

City Council Minutes City of Palmer, Alaska

Regular Meeting
July 13, 2004

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on July 13, 2004, at 7:00 p.m. in the council chambers, Palmer, Alaska.

Mayor Cooper called the meeting to order at 7:00 p.m.

B. ROLL CALL, DETERMINATION OF A QUORUM

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

Ken Erbey	Jim Cooper
Tony Pippel	Kathrine Vanover
John Combs	Steve Carrington
Brad Hanson	

Also in attendance were the following:

Tom Healy, City Manager
Jack Snodgrass, City Attorney
Janette Persinger, City Clerk

C. APPROVAL OF AGENDA

D. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Council Member Hanson.

E. APPROVAL OF MINUTES

The amended minutes of the June 22, 2004, regular meeting were approved by council.

F. CONSENT AGENDA

G. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Jeff Barnhart – Palmer Municipal Golf Course

Mr. Barnhart reported on the following items:

- The small fire with no significant damage occurred at the golf course earlier in the day;
- Continual struggle with lack of water, however the course is in good shape;
- Irrigation problems, the lack of initial moisture in the ground and the current irrigation system;
- Employee turn over and equipment breakage;
- Due to loyal cliental, the golf course is holding its own financially;
- Highlighted growth comparison and rising financial trends;

- Additions have been made to the course – all new ball washers, moved t-signs and recycled asphalt has been moved to assist with dust control;
- Explained the need to capture four more patrons per day and the increased patronage by the newer subdivisions in the area;
- The development of a comprehensive plan for the golf course; and
- Golf Digest ranked the golf course #1 in the State.

Discussion ensued over the following items:

- The valuation of golf course inventory, methods to control theft and payment methods;
- Course rates; rates are lower than other courses in the state;
- Supervision of sales and registers;
- Fund reconciliation methods;
- Levels of supervision;
- Levels of staffing;
- Pass privileges;
- A five-year capital improvement plan for the golf course.

2. Sara Jansen – City of Palmer Community Development Coordinator

Ms. Jansen reported on the following items:

- The majority of her time has been spent with the Planning and Zoning Commission and provided an update of the re-zoning process;
- Completed a review of the 1999 Comprehensive plan and has developed a matrix for future updates;
- Two persons from the University of Washington will be in Palmer next week and provided an explanation of their tasks;
- The remainder of the University of Washington students will arrive on September 7th; the students will be headquartered at Depot; two public meetings are planned;
- Working with Borough on long range transportation plan;
- Provided an update of the Dogwood project and funding surrounding the project; continues to work on the design and right-of-way procurement;
- Moderate success with unsightly premises and explained the property owner notification process;
- Sending out letters to property owners regarding appliances in yard suggesting that they take advantage of the bumper drag program;
- Provided a stop sign update;
- Invited members to the Friday Fling market;
- Explained her participation in the Colony Days project;
- Discussion ensued regarding right-of-way acquisition; and
- Discussion ensued regarding the railroad rehabilitation project.

3. Rick Koch – Public Works Director

Mr. Koch reported on the following projects:

- Palmer Ice Arena;
- Daron Drive park;
- Fire Department, Public Safety and Library painting;
- Apron “A”, Taxiway “J” and “L”;
- Eagle Avenue;

- Dolphin, Denali and Eklutna streetlights;
- Sherrod ballfields;
- Water meter conversions;
- Residential garbage containers;
- Southwest utility extensions;
- Helen Drive water extension;
- S. Chugach Street water main replacement;
- W. Arctic Avenue water main replacement;
- Property acquisition RPZ r/w 9;
- Street sweeper, vactor truck and road grader purchase;
- 2004 Crack Sealing;
- City building analysis;
- A-Moose-Ment Park restroom renovations;
- Alaska Family Resource Center;
- Library carpeting;
- Airport lease lot utility extensions;
- Local Improvement Districts involving N. Gulkana, N. Valley Way and Denali Street;
- Airport security fencing installation;
- Public safety building security improvements; and
- Golf course storage building.

H. BOROUGH REPRESENTATIVE’S REPORT

I. AUDIENCE PARTICIPATION

J. HEARINGS, ORDINANCES AND RESOLUTIONS

Item 1 – Public Hearing – Ordinance No. 632: Amending Title 17 (Zoning) By Amending Section 17.16.060 (Annexation Zoning) and Adding Chapter 17.59 (Transitional District) of the Palmer Municipal Code

MOVED BY:	Hanson	To adopt ordinance no. 632
SECONDED BY:	Combs	

Mayor Cooper opened for public testimony ordinance no. 632.

There were no persons who wished to offer testimony.

Mayor Cooper closed the public testimony.

