

Regular City Council Meeting  
July 23, 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 20, 2024, Joint Meeting with the Planning and Zoning Commission
    - B. July 9, 2024, Regular Meeting
- E. COMMUNICATIONS AND APPEARANCE REQUESTS
  - 1. Elected Officials in Attendance
  - 2. Board/Commission Members in Attendance
- 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

1. **Resolution No. 24-027:** Authorizing the City Manager to Approve the Reclassification of the Library Director Position and Amend the City of Palmer Employee Pay Plan by Reclassifying the Library Director
  2. **Resolution No. 24-028:** Authorize the City Manager to Approve the Reclassification of the Technology Administrator, Library Specialist and Library Services Coordinator and Amend the City of Palmer Employee Pay Plan.
  3. **Resolution No. 24-029:** Authorizing the City Manager to Approve the Reclassification of Three Public Works Personnel and Amend the City of Palmer Pay Plan
  4. **Resolution No. 24-031:** Accepting and Appropriating the FY2024 State of Alaska High Visibility Enforcement DUI Events Grant 405d FA M5HVE-24-01-FA(A)-4 in the Amount of \$1,760 to be Used For DUI Enforcement Activities by the Palmer Police Department
- I. ACTION MEMORANDA
1. **Action Memorandum No. 24-039:** Authorizing the City Manager to Execute Contract Extension Number 2 with White Knight Services in the Amount of Not to Exceed \$2,004 per Complete Call Out for Snow Removal at City Facilities
  2. **Action Memorandum No. 24-040:** Authorizing the City Manager to Negotiate a Contract with Dirtworks Inc in the Amount Not to Exceed \$87,870 for the Fire Training Center Drainage Improvements Project
  3. **Action Memorandum No. 24-041:** Authorizing the City Manager to Execute the Second Contract Extension with Eagle View Excavation for City Snow Haul Services in an Amount Not to Exceed \$90 Per Hour Per Truck
  4. **Action Memorandum No. 24-043:** Confirmation of Mayoral Appointment of Erik Anderson to the Planning and Zoning Commission, Seat G, with a term expiring October 2025
- 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:** 07/23/2024  
**Department:** City Clerk's Office

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D. 2.

**Subject**

Approval of Minutes of Previous Meetings

- A. June 20, 2024, Joint Meeting with the Planning and Zoning Commission
- B. July 9, 2024, Regular Meeting

**Summary Statement/Background**

**Administration's Recommendation:**

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**Attachments**

06.20.2024 Minutes  
07.09.2024 Minutes

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**A. CALL TO ORDER**

A joint special meeting of the Palmer City Council was held on June 20, 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, Joshua Tudor, Jim Cooper, Richard W. Best, and John Alcantra.

Council Member Melin was absent.

Staff in attendance:

- Shelly M. Acteson, CMC, City Clerk
- Brad Hanson, Community Development Director
- Sarah Heath, City Attorney

Planning and Zoning Commission Members present:

- Penny Mosher, Chair
- Casey Peterson, Vice-Chair
- Linda Combs
- Lisbeth Jackson
- Barbara Hunt
- John Murphy

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

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

Moved by:	N/A
Seconded by:	N/A
Vote:	Unanimous Consent of Council and Board Members present
Action:	Motion Carried

**E. AUDIENCE PARTICIPATION**

Conrad Krinock:

- Commented on the short-term rentals in the R-1 zoning areas.

Michelle Kincaid:

- Commented on parking issues in the Central Business District.

Lorie Koppenberg:

- Commented on the parking issues in the Central Business District and provided the group with maps and the Soldotna Code.

Wes Arntz:

- Questioned if there was a double standard for current business owners and upcoming business in relation to parking at their businesses and spoke in favor of responsible growth.

## F. NEW BUSINESS

**Main Motion: To Enter into Committee of the Whole, Planning and Zoning and the Council at 6:19 p.m.**

Moved by:	Cooper
Seconded by:	Anzilotti
Vote:	Unanimous Vote by Council and Board Members present
Action:	Motion Carried

1. Committee of the Whole (note: action may be taken following the committee of the whole)
  - a. Matters Related to the Planning and Zoning Commission
    - i. Recap of 2023 – Penny Mosher
  - b. 2024 Commission Projects and Goals
    - i. Annexation Update – Lizabeth Jackson
    - ii. Comprehensive Plan Update – Casey Peterson
    - iii. Downtown Palmer – Linda Combs
    - iv. Transportation – John Murphy
    - v. Summary – Barbara Hunt
  - c. City Council Direction to the Commission

The Council and the Planning and Zoning Commission Members exited Committee of the Whole by unanimous consent at 7:56 p.m.

**Main Motion: To direct the Planning and Zoning Commission to review Title 17, and come up with an action plan to improve parking and pedestrian activities in the Central Business District**

Moved by:	N/A
Seconded by:	N/A
Vote:	Unanimous Consent of Council and Board Members present
Action:	Motion Carried

## G. ADJOURNMENT

With no further business before the Council, the meeting was adjourned at 8:04 p.m.

**Approved this 23rd day of July 2024.**

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk

\_\_\_\_\_  
Steve Carrington, Mayor

**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on July 9, 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  
Alternate Deputy Mayor Joshua Tudor

Staff in attendance:

Gina Davis, Interim City Manager  
Shelly M. Acteson, CMC, City Clerk  
Benji Johnson, Deputy City Clerk  
Jude Bilafer, Public Works Director  
John Diument, Airport Superintendent  
Dwayne Shelton, Palmer Chief of Police  
Brad Hanson, Community Development 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. June 25, 2024, Special Meeting
  - B. June 25, 2024, Regular Meeting

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

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

**E. COMMUNICATIONS AND APPEARANCE REQUESTS**

1. Elected Officials in Attendance
2. Board/Commission Members in Attendance

**F. REPORTS**

1. City Manager's Report
  - Brad Hanson, Community Development Director, gave an overview of the 18,000 square foot library operational plan that was requested by the council during a previous meeting.

2. Mayor’s Report
  - Referenced the written report.
  - Noted the due to the AML Conference, the August 13 council meeting will be cancelled, and a Special Meeting will be held on August 6.
3. City Clerk’s Report
  - Noted the nominating period for open council seats begins on Monday, July 15.
4. City Attorney’s Report – Report on Non-Profits
  - Referenced submitted written report regarding the Non-Profits the City has a relationship with.
  - Provided an overview of several US Supreme Court Rulings that pertain to the city.

**G. AUDIENCE PARTICIPATION**

Jackie Goforth

- Commented on Alaska laws pertaining to business licenses.

Verda Lewis

- Spoke about optional Friday Fling event venues.

Karen Lewis

- Commented on the Borough Library Committee and commented negatively on certain books in the Palmer Library.

Linda Spawn:

- Spoke against certain books in the library.

Heidi Deadman:

- Spoke about the curbside service at the Palmer Public Library and said books in the library mirror the people in the community.

**H. PUBLIC HEARINGS**

1. **Resolution No. 24-025:** Authorizing the City Manager to Accept Funds in the Amount Not to Exceed \$249,630 from the Federal Aviation Administration and Appropriate an Amount not to Exceed \$18,070 From the Airport Operating Fund for the Completion of Taxiway N, Airport Drainage, and Apron E Construction Projects at the “Warren Bud Woods” Palmer Municipal Airport

Mayor opened public comments, and no comments from the public.

**Main Motion: To Adopt Resolution No. 24-025**

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

2. **Resolution No. 24-026:** Authorizing the City Manager to Accept Funds in the Amount of \$50,000 from the Mat-Su Borough for the Purpose of Funding Airport Operations at the “Warren Bud Woods” Palmer Municipal Airport

Mayor opened public comments, and no comments from the public.

Airport Superintendent John Diumentì provided a staff report.

**Main Motion: To Adopt Resolution No. 24-026**

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

**I. ACTION MEMORANDA**

1. **Action Memorandum No. 24-035:** Authorizing the City Manager to Negotiate and Execute a Contract with Agnew Beck Consulting and Grants Pro, LLC for Grant Writing Services for the City of Palmer Not to Exceed \$12,000, Per Grant Opportunity

A staff report was provided by Palmer Police Chief Dwayne Shelton.

