

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on November 16, 2004, at 7:00 p.m. in the council chambers, Palmer, Alaska.

Mayor Combs 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:

Brad Hanson	
Tony Pippel	Steve Carrington
Ken Erbey	John Combs
Jim Wood	

Also in attendance were the following:

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

C. APPROVAL OF AGENDA

The agenda was approved as presented.

D. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Council Member Pippel.

E. APPROVAL OF MINUTES

Item 1 – October 26, 2004, Regular Meeting – the minutes were approved as presented.

Item 2 – November 2, 2004, Special Meeting – the minutes were approved as presented.

F. CONSENT AGENDA

1. Non-Objection to Liquor License Renewal – Palmer Bar

G. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Dan Contini – Fire Chief, City of Palmer

Chief Contini reported on the following items:

- Building Department report – 132 building permits have been issued thus far for 2004, overall sign permits were up due to the election year;

- Fire Department – there have been 253 calls for service to date, 242 total calls in 2003;
- Fire Department staffing – an offer of employment will be made to the selected applicant for the new training officer tomorrow, there are 42-45 volunteers on staff at this time, difficult to recruit volunteers because of the required training hours and demands placed on the volunteers;
- Need for new fire equipment and available funding sources;
- Fire tax rate in the Wasilla area;
- Identification of a need for a new fire station and its possible locations; and
- Discussion ensued regarding the costs associated with a new station.

H. BOROUGH REPRESENTATIVE’S REPORT

I. AUDIENCE PARTICIPATION

J. HEARINGS, ORDINANCES AND RESOLUTIONS

Item 1 – Resolution No. 1364: Stating the City of Palmer’s Intent Regarding Ownership and Maintenance of W. Dogwood Avenue and Felton Street (IM 04-012)

MOVED BY:	Pippel	To adopt resolution no. 1364
SECONDED BY:	Erbey	

Mayor Combs opened the public hearing for resolution no. 1364. There were no members of the public to be heard. Mayor Combs closed the public hearing.

City Manager Healy explained the ranking criteria for STIP nominations and stated that the resolution will clarify the City’s willingness to take ownership and operation of the project.

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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Item 2 – Resolution No. 1326 (H) – Amending the Fiscal Year 2004 City of Palmer Budget (IM 04-013)

MOVED BY:	Hanson	To adopt resolution no. 1326 (H)
SECONDED BY:	Carrington	

Mayor Combs opened the public hearing for resolution no. 1326 (H). There were no members of the public to be heard. Mayor Combs closed the public hearing.

City Manager Healy explained the appropriations of the resolution. Due to the fact that the resolution contained items that were to be addressed later in the agenda, a motion was made by Council Member Pippel and seconded by Council Member Hanson to table the resolution pending action taken on item M.5.

Clerk’s note: Following the approval of item M.5., a motion to be bring back resolution no. 1326 (H) from the table was made by Council Member Pippel and seconded by Council Member Erbey. The motion was carried by unanimous voice vote.

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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Clerk’s note: Item M. 5. was moved to this point in the agenda.

(New Business) Item 5 - Approve Payment to First Baptist Church of Palmer for Water and Sewer Utility Costs (AM 04-021)

MOVED BY:	Pippel	To approve payment to the First Baptist Church of Palmer for Water and Sewer Utility Costs
SECONDED BY:	Hanson	

City Manager Healy explained the following costs associated with the project:

- The material costs for the oversized pipes;
- The additional labor costs associated with the oversized materials;
- The additional \$5,000 for the additional costs for connection to the City water and sewer mains;
- The increased cost for larger fusion machine rental;
- The equipment stand-by costs;
- The easement and platting costs with Alaska Rim Engineering;
- The cost to extend the water main line extension of the property.

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

L. UNFINISHED BUSINESS

Item 1 – Ordinance No. 644: Repealing Chapter 3.20 (Purchasing) and Adopting Chapter 3.21 (Purchasing and Contracts) of Title 3 (Revenue and Finance) of the Palmer Municipal Code (AM 04-0426)

MOVED BY:	Pippel	To adopt ordinance no. 644
SECONDED BY:	Vanover	

Clerk’s note: Ordinance no. 644 was introduced on September 28 and was postponed on October 12 and 26.