Discussion ensued regarding the following:

- The option of a transitional zone as a mechanism to reduce burden on staff and members of the public;
- The applicability for use in future annexations;
- The ordinance’s origination through use by right language;
- The importance of defining language rather than speculative language;
- Legislative annexation versus voluntary annexation;
- Pre-planning importance; and

- Assistance from the University of Washington in identifying additional zones and updating the comprehensive plan.

M/M by Combs to postpone to a time certain of the first regularly scheduled council meeting in October, 2004.

Seconded by Carrington. Motion carried by 4 -3 roll call vote. (Hanson, Pippel, Vanover)

VOTE ON MAIN MOTION:	Motion postponed by 4 – 3 roll call vote.
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Item 2 – Resolution No. 1346: Providing for the Submission to the Qualified Voters of the City of Palmer the Question of Amending Chapter XII (Contracts) of the Charter of the City of Palmer At An Election In and For the City of Palmer on October 5, 2004

MOVED BY:	Combs	To adopt resolution no. 1347
SECONDED BY:	Carrington	

There were no members of the public who wished to offer testimony.

VOTE ON MOTION:	Motion carried by unanimous vote.
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Item 3 – Resolution No. 1347: Authorizing the City of Palmer to Issue Utility Revenue Bonds in the Principal Amount of Not To Exceed \$2,000,000 to Finance Water and Wastewater Utility and Related Capital Improvements, and to Submit the Question of the Issuance of Such Bonds to the Qualified Voters of the City at the October 5, 2004 City Election

MOVED BY:	Pippel	To adopt resolution no. 1347
SECONDED BY:	Vanover	

There were no members of the public who wished to offer testimony.

Discussion ensued regarding:

- Project costs and funding sources;
- The low project costs estimate;
- The planning and design of the project, the finalization of the routes and submission to USDA for 75% funding,
- Recapturing costs through utility rates; the identification of utility rate changes and end users supported by the utility line; and
- The suggestion that Mr. Stoller attend the next council meeting to provide an explanation for the mechanism to recapture capital costs and the right to condemn along the route.

City Manager Healy suggested that because additional information to substantiate the project cost estimate is expected, the final vote on the resolution be postponed until the next meeting.

M/M by Pippel to postpone until the July 27 meeting and ask administration to have Mr. Stoller available to provide advice at that meeting.

Seconded by Hanson. Motion carried by unanimous voice vote.

VOTE ON MAIN MOTION:	Motion postponed by unanimous voice vote.
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Item 4 – Resolution No. 1348 – Accepting a Byrne Program Grant From the Alaska Department of Public Safety, Division of State Troopers, for \$72,227.47, With a City Match of Twenty-Five Percent, or \$18,056.87

MOVED BY:	Pippel	To adopt resolution no. 1348
SECONDED BY:	Vanover	

There were no members of the public who wished to offer testimony.

Council Member Pippel thanked the police department for their focus on methamphetamine labs and enforcement of speed limits within residential areas.

Council Member Combs also thanked the police department for their efforts and stated his support of the resolution and grant program.

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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Item 5 – Resolution No. 1349 – Accepting a Rasmuson Foundation Grant of \$500,000 for the Ice Arena Project

MOVED BY:	Hanson	To adopt resolution no. 1349
SECONDED BY:	Vanover	

There were no members of the public who wished to offer testimony.

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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Item 6 – Resolution No. 1350 – Accepting a Public Library Assistance Grant of \$6,250

MOVED BY:	Hanson	To adopt resolution no. 1350
SECONDED BY:	Carrington	

There were no members of the public who wished to offer testimony.

Discussion ensued regarding the use of the grant funds.

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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K. BIDS

Item 1 – Banking Services Contract

MOVED BY:	Pippel	To accept the bid of First National Bank of Alaska and award the banking services contract to First National Bank of Alaska according to their proposal and bid schedule
SECONDED BY:	Vanover	

City Manager Healy explained the structure of the banking services contract and the response received by First National Bank.

Discussion ensued regarding third party banking procedures and the rates included in the contract.

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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L. UNFINISHED BUSINESS

Item 1 - Ordinance No. 629-Z-66: Ratifying the Recommendation of the City of Palmer Planning and Zoning Commission Concerning An Amendment to the Zoning Map Instituted By the Commission to Rezone Tax Parcels Brittany Estates Subdivision, Portions of Tract C From R-1,

Single Family Residential to C-G, General Commercial

MOVED BY:	Pippel	To adopt ordinance no. 629-Z-66
SECONDED BY:	Hansen	

Note: This item had been postponed from the June 22, 2004 meeting. The public hearing was held and motions were made for adoption. The discussion moved to the council.

City Manager Healy explained the special limitations language and suggested amendments.

M/M by Pippel to delete all of the existing special limitations and insert the following language. **Seconded** by Hanson. Motion carried by unanimous voice vote.