**Main Motion: To Adopt Action Memorandum No. 24-035**

Moved by:	Tudor
Seconded by:	Anzilotti
Vote:	Unanimous
Action:	Approved

2. **Action Memorandum No. 24-036:** Authorizing the City Manager to Execute Change Order Number One with Alaska Sure Seal in the Amount of \$42,976.60 for Additional Road Striping, Crack Sealing, and Yellow Curb Painting Along Roadways

Jude Bilafer, Public Works Director gave a staff report.

**Main Motion: To Adopt Action Memorandum No. 24-036**

Moved by:	Tudor
Seconded by:	Melin
Vote:	Unanimous
Action:	Approved

3. **Action Memorandum No. 24-037:** Authorizing the City Manager to Purchase Insurance Coverage for the Period July 1, 2024, through June 30, 2025

Interim Manager Gina Davis addressed Council questions.

**Main Motion: To Adopt Action Memorandum No. 24-037**

Moved by:	Tudor
Seconded by:	Melin
Vote:	Unanimous
Action:	Approved

**J. UNFINISHED BUSINESS**

**K. NEW BUSINESS**

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

Notice of offices to be filled for the October 1 election  
Document from Jackie Goforth



## **M. AUDIENCE PARTICIPATION**

Jacki Goforth:

- Commented on Sun Tzu, and voiced concerns with certain books at the library.
- Commented favorably on the new library design.

Karen Lewis

- Commented favorably on the new library design.
- Did not feel the books in the library reflect the community and encouraged the Council to make a committee to review books.

Linda Spawn

- Commented unfavorable on certain books in the library and said everyone is angry about those books.

Verda Lewis:

- Suggested moving the Friday Flings event to the Fairgrounds and thanked the council for their time.

Mike Chmielewski

- Noted the Fair was originally held in downtown and commented on the issues related to successful Friday Fling events.
- Commented on the cost of a single-family home in the Valley.

Wes Artz

- Spoke to growing pains in Palmer.
- Noted that moving events out of downtown might lower property values for residents.
- Thanked Big Cabbage Radio and others who support the ability to livestream the meetings.

## **N. COUNCIL MEMBER COMMENTS**

Mayor Carrington:

- Reminded council of the upcoming Special Meetings on July 17 and July 18, 5:15 p.m.
- Encouraged members of the public to get involved in the community by joining a city board or run for office.

Council Member Melin:

- Thanked and encouraged everyone to keep coming out for meetings.
- Provided Friday Flings observations.
- Expressed her anger with the "books".
- Commented favorably on a review about all non-profits being treated equally when dealing with the City. Council Member Best offered support for the request.
- Would like to look at forming a citizen book committee.
- Had a good conversation with Mary Flynn, General Flynn's sister, regarding human trafficking.

Deputy Mayor Anzilotti had no comments.

Council Member Best:

- Commented on Friday Flings and the Chamber regarding safety concerns.
- Thanked the Council for responding to his request for beautification awards nominations.
- Asked people to keep an eye out for excessive and unsafe window tinting.

Council Member Cooper

- Going to be out of town Friday through Tuesday.

Council Member Alcantra

- Kudos to Mike at Big Cabbage Radio, and other city staff that help make the meetings accessible and flow smoothly.

Council Member Tudor

- Thanked the City for working with the Chamber.

**O. ADJOURNMENT**

With no further business before the Council, the meeting was adjourned at 7:33 p.m.

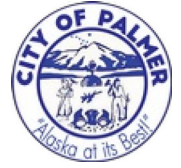
**Approved this 23rd day of July 2024.**

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Steve Carrington, Mayor

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Shelly M. Acteson, CMC, City Clerk



**Palmer City Council Meeting**  
**Meeting Date:** 07/23/2024  
**Department:** City Clerk's Office

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F. 2.

**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 July 23, 2024 Council Meeting

### **Celebrate Palmer!**

#### **Take Pride in your town of Palmer**

It's that time again! Time to Celebrate Palmer! Celebrate Palmer! Join us for a vibrant gathering to honor our beloved town. Enjoy a hot dog, connect with fellow community members, and share in the excitement as we present the Citizen of the Year, Business of the Year, and Influencer of the Year awards. We will also be giving out beautification awards as an opportunity to recognize the hard work and creativity of our residents and businesses in enhancing the natural charm of our community. Come and celebrate the spirit of Palmer, Alaska at its Best!

**Dedication**

**Excellence**

**Service**

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

[https://www.facebook.com/events/2397471297110757?acontext=%7B%22event\\_action\\_history%22%3A\[\]%7D](https://www.facebook.com/events/2397471297110757?acontext=%7B%22event_action_history%22%3A[]%7D)



### **Upcoming Events:**

**August 6 @ 6 p.m. Special City Council Meeting**


# Palmer Mayor's Report

## Bike with the Blue 2024

Sunday, Aug. 4 from Noon to 2 p.m.

Group ride from the Palmer Train Depot to Mat-River Park with the bike cops of Palmer! BBQ to follow at the park provided by Palmer PD.





# Palmer Mayor's Report

## Agenda Highlights

- Approval of Consent Agenda
- Approval of Minutes of Previous Meetings
  - June 20, 2024, Joint Meeting with the Planning and Zoning Commission
  - July 9, 2024, Regular Meeting

## Public Hearings

- Resolution No. 24-027: Authorizing the City Manager to Approve the Reclassification of the Library Director Position and Amend the City of Palmer Employee Pay Plan by Reclassifying the Library Director
- Resolution No. 24-028: Authorizing the City Manager to Approve the Reclassification of the Technology Administrator, Library Specialist and Library Services Coordinator and Amend the City of Palmer Employee Pay Plan
- Resolution No. 24-029: Authorizing the City Manager to Approve the Reclassification of Three Public Works Personnel and Amend the City of Palmer Pay Plan
- Resolution No. 24-031: Accepting and Appropriating the FY2024 State of Alaska High Visibility Enforcement DUI Events Grant 405d FA M5HVE-24-01-FA(A)-4 in the Amount of \$1,760 to be Used for DUI Enforcement Activities by the Palmer Police Department

## Action Memoranda

Action Memorandum No. 24-039: Authorizing the City Manager to Execute Contract Extension Number 2 with White Knight Services in the Amount of Not to Exceed \$2,004 per

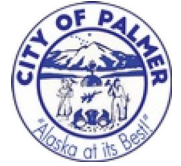
Complete Call Out for Snow Removal at City Facilities

Action Memorandum No. 24-040: Authorizing the City Manager to Negotiate a Contract with Dirtworks, Inc. in an Amount Not to Exceed \$87,870 for the Fire Training Center Drainage Improvements Project

Action Memorandum No. 24-041: Authorizing the City Manager to Execute the Second Contract extension with Eagle View Excavation for City Snow Haul Services in an Amount Not to Exceed \$90 Per Hour Per Truck

Action Memorandum No. 24-043: Confirmation of Mayoral Appointment of Erik Anderson to the Planning and Zoning Commission, Seat G, with a term expiring October 2025

*Mayor Steve Carrington*



H. 1.

**Palmer City Council Meeting**

**Meeting Date:** 07/23/2024  
**Submitted For:** Brad Hanson, Community Development Director  
**Department:** Community Development  
**Agenda Category:** Public Hearings  
**Legislation Number:** RS 24-027

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**Subject**

**Resolution No. 24-027:** Authorizing the City Manager to Approve the Reclassification of the Library Director Position and Amend the City of Palmer Employee Pay Plan by Reclassifying the Library Director

**Summary Statement/Background**

The Library Director is responsible for providing library and research services for the city and maintenance of the library and its collection. Under their general direction, they coordinate, supervise and administer the budget development, promotion of library services, maintain and supervise staff, plan, implement, and evaluate the delivery of Library Department services. A minimum of a bachelor's degree and a Master of Library Science or equivalent is preferred, work experience may substitute only for a master's degree. The position requires a highly skilled employee to balance the demands of the delivery of library services to the community.