Mayor Combs opened the public hearing for ordinance no. 644. There were no members of the public to be heard. Mayor Combs closed the public hearing.

M/M by Pippel to amend the main motion with the following amendment:

Seconded by Hanson. Motion carried by unanimous voice vote.

To amend the title to read: AN ORDINANCE REPLEALING **A PORTION OF** CHAPTER 3.20 (PURCHASING) AND ADOPTING CHAPTER 3.21 (PURCHASING AND CONTRACTS) OF TITLE 3 (REVENUE AND FINANCE) OF THE PALMER MUNICIPAL CODE

To amend Section 3 to read: **Sections 3.20.010 through .050 and .100 through .150 of** Chapter 3.20 **are** hereby repealed.

To amend 3.21.030 (page 4 of 18) E to read: To compile and maintain, to the extent practicable, a bidders’ list for supplies, services, professional services and construction utilized by the city **if deemed necessary by the purchasing officer;**

To amend 3.21.130 (page 6 of 18) to read: No contract amendment or change order that will cause the total value of the contract to increase by more than ~~\$10,000~~ **\$15,000** may be executed unless the council has approved a memorandum setting forth the essential terms of the amendment or change order request.

To amend 3.21.170 (6/7 of 18) B to read: Public notice of the invitation for bids shall be published at least twice in a newspaper of general circulation in the city, with the first publication at least 14 days before the last day on which bids will be accepted. The contents of the notice shall be sufficient to inform interested readers of the general nature of the supplies, services or construction being procured and the procedure for submitting a bid. The purchasing officer shall mail or otherwise deliver notices to a sufficient number of prospective bidders from a current bidders' mailing list **if such is** maintained in the purchasing office to afford equitable opportunity for competition. The failure of any person to receive notice under this subsection shall not affect the validity of any award or contract.

To amend 3.21.210 (9 of 18) E to read: As provided in the request for proposals, the purchasing officer may enter into discussions with responsible proposers whose proposals are determined by the purchasing officer to be most reasonably responsive to the request for proposals (short-listed firms). The purchasing officer may issue an interim notice to the remaining firms that a qualified **short** list has been established for discussion purposes. No disclosure of the contents of proposals, tabulations or evaluations thereof shall be made in accordance subsection D above. Discussions shall be used to clarify and ensure full understanding of the requirements of the request for proposals. The purchasing officer may permit those short-listed firms to revise their proposals after submission and prior to award to obtain best and final offers. Proposers deemed eligible for discussions shall be treated equally regarding any opportunity to discuss and revise proposals. However, if during the discussions it is evident that the proposals, as submitted, will exceed the available funding, and/or other changes in the terms, conditions, or requirements are needed to clarify or fulfill the requirements of the city, the purchasing officer shall issue a written modification to those short-listed firms with an established date and time for the firms to respond. The failure of a short-listed firm to respond or to notify the purchasing officer of a needed time extension may be just cause to remove the proposer from further consideration. In conducting discussions or requesting revisions, neither the purchasing officer nor any other city officer or employee shall disclose any information derived from other competing proposals.

To amend 3.21.220 (9/10 of 18) A., B. and D to read:

- A. The purchasing officer may procure all budgeted supplies, services, professional services and construction having an estimated value of not more than **\$30,000** ~~\$5,000 in all cases of supplies or services and \$10,000 in all cases of professional services and construction~~ on the open market without formal advertising or other formal bid procedures, **but subject to the following.**
- B. **For procurements under this section over \$5,000,** whenever practicable, at least three informal bids or quotations shall be solicited ~~for any procurement under this section.~~ The solicitation may be either oral or written, and shall be in a form reasonably calculated to yield the lowest responsive bid by a responsible bidder. **In addition, for any procurement under this section over \$15,000, the solicitation and acceptance must be in writing. As required by 3.21.100, all contracts must be signed by the city manager or acting city manager.**
- C. Awards, where practicable, shall be made to the responsible bidder submitting the lowest responsive bid. The purchasing officer shall keep a record of all open market bids received and awards made thereon.
- D. **All contract awards under this section, and any amendments thereto, shall be subject to the applicable approval requirements of section 3.21.090 prior to execution.**

To amend 3.21.230 (10 of 18) to read:

Governmental and proprietary and non-competitive procurements.

