

**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on May 27, 2008, at 7 p.m. in the council chambers, Palmer, Alaska.

Mayor Combs called the meeting to order at 7 p.m.

**B. ROLL CALL**

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

Tony Pippel	Ken Erbey
Brad Hanson	Kathrine Vanover
John Combs	
Richard Best – arrived at 7:18 p.m.	

The following member was absent and excused by the council:  
Council Member Mike Chmielewski

Also in attendance were the following:

Bill Allen, City Manager  
Michael Gatti, City Attorney  
Janette Bower, City Clerk

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Council Member Erbey.

**D. APPROVAL OF AGENDA**

1. Approval of Consent Agenda
  - a. Action Memorandum 08-037: Authorize the City Manager to Amend the Miscellaneous Surplus List to Include the Additional Items for Disposal by Public Sale
  - b. Introduction – Ordinance No. 08-011: Amending Portions of the Palmer Municipal Code Title 15, Buildings and Construction, to Reflect the 2006 International Building Code (IM 08-015)
  - c. Introduction – Ordinance No. 08-012: Amending Palmer Municipal Code Sections 10.04.050 Overnight Parking, 10.04.080 Prohibiting Parking for Longer than 72 Hours, and 10.04.090 Prohibiting Parking that Obstructs Traffic (IM 08-017)
2. Minutes of Previous Meetings
  - a. May 13, 2008, Regular Meeting

Mayor Combs presented a proclamation to Ms. Betsy Wooden, proclaiming May Foster Parent Appreciation Month.

**E. COMMUNICATIONS AND APPEARANCE REQUESTS**

Mr. Joseph Hawkins reported on the following items:

- questioned actions taken by the Council concerning the SW Extension Project;
- expressed concern with the location of the skateboard park and bike path; and
- suggested Council review its public notification requirements.

**F. AUDIENCE PARTICIPATION**

Mr. Scott Sanderson:

- spoke in favor of Resolution 08-005.

**G. PUBLIC HEARINGS**

**H. BIDS**

**Item 1.** Action Memorandum 08-040: Authorize the City Manager to Award and Execute a Contract in the Amount of \$25,500 and a Change Order No. One in the Amount of \$14,499 for the 2008 Palmer Street Crack Sealing to Alaska Sure Seal in the Total Amount of \$39,999 for both Contract and Change Order

MOVED BY:	Pippel	To authorize action memorandum 08-040
SECONDED BY:	Vanover	

Council Member Pippel:

- asked which account would be utilized to obtain the funds.

Administration Director Baugh:

- stated the funds would be obtained from the Roads and Maintenance account.

Primary Amendment #1 to Main		
Moved by:	Pippel	To amend first paragraph by adding "direct the City Manager to prepare a budget amendment to appropriate the funds"
Seconded by:	Vanover	

Vote on Primary Amendment #1 Carried by unanimous voice vote		
Yes:		No:
Vanover	Hanson	
Combs	Erbey Pippel	

VOTE ON MAIN MOTION: Carried by unanimous voice vote		
Yes:		No:
Erbey	Combs Pippel	
Vanover	Hanson	

**Item 2.** Action Memorandum 08-036: Authorize the City Manager to Advertise for Bid the Palmer Soccer Field Improvements, Phase I Project

MOVED BY:	Vanover	To authorize action memorandum 08-036
SECONDED BY:	Pippel	

Council Member Pippel:

- inquired of the type of fencing proposed for the soccer field.

Council Member Hanson:

- commented on the phased approach to the project.

Public Works Superintendent Wickham:

- explained the phased approach is based on available funds.

VOTE ON MAIN MOTION: Carried by unanimous voice vote		
Yes:		No:
Erbey	Combs	Pippel
Vanover	Hanson	

**I. ACTION MEMORANDA**

**Item 1** Action Memorandum 08-038: Authorize the City Manager to Enter into and Execute a Contract in the Amount of \$20,000 with Alaska Chem Engineering for Professional Services as the City of Palmer Owner’s Representative for the Waste Water Treatment Plant and Direct the Manager to Prepare a Budget Amendment to Appropriate the Funds for the Contract

MOVED BY:	Pippel	To authorize action memorandum 08-038
SECONDED BY:	Vanover	

Council Member Pippel:

- commented in favor of the firm and the investment aspect of the project.

Council Member Hanson:

- questioned funding availability for the project.

City Manager Allen:

- explained City funds would be reimbursed via a State grant.