On November 28, 2023, the Palmer City Council approved the new employee pay plan. Afterward, a process was created for department directors to request positions to be considered for reclassification. The job description for the Library Director was updated to include education requirements to more accurately reflect the positions' duties and responsibilities. The request for reclassification was submitted to and reviewed by the City of Palmer City Manager and Human Resources Manager. The result of the review was to recommend a change to an increase in the level of the position from level 8 to level 10 in the City of Palmer Employee Pay Plan Schedule.

**Administration's Recommendation:**

Approve Resolution 24-027 amending the employee pay plan increasing the Library Director from a level 8 to a 10, effective July 8, 2024, the start of the payroll period.

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**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$2,500  
**Legislation creates expenditure in the amount of:** \$2,500  
**Budgeted Y/N?:** Y  
**Line Item(s):** 01-19-10-6011; 01-19-10-6012

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**Attachments**

Resolution

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**LEGISLATIVE HISTORY**

Introduced by:  
Date:  
Public Hearing:  
Action:  
Vote:  
Yes: No:

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CITY OF PALMER, ALASKA

**Resolution No. 24-027**

**A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Reclassification of the Library Director Position and Amend the City of Palmer Employee Pay Plan by Reclassifying the Library Director**

WHEREAS, the City Council approves annually the City of Palmer Pay Plan for the compensation of employees; and

WHEREAS, the Library Director is responsible for the successful delivery of library services to the greater Palmer area; and

WHEREAS, the duties and responsibilities include the management of library personnel, the City of Palmer library collection, developing and management of the library budget, and ensuring a safe and convenient public space; and

WHEREAS, the delivery of library services plays a vital role in serving community;

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that the employee compensation pay plan is hereby amended by reclassifying the Library Director position to a Level 10, effective July 8, 2024.

**Approved** by the Palmer City Council this 9th day of July, 2022.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk





H. 2.

**Palmer City Council Meeting**  
**Meeting Date:** 07/23/2024  
**Submitted For:** Brad Hanson, Community Development Director  
**Department:** Community Development  
**Agenda Category:** Public Hearings  
**Legislation Number:** RS 24-028

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**Subject**

**Resolution No. 24-028:** Authorize the City Manager to Approve the Reclassification of the Technology Administrator, Library Specialist and Library Services Coordinator and Amend the City of Palmer Employee Pay Plan.

**Summary Statement/Background**

These positions require highly skilled employees to balance the demands of the delivery of library services to the community. On November 28, 2023, the Palmer City Council approved the new employee pay plan. Afterward, a process was created for department directors to request positions to be considered for reclassification. Updated information was provided to the Human Resources Manager and the positions were scored. The request for reclassification was submitted to and reviewed by the City of Palmer City Manager and Human Resources Manager. The result of the review was to recommend changes to three library positions in the City of Palmer Employee Pay Plan Schedule. The net effect for library personnel is that two positions increased classifications and one position was reduced on the Employee Pay Plan.

Library Administrative Assistant to Technology Administrator from level 4 to level 5 in the City of Palmer Employee Pay Plan. The responsibilities for this position have been increased in step with community demand for materials and services, changes to grant statistics requirements, and staff shortages. Technological advances added to the challenge of providing services as more government agencies and companies moved to virtual operations, outpacing the tech skills of the average library patron. In the last 10 years, this position's requirements have evolved from basic administrative clerical duties to complex patron and staff interactions and tasks requiring substantial knowledge of library practices, technology use, and de-escalation & intervention skills. The job description for Technology Administrator has also been updated to better reflect the position. The result is to change the position from level 4 to level 5 in the City of Palmer Employee Pay Plan.

Library Specialist request reclassification from Level 4 to Level 5 in the City of Palmer Employee Pay Plan. The job description for Library Specialist has been updated to better reflect the position. Additional duties of the Library Specialist are retrieving and processing hold items for ALC library patrons, preparing, sorting, packing and moving totes of library materials sent by courier to ALC libraries, maintaining Inter-library Loan records and processing requests, assisting with grant writing, and attending ALC Cataloging and Circulation Workgroup meetings to help ensure that the Palmer Library is following current policies and staying up to date on changing policies, monitoring location and bibliographic accuracy of separate collections. The Library Specialist also tracks donations for the library using spreadsheets and documents. The result is to change the position from level 4 to level 5 in the City of Palmer Employee Pay Plan Schedule.

Library Services Coordinator Position classification was increased a step due to the Position Classification Study. This position reclassification to a higher level is not justified. The job requirements are not equivalent to other level 7 positions. The request for reclassification was submitted to and reviewed by the Human Resources Manager. This position's duties are equivalent to the Library Assistant currently at level 6. Request reclassification from Level 7 to Level 6 in the City of Palmer Employee Pay Plan Schedule. The request for reclassification was submitted to and reviewed by the Human Resources Manager.

**Administration's Recommendation:**

Approve Resolution 24-028 amending the employee pay plan for the Technology Administrator, Library Specialist and Library Services Coordinator, Effective July 8, 2024, the start of a payroll period.

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	<b>Fiscal Impact</b>
<b>Total Amount of funds listed in this legislation:</b>	\$3,250.00
<b>Legislation creates expenditure in the amount of:</b>	\$3,250.00
<b>Budgeted Y/N?:</b>	Y
<b>Line Item(s):</b>	01-19-10-6011; 01-19-10-6012; 01-19-10-6013

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**Attachments**

Reso 24-028

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**LEGISLATIVE HISTORY**

Introduced by:  
Date:  
Public Hearing:  
Action:  
Vote:  
Yes: No:

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CITY OF PALMER, ALASKA

**Resolution No. 24-028**

**A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Reclassification of the Technology Administrator, Library Specialist and Library Services Coordinator and Amend the City of Palmer Employee Pay Plan**

WHEREAS, the City Council approves annually the City of Palmer Pay Plan for the compensation of employees; and

WHEREAS, the Library personnel are responsible for the successful delivery of library services to the greater Palmer area; and

WHEREAS, the duties and responsibilities include the management of the City of Palmer library collection, servicing library patrons, and ensuring a safe and convenient public space; and

WHEREAS, updated job descriptions reflecting their responsibilities was scored utilizing the City of Palmer Employee Pay Plan; and

WHEREAS, the delivery of library services plays a vital role in serving community;

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that the employee compensation pay plan is hereby amended by reclassifying the Technology Administrator to a Level 5, Library Specialist to a Level 5 and the Library Services Coordinator to a level 6, effective July 8, 2024.

**Approved** by the Palmer City Council this -- day of July, 2024.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk



H. 3.

**Palmer City Council Meeting**

**Meeting Date:** 07/23/2024  
**Submitted For:** Jude Bilafer, Public Works Director  
**Department:** Public Works  
**Agenda Category:** Public Hearings  
**Legislation Number:** RS 24-029

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**Subject**

**Resolution No. 24-029:** Authorizing the City Manager to Approve the Reclassification of Three Public Works Personnel and Amend the City of Palmer Pay Plan

**Summary Statement/Background**

On November 28, 2023, the Palmer City Council approved the new employee pay plan. Afterward, a process was created for department directors to request positions to be considered for reclassification. Updated job descriptions were developed and provided to the Human Resources Manager to be scored. The request for reclassification was submitted to and reviewed by the City of Palmer City Manager and City of Palmer Human Resources Manager. The result of the review was to recommend changes to three Public Works positions in the City of Palmer Employee Pay Plan Schedule. All three positions increased classifications on the Employee Pay Plan. The Meter Reader Position was increased to a level 8, the Equipment Operator Position was increased to a level 8, and the Grounds Maintenance Foreperson Position was increased to a level 5.

**Administration's Recommendation:**

Approve Resolution No. 24-029

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**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$1,975.00  
**Legislation creates expenditure in the amount of:** \$1,975.00  
**Budgeted Y/N?:** Y  
**Line Item(s):** 01-17-40-6011, 01-17-40-6012, 01-17-90-6011, 01-17-90-6012

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**Attachments**

Reso 24-029  
COP Equipment Operator Job Description  
COP Grounds Maintenance Foreman Job Description  
COP Meter Reader Job Description

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**LEGISLATIVE HISTORY**

Introduced by:

Date:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

**Resolution No. 24-029**

**A Resolution of the Palmer City Council Authorizing the City Manager to Approve the Reclassification of Three Public Works Personnel and Amend the City of Palmer Employee Pay Plan.**

WHEREAS, the City of Palmer, Alaska (the "City") is a home rule city and under Section 11 of Article X of the Alaska Constitution may exercise all legislative power not prohibited by law or the charter of the City, and the City has determined that the matters set forth in this resolution are not prohibited by law or the charter; and

WHEREAS, the City Council approves annually the City of Palmer Pay Plan for the compensation of employees; and

WHEREAS, the Public Works personnel are responsible for the successful delivery of numerous and diverse services to the Palmer area; and

WHEREAS, updated job descriptions reflecting their responsibilities were scored utilizing the City of Palmer Pay Plan; and

WHEREAS, there is a need to recognize the scope and responsibilities of these positions and to align the positions with the increased demands and responsibilities; and

WHEREAS, the reclassification of these positions will appropriately restore and recognize the qualifications, experience, responsibilities, and authorities associated with the position;

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that the employee compensation pay plan is hereby amended by reclassifying the Meter Reader to a Level 8, the Equipment Operator to a level 8, and the Grounds Maintenance Foreperson to a level 5 in the City of Palmer Employee Pay Plan effective July 8, 2024.

**Approved** by the Palmer City Council this -- day of July 2024.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk



**CITY OF PALMER  
JOB DESCRIPTION AND SPECIFICATIONS**

**Job Title:** Equipment Operator  
**Department:** Public Works  
**Reports to:** Public Works Superintendent  
**Classifications:** FLSA Non-Exempt

**Revision Date:** 01/24/2024  
**Salary Level:** 7

**I. General Functions:**

The employee occupying this position is responsible for the safe and efficient operation of heavy and light equipment for maintenance and repair of City of Palmer streets, sewer, storm water, water utilities, street lighting, airport runways taxiways parking aprons, airport lighting steam thawing utilities and parking lots.

**II. Distinguishing Characteristics:**

The Equipment Operator is responsible for the safe and efficient operation of equipment. Work is performed with some independence within prescribed guidelines, standards, and procedures. Individual judgment is particularly important in situations where dangerous construction and weather conditions are involved.

**Supervision Received:**

General supervision is received from the Public Works Superintendent who reviews work for standards of accuracy, compliance with prescribed procedures, thoroughness, and quality.

**Supervision Exercised:**

Supervision is not a normal responsibility of this position.

**External Visibility/Contact:**

Contact with businesses, residents, dispatch center and city staff in completing assigned work where occasional complaints may require tactful and courteous communication.

**Working Conditions Environment:**

Frequent exposure to disagreeable conditions such as extreme cold or undesirable cleaning assignments of manholes, storm drain basins, sewer mains with loud equipment. Occasional exposure to extreme hazardous conditions such as high winds, construction in road work involving high traffic hazard, exposure to bacterial contamination and the use of high heat steam boiler, electrical high voltage. Frequent heavy physical exertion in lifting or moving equipment and in work requiring awkward positions using tools and equipment. Occasional digging or equipment operation using full body exertion. Must be able to lift up to 60 pounds.

### **III. Essential Functions and Duties:**

1. Operate heavy equipment (grader, backhoe, front-end loader, dump trucks, boom / bucket trucks, street sweeper, steam thawing equipment sand trucks, water trucks, solid waste equipment, Vactor trucks, snow blowers, brush hog attachments etc.) for maintenance, repair and construction of streets, drainage ditches, airport runway and parking, sewer, and water utilities in a safe skillful manner.
2. Conduct snow removal with various pieces of heavy equipment.
3. Perform and assist in testing or maintenance work as required on water sewer main lines and connections, water and sewer treatment plants, city buildings and facilities.
4. Perform repairs of street lighting, load centers, traffic control equipment, streetlight maintenance or locate requests on city streets, maintenance, and repairs to all Palmer Airport lighting.
5. Perform manual labor as required in construction, repair and maintenance of city equipment, utilities, signs, roadways, and facilities to include steam thawing of storm drains, grading gravel roads and applying calcium on gravel roads.
6. Conduct all utility locates within city limits.
7. Perform routine minor maintenance on city equipment as required for safe operation, grease, check oil levels, tire change, rebuilding tire chains, cutting edge replacement, installing & uninstalling snowplows, and snow gates on equipment.
8. Perform on-call work after hours, on weekends, and emergency call outs as required by the Public Works Director or Superintendent.
9. Perform repairs and maintenance on streetlights using a bucket truck.
10. Operate and maintain chain saws and wood chippers.
11. Perform other related duties as assigned by the Public Works Superintendent.

### **IV. Knowledge, Skills, Experience, and Personal Qualifications**

- High school diploma or general education degree (GED).
- Current valid State of Alaska Class A or B – Commercial Driver’s License with acceptable driving record.
- Ability to operate various pieces of heavy equipment in a safe and efficient manner with a minimum of ten (10) years of experience. Five (5) years of experience with construction and maintenance of sewer, water systems, streets, and street lightning.
- Ability to use judgment with the provision of periodic preventive maintenance as well as in determination of costs and benefit of repair versus replacement of equipment.

- Ability to operate and work with electrical voltage meters and have working knowledge of basic electrical systems.
- Ability to understand OSHA job specific requirements and working knowledge of SDS sheets to perform safety sensitive assigned tasks.
- Skill in the safe usage of equipment and trucks, as required by the position.
- Ability to work as a member of a team of staff working towards a common goal.
- Ability to meet attendance requirements for the position.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES AND SKILLS REQUIRED OF PERSONNEL IN THIS POSITION. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

	<u>Initials</u>	<u>Date</u>
Employee Received	_____	_____
Director:	_____	_____
HR:	_____	_____
City Manager:	_____	_____



## CITY OF PALMER JOB DESCRIPTION AND SPECIFICATIONS

**Job Title:** Grounds Maintenance Foreperson  
**Department:** Public Works  
**Reports to:** Maintenance Superintendent  
**Classifications:** FLSA Non-Exempt

**Revision Date:** 1/24  
**Salary Level:** 4

### General Functions:

The employee occupying this position supervises six seasonal groundskeeper employees. Provides training and daily oversight of all their operations and activities. Responsible for inventorying and ordering all required supplies and equipment parts for groundskeeper activities and operations. Responsible for the application of herbicides and pesticides within the City of Palmer. Primary duties are grounds keeping of all City of Palmer facilities to include airport buildings, runways, and taxiways, City Rights of Way, the Wastewater Treatment Plant, City Hall, Alaska State Troopers and Palmer Police Department facilities, Fire Department facilities, all the water system facilities, pathways, sidewalks, etc. Assist the Roads crew with snow removal during the winter by operating front loaders, plow mounted truck sanders, the sidewalk clearing machine, and skid steers.

### Distinguishing Characteristics:

The Grounds Maintenance Foreperson supervises and is responsible for day-to-day maintenance and grounds keeping of all City of Palmer facilities. Work is performed independently within prescribed guidelines, standards, and procedures, and involves judgement and discretion. Position must hold Alaska Department of Conservation (DEC) Pesticide Applicator Certification.

### Supervision Received:

General supervision is received from the Public Works Superintendent.

### Supervision Exercised:

Supervision of six seasonal groundskeepers.

### External Visibility/Contact:

High contact with the public.

### Working Conditions and Physical Demands:

Work is performed almost entirely outdoors. Work involves operating equipment in all weather conditions (rain, snow, wind, sun, etc.). Can expect daily exposure to dust and high noise levels. Work areas are throughout the entire City of Palmer. Position will be exposed



to traffic along public streets and roads. Must be able to lift and move up to fifty pounds of materials and effectively operate vehicles, machinery, and hand power tools.

While performing the duties of this job, the employee is required to stand, walk, and operate equipment for extended periods of time. This job requires employee to frequently use hands and fingers dexterously to operate equipment, power tools, truck mounted sanders and plows, and other machinery. The employee will be required to lift and/or move objects up to 50 pounds, and to stoop or kneel.

### Essential Functions and Duties

- Supervise six seasonal employees. Develop and determine work priorities and schedules for seasonal employees.
- Provide all required training to seasonal employees covering general grounds maintenance, equipment operations, and safety.
- Responsible for servicing and maintaining designated facilities, equipment, and machines; assists in painting and remodeling projects as directed.
- Perform grounds maintenance work including but not limited to: snow and ice removal, grass, tree, flower and grounds maintenance; sidewalks and fence repair.
- Operate various pieces of equipment to include loaders, skid steers, woodchippers, riding and push lawn mowers, snow blowers, tractors, all-terrain vehicles, truck mounted snowplows and sanders, power hand tools, including but not limited to: chain saws, grass cutters, and weed cutters.
- Responsible for safe operation, care and maintenance of tools and equipment.
- Perform general cleanup of grounds by removal of rocks, brush, debris, snow, ice, and other materials. Collect and dispose of litter. Empty trash receptacles as needed.
- Assist in set-up and cleanup of community events such as Friday Flings, Colony Christmas, Colony Days, fireworks.
- Maintain inventory control. Order supplies as needed.
- Observe and enforce all rules and regulations of the City.
- Load and unload equipment from trailers or light trucks. Transport equipment to and from various work sites.
- Perform related work as required.

### Knowledge, Skills, Experience, And Personal Qualifications

High school diploma or equivalent, an Alaska State Driver's License and a minimum of 5 years of progressively responsible experience associated with the operation and maintenance of grounds and sidewalks and all associated equipment. Must be at least eighteen (18) years of age.

- Knowledge in the methods and techniques used in the general maintenance and repair of buildings, grounds, and equipment.
- Ability to operate equipment and use tools in a skillful and safe manner.
- Must have or be able to obtain within thirty (30) working days from date of hire a DEC pesticide applicators license.
- Ability to learn the methods, materials, and equipment ordinarily used in cleaning and maintaining buildings.
- Ability to understand and execute oral and written instructions.

- Physical strength and agility sufficient to perform the work of this position.
- Ability to work as a member of a team working towards a common goal.
- Ability to multi-task to perform and manage multiple projects simultaneously.
- Ability to meet attendance requirements for the position.
- Ability to communicate and effectively work with patrons of all ages, parents, public, volunteers, and staff.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES AND SKILLS REQUIRED OF PERSONNEL IN THIS POSITION. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

	<u>Initials</u>	<u>Date</u>
Employee Received:	_____	_____
Director:	_____	_____
HR:	_____	_____
City Manager:	_____	_____

**CITY OF PALMER  
JOB DESCRIPTION AND SPECIFICATIONS**

**Job Title:** Meter Reader **Revision Date:** 01/24  
**Department:** Public Works **Salary Level:** 6  
**Reports to:** Superintendent of Public Works  
**Classifications:** Fair Labor Standards Act (FLSA) Exempt

**General Functions:**

The Utility Meter Reader & Laborer is primarily responsible for the operation and maintenance of the water treatment and distribution system but will also support and assist in the operation and maintenance of the wastewater collection and treatment systems.

**Distinguishing Characteristics:**

The employee occupying this position must be self-motivated and be able to complete tasks efficiently and accurately. Interaction with all customers and contractors shall be conducted in a courteous and professional manner. Independent judgment and troubleshooting skills are particularly important.

**Supervision Received:**

Moderate supervision is received from the Utilities Foreman who periodically reviews work for standards of accuracy, compliance within prescribed procedures, timeliness, style of presentation, thoroughness, and quality. Must be able to work independently.

**Supervision Exercised:**

Supervision is not normally performed; however, this position may provide guidance or act as a lead operator.

**External Visibility/ Contact:**

High contact with the public.

**Working Conditions Environment:**

Work is performed inside buildings at the wastewater treatment plant, outside in extreme conditions, and in an office. Employee will be exposed to severe weather and dangerous materials on a regular basis. Moderate physical exertion required in standing, walking, traveling between locations and use of medium weight tools. Occasional heavy exertion required when lifting chemical storage containers, digging, and other manual labor. Occasional exposure to dangerous working conditions in sewer and water construction activities. Frequent exposure to disagreeable conditions such as extreme cold and undesirable cleaning or repair assignments. Frequent physical effort is required in lifting and moving equipment, digging, and working in awkward positions with tools or equipment. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate equipment, will be required to communicate orally, regularly required to sit, stand, walk, stoop, kneel, or crouch,

**CITY OF PALMER**  
**JOB DESCRIPTION AND SPECIFICATIONS**

and reach with hands and arms, and lift to 60 pounds. Specific vision abilities required include close vision and the ability to adjust focus.

**Essential Functions and Duties:**

1. Perform daily checks, cleaning, and routine maintenance at the water production and treatment facilities. Perform daily checks, cleaning, and routine maintenance at wastewater collection sites and the wastewater treatment plant.
2. Utilize standard specifications to inspect water main extensions, service lines, sewer service lines, and any repairs to the water distribution or sewer collection systems. Write and submit reports on installation or repair activities.
3. Perform maintenance and cleaning on the various equipment located at the City's water treatment and distribution facilities.
4. Schedule, collect, prepare, and submit for testing all water samples as required by Alaska Department of Environmental Conservation. Complete all pertinent water reports, audits, and records and submit them to the governing authorities.
5. Read residential and commercial water meters manually and through use of automated meter reading system. Post door tags and perform utility disconnects. Assist customers with finding leaks and solving water related issues.
6. Install, repair, or replace and maintain water meters and meter reading equipment. Develop and maintain water service records. Maintain a ready supply of meters and spare parts. Repair key boxes and valve boxes as required.
7. Update and maintain maintenance logs, machinery history, and equipment records.
8. Perform utility locates utilizing site maps, as-built drawings, and various underground pipe locator tools and techniques.
9. Maintain and repair all pumps, valves, and piping associated with water production, treatment, and distribution.
10. Flush, test, maintain, and repair fire hydrants. Prep and paint fire hydrants. Maintain and repair hydrant meters. Install hydrant meters and backflow devices for construction activities.
11. Coordinate water main and service line repair activities among excavation services, correlation services, and customers. Oversee contracted excavation work to ensure compliance with scope of work, standard specifications, local, State, and Federal regulations.
12. Perform or assist with wastewater collection and wastewater treatment system maintenance and repairs. Clean manholes and collection system using a Vactor truck, power rodder, and high-pressure spray wands.
13. Operate light and heavy trucks, front end loaders, Vactor trucks, and various other equipment. Operate snow removal equipment at water and wastewater facilities.
14. Operate riding lawn mowers, chainsaws, and weed whackers and maintain general cleanliness of water and wastewater facilities.
15. Attend required trainings, seminars, conferences, and industry recognized classes as required to earn and maintain required certifications.
16. Read residential and commercial water meters manually and through use of automated meter reading system.
17. Install, repair, or replace, and maintain water meters. Develop and maintain water meter records. Maintain a ready supply of meters and spare parts.

**CITY OF PALMER**  
**JOB DESCRIPTION AND SPECIFICATIONS**

18. Repair or renew valve boxes and key boxes to ensure access to system valves.
19. Assist customers with finding water leaks.
20. Work with City Hall to complete work orders and post door tags.
21. Collect and submit for testing all water samples as required by Alaska Department of Environmental Conservation. Complete all pertinent reports, audits, and records and submit them to the governing authorities.
22. Maintain and repair all the pumps and motors associated with the City's Water Treatment and Distribution systems.
23. Perform or assist with the maintenance and upkeep of water treatment and distribution facilities.
24. Perform or assist with the maintenance and upkeep of wastewater treatment and collection facilities.
25. Perform utility locates.
26. Coordinate repair activities with excavation services, correlation services, and customers.
27. Operate riding lawn mowers, chainsaws, and weed cutters and maintain general cleanliness of water facilities.
28. Operate light and heavy trucks and various light equipment. Assist with and operate snow removal equipment when needed.
29. Flush, test, maintain, and repair fire hydrants.
30. Respond to after-hours emergencies and callouts on a rotating on-call schedule.
31. Perform other related duties as required by the Utilities Foreman.