- A. The purchasing officer may contract, without the use of the competitive source selection procedures of this chapter, for the following supplies, services, professional services or construction:
1. For contracts, including reimbursable agreements, with Federal, State or local units of government or utility provider where the city has a financial responsibility or beneficial interest in entering into an agreement.
 2. For contracts issued pursuant to any Federal, State, or local government contract where the city is an authorized user, or where the resulting contractor agrees to extend the same terms, conditions, and pricing to the city as those awarded under the original contract, all in accordance with section 3.21.240. Such agreements shall be limited to those contracts where the award is issued pursuant to a formally advertised solicitation.
 3. ~~For contracts where the amount is less than \$1,000.00 for supplies, services, or professional services, and \$2,000.00 for construction services, and the price is fair and reasonable.~~
 4. **3.** For contracts where the purchasing officer determines in writing that the city's requirements reasonably limit the source for the supplies, services, professional service or construction to one person.
- B. All contract awards under this section, **and** ~~or~~ any amendments thereto, shall be subject to the applicable approval requirements of section 3.21.090 prior to execution.
- C. No contractor may provide supplies, services, professional services, or construction to the city before the applicable requirements of this section are first satisfied.

To amend 3.21.260 (11 of 18) C & F to read:

- C. ~~To the extent practicable,~~ Notice of the need for professional services shall be given **as deemed appropriate** by the city manager. The notice shall describe the services required and shall list the type of information and data required of each person submitting a proposal. **The notice shall state the factors to be considered in evaluating proposals and the relative importance of those factors.**
- F. **Other provisions of this chapter notwithstanding,** legal services may be procured by direct negotiation with an attorney or law firm qualified to handle the type of legal problems presented. No negotiations or contract for services of legal counsel may be pursued without the prior approval in writing of the city manager.

To amend 3.21.290 (12/13/14 of 18) to read:

- C. Bid protest. The bid protest shall be in writing on a form provided by the purchasing officer. The protest shall include the following:
1. **the name, address, telephone number, and continuously operating fax number of the protester;**
 2. **identification of the invitation or request at issue;**
 3. **a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents;**
 4. **the form of relief requested;**
 5. **certification under oath that the claim is made in good faith and that the supporting data are accurate and complete to the best of the bidder's knowledge and belief;**
and
 6. **the signature of the protester or the protester's representative.**

If the protest is not timely or does not meet the requirements of this subsection C, it shall be denied.

~~The bid protest shall describe with particularity the alleged errors in the notice of intent to award the bid.~~

D. Purchasing officer decision. The purchasing officer shall conduct a review in consultation with the city attorney. Within three business days of receipt of the bid protest **unless the purchasing needs more time**, the purchasing officer shall issue a determination. The determination shall be in writing, supported by findings and conclusions addressing the issues raised in the bid protest. The decision shall include a statement substantially as follows:

This is the final decision of the purchasing officer. This decision may be appealed. If you appeal, you must deliver your appeal, along with \$250, to the city clerk within three business days after service by fax or otherwise of the purchasing officer's decision.

The determination shall be served on the bid protester and the intended awardee by fax and U.S. mail.

E. Stay of award. If a protest is filed the award may be made unless the purchasing officer determines in writing that a

1. reasonable probability exists that the protest will be sustained; or

2. stay of the award is not contrary to the best interests of the city.

The purchasing officer is under no duty to stay the award.

F. Protest remedies.

1. If the purchasing officer sustains a protest in whole or in part, the purchasing officer shall implement an appropriate remedy.

2. In determining an appropriate remedy, the purchasing officer shall consider the circumstances surrounding the solicitation or procurement including the seriousness of the procurement deficiencies, the degree of prejudice to other interested parties or to the integrity of the procurement system, the good faith of the parties, the extent the procurement has been accomplished, costs to the city and other impacts on the city of a proposed remedy, and the urgency of the procurement to the welfare of the city.

3. Notwithstanding (1) and (2) of this subsection, if a protest is sustained in whole or part, the protester's damages are limited to reasonable bid or proposal preparation costs.

G. Notice of appeal. The bid protester or intended awardee may appeal the purchasing officer's decision on a bid protest as follows:

1. Time line for filing an appeal. An appeal must be received by the clerk's office within three business days after service by fax or otherwise upon appellant of the purchasing officer's decision along with a filing fee in the amount of \$250. Failure to file and submit the fee within three business days shall result in an appeal being denied as untimely without further process and shall constitute a waiver of the protesting party's rights and a bar on any further action.

2. Procedure for filing. An appeal shall be filed on a form provided by the clerk. The clerk's form shall require the party to provide the following information:

(a) Information on the bid including the bid number and the subject matter of the bid.

(b) Information on the party filing the appeal, including the business name of the party, contact information including full name of the business, name of a contact, address, telephone number, and fax number;

(c) If the party is represented by counsel, the name, address, telephone number, and fax of counsel; and

(d) Certification that a copy of all the appeal documents have been served on all other bidders who participated in any way in the bid protest, including without limitation,

the purchasing officer and the intended awardee (if the protest was not granted) or the bid protester (if the protest was granted).

- H.** Hearing officer review. A hearing officer shall be appointed and shall have jurisdiction over the bid protest appeal. The clerk's office shall contact the hearing officer when the appeal is filed. The appointment should be made within two business days of the filing of the appeal.
- I.** Clerk's notice. The clerk shall give notice of the appeal to the city and all parties participating in the protest by fax, if available, and shall supplement the fax notice with notice by US mail or personal delivery within two business days of the filing of the appeal.
- J.** Record. Within three business days of receiving notice of appeal, the purchasing officer shall submit the record of the bid to the clerk. The clerk shall mail the record to the parties within two business days of receipt by the clerk.
- K.** Hearing date and briefing schedule. The hearing officer shall set a hearing date at least 10 calendar days and no later than 20 calendar days from the date the record is mailed or personally served. The hearing officer shall issue a calendaring notice for briefing and exhibit filing. The calendaring notice shall be served by fax and mail. Unless otherwise agreed to by the parties, the briefing date shall be set by the hearing officer as follows:
1. Briefs. Briefs shall be drafted to conform with the Alaska Rules of Civil Procedure and shall be served on participating parties and filed no later than five calendar days before the hearing. Briefs may include an appendix with evidence upon which the party intends to rely at hearing.
 2. Exhibits. All exhibits shall be served on participating parties and filed with the hearing officer no later than five calendar days before the hearing.
 3. Service of all material shall be by fax and, if necessary, an alternative means to assure timely service of readable documents.
- L.** Hearing.
1. Representation. All parties may be represented by counsel.
 2. Conduct of hearing. The hearing shall be conducted in an informal matter and the hearing officer has the discretion to conduct the hearing in a manner which enables the issues and facts to be presented in an efficient manner that conforms to due process.
 - (a) The parties shall have the right to present witnesses and evidence.
 - (b) The parties shall have the right to cross-examine opposing witnesses and rebut evidence.
 - (c) The hearing will be open to the public.
 - (d) The hearing shall be recorded.
 3. The hearing officer shall review the city's award of the contract using a preponderance of evidence standard with the burden of proof on the person appealing from or protesting the purchasing officer's determination.
- M.** Finding and decision. The hearing officer's findings are limited to rejecting or upholding the notice of intent to award the contract. If the hearing officer rejects the notice of intent to award, the matter shall be remanded to the city for further action. The hearing officer's decision will be written findings of fact and conclusions of law and be made within five days of the end of the hearing. The decision shall include a statement substantially as follows:
- This is the final decision of the hearing officer. This decision may be appealed to court. If you appeal, you must commence your lawsuit in the Superior Court for the State of Alaska at Palmer within thirty (30) days after your receipt of this decision.
- The hearing officer shall deliver the written decision to the clerk and serve the written decision on the parties by fax and by mail.

N. Appeal to superior court. An appeal may be made from the written decision of the hearing officer pursuant to the Alaska Rules of Appellate Procedure to the superior court for the State of Alaska at Palmer only.

City Manager Healy explained the dollar amounts involved in the levels of procurement and his desire to make the purchasing process more efficient.

Discussion ensued regarding the ability of the council to address issues with contractors. Attorney Snodgrass stated that for contracts which fall below \$5,000, the City possess the ability to choose a contractor. He explained that 3.21.290 (E) allows the City to stay the award if it is in the best interest of the City. City Manager Healy explained the language in 3.21.180 in regards to qualified and responsive bidders.