VOTE ON MAIN MOTION: Carried by unanimous voice vote		
Yes:		No:
Erbey	Combs	Pippel
Vanover	Hanson	

**Item 2.** Action Memorandum 08-039: Authorize the City Manager to Issue a Request for Proposals for Information Technology Services to Maintain the City’s Computer Network and Services

MOVED BY:	Vanover	To authorize action memorandum 08-039
SECONDED BY:	Erbey	

Administration Director Baugh:

- articulated the City’s need for Information Technology (IT) assistance;
- explained the comparison schematic; and
- expounded on his daily prioritization meetings with the IT person.

Council Member Hanson:

- questioned IT request verification; and
- requested more detail of duties for the IT person.

Public Safety Director Owens:

- clarified the technology requirements of PPD Dispatch.

VOTE ON MOTION: motion carried by a unanimous vote			
Yes:			No:
Hanson	Vanover	Combs	
Best	Pippel	Erbey	

**J. UNFINISHED BUSINESS**

**Item 1 - Public Hearing** – Ordinance No. 08-003: Amending and Restructuring Palmer Municipal Code Title 2, Administration and Personnel to Reflect the City’s Organizational Structure (IM 08-011)

Mayor Combs opened the public hearing for Ordinance 08-003. There being no one who wished to speak, the public hearing was closed and the matter was brought before the council.

MOVED BY:	Erbey	To adopt ordinance no. 08-003
SECONDED BY:	Vanover	

City Clerk Bower:

- stated the ordinance reflects the current organizational structure; and
- explained Title 2, Chapters 2.58, 2.60 had been repealed and active in Title 4.

Council Member Pippel:

- inquired of the need for codification of the City structure; and
- spoke against the legislation.

City Attorney Gatti:

- expounded on the necessity of the housekeeping ordinance; and
- stressed the importance of having the duties and responsibilities of each department memorialized in Code.

Council Member Vanover:

- concurred with the Clerk’s explanation of the legislation; and
- suggested Council address Council Member Hanson’s concerns regarding the lack of clearly delineated duties.

Council Member Hanson:

- voiced concern with annotating project oversight and responsibility in the Public Works Department;
- requested clarification of the relationship between Staff, Administration and projects; and
- stressed the importance of delineated project responsibility.

Council Member Best:

- commented on Section 2.80.050 concerning records management duties.

City Manager Allen:

- spoke in favor of the codification ordinance.

Attorney Gatti:

- concurred with the City Clerk Bower and the City Manager Allen; and
- reiterated the importance of general duties enumeration.

Primary Amendment #1 to Main		
Moved by:	Hanson	To amend Section 2.61.020 A. by adding “#4 Public Works Capital Projects.”
Seconded by:	Pippel	

Secondary Amendment #1		
Moved by:	Hanson	To amend by deleting “Projects”, and adding “Facilities”.
Seconded by:	Pippel	

Vote: Motion carried unanimously by a voice vote.		
Yes:		No:
Best Combs	Vanover Erbey	Hanson Pippel

Vote on Primary Amendment #1 carried by unanimous voice vote.		
Yes:		No:
Best Erbey	Vanover Hanson	Combs Pippel

VOTE ON MOTION: motion carried by a unanimous vote		
Yes:		No:
Best Hanson	Vanover Pippel	Combs Erbey

**Item 2. Public Hearing** – Ordinance No. 08-005: Enacting Palmer Municipal Code Title 4, Personnel (IM 08-012)

Mayor Combs opened the public hearing for Ordinance No. 08-005. There being no one who wished to speak, the public hearing was closed and the matter was brought before the council.

MOVED BY:	Vanover	To adopt ordinance no. 08-005
SECONDED BY:	Pippel	

VOTE ON MOTION: motion carried by a unanimous vote

Yes:			No:
Best	Vanover	Combs	
Hanson	Pippel	Erbey	

**Item 3.** Report from City Manager on the Palmer Urban Revitalization Project

Jane Dale, Airport Manager:

- provided a status report regarding the Palmer Urban Revitalization Project;
- expanded on project concerns;
- stated Administration was working with DOT on the construction Memorandum of Agreement; and
- stressed the mid-June 2008 target date to bid the project.

**K. NEW BUSINESS**

**Item 1 - Resolution No. 08-005: Amending the City of Palmer Employee Pay Plan to Provide for a Cost of Living Adjustment (IM 08-016)**

MOVED BY:	Vanover	To adopt Resolution 08-005
SECONDED BY:	Erbey	

Council Member Pippel:

- spoke in favor of a COLA increase;
- expressed concern with lack of access to City audited financial records; and
- stated most of the individuals in levels 11 and higher recently received an increase.

City Manager Allen:

- assured Council Member Pippel the cost savings associated with the PERS budget savings could be utilized.

Primary Amendment #1 to Main		
Moved by:	Pippel	To limit the COLA adjustments to levels 1-10.
Seconded by:	Hanson	

Administration Director Baugh:

- spoke in favor of compensating everyone fairly;
- stated only about half of the individuals in levels 11 through 13 received a large increase; and
- explained what would happen if all the employees did not receive COLA.

Council Member Vanover:

- clarified the last salary increase was the result of job responsibility changes; and
- spoke in support of the resolution as presented.

Mayor Combs:

- reminded Council everyone experiences a cost of living increase regardless of their economic level;
- explained the employees in levels 11-13 hold those positions because of their experience and higher education; and
- stated providing COLA percentages based on need versus ability was close to communism.

City Manager Allen:

- clarified the difference between a merit increase and a COLA;
- voiced concern with City employees acquiring second jobs; and
- urged Council to adopt Resolution 08-005 as presented.

Council Member Hanson:

- spoke in favor of COLA;
- reiterated Council Member Pippel’s audited financial report concerns;
- reminded Council of their fiduciary responsibility to their constituents; and
- questioned funding COLA for those individuals in Ranges 11 through 13.

Council Member Pippel:

- stated Mayor Combs’ communism comment was out of line.

Council Member Best:

- concurred with Council Members Pippel and Hanson; and
- recommended reviewing the issue again next year.

Council Member Erbey:

- spoke in favor of the resolution; and
- reminded Council the resolution speaks to cost of living, not salaries or job duties.

Vote on Primary Amendment #1 failed by a 2 to 4 vote.					
Yes:			No:		
Hanson	Pippel		Erbey	Vanover	Combs
			Best		

VOTE ON MOTION: motion carried by a unanimous vote					
Yes:			No:		
Best	Vanover	Combs			
Hanson	Pippel	Erbey			

**L. CITY MANAGER’S REPORT**

City Manager Bill Allen reported on the following items:

- Thanked the Council for adopting the COLA resolution;
- Hired a Jr. Engineer on behalf of the City to oversee the skateboard park project;

- Wastewater Treatment Plan meetings with the Borough and the City of Wasilla
- Weekly transportation meetings with City of Wasilla, DOT, and the Borough
- Weekly meetings with Representative Peter Houston;
- Economic Development Board recruitment;
- \$12 million in Capital budget appropriations for Palmer; and
- Programs for Progress.

#### **M. CITY CLERK'S REPORT**

City Clerk Janette Bower reported on the following:

- Charter amendment ordinance regarding appointments;
- Code amendment ordinance concerning questioned voter notices;
- Research binders;
- Updating files;
- Last day for the Council to adopt a ballot proposition is July 22;
- Two initiative petition applications denied; and
- Special meeting June 10 at 5 p.m. to discuss Goals and Objectives.

#### **N. MAYOR'S REPORT**

Mayor Combs reported on the following items:

- Outstanding Citizen Award presented to Steven Skip Crizack, Cub Scout Pack Leader for 21 years; and
- Wall of Honor Memorial Day celebration.

#### **O. RECORD OF ITEMS PLACED ON THE TABLE**

#### **P. AUDIENCE PARTICIPATION**

Administrative Director Dean Baugh:

- expressed thanks to the Council for adopting Resolution 08-005; and
- stated the 2007 audit would be available early June.

Public Works Superintendent Wickham

- thanked Council for adopting Resolution 08-005; and
- thanked Mr. Allen and Mayor Combs for their fruitful efforts in Juneau.

#### **Q. COUNCIL MEMBER COMMENTS**

Council Member Pippel:

- commented on the sewer plant EPA letter;
- questioned why the City building was nearly empty last Friday afternoon;
- stated he appreciated the appreciation expressed by staff; and
- brought forth a draft ordinance regarding public hearing requirement for new construction projects. Council Member Best seconded the request, allowing the ordinance to be placed on the next meeting agenda.

Council Member Hanson:

- congratulated the employees on their well earned and justified COLA; and
- thanked the City Manager for his hard work in Juneau.

Council Member Erbey

- concurred and thanked everyone for a job well done in Juneau.

Council Member Best:

- brought forth a proposed amendment to Matanuska Susitna Borough ordinance concerning liquor licenses. Council Member Pippel concurred with his request to place the legislation on the next agenda.

## **R. ADJOURNMENT**

With no further business before the council, the meeting adjourned at 9:06 p.m.

**Approved this twenty tenth of June, 2008.**

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John C. Combs, Mayor

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Janette M. Bower, CMC, City Clerk