**Knowledge, Skills, Experience, And Personal Qualifications:**

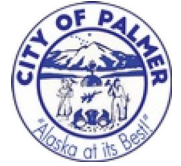
- High school diploma or general education degree (GED).
- Any of the following: current State of Alaska Department of Environmental Conservation Water Treatment Level I, or Water Distribution level II certification PLUS at least one other certification at a Level I. Other related certification is desired.
- Current valid State of Alaska Class B — Commercial Driver's License with Tanker, Hazmat, and Air Brakes endorsements with acceptable driving record or ability to obtain within six (6) months of hire.
- Ability to perform mathematical equations.
- Basic knowledge in operation and maintenance in wastewater collections systems and wastewater treatment plants.
- Basic knowledge in operations and maintenance of water treatment and distribution systems.
- Mechanical aptitude and knowledge of pumps, motors, and other pertinent equipment.
- Basic knowledge of SCADA systems.
- Experience using automated water meter reading equipment preferred.
- Ability to replace and install water meters. Plumbing knowledge is preferred.
- Three (3) years' experience operating light equipment, light trucks, and using a variety of hand tools.
- Ability to comprehend and execute oral or written instructions and to apply guidelines to various situations.

**CITY OF PALMER  
JOB DESCRIPTION AND SPECIFICATIONS**

- Ability to organize activities and tasks in an efficient and effective manner and work independently in accordance with established policies and procedures.
- Ability to work as a member of a team of staff working towards a common goal.
- Ability to meet and deal with the public and others in a pleasant and courteous manner.
- Ability to multi-task to perform and manage multiple projects simultaneously.
- Ability to meet attendance requirements for the position.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES AND SKILLS REQUIRED OF PERSONNEL IN THIS POSITION. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

	<b>Initials</b>	<b>Date</b>
<u>Employee Received:</u>	_____	_____
 <u>Approved By:</u>		
Director:	_____	_____
HR:	_____	_____
City Manager:	_____	_____



H. 4.

**Palmer City Council Meeting**  
**Meeting Date:** 07/23/2024  
**Submitted For:** Dwayne Shelton, Police Chief  
**Department:** Police Department  
**Agenda Category:** Public Hearings  
**Legislation Number:** RES 24-031

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**Subject**

**Resolution No. 24-031:** Accepting and Appropriating the FY2024 State of Alaska High Visibility Enforcement DUI Events Grant 405d FA M5HVE-24-01-FA(A)-4 in the Amount of \$1,760 to be Used For DUI Enforcement Activities by the Palmer Police Department

**Summary Statement/Background**

The City of Palmer has applied to the State of Alaska Department of Transportation for grant monies in the amount of \$1,760 to fund high visibility overtime DUI enforcement. That amount includes \$1,640 for officers to conduct additional DUI enforcement during high intensity periods when such offenses are more likely. The enforcement is strictly on an overtime basis and will not detract from routine patrol or other duties required of the Palmer Police Department. The enforcement is also voluntary on the part of the officers. The additional \$120 is to cover additional fuel costs incurred by the extra enforcement activity. No matching funds are required. The enforcement periods runs from July 3, 2024 through July 7, 2024.

Driving Under the Influence offenses represent a public safety concern due to increased risk of causing motor vehicle accidents. The grant will allow for extra patrol specifically focused on detecting, investigating, and arresting those motorists who violate Alaska DUI laws. The ultimate objective is a decrease in the number of criminally impaired drivers, per State of Alaska DUI statutes. During the course of their enforcement activities, officers also encounter and investigate other crimes and violations on their traffic stops. In the past these have included driving offenses, drug offenses, as well as simple speeding and other traffic violations. The officers address these crimes and violations as they arise, which is also a benefit to public safety.

**Administration's Recommendation:**

The Administration recommends adopting Resolution No. 24-031.

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**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$1760.00  
**Legislation creates revenue in the amount of:** \$1760.00  
**Budgeted Y/N?:** N  
**Line Item(s):** 52-00-00-3420 Police Services; 52-01-21-6015 DUI OT; 52-01-21-6012 DUI Benefits; 52-01-21-6035 Fuel

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**Attachments**

2024 DUI HVE Resolution July 4th  
DUI HVE NTP

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**LEGISLATIVE HISTORY**

Introduced by:

Date:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

**Resolution No. 24-031**

**A Resolution of the Palmer City Council Authorizing the City Manager to Accept and Appropriate the FFY2024 High Visibility Enforcement DUI Events Grant 405d FAM5JVE-24-01-FA(A)-4 in the Amount of \$1,760.00 to be Used for High Visibility Enforcement DUI Events by the Palmer Police Department**

WHEREAS, DUI offenses are a public safety concern for the citizens of the City of Palmer; and

WHEREAS, drivers operating a vehicle under the influence have been shown to increase the risk of causing vehicle collisions that result in bodily injury, or death, to themselves and others; and

WHEREAS, the Palmer Police Department is tasked with enforcing state statutes, including the Driving Under the Influence statute to increase the safety of the driving public; and

WHEREAS, the Palmer Police Department has been awarded \$1,760.00 under the State of Alaska Department of Transportation 2024 DUI Enforcement Mobilization Grant.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council to accept and appropriate \$1,760.00 from the State of Alaska Department of Transportation to be used for Palmer police officers to engage in overtime DUI enforcement activities during dedicated enforcement periods from July 3, 2024 through July 7, 2024.

ORIGINAL SCOPE OF WORK

The City proposes to use the funds from the State of Alaska Department of Transportation to fund voluntary overtime for Palmer Police Department patrol officers to engage in high visibility enforcement of DUI laws. The enforcement will consist of extra patrol dedicated to detection, investigation, and prosecution of DUI offenses, which are a public safety concern for the citizens of the City of Palmer. The enforcement period is specifically identified by the State of Alaska in the grant document and coincides with the DUI National Enforcement Mobilization Grant.

**Approved** by the Palmer City Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk





# Notice to Proceed

State of Alaska, DOT & PF  
 P.O. Box 112500  
 Juneau, AK 99801-2500  
 Ph: 907-465-4070  
 Fx: 907-465-6984  
[dot.alaska.gov/highwaysafety](http://dot.alaska.gov/highwaysafety)

<b>Grantee Name and Address:</b>	<b>Grant Title/ Short Description:</b>
Palmer Police Department 423 S Valley Way Palmer, AK 99645	<b>FFY2024 High Visibility Enforcement (HVE) Driving Under the Influence (DUI)</b>

**Supplemental Agreements: Check all that apply.**

Enforcement Agreement
  Law Enforcement Liaison Agreement

**Action Requested:**

New Setup
  Increase Funds
 Reduce Funds
 Closure (Decrease)

Revision of Funds: **Please provide explanation of funding change and budget breakdown.**

<b>FUNDING SUMMARY</b>			
<b>Budgets Approved for this NTP</b>			
Budget Category	Current Budget Totals	AHSO Increase (Decrease)	Revised Budget Totals
(100) Personnel Services		\$ 1,640.00	\$ 1,640.00
(200) Travel & Per Diem		\$ -	\$ -
(300) Contractual Services		\$ 120.00	\$ 120.00
(400) Commodities	\$ -	\$ -	\$ -
(500) Equipment	\$ -	\$ -	\$ -
(Indirect Costs)	\$ -	\$ -	\$ -
<b>TOTALS</b>	\$ -	\$ 1,760.00	
<b>TOTAL AMOUNT AUTHORIZED TO DATE</b>			<b>\$ 1,760.00</b>

**Explanation of Approved Grant Application & Activity Dates:**  
 Reimbursement amount cannot exceed the amount of this NTP. Activities are approved as listed in the signed Supplemental Agreement.