Council Member Hanson voiced his concern over the total contract value listed in 3.21.220. He stated that the dollar amounts were not high enough and in the long run, the limit would cause projects to be at a greater cost to the City.

Council Member Pippel responded by stating that the ordinance attempts to provide checks and balances in regard to purchasing.

Council Members Wood and Carrington agreed that the higher limit would create an effective process and that the requirements in 3.21.130 would provide for adequate checks and balances.

Discussion ensued regarding the processes and steps involved in 3.21.220 and the records kept by the City throughout the procurement process.

M/M by Hanson to amend the amendment as follows:

Seconded by Carrington. Motion carried by unanimous voice vote.

3.21.220 Open market procedure.

- A. The purchasing officer may procure all budgeted supplies, services, professional services and construction having an estimated value of not more than ~~\$30,000~~ **\$50,000** on the open market without formal advertising or other formal bid procedures, but subject to the following.
- B. For procurements under this section over \$5,000, whenever practicable, at least three informal bids or quotations shall be solicited **and a record kept thereof**. The solicitation may be either oral or written, and shall be in a form reasonably calculated to yield the lowest responsive bid by a responsible bidder. In addition, for any procurement under this section over \$15,000, the solicitation and acceptance must be in writing. As required by 3.21.100, all contracts must be signed by the city manager or acting city manager.

3.21.090 Council approval of contracts.

- A. 1. the identity of the **selected contractor and all contractors contacted**;

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

Item 1 - Amend Something Previously Adopted – Ordinance No. 640-Z-72: Ratifying the Recommendation of the City of Palmer Planning and Zoning Commission Concerning an Amendment to the Zoning Map Instituted By Petitioners to Rezone Tax Parcel St. John Subdivision, Lot 2 From P, Public, to C-L, Limited Commercial (AM 04-025)

MOVED BY:	Hanson	To amend ordinance no. 640-Z-72 to include the “boiler plate” special limitations
SECONDED BY:	Carrington	

Council Member Pippel declared a conflict of interest. Mayor Combs confirmed the conflict of interest. Council Member Pippel recused himself from the discussion and action taken.

City Manager Healy explained that the additional special limits were requested by the Community Development Coordinator and further explained that the limitations are consistent with other ordinances containing special limitations.

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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Item 2 - Authorize City Manager to Execute Change Order No. 1 for the Wilder Construction Company Contract for the Taxiway “A” and Apron Project at the Palmer Airport in the Amount of \$158,816.50 (AM 04-018)

MOVED BY:	Pippel	To authorize the city manager to execute Change Order no. 1 for the Wilder Construction Company for the Taxiway “A” and apron project at the Palmer Airport in the amount of \$158,816.50
SECONDED BY:	Wood	

City Manager Healy explained the following work encompassed by the change order.

1. Temporary Taxiway Lighting
2. Concrete Encased Conduit
3. Install Ground Rods
4. Pave Service Road B, Yukon Street & Airport Road
5. Excavate, Contain, Dispose of Buried Drum Cache
6. Exhaust Fan in Electrical Equipment Building
7. Repair Pilot Controlled Lighting System

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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Item 3 - Authorize Acceptance of Grant and Appropriate Funds from the Wal-Mart Good Works Award Grant (AM 04-019)

MOVED BY:	Pippel	To authorize acceptance of grant and appropriate funds from the Wal-Mart Good Works Award Grant
SECONDED BY:	Hanson	

VOTE ON MAIN MOTION:	Motion carried by unanimous voice vote.
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Item 4 - Approve City Manager Request to Prepare a Survey and Report for a Special Assessment District for Felton Street Improvements (AM 04-020)

MOVED BY:	Pippel	To approve the city manager’s request to prepare a survey and report for a special assessment district for Felton Street improvements
SECONDED BY:	Hanson	

City Manager Healy stated that following the approval of the item, he and the public works department will identify a local improvement district (LID) area for the street improvements. Discussion ensued regarding the location and participants of the LID.

VOTE ON MAIN MOTION:	Motion carried by unanimous voice vote.
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Item 6 - Authorize City Manager to Issue a Request for Proposals for Consultant Services to Update the Comprehensive Plan (AM 04-022)

MOVED BY:	Hanson	To authorize the city manager to issue a request for
SECONDED BY:	Carