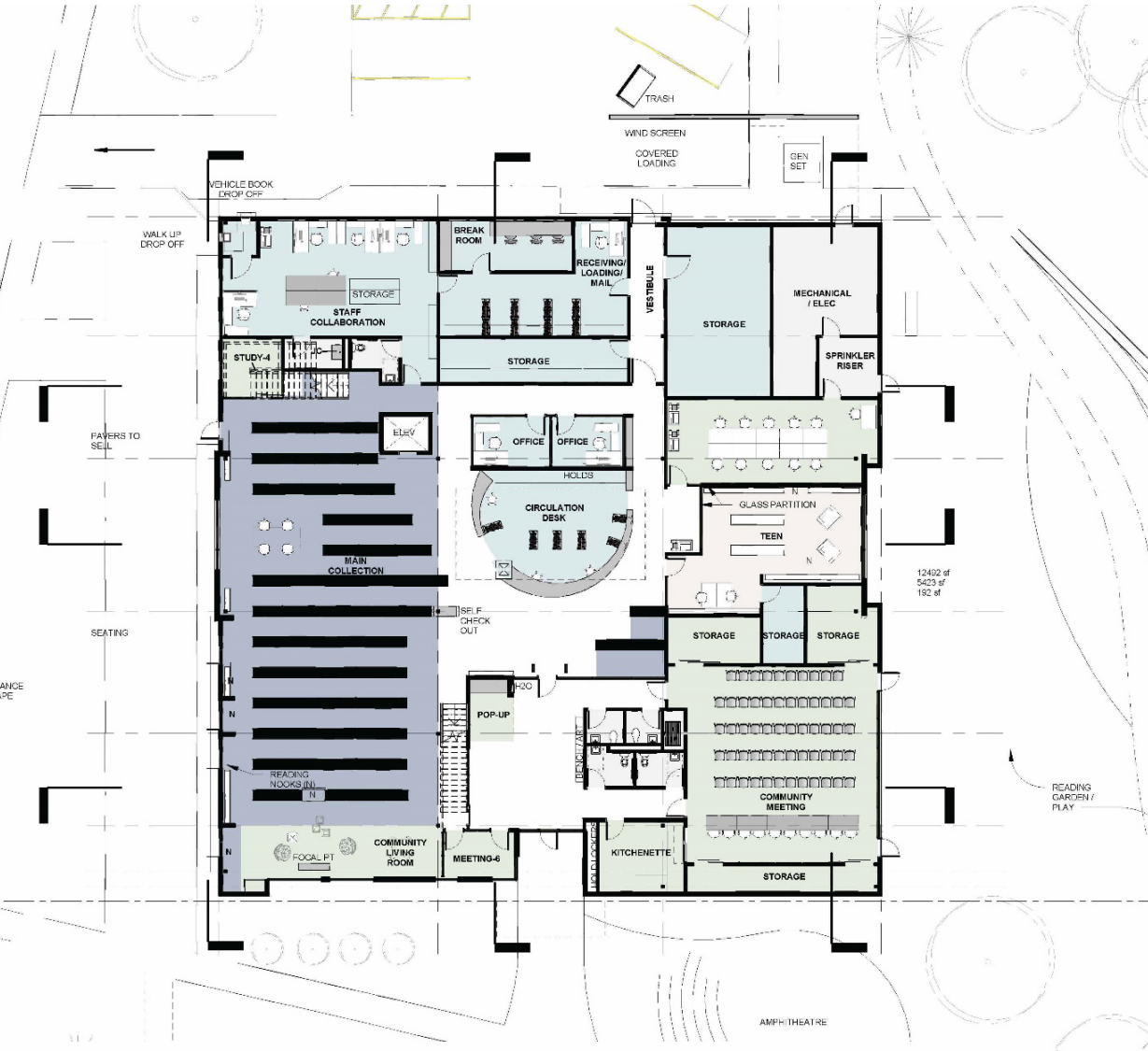




SECOND FLOOR PLAN

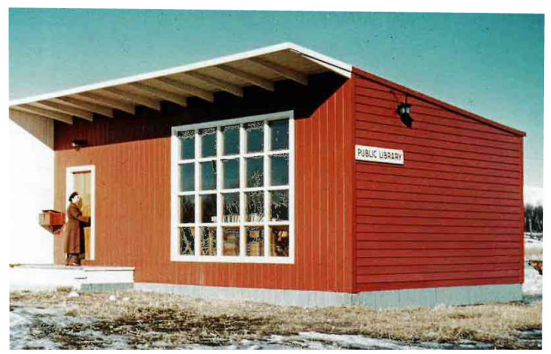
**LEGEND**

- ADULT
- CHILDRENS
- CIRC
- COMMON
- STAFF
- SUPPORT
- TEEN



FIRST FLOOR PLAN







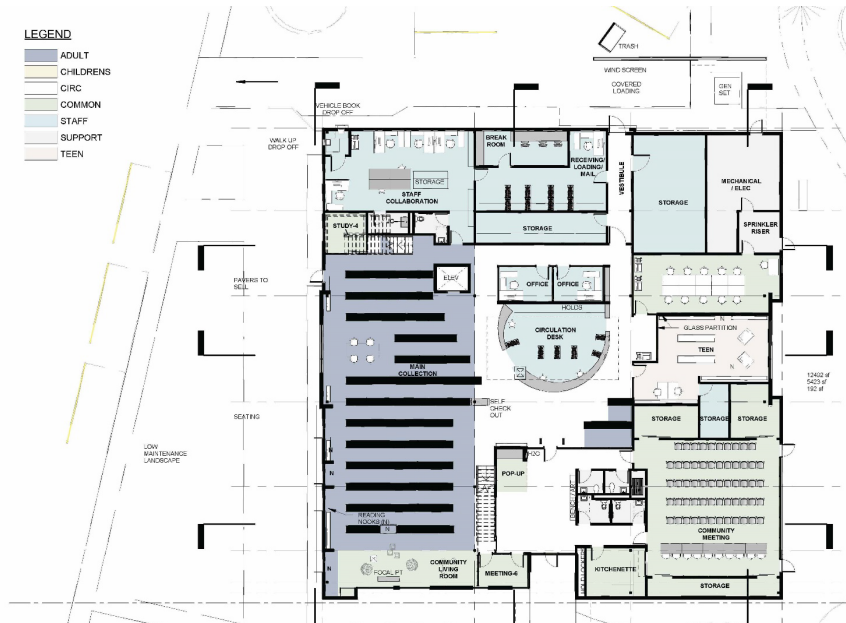




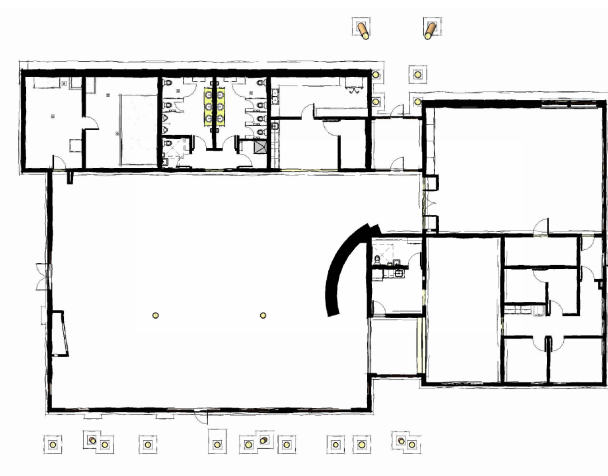
- Budget



- LEGEND**
- ADULT
  - CHILDRENS
  - CIRC
  - COMMON
  - STAFF
  - SUPPORT
  - TEEN



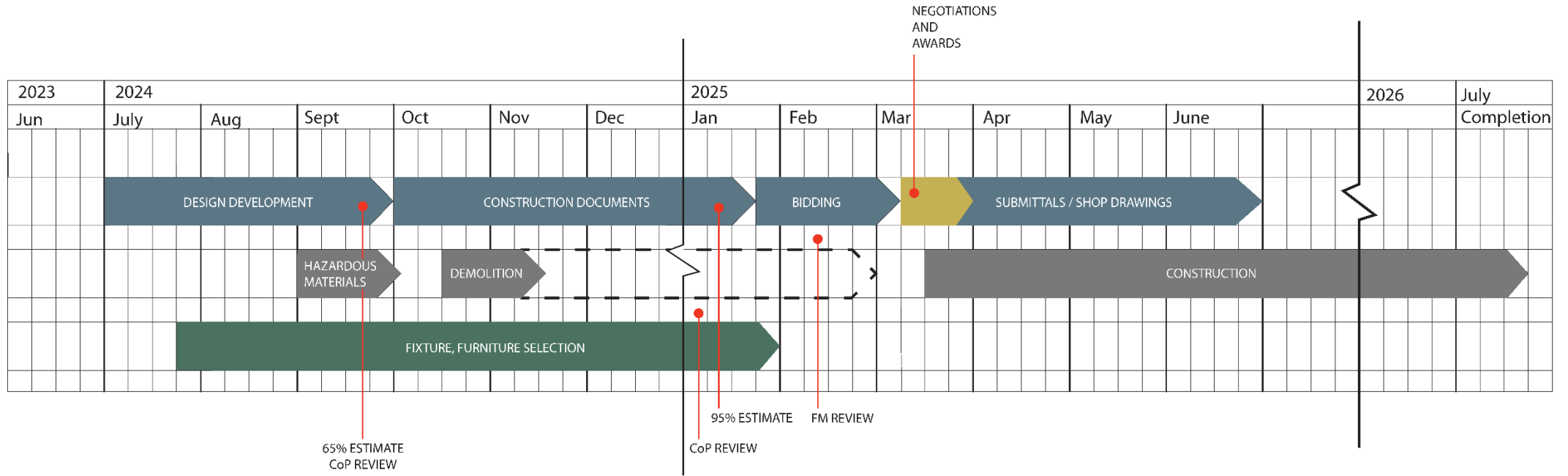
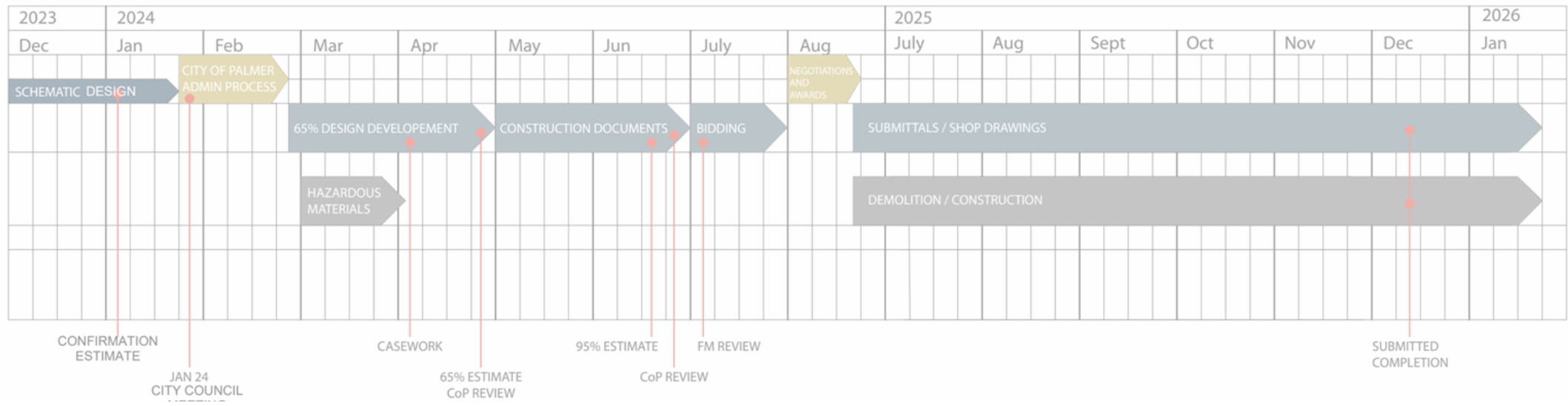
Library Concept  
18,107 sf



Gateway Visitor Center  
9,328 sf

+/- 700/ sf  
Construction Cost Estimate

- Schedule





**Palmer City Council Meeting**  
**Meeting Date:** 06/25/2024  
**Department:** City Clerk's Office

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F. 1.

**Subject**

City Manager's Report

1. Public Works Department Update - Summer work, snow removal plan, and railroad intersections.

**Summary Statement/Background**

**Administration's Recommendation:**

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**Attachments**

PW Council Update June 2024

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## DEPARTMENT OF PUBLIC WORKS

Jude Bilafer  
Director

Phone: (907) 745-3400  
Fax: (907) 745-3203  
Email: jbilafer@palmerak.org

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

### MEMORANDUM FOR RECORD

DATE: June 19, 2024

SUBJECT: Public Works Update

The City Manager requested an update to the City Council during the 25 June 2024 council meeting. Below are the focus areas of this update:

City Water Connections: Utility connections outside city limits require City Council approval. Recently there has been an increase in requests for these connections. As the demand for city services grows, now is the time to explore increasing the city's water production.

Snow Removal Plan: Fifteen years ago, the City had five graders and operators. Today there are only three of each. Over these 15 years, the City's snow removal requirements have significantly increased. Multiple new neighborhoods increased the number of lane miles needing to be maintained and increased travel distances for crews. This has put a tremendous strain on the system. Public Works is requesting to purchase a fourth grader to add to the fleet.

Personnel Actions: At the next council meeting four resolutions for employee reclassification will be presented. These reclassifications are part of the on-going employee pay plan review.

Fireweed Avenue Railroad Crossing Repair: There is a pressing safety issue at the Fireweed Ave railroad crossing. This crossing has caused significant damage to numerous City vehicles and equipment which include graders, sanders, snowblowers, and garbage trucks. The City has been in contact with the Alaska Railroad and approval of any future project should not be an issue.

Crack Sealing / Curb Painting: City-wide crack sealing and curb/lane striping went well this year. However, there was a cost increase due to higher material unit prices and shipping costs. An Action Memorandum for this increase will be on the 9 July City Council meeting agenda.

Jude Bilafer  
Director of Public Works, City of Palmer



F. 2.

**Palmer City Council Meeting**  
**Meeting Date:** 06/25/2024  
**Department:** City Clerk's Office

---

**Subject**  
Mayor's Report

**Summary Statement/Background**

**Administration's Recommendation:**


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**Attachments**

Mayor's Report

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# Palmer Mayor's Report

## Tuesday June 25, 2024 Council Meeting

### **Yard and Landscape Beautification**

<https://www.facebook.com/CityofPalmerAlaska>

It's that time again! Time to Celebrate Palmer! We are excited to announce that nominations are now open for our annual Yard Beautification Awards and Business Beautification Landscapes. This is a fantastic opportunity to recognize the hard work and creativity of our residents and businesses in enhancing the natural charm of our community.

How to Nominate:

- Yard Beautification Awards: Nominate a residential property whose yard exemplifies outstanding aesthetic and environmental quality.
- Business Beautification Landscapes: Nominate a business that has beautifully landscaped their property, contributing positively to our community's atmosphere.

Please submit your nominations by July 5th, including a brief description and any supporting photographs to [keliEFF@palmerak.org](mailto:keliEFF@palmerak.org).

Let's highlight the beauty of Palmer and the efforts of those who go the extra mile to make our community a picturesque place to live and work. Celebrate beauty, celebrate community, Celebrate Palmer!

### **MVP4T update**

Our MPO Matsu Valley Planning For Transportation has approved two documents for public comment: the Title VI Plan Draft and the Unified Planning Program. These documents are integral to how our MPO will do its business. Here are the links for comment:

- <https://www.mvpmo.com/title-vi>
- <https://www.mvpmo.com/unified-planning-work-program>

The MVP4T has decided to allow us to submit simple projects this first year that don't have to go through the more robust planning and vetting process that is still being setup. The City of Palmer is proposing 4 paving projects for our part in it. The proposed projects are:

# Palmer Mayor's Report

- E. Caribou Ave from N. Alaska to N. Bonanza St. (340 feet)
- E. Dolphin Ave from N. Valley Way to N. Gulkana St. (725 feet)
- E. Gold Key Ln from N. Valley Way to N. Gulkana St. (640 feet)
- N. Chugach St from E. Beaver Ave to E Caribou Ave (760 feet)

These have been proposed at the Technical Committee and are working through the system now. Hopefully we will be able to pave next year.

## Upcoming Event: Scottish Highland Games

The Scottish Highland Games are back June 29 and 30 at the Alaska State Fairgrounds.

The Alaskan Scottish Club, a 501 (c)(3) non-profit organization, proudly embodies the spirit of Scottish culture, joyously sharing it with our community. Our passion is brought to life through lively ceilidhs, vibrant events, engaging workshops, and convivial social gatherings, all unfolding across the breathtaking landscapes of Alaska throughout the year. Our mission is to share the spirit of Scotland, making every event a grand Scottish fling.

- <https://www.alaskanscottish.org/>




## Report Updates

We will have our Public Works Director Jude Bilafer giving us a report on summer work and snow removal plans. But of particular note is the railroad crossings. The City of Palmer has had a long history with the railroad. The City of Palmer has several permits that allow us to make use of parts of the railroad right-of-way (ROW) within our city limits. The City has also had discussions in recent years with the Alaska Railroad to explore what options may be available.

This update should provide for a good discussion for the council for the railroad crossings and the railroad ROW in the city of Palmer.

## Agenda Highlights

- Approval of Consent Agenda



# Palmer Mayor's Report

- Minutes for June 11, 2024, Regular Meeting

## **Communications & Appearances**

- Gary Wolf and Laura Reed, Wolf Architecture – Palmer Library Project Update

## **Reports**

- City Managers Report
  - Public Works Department Update – Summer work, snow removal plan, and railroad intersections
- Mayor's Report
- City Clerk's Report
- City Attorney's Report

## **Public Hearings**

Resolution No. 24-024: Authorizing the City Manager to Accept and Appropriate Funds from The Alaska Assistance Dogs Palmer Police Department K9 Fund to Purchase a New Police K9 from Shallow Creek Kennels Inc, in Sharpville, PA, Not to Exceed \$15,515.91

## **Action Memoranda**

- Action Memorandum No. 24-034: Authorizing a Parking Waiver from the Central Business District (CBD) Parking Regulations for the Property Located at 579 S. Alaska Street Pursuant to Palmer Municipal Code 17.64.050
- Action Memorandum No. 24-033: Authorizing the City Manager to Negotiate and Execute and Assignment of Lease Agreement of Lease Agreement with Blue River Aviation, LLC (Assignor) and Blue River Airport Development, LLC (Assignee) for PMA Lease 23-001 on Block 3, Lease Lot 25(A), Palmer Municipal Airport for the Purpose of Hangar Construction

*Mayor Steve Carrington*



H. 1.

**Palmer City Council Meeting**

**Meeting Date:** 06/25/2024  
**Submitted For:** Dwayne Shelton, Police Chief  
**Department:** Police Department  
**Agenda Category:** Resolution  
**Legislation Number:** Reso 24-024

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**Subject**

**Resolution No. 24-024:** Authorizing the City Manager to Accept and Appropriate Funds from the Alaska Assistance Dogs Palmer Police Department K9 Fund to Purchase a New Police K9 from Shallow Creek Kennels Inc in Sharpville, PA Not To Exceed \$15,515.91

**Summary Statement/Background**

In 2020, the Palmer Police Department (PPD) started its K9 program when it purchased K9 Diesel from the City of Fairbanks. K9 Diesel was an older K9 and was retired in the spring of 2023. In the fall of 2023, Diesel died from cancer. During his tenure, K9 Diesel was instrumental in the locating and seizure of several packages of illicit narcotics including meth, Cocaine, Fentanyl, heroin and other narcotics. All narcotics seized as a result of our K9 program had specific ties to the City of Palmer and our citizens. Diesel was also instrumental in the apprehension of several criminals within the city of Palmer and its surrounding area.

In 2022, the Alaska Assistance Dogs (AAD) entered an agreement with the City of Palmer's Police Department to start receiving funds for the PPD's K9 program through their non-profit (See attached Agreement). Since then, the AAD has received numerous donations, including a 2023 donation from the Palmer Lions Club specifically for the purchase of a new K9 in the amount of \$12,000.00. The total amount currently in the AAD PPD K9 program fund is \$15,515.91.

The PPD has researched numerous kennels throughout the US that provide Law Enforcement K9's and has sought advice from the Alaska State Troopers (AST) and the Anchorage Police Department, both of whom have robust K9 units. It was the consensus of the research and other local agencies that Shallow Creek Kennels Inc. out of Pennsylvania provides quality K9's at a comparable price to other kennels. A dual purpose K9 that is trained in both Drug Detection and Criminal Apprehension typically costs between \$9000.00 and \$12,000.00.

AST has a robust K9 training unit and is offering a K9 academy this fall, starting in August. K9 academy tuition typically costs \$7,000-\$10,000 and AST has offered the academy to the Palmer Police Department free of charge.

By utilizing the donations in the AAD K9 program, the implementation of this K9 will not cost the City of Palmer any additional funds from the City of Palmer's General Fund. This program will be on a reimbursable basis similar to grant funds.

**Administration's Recommendation:**

Administration recommends approving Resolution Number 24-024.

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**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$15,515.91  
**Budgeted Y/N?:** N  
**Line Item(s):** 09-00-00-3700 AAD Palmer K9 Fund; 09-01-10-7130 AAD Palmer K9

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**Attachments**

Resolution Authorizing K9 purchase  
AAD Agrrement with PPD

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**LEGISLATIVE HISTORY**

Introduced by:

Date:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

**Resolution No. 24-024**

**A Resolution of the Palmer City Council Authorizing the City Manager to Accept and Appropriate Funds from the Alaska Assistance Dogs Palmer Police Department K9 fund to Purchase a new Police K9 from Shallow Creek Kennels Inc in Sharpville, PA not to exceed \$15,515.91**

WHEREAS, the Palmer Police Department (PPD) started its K9 program when it purchased K9 Diesel from the City of Fairbanks; and

WHEREAS, K9 Diesel was retired in the spring of 2023; and

WHEREAS, K9 Diesel was instrumental in the locating and seizure of several packages of illicit narcotics including meth, Cocaine, Fentanyl, heroin and other narcotics; and

WHEREAS, K9 Diesel was also instrumental in the apprehension of several criminals within the city of Palmer and its surrounding area; and

WHEREAS, the Palmer Police Department has seen the benefits of having a K9 within the City of Palmer; and

WHEREAS, the Alaska Assistance Dogs Palmer's Police Department K9 program fund is \$15,515.91; and

WHEREAS, Shallow Creek Kennels Inc. out of Pennsylvania provides quality dual purpose K9's at a cost between \$9000.00 and \$12,000.00; and

WHEREAS, the Alaska State Troopers has a robust K9 training unit and is offering a K9 academy this fall, starting in August to the Palmer Police Department free of charge; and

WHEREAS, By utilizing the donations in the AAD K9 program, the implementation of this K9 will not cost the City of Palmer any additional funds out of the City of Palmer's General Fund;

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council Hereby Authorizing the City Manager to Accept and Appropriate Funds from the Alaska Assistance Dogs Palmer Police Department K9 fund to Purchase a new Police K9 from Shallow Creek Kennels Inc in Sharpsville, PA not to exceed \$15,515.91

**Approved** by the Palmer City Council this 25th day of June, 2024.

\_\_\_\_\_  
Steven J Carrington, Mayor

\_\_\_\_\_  
Shelly Acteson, MMC, City Clerk

**AGREEMENT BETWEEN  
THE CITY OF PALMER, PALMER POLICE DEPARTMENT  
AND  
ALASKA ASSISTANCE DOGS.**

- I. Parties.** This agreement is between the City of Palmer, Palmer Police Department (“PPD”) and Alaska Assistance Dogs (“AAD”).
- II. Recitals.**
1. Alaska Assistance Dogs was founded in 2001 by Dodd and Carol Shay for the purposes of training and supporting Alaskans with service dogs.
  2. The City of Palmer, Palmer Police Department is seeking and agreeing to partner with Alaska Assistance Dogs to strengthen and expand the K-9 program of the Palmer Police Department.
  3. Alaska Assistance Dogs agrees that expansion of the Palmer Police Departments K-9 program is an alignment with their mission and agrees to support the PPD K-9 program for the following purposes.
- III. Term.** This agreement is for an initial term of one year, at which time, this agreement will be reevaluated between the parties.
- IV. Termination.** This agreement may be terminated by either party for any reason so long as the terminating party gives a minimum of thirty (30) days written notice to the other party.
- V. Duties of the Parties:**
1. Alaska Assistance Dogs:
    - A. Pay or reimburse for the purchase of canines to the kennel from which they are purchased.
    - B. Pay or reimburse for the following expenses related to the purchase, care, and ongoing maintenance of canines including:
      - i. Travel.
      - ii. Per Diem.
      - iii. Vehicle rental expenses.
      - iv. Expenses related to the canine's health, examinations, and care prior to PPD accepting any canine(s).
      - v. Expenses related to the ongoing medical care of all PPD’s canine(s).
      - vi. Training necessary for officers of the Canine Department, furthering their ability to perform in their capacity as K-9 Officers. This includes travel expenses, per diem, hotel, car, etc.
      - vii. Equipment authorized for purchase for the K-9 Unit; and

- C. Any other associated expenses mutually agreed upon by PPD and AAD.
- D. AAD will have no claim or interest in the canines from the time they are chosen, trained, and assigned duty as authorized K-9s.
- E. AAD shall continue to operate as a 501(c) non-profit which is managed and directed by a board of directors that is capable of managing funds donated by the citizens of Palmer.

2. Palmer Police Department:

- A. PPD will have full authority and responsibility for the selection, training, duty assignments, medical expenses, and care for the canines.
- B. PPD shall assign one member of the K-9 unit as the liaison with AAD.

This AGREEMENT is AGREED UPON and ENTERED INTO by the appropriate offices who are duly authorized to executed this Agreement on behalf their governing bodies of the below named Non-Profit Organization and unit of government.

By: Carole Shay Date: 10/28/22

Carole Shay, Director of Alaska Assistance Dogs.

By: City of Palmer

By: [Signature] Date: 10-28-22

Dwayne Shelton, Chief of Police





I. 1.

**Palmer City Council Meeting**

**Meeting Date:** 06/25/2024  
**Submitted For:** Brad Hanson, Community Development Director  
**Department:** Community Development  
**Agenda Category:** Action Memorandum  
**Legislation Number:** IM 24-034

**Subject**

**Action Memorandum No. 24-034:** Authorizing a Parking Waiver From the Central Business District (CBD) Parking Regulations for the Property Located at 579 S. Alaska Street Pursuant to Palmer Municipal Code 17.64.050

**Summary Statement/Background**

The City has received a request for a parking waiver of parking regulations from Andrea Fullbright and Troy Vincent who have purchased the property located at 579 S. Alaska Street. They are proposing to redevelop the building into a restaurant. Building records indicate the building was originally constructed in 1949, prior to the adoption of zoning ordinances in the City of Palmer. The building was constructed in 1949 to house the Palmer Drug Store, including a fountain which they occupied until 1958. Other land uses have included retail, art studio, sign manufacturing, men's clothing and alteration and an upholstery store.

Palmer Municipal Code (PMC) 17.64.050 allows for waivers in the Central Business District (CBD) by City Council. Further, it states: "In order to encourage economic growth in the downtown core and permit the redevelopment of property to its highest commercial use, parking requirements may be waived after review by the city council. It is the intent of this clause to provide as much off-street parking as practical while allowing commercial development in the core area." Included as an attachment is PMC 17.64.050, restaurants require 1 parking space for every 5 seats. The code also allows on-street parking to be considered towards required parking within the CBD. For every 25 feet of street frontage, it may qualify as one parking spot. The 579 S Alaska Street building qualifies for four parking spaces based on PMC, (two on Alaska Street and two on Colony Way).

Parking waivers further the goals of the comprehensive plan. The goals listed in Chapter 6, Land Use, of the Comprehensive Plan address the desire to guide growth so that the overall development pattern for the community results in a compact, walkable, dynamic, downtown core where Palmer's history is visible (see page 6-7). Goal 5 states: Guide the form and character of growth to encourage high quality buildings and site development that reflects Palmer's history and setting. Goal 6 states: Support efforts by the Downtown Business Improvement District to help ensure Palmer's traditional downtown is lively, attractive and inviting for residents and visitors. The redevelopment of the subject property continues to further the goals of the plan and will improve the overall appearance of downtown Palmer.

CBD supplemental parking requirements were created in 2005. The modifications were intended to encourage redevelopment of properties in downtown Palmer. Lots in the CBD were platted in the 30s and posed significant obstacles to creating a vibrant downtown because of the age and functionality of the buildings. Currently, on Alaska Street in the CBD there are three vacant buildings and two vacant lots where buildings have burned. The purpose of the city providing on-street parking and public parking lots is to allow for development of properties to their highest and best use, which contributes to the character and economics of the city.

There are two parking waivers currently in place in the CBD, authorized by the City Council. One is located at 736 S Alaska granted by AM-08-011, occupied by Mat-Su Central School and apartments above. This building has no off-street parking. The other is 320 E Dahlia granted by AM 07-099. This building has 22 off-street parking spots.

**Administration's Recommendation:**

Consider AM 24-034 to grant a parking waiver for redevelopment of a building located in the Central Business District.

**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$0

**Line Item(s):**

**Attachments**

As Built Survey  
Property Detail



**NOTES**  
 1. ALL MONUMENTS HAVE BEEN FOUND OR SET AS DESCRIBED HEREON.  
 2. THIS SURVEY DOES NOT CONSTITUTE A SUBDIVISION AS DEFINED BY AS 40.15.900 (5) (A).

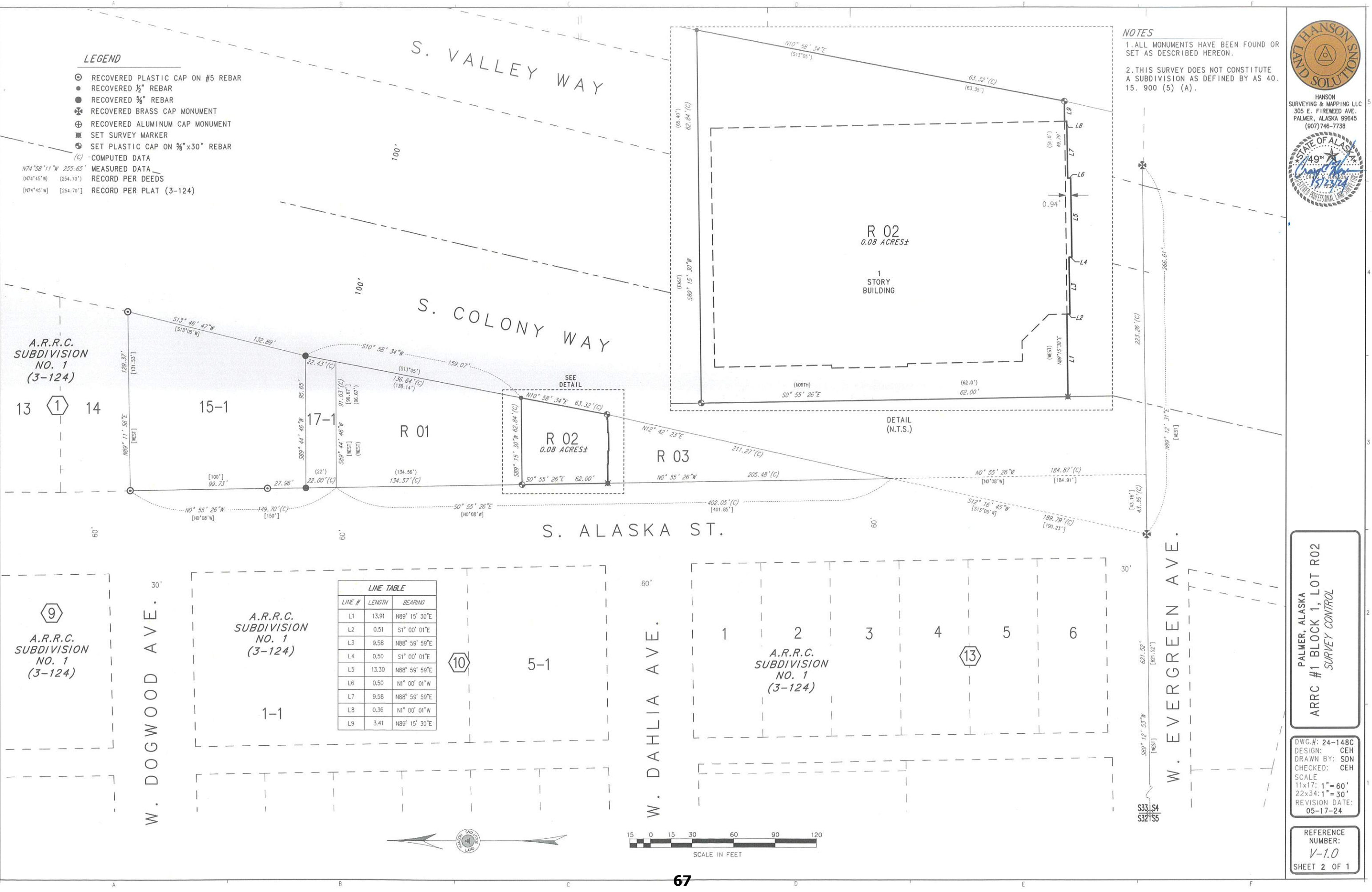


HANSON SURVEYING & MAPPING LLC  
 305 E. FIREWEED AVE.  
 PALMER, ALASKA 99645  
 (907) 746-7738



**LEGEND**

- ⊙ RECOVERED PLASTIC CAP ON #5 REBAR
- RECOVERED 1/2" REBAR
- RECOVERED 3/8" REBAR
- ⊕ RECOVERED BRASS CAP MONUMENT
- ⊕ RECOVERED ALUMINUM CAP MONUMENT
- ⊕ SET SURVEY MARKER
- ⊕ SET PLASTIC CAP ON 3/8"x30" REBAR
- (C) COMPUTED DATA
- MEASURED DATA
- RECORD PER DEEDS
- RECORD PER PLAT (3-124)



A.R.R.C. SUBDIVISION NO. 1 (3-124)

13 14

15-1

17-1

R 01

R 02  
0.08 ACRES±

R 03

R 02  
0.08 ACRES±

1 STORY BUILDING

DETAIL (N.T.S.)

A.R.R.C. SUBDIVISION NO. 1 (3-124)

A.R.R.C. SUBDIVISION NO. 1 (3-124)

1-1

5-1

A.R.R.C. SUBDIVISION NO. 1 (3-124)

LINE TABLE		
LINE #	LENGTH	BEARING
L1	13.91	N89° 15' 30"E
L2	0.51	S1° 00' 01"E
L3	9.58	N88° 59' 59"E
L4	0.50	S1° 00' 01"E
L5	13.30	N88° 59' 59"E
L6	0.50	N1° 00' 01"W
L7	9.58	N88° 59' 59"E
L8	0.36	N1° 00' 01"W
L9	3.41	N89° 15' 30"E

PALMER, ALASKA  
 ARRC #1 BLOCK 1, LOT R02  
 SURVEY CONTROL

DWG.#: 24-148C  
 DESIGN: CEH  
 DRAWN BY: SDN  
 CHECKED: CEH  
 SCALE  
 11x17: 1" = 60'  
 22x34: 1" = 30'  
 REVISION DATE:  
 05-17-24

REFERENCE NUMBER:  
 V-1.0  
 SHEET 2 OF 1





# MATANUSKA-SUSITNA BOROUGH

## Real Property Detail for Account: 55001B01PR02

### Site Information

Account Number	55001B01PR02	Subdivision	ARRC #1
Parcel ID	7384	City	Palmer
TRS	S18N02E33	Map PA05	Tax Map
Abbreviated Description (Not for Conveyance)	ARRC #1 BLOCK 1 PARCEL R02		

Site Address 579 S Alaska St

### Ownership

Owners	BEAR NAKED BBQ LLC	Buyers	
Primary Owner's Address	14824 W TWIGS CIR PALMER AK 99645	Primary Buyer's Address	

### Appraisal Information

Appraisal Information				Assessment			
Year	Land Appraised	Bldg. Appraised	Total Appraised	Year	Land Assessed	Bldg. Assessed	Total Assessed <sup>1</sup>
2024	\$18,300.00	\$109,900.00	\$128,200.00	2024	\$18,300.00	\$109,900.00	\$128,200.00
2023	\$18,300.00	\$111,300.00	\$129,600.00	2023	\$18,300.00	\$111,300.00	\$129,600.00
2022	\$18,300.00	\$102,700.00	\$121,000.00	2022	\$18,300.00	\$102,700.00	\$121,000.00

### Building Information

Structure 1 of 1						
Residential Units	0	Use		Retail Apparel		
Condition	Standard	Design		Commercial		
Basement	Full	Construction Type		Frame		
Year Built		Grade	1949	None		
Foundation	Poured Concrete	Building Appraisal		\$109900		
Well	Well P - Public Water	Septic		Septic P - Public Septic		

### Building Item Details

Building Number	Description	Area	Percent Complete
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### Tax/Billing Information

Year	Certified	Zone	Mill	Tax Billed
2024	Yes	0012	::	::
2023	Yes	0012	11.396	\$1476.92
2022	Yes	0012	11.901	\$1440.02

### Recorded Documents

Date	Type
4/5/2024	WARRANTY DEED (ALL TYPES)
7/1/2014	WARRANTY DEED (ALL TYPES)
3/24/1994	WARRANTY DEED (ALL TYPES)

### Recording Info (offsite link to DNR)

[Palmer 2024-005239-0](#)  
[Palmer 2014-012298-0](#)  
[Palmer Bk: 758 Pg: 466](#)

### Tax Account Status <sup>2</sup>

Status	Tax Balance	Farm	Disabled Veteran	Senior	Total <sup>3</sup>	LID Exists
Current		\$0.00	\$0.00	\$0.00	\$0.00	No

### Land and Miscellaneous

Gross Acreage	0.08	Assembly District	0.08 Assembly District 002	Precinct	<a href="#">25-325</a>	Fire Service Area	Palmer Fire Service is under the jurisdiction of the <a href="#">City of Palmer</a>
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### Road Service Area

No Borough Road Service, for City of Palmer road service info, call (907)745-3400  
 Last Updated: 6/6/2024 8:00:01 AM

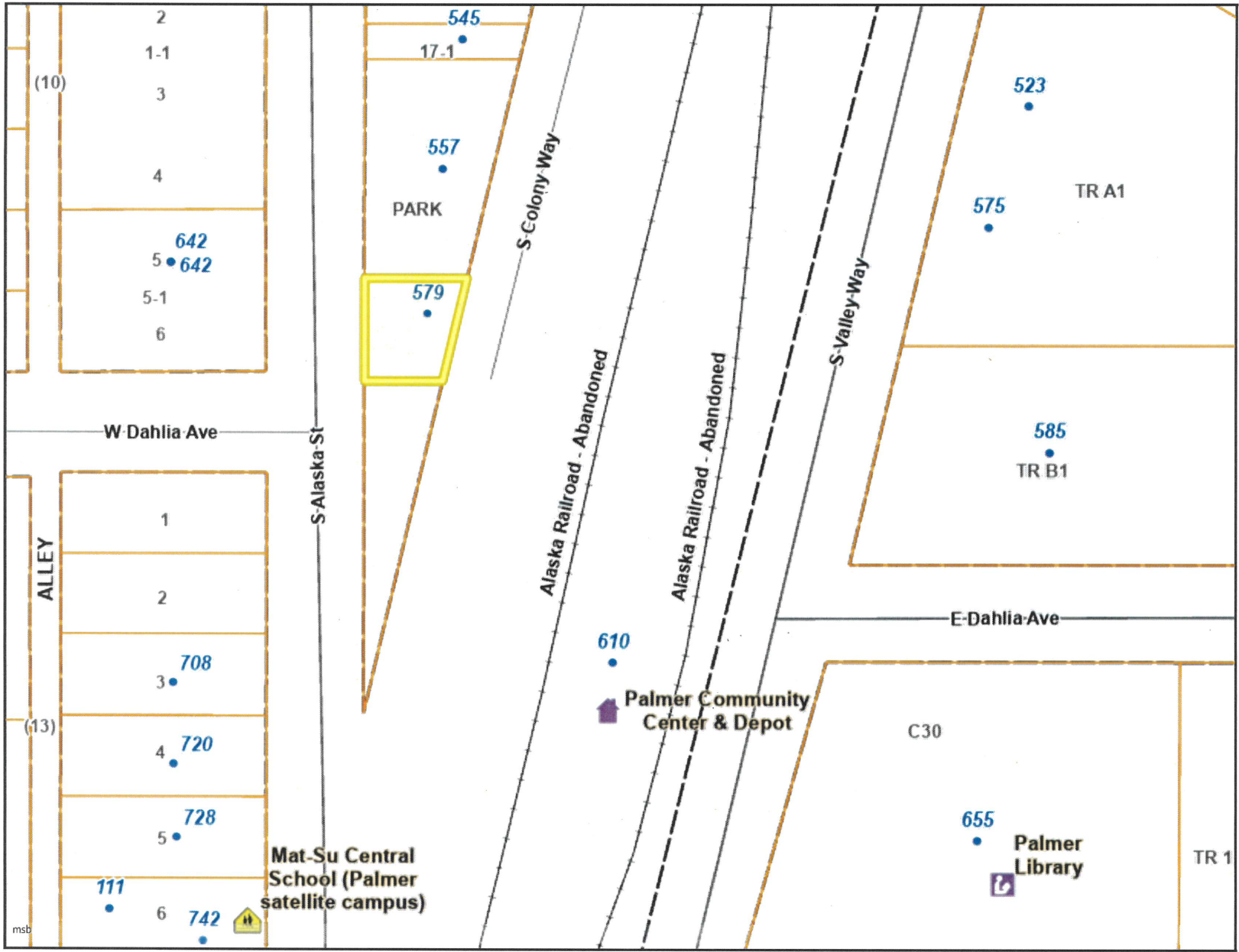
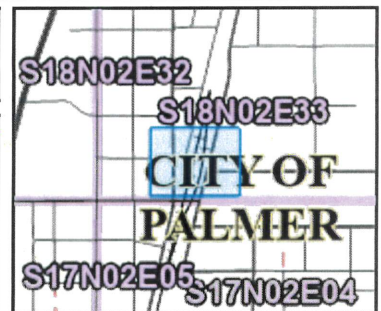
<sup>1</sup> Total Assessed is net of exemptions and deferments, rest, penalties, and other charges posted after Last Update Date are not reflected in balances.

<sup>2</sup> If account is in foreclosure, payment must be in certified funds.

<sup>3</sup> If you reside within the city limits of Palmer or Houston, your exemption amount may be different.



# Matanuska-Susitna Borough



**Legend**

ParcelViewer

Public Facilities

- Community or Senior Center
- Library
- School

Roads

- Medium Road
- Minor Road

Alaska Railroad

Mat-Su Borough Boundary

Incorporated Cities

Address Numbers

Parcels

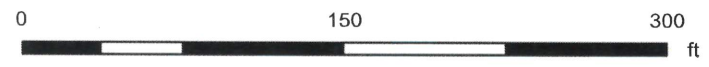
ROW and Easements

- ROW Road
- ROW RR

Section Lines

1 : 2257

THIS MAP IS NOT TO BE USED FOR NAVIGATION



WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

Date: 06/06/24

This map is solely for informational purposes only. The Borough makes no express or implied warranties with respect to the character, function, or capabilities of the map or the suitability of the map for any particular purpose beyond those originally intended by the Borough. For information regarding the full disclaimer and policies related to acceptable uses of this map, please contact the Matanuska-Susitna Borough GIS Division at 907-861-7858.

Notes



Andrea R Fullbright  
14824 E Twigs Cir  
Palmer, Alaska, 99645  
Bearnakedbbq@gmail.com  
907-841-0789  
24 May 2024

Received  
MAY 28 2024  
City of Palmer

Dear Mr. Brad Hanson,

My name is Andrea Fullbright, and together with my partner, we are the proprietors of Bear Naked BBQ, located in Palmer, Alaska. Over the past nine years, we've cultivated a thriving catering and barbecue food truck business in Palmer. Now, we are eager to transition our enterprise into a physical establishment—a brick-and-mortar location. To realize this vision, we purchased the property at 579 South Alaska St., adjacent to the Palmer Train Depot, formerly known as the "Just Sew" Building.

However, the realization of our plan's hinges securing adequate parking provisions.

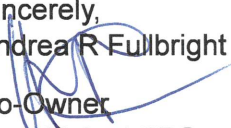
Our building, constructed in the late 1940's falls within the Central Business District. We have read the Palmer Municipal Code and 17.64.050 states the following:

*"In order to encourage economic growth in the downtown core and permit the redevelopment of property to its highest commercial use, parking requirement may be waived after review by the city council."*

We currently have (2) parking spaces in front of our building, limiting us to serving only 10 customers regardless of the building's future purpose. Spending up to \$1.9 million to accommodate just 10 customers is not realistic. While our architectural drawings are not yet completed, we aim to serve 50 to 130 customers in our establishment. This number includes several occasional use areas: a meeting room in the basement (30 customers), outdoor eating area in front of building (15) and a potential area on the roof top (45 customers).

We kindly request the city's support and consideration of our parking waiver request. Your assistance in this matter would be greatly appreciated and instrumental in the successful launch and operation of our restaurant.

We're thrilled about establishing our brick-and-mortar business in Palmer and becoming an integral part of the community. Our projections suggest that our establishment could contribute over \$100,000 annually in city taxes, greatly benefiting the city's revenue. Finding common ground seems like a reasonable approach. Your attention to our concerns is appreciated, and we eagerly anticipate your guidance in overcoming these obstacles.

Sincerely,  
  
Andrea R Fullbright  
Co-Owner  
Bear Naked BBQ



**17.64.050 Central business district.**

In order to encourage economic growth in the downtown core and permit the redevelopment of property to its highest commercial use, parking requirements may be waived after review by the city council. It is the intent of this clause to provide as much off-street parking as practical while allowing commercial development in the core area. The central business district is described as follows:

Beginning at the intersection of the Palmer/Wasilla Highway & the Glenn Highway centerlines, then north along the centerline of the Glenn Highway, then east to the northwest corner of parcel 18N02E32 Lot D9, then east along the north side of parcels 18N02E32 Lot D9, Tract B, Colony Fair, 18N02E32 Lot D8, 18N02E32 Lot D7, then north along the west side of parcel Tract A-1, Colony Fair RSB T/A & C, then east along the north side of said parcel to the centerline of S. Cobb St., then north along the centerline of S. Cobb St., to the centerline of W. Blueberry Ave., then east along the centerline of W. Blueberry Ave., then southeast to the centerline of E. Blueberry Ave., then east along the centerline of E. Blueberry Ave., then crossing over S. Colony Way to continue east along the centerline of E. Blueberry Ave., to the centerline of S. Denali St., then south along the centerline of S. Denali St., to the centerline of E. Cottonwood Ave., then east along the centerline of E. Cottonwood Ave., to the centerline of S. Gulkana St., then south along the centerline of S. Gulkana St., to the southeast corner of Tract A, Arbor Estates, then west along the south property line of Tract A to Lot 4, Block 2, Arbor Estates, then south to the southeast corner of Lot 4, Block 2, Arbor Estates, then west along the south property lines of Lots 4, 3, 2, and 1, Block 2, Arbor Estates, then west to the junction of S. Eklutna & E. Fern Ave., then west along the centerline of E. Fern Ave., to the centerline of S. Chugach St., then north along the centerline of S. Chugach St., to the centerline of E. Fireweed Ave., then west along the centerline of E. Fireweed Ave., to the centerline of S. Colony Way, then south along the centerline of S. Colony Way, then west to the southeast corner of parcel 17N02E04 Lot B4, then west along the south side of said parcel, to the centerline of S. Cobb St., then north along the centerline of S. Cobb St., to the centerline of W. Fern Ave., then west along the centerline of W. Fern Ave., to the centerline of S. Dimond St., then north along the centerline of S. Dimond St., to the centerline of W. Elmwood Ave., then west along the centerline of W. Elmwood Ave., to the junction of W. Elmwood and the Glenn Highway, then north along the centerline of the Glenn Highway to the point of beginning.

A. The following minimum number of parking spaces shall be provided for all structures and uses in the central business district only. For uses not specifically identified in this section, the requirement for parking shall be the same as for the use duly determined by the zoning administrator to be the most similar.

Use	Parking Requirement
Churches, auditoriums, theaters and	One parking space for every five seats in the principal auditorium or assembly room

<b>Use</b>	<b>Parking Requirement</b>
other similar places of assembly	
Dance hall, bowling alley or skating rink	One parking space for each 500 square feet of gross floor area
Hospitals, nursing, convalescent homes	One parking space for each four beds based on maximum capacity
Hotel	One parking space for each three guest rooms
Laundromat	One parking space for each 350 square feet of gross floor area
Medical offices and clinics	One parking space for each 400 square feet of gross floor area
Mortuary	One parking space for each five seats in the principal seating area
Professional, offices, financial institutions	One parking space for each 400 square feet of gross floor area
Residences, multifamily	One parking space per dwelling unit.
Residences, single-family and two-family	Two parking spaces per dwelling unit.

Use	Parking Requirement
Restaurants and bars	One parking space for each five seats based on maximum seating capacity
Retail space, all types	One parking space for each 500 square feet of gross floor area

- B. No required existing parking spaces in the downtown district shall be relinquished as a result of this section.
- C. In areas with designated public on-street parking, each 25 feet in front of a lot will be counted towards the parking requirement for the lot.
- D. *Repealed by Ord. 21-006.*
- E. *Repealed by Ord. 21-006.*
- F. To promote growth in the central business district, the city council may waive the fee-in-lieu fees. (Ord. 21-006 § 5, 2021; Ord. 16-015 § 4, 2016; Ord. 06-017 § 3, 2006; Ord. 05-036 § 14, 2005)

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**The Palmer Municipal Code is current through Resolution 24-014, passed February 13, 2024.**

Disclaimer: The city clerk's office has the official version of the Palmer Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.palmerak.org](http://www.palmerak.org)

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**Palmer City Council Meeting**

**Meeting Date:** 06/25/2024  
**Submitted For:** John Diument, Airport Superintendent  
**Department:** City Manager's Office  
**Agenda Category:** Action Memorandum  
**Legislation Number:** AM 24-033

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**Subject**

**Action Memorandum No. 24-033:** Authorizing the City Manager to Negotiate and Execute and Assignment of Lease Agreement with Blue River Aviation, LLC (Assignor) and Blue River Airport Development, LLC (Assignee) for PMA Lease 23-001 on Block 3, Lease Lot 25(A), Palmer Municipal Airport for the Purpose of Hangar Construction.

**Summary Statement/Background**

Blue River Aviation, LLC will gain access to Lease Lot 25(A) on July 1, 2024, after access was withheld over the first year of the lease for airport construction and snow storage purposes. Blue River Aviation intends to develop the lease lot into multiple different hangars, and requests an assignment in the lease to allow for an additional partner in the development of the hangars. It is the stated intent of the Assignee to construct separate units and sell them to individual owners, possibly transferring ownership of the structure to an Association.

**Administration's Recommendation:**

It is recommended to approve the assignment of the lease.

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**Attachments**

Blue River Airport Development LLC  
Blue River Aviation LLC  
Draft Assignment Document

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# Department of Commerce, Community, and Economic Development CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

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## ENTITY DETAILS

### Name(s)

Type	Name
Legal Name	BLUE RIVER AIRPORT DEVELOPMENT LLC

**Entity Type:** Limited Liability Company

**Entity #:** 10271898

**Status:** Good Standing

**AK Formed Date:** 5/28/2024

**Duration/Expiration:** Perpetual

**Home State:** ALASKA

**Next Biennial Report Due:** 1/2/2026

**Entity Mailing Address:** 720 E YUKON STREET, PALMER, AK 99645

**Entity Physical Address:** 18525 JAMIE DRIVE, EAGLE RIVER, AK 99577

### Registered Agent

**Agent Name:** NICHOLAS OPPEGARD

**Registered Mailing Address:** 18525 JAMIE DRIVE, EAGLE RIVER, AK 99577

**Registered Physical Address:** 18525 JAMIE DRIVE, EAGLE RIVER, AK 99577

## Officials

 Show Former

AK Entity #	Name	Titles	Owned
	Nicholas Oppegard	Member	50.00
	Stephen Hastings	Member	50.00

## Filed Documents

Date Filed	Type	Filing	Certificate
5/28/2024	Creation Filing	<a href="#">Click to View</a>	<a href="#">Click to View</a>
5/28/2024	Initial Report	<a href="#">Click to View</a>	

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# Department of Commerce, Community, and Economic Development CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

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## ENTITY DETAILS

### Name(s)

Type	Name
Legal Name	Blue River Aviation L.L.C.

**Entity Type:** Limited Liability Company

**Entity #:** 10099165

**Status:** Good Standing

**AK Formed Date:** 1/31/2019

**Duration/Expiration:** Perpetual

**Home State:** ALASKA

**Next Biennial Report Due:** 1/2/2025

**Entity Mailing Address:** PO BOX 248, PALMER, AK 99645

**Entity Physical Address:** 780 E YUKON ST HANGER 104, PALMER, AK 99645

### Registered Agent

**Agent Name:** HANNAH DOLLICK

**Registered Mailing Address:** PO BOX 248, PALMER, AK 99645

**Registered Physical Address:** 720 E YUKON ST, PALMER, AK 99645

## Officials

 Show Former

AK Entity #	Name	Titles	Owned
	STEPHEN HASTINGS III	Manager, Member	100.00

## Filed Documents

Date Filed	Type	Filing	Certificate
1/31/2019	Creation Filing	<a href="#">Click to View</a>	<a href="#">Click to View</a>
5/20/2019	Initial Report	<a href="#">Click to View</a>	
2/10/2020	Change of Officials	<a href="#">Click to View</a>	
6/29/2020	Change of Officials	<a href="#">Click to View</a>	
9/08/2020	Entity Address Change	<a href="#">Click to View</a>	
9/08/2020	Agent Change	<a href="#">Click to View</a>	
4/08/2021	Biennial Report	<a href="#">Click to View</a>	
4/03/2023	Biennial Report	<a href="#">Click to View</a>	
11/09/2023	Agent Change	<a href="#">Click to View</a>	

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**City of Palmer • Palmer Municipal Airport**  
**231 W. Evergreen Avenue • Palmer, AK 99645**  
Phone: 907-745-3271 Fax: 907-745-0930

**ASSIGNMENT AND CONSENT TO ASSIGNMENT**

In consideration of and in reliance upon the above assumption and promises contained in this instrument, the City of Palmer consents to the foregoing Assignment of Lease Agreement PMA No. 23-001 on Block 3, Lease Lot 25(A), for the Palmer Municipal Airport, Palmer Recording District, Third Judicial District, State of Alaska between Blue River, LLC ("Assignor") to Blue River Airport Development, LLC ("Assignee").

Current Palmer Municipal Airport Lease No. 23-001 (The Airport Lease) is in Effect. Except as otherwise expressly stated herein, nothing in this Lease amendment and Modification Agreement of PMA Lease No. 23-001 is intended to amend or alter any of the terms and conditions of the Airport Lease or any amendments thereto previously executed by Lessor and Lessee. All terms and conditions remain in full force and effect.

**Amendment(s):**

None

**Notices**

Any notices required to be sent in accordance with the terms of this Lease, including legal process, shall be sent in writing by registered or certified mail, to the parties at the following addresses unless otherwise notified in writing and deemed to be received when so sent:

Lessor's address: City Manager  
City of Palmer  
231W. Evergreen Ave., Palmer, AK 99645

Assignor's address: Blue River Aviation, LLC  
P.O. Box 248  
Palmer, AK 99645

Assignee's address: Blue River Airport Development, LLC  
720 East Yukon Street  
Palmer, AK 99645