- 1) The southern boundary of Tract C shall be fenced with a 6.5 foot solid or slatted fence prior to any commercial development being constructed on the properties.
- 2) A. The owner(s), prior to any commercial development of the property, shall prepare and submit to the City for approval a driveway access plan that provides safe, efficient access to the Palmer-Wasilla Highway and that, to the extent practicable, consolidates driveways and access for all properties into the minimum number of driveways. The Alaska Department of Transportation and Public Facilities must also approve the plan.
B. The owner(s), prior to any commercial development of the property, shall prepare and submit to the City for approval a driveway access plan that provides safe, efficient access to either Felton St. or Irwin Loop Road, and that, to the extent practicable, consolidates driveways and access for all properties into the minimum number of driveways or interior streets, and is coordinated with the property's access plan for the Palmer-Wasilla Highway to reduce or mitigate potential traffic congestion.
- 3) Commercial structures on property adjacent to or across the street from any residential zoning district or property utilized for residential purposes shall be set back from the property line 35 feet, which distance excludes street rights-of-way.
- 4) Lighting for commercial development shall be shielded to the extent practicable so no light spills onto adjacent properties.
- 5) Commercial development on properties adjacent to public streets shall comply with landscaping requirements in effect at the time of commercial construction on the properties.
- 6) The above limitations are minimum limitations and are subject to any greater restrictions and limitations required by law.
- 7) Petitioner will dedicate a portion of Tract C not less than 20,000 sf as a city park, or Petitioner may negotiate with the city manager to dedicate 20,000 sf as park land land or equivalent on any adjoining properties.
- 8) In accordance with PMC 17.80.040 B.2.b, this rezoning ordinance becomes effective only upon the written consent of all the owners of all the parcels subject to this rezoning ordinance, which fully-signed written consent must be delivered to the city clerk within 60 days of Council action; otherwise, this ordinance is not effective and the properties are not rezoned.

M/M by Pippel to delete the language in section 7 and insert the following language. **Seconded** by Hanson. Motion carried by unanimous voice vote.

- 7) "Commercial" in this ordinance means any development or structure other than that which is allowed in R1 or R1E.

VOTE ON MAIN MOTION:	Motion carried by unanimous voice vote.
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Item 2 – Ordinance No. 631: Amending Title 6 (Animals)

MOVED BY:	Combs	To adopt ordinance no. 631
SECONDED BY:	Pippel	

Note: This item had been postponed from the June 22, 2004 meeting. The public hearing was held and motions were made for adoption. The discussion moved to the council.

M/M by Hanson to postpone to the July 27 meeting.

Seconded by Pippel. Motion carried by unanimous voice vote.

VOTE ON MAIN MOTION:	Motion postponed by unanimous voice vote.
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M. NEW BUSINESS

Item 1 – Mayor’s Appointment to the Planning and Zoning Commission

MOVED BY:	Pippel	To support the Mayor’s appointment of the Guy Allie to the Planning & Zoning Commission
SECONDED BY:	Hanson	

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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Item 2 – Authorize Temporary Building Status for Academy Charter School Building

MOVED BY:	Pippel	To authorize the temporary building state for the Academy Charter School building to June 26, 2006
SECONDED BY:	Hanson	

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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Item 3 – Authorize City Manager to Enter Into A Contract With Code Publishing, Inc., for Codification Services

MOVED BY:	Pippel	To authorize the city manager to enter into a contract with Code Publishing, Inc., for codification services
SECONDED BY:	Vanover	

City Clerk Persinger explained the proposal from Code Publishing, Inc. and the expected work of the codification company.

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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Item 4 – Authorize City Manager to Enter Into an Agreement with Wolf Architecture for City Hall Improvements and Code Upgrades Design

MOVED BY:	Hanson	To authorize the city manager to enter into an agreement with Wolf Architecture for city hall improvement and code upgrades design in amount not to exceed \$12,000
SECONDED BY:	Carrington	

City Manager Healy explained the proposal and the required code compliance.

M/M by Pippel to include a not to exceed \$12,000

Seconded by Carrington. Motion carried by unanimous voice vote.

VOTE ON MAIN MOTION:	Motion carried by unanimous voice vote.	
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Item 5 – To Authorize City Manager to Enter Into a Contract with Jeff Barnhart d/b/a North Course Golf Management

MOVED BY:	Combs	To authorize the city manager to enter into a contract with Jeff Barnhart d/b/a North Course Golf Management
SECONDED BY:	Erbey	

Discussion ensued regarding the appropriateness of council to review the current contract and their responsibility to review the golf course operations. Discussion regarding the contract renewal process followed.

M/M by Pippel to postpone indefinitely.

Seconded by Vanover. Motion carried by unanimous voice vote.

VOTE ON MAIN MOTION:	Motion was postponed indefinitely.	
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MOVED BY:	Pippel	To direct the management to prepare a Request for Proposals for golf course management services to be effective December 31, 2004
SECONDED BY:	Combs	

VOTE ON MAIN MOTION:	Motion carried by unanimous voice vote.	
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Rules were suspended to allow Mr. Barnhart to comment on the RFP process. Mr. Barnhart stated that he has the City’s best interest in mind and stated that he will participate in the RFP process. He reiterated the need to complete the process in a timely manner.

Item 6 – Authorize Amendment to Professional Services Agreement with USKH Engineers for Additional Engineering Services for the Ice Arena Project

MOVED BY:	Pippel	To authorize an amendment to the professional services agreement with USKH Engineers for additional engineering services for the ice arena project
SECONDED BY:	Hanson	

VOTE ON MOTION:	Motion carried by unanimous voice vote.	
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Item 7 – Authorize City Manager to Enter Into An Agreement With Alaska Land Services, Inc. for Land Acquisition Services

MOVED BY:	Combs	To authorize the city manager to enter into an agreement with Alaska Land Services, Inc. for land acquisition services
SECONDED BY:	Carrington	

City Manager Healy explained that Alaska Land Services will be used to negotiate land acquisition services on an hourly basis and will address all land acquisition services for the City.

Council consensus was to direct the City Manager to contact the Hermon brothers regarding the 20 acre parcel on the Old Glenn Highway for the purposes of City acquisition. Consensus was also reached to direct the City Manager to investigate the possibility of purchasing a lot in the Cedar Hills subdivision for the purposes of park development.

VOTE ON MOTION:	Motion carried by unanimous voice vote.	
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N. CITY MANAGER'S REPORT

City Manager Healy reported on the following items:

- Highlighted the material provided by HDL regarding the utility extension; the railroad has indicated strong support for running the utility in their area;
- An application is in the process of being submitted to USDA regarding the Alaska Railroad/Glenn Highway route;
- Finalizing the agreement with the Alaska Railroad and Amerigas, purchasing the Amerigas property;
- Helen Drive Utilities – the documents have been submitted to the church, waiting on the approval;
- Sales Tax – City of Wasilla has requested four meeting with the Borough before the Borough votes on the issue. There is an issue regarding how the municipalities will collect their respective taxes;
- Dispatch – the Borough is in the process of finalizing the joint powers agreement, will review the document with the attorney and will bring it before the council;
- Hiring of an assistant will occur in the near future;
- Highlighted the Sister City Celebration schedule;
- Discussion ensued regarding the letter from HDL and the Pruhs Construction Claim and the letter from HDL regarding the Eagle Avenue Road Improvements; and
- Discussion ensued regarding the Saroma schedule.

O. CITY CLERK'S REPORT

Ms. Persinger reported on the following items:

- The Northwest Clerk Institute and requirements for certification;
- Highlighted the election season; and
- Records Management.

P. AUDIENCE PARTICIPATION

1. Bill Pippel

Mr. Pippel suggested that additional fans be purchased for the chambers and the council chambers be moved to the basement.

Q. COUNCIL COMMENTS

Council Member Vanover asked for more fans and requested the time frame for paving Dolphin. She requested a progress report of Alaska Demolition. City Manager Healy stated that Ms. Jansen has communicated with Alaska Demolition reiterating the fencing requirements and has suggested that Alaska Demolition develop a method of measuring the gravel removal progress and forward that report to the City. Council Member Vanover requested an update of the Alaska Demolition's compliance with the special limitations.

Council Member Erbey stated that he will be out of town during the Sister City festivities and during the next council meeting.

Council Member Carrington stated that it is hot.

Council Member Hanson stated that he would like the pursuit of R-3 issues begin. He stated that there is a potential for impacts on property owners and for the identification of uses that are not compatible. He stated the need to make the R-3 zone an R-3 and not using CL and CG zones as progressive zones as they are being used at this time.

Council Member Combs commented on the differences between banking services and their type of transactions, these types of transactions are not reflective of the bank. He commented on Ms. Jansen's role as serving as a unsightly premises coordinator and stated that the nature of the duties and her desire to ensure the overall well-being of the City fall under her purview.

Council Member Pippel commented on the size of his yard and his water bill. He stated that he paid sewage fees for watering his lawn and suggested that an adjustment of sewage bills during the summer months be developed.

City Manager Healy stated that he spoke with the staff regarding recognition of those accounts with abnormal water usage and the issuance of credits.

Mayor Cooper thanked the council members for their response to the beautification requests and asked that Citizen of the Year recommendations be made. He stated that he attended the ground breaking ceremony at the Frontiersman and offered his congratulations to the Frontiersman.

S. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 10:49 p.m.

APPROVED THIS 27th day of July, 2004.

_____/s/_____
Jim Cooper, Mayor

Janette M. Persinger, City Clerk