**AHSO USE ONLY GRANT CODING**

Activities as outlined in the FFY 2024 Grant Application covering the period of: 10/1/23 - 9/30/24

<b>IRIS Program</b> HGRNT00236	<input type="checkbox"/> <b>IPO2 (RSA/Interagency)</b>	<b>AHSO Grant Number</b>	
<b>IRIS Phase</b> M5HVE	<input checked="" type="checkbox"/> <b>GAE (EN/Non-Interagency)</b>	405d FA	M5HVE-24-01-FA(A)-4
<b>Activity Code</b> 289P	<b>Accounting Template</b> TTPJ001	NTP #:	1
<b>Object Code</b> 3112	<b>Vendor #</b> CIP84644	Full Grant Amount:	1,760.00
		UEI #:	F449BMLTS5N3
		FAIN #:	67A3752130000405DAKM
		<b>CFDA # and Name</b>	
		20.616 National Priority Safety Programs	

Grants Administrator Name: April See	
<i>April See</i>	06/17/2024
Signature	Date

You may proceed with the activities for the Categories and specific Tasks enumerated above in the Funding Summary. Any activities beyond the written scope and/or any costs above the price estimate in our Agreement require prior AHSO approval and a Project Revision. Actual cost underrun of the Contract Amount for any Category shall not routinely accumulate for other Categories. AHSO reserves the right to retain or reallocate any remaining funds resulting from such cost underruns. Conditions to this agreement are as outlined in the "Agreement Conditions" Section 3 of the application for grant.

**CONDITIONS ARE A PART OF THE PROJECT AGREEMENT AND, AS SUCH, ARE BINDING ON ALL PARTIES TO THE PROJECT AGREEMENT.**

**This NTP is cumulative and supersedes all prior NTPs for this Agreement.**

Issued for the Contracting Agency per DOT&PF Policy #01.01.050 by AHSO Administrator: Tammy Kramer	Accepted for the Grantee by:
<i>Tammy Kramer</i>	<i>Shayne La Croix</i>
06.18.2024	June 24, 2024
Signature	Signature
Date	Date



# Supplemental DUI Enforcement

State of Alaska, DOT & PF  
P.O. Box 112500  
Juneau, AK 99801-2500  
Ph: 907-465-4070  
Fx: 907-465-6984  
[dot.alaska.gov/highwaysafety](http://dot.alaska.gov/highwaysafety)

<b>Grantee Name and Address:</b>	<b>Title/ Short Description:</b>
Palmer Police Department 423 S Valley Way Palmer, AK 99645	<b>FFY2024 High Visibility Enforcement (HVE) Driving Under the Influence (DUI)</b>

**Action Requested:**  New Setup  Revision of Agreement:  
Provide change in the Enforcement Plan Breakdown.

<b>ACTUAL COST OF OVERTIME TO INCLUDE BENEFITS IS NOT TO EXCEED THE FOLLOWING AMOUNT INCLUDING VEHICLE USAGE</b>	<b>\$ 1,760.00</b>
--	--------------------

Enforcement Plan Breakdown				
Enforcement Period	Budget of Time/Hours			Budget
	EXPENSE ITEMS	HOURS	AVERAGE HOURLY	
4th of July Weekend 18:00, 07/03/24 through 06:00, 07/07/24	Hours	20.00	\$ 82.00	\$ 1,640.00
	Vehicle Usage		\$ 6.00	\$ 120.00
<b>Enforcement Period Total:</b>				<b>\$ 1,760.00</b>
	Hours		\$ -	\$ -
	Vehicle Usage		\$ 6.00	\$ -
<b>Enforcement Period Total:</b>				<b>\$ -</b>
	Hours		\$ -	\$ -
	Vehicle Usage		\$ 6.00	\$ -
<b>Enforcement Period Total:</b>				<b>\$ -</b>
	Hours		\$ -	\$ -
	Vehicle Usage		\$ 6.00	\$ -
<b>Enforcement Period Total:</b>				<b>\$ -</b>
	Hours		\$ -	\$ -
	Vehicle Usage		\$ 6.00	\$ -
<b>Enforcement Period Total:</b>				<b>\$ -</b>
<b>Total Hours</b>				<b>\$ 1,640.00</b>
<b>Total Vehicle Usage</b>				<b>\$ 120.00</b>
<b>GRAND TOTAL of Enforcement Periods</b>				<b>\$ 1,760.00</b>

**Purpose/Objectives:** To reduce deaths and injuries caused by impaired drivers, the Grantee will conduct high-visibility DUI enforcement as detailed in the Alaska Strategic Enforcement Partnership Enforcement Plan submitted to the Alaska Highway Safety Office in April 2006. The Palmer Police Department agrees to participate in the following enforcement blitzes from October 1, 2023 through September 30, 2024. As a guideline, a minimum of three (3) self-initiated contacts per hour funded with a 'desired outcome' of contacting as many violators as possible should be made. **Allowable use of funds is for overtime salary @ 1.5 times the normal rate, wages, and benefits of commissioned personnel in direct support of operational activity.** To receive reimbursement for personnel services the department must provide activity sheets, overtime hours worked, and the overtime hourly rates for each officer.

**Agreement are as outlined above for the FFY2024 Grant period of October 1, 2023 - Sep. 30, 2024.**

**Project Control DUI Enforcement Agreement Approved**

Accepted for the Grantee by:	Grants Administrator: April See
 Signature	 Signature
06/17/2024 Date	06/17/2024 Date

You may proceed with the activities for the Categories and specific Tasks enumerated in the above Enforcement Agreement. Conditions to this agreement are as outlined in the "Agreement Conditions"

**CONDITIONS ARE A PART OF THE PROJECT AGREEMENT AND, AS SUCH, ARE BINDING ON ALL PARTIES TO THE PROJECT**  
**This Enforcement Agreement is cumulative and supersedes all prior Enforcement Agreements.**

The AHSO Administrator for this NTP is: Tammy Kramer  
Issued for the Contracting Agency per DOT&PF Policy #01.01.050 by: Tammy Kramer  
  
Signature Date



I. 1.

**Palmer City Council Meeting**

**Meeting Date:** 07/23/2024  
**Submitted For:** Jude Bilafer, Public Works Director  
**Department:** Public Works  
**Agenda Category:** Action Memorandum  
**Legislation Number:** AM 24-039

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**Subject**

**Action Memorandum No. 24-039:** Authorizing the City Manager to Execute Contract Extension Number 2 with White Knight Services in the Amount of Not to Exceed \$2,004 per Complete Call Out for Snow Removal at City Facilities

**Summary Statement/Background**

Staff is requesting approval for contract extension #2 for Snow Removal Service for City of Palmer Facilities. The base contract awarded had an option for two additional one-year renewals. The Contractor will be used in an "On-call" basis for winter snow removal at 8 locations throughout the City of Palmer: Palmer Public Safety Building 1 and 2, Palmer Fire Department Station 31, Palmer City Hall, Palmer Fire Training Facility & Community Development, Palmer Library, Palmer Tourist Center, and Palmer Events Center.

For the original contract, an invitation to bid was posted for two weeks. The City of Palmer received two bids which were reviewed by City Staff. White Knight Services had the lowest bid price at \$2,004 per complete call out. White Knight Services has had the facilities snow removal contract for the past 4 years. The Superintendent of Public Works will be responsible for call-outs and overseeing the contractor's snow removal services.

**Administration's Recommendation:**

To approve Action Memorandum No. 24-039.

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**Fiscal Impact**

**Budgeted Y/N?:** Y  
**Line Item(s):** 01-17-40-6030

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I. 2.

**Palmer City Council Meeting**

**Meeting Date:** 07/23/2024  
**Submitted For:** Jude Bilafer, Public Works Director  
**Department:** Public Works  
**Agenda Category:** Action Memorandum  
**Legislation Number:** 24-040

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**Subject**

**Action Memorandum No. 24-040:** Authorizing the City Manager to Negotiate a Contract with Dirtworks Inc in the Amount Not to Exceed \$87,870 for the Fire Training Center Drainage Improvements Project

**Summary Statement/Background**

The Fire Training Center, located at 645 E. Cope Industrial Way, has a significant drainage issue. Every winter and throughout each spring, water collects in the center of the road/parking area due to a failed drain system. The drain system was constructed over 15 years ago and does not function. This project was submitted by the Palmer Fire Chief and approved as part of the 2024 Capital Improvements Budget.

**Administration's Recommendation:**

To approve Action Memorandum No. 24-040.

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**Fiscal Impact**

**Total Amount of funds listed in this legislation:** \$87,870.00  
**Legislation creates expenditure in the amount of:** \$87,870.00  
**Budgeted Y/N?:** Y  
**Line Item(s):** 08-01-10-7181 Fire Training/CD Parking Lot

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**Attachments**

NOITA FTC Drainage Improvements

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## DEPARTMENT OF PUBLIC WORKS

Jude Bilafer  
Director

Phone: (907) 761-1350  
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

June 27<sup>th</sup>, 2024

**TO:** Dirtworks, Inc.  
Valley General Construction, LLC  
AAA Valley Gravel, LLC  
Big Dipper Construction, LLC

**RE: NOTICE OF INTENT TO AWARD - 2024 Fire Training Center  
Drainage Improvements**

This is the City of Palmer's Notice of Intent to Award the contract for the 2024 Fire Training Center Drainage Improvements to Dirtworks, Inc. at the Palmer City Council meeting scheduled at 6:00 p.m., July 18<sup>th</sup>, 2024, in the Council Chambers at Palmer City Hall, 231 W. Evergreen Ave., Palmer, Alaska 99645.

Four bids were received, and upon review, it was determined Dirtworks, Inc. had the lowest responsible, responsive bid. The bid tabulations are attached to this NOIA.

In accordance with Palmer Municipal Code 3.21.290 B., a protest based upon alleged improprieties in an intended award of a contract must be filed with the Palmer City Manager (with a copy previously served upon the intended awardees) within two business days after the issuance of this notice of intent to award - in this case, by 5 p.m., Monday, July 1<sup>st</sup>, 2024. Failure to meet this timeline shall constitute a waiver of the protesting party's rights and a bar on any further action regarding this matter.

Sincerely,

Jude Bilafer  
Director of Public Works, City of Palmer

**Attachment – 2024 Construct Bogard Road Booster Station Project  
Recommendation of Award and Bid Summary**



I. 3.

**Palmer City Council Meeting**

**Meeting Date:** 07/23/2024  
**Submitted For:** Jude Bilafer, Public Works Director  
**Department:** Public Works  
**Agenda Category:** Action Memorandum  
**Legislation Number:** AM 24-041

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**Subject**

**Action Memorandum No. 24-041:** Authorizing the City Manager to Execute the Second Contract Extension with Eagle View Excavation for City Snow Haul Services in an Amount Not to Exceed \$90 Per Hour Per Truck

**Summary Statement/Background**

Staff is requesting Approval for the second contract extension to the Snow Haul Service contract for the City of Palmer. The base contract contained two authorized extension options. This legislation is for the second and final extension as part of this contract. The Contractor will be used in an "On-call" basis for snow hauling during winter snow removal events.

An invitation to bid was posted for two weeks and the City of Palmer received two bids which were reviewed by City Staff. Eagle View Excavation had the lowest bid at \$90.00 per hour per truck. Eagle View Excavation has had the Snow Haul Contract for the Past 5 years. The Superintendent of Public Works will be responsible for call outs and overseeing contractors snow haul on City Streets and Palmer Municipal Airport Parking Aprons.

**Administration's Recommendation:**

To approve Action Memorandum No. 24-041.

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**Fiscal Impact**

**Total Amount of funds listed in this legislation:** Unknown - event based  
**Budgeted Y/N?:** Y  
**Line Item(s):** Roads 01-17-40-6030 & Airport 03-01-10-6030

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**Attachments**

AM 22-057 Snow Hauling Services

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**City of Palmer  
Action Memorandum No. 22-057**

**Subject:** Authorizing the City Manager to Execute a Contract with Eagle View Excavation in the Amount of not to exceed \$90.00 per hour per truck for City Snow Haul Services

**Agenda of:** September 27, 2022

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Jude Bilafer, Director of Public Works

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
X	Public Works	<i>JPB</i>	09/15/2022

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ Unknown-event based

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

Funds are (√):

- Budgeted                      Line item(s): Roads 01-17-40-6030 & Airport 03-01-10-6030
- Not budgeted                      \_\_\_\_\_

Director of Finance Signature: *[Signature]*

**Approved for Presentation By:**

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

**Attachment(s):** none.

Bid tabs:

Eagle View Excavation \$90.00 per hour per truck.

Dirtworks Inc. \$125.00 per hour per truck.

**Summary Statement/Background:**

Staff is requesting the Approval for Snow Haul Service for the City of Palmer. This is an annual contract the City of Palmer Awards with an option to renewal for two consecutive years. The Contractor will be used in an "On-call" basis for snow hauling during winter snow removal events.

An invitation to bid was posted for two weeks and the City of Palmer received two bids which were reviewed by City Staff. Eagle View Excavation had the lowest bid at \$90.00 per hour per truck. Eagle View Excavation has had the Snow Haul Contract for the Past 3 years.

Public Works Maintenance Superintendent will be responsible for call outs and overseeing contractors snow haul on City Streets and Palmer Municipal Airport Parking Aprons.

**Administration's Recommendation:**

To Approve Action Memorandum No. 22-057





I. 4.

**Palmer City Council Meeting**

**Meeting Date:** 07/23/2024  
**Submitted For:** Shelly Acteson, City Clerk  
**Department:** City Clerk's Office  
**Agenda Category:** Action Memorandum  
**Legislation Number:** AM 24-043

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**Subject**

**Action Memorandum No. 24-043:** Confirmation of Mayoral Appointment of Erik Anderson to the Planning and Zoning Commission, Seat G, with a term expiring October 2025

**Summary Statement/Background**

Public notice of recruitment for open seats on the Planning and Zoning Commission was posted on the City website and on the social media sites.  
According to PMC 2.18.202 A., "Members shall be nominated by the Mayor and confirmed by the Council."

**Administration's Recommendation:**

Approve Action Memorandum No. 24-043.

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**Fiscal Impact**

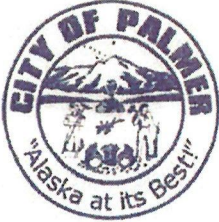
**Total Amount of funds listed in this legislation:** \$600.00  
**Legislation creates expenditure in the amount of:** \$600.00  
**Budgeted Y/N?:** Y  
**Line Item(s):** 01-01-12-6059 Board Stipends

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**Attachments**

Erik Anderson application

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City of Palmer • City Clerk's Office  
231 W. Evergreen Ave. Palmer, AK 99645  
Phone: (907) 761-1301 • Fax: (907) 761-1340

6/20/24

**Application for City Board or Commission**

Date: 6/20/2024

Name of Board/Commission Applying For: Planning and Zoning

Name: Erik Anderson

Residence Address: 1330 N. Cedar Hills Dr. Palmer, AK 99645

Mailing Address: Same

Phone Number(s):

Home: - \_\_\_\_\_ Work: (907) 688-3914 Cell: (907) 317-5125

Email: Erikanderson907@gmail.com

Employer: COHO Contractors LLC Occupation: Project Manager

Member or active interest in the following organizations:

\_\_\_\_\_  
\_\_\_\_\_

Please explain your reason for applying (if necessary, continue on back or on a separate sheet):

I am applying for this position to serve both the current residents of Palmer as well as the future residents as well in a capacity of which I have extensive knowledge; community development, sustainable building practices, and cost effective government infrastructure and building investments.

You are welcome to attach an outline of your education, work and volunteer experiences, and other interests. Please note: this form and all of the information contained on the form is subject to the Public Records Act. All information will be treated as public information.

Signature Erik Anderson Date 06/20/24

**For office use only:**

Date Received: 6/21/24 Received By: [Signature] Attachments?  Yes  No

Appointed:  Yes  No AM No.: \_\_\_\_\_ Council Meeting Date: \_\_\_\_\_

Reappointment Date(s): \_\_\_\_\_

Date Left Board or Commission: \_\_\_\_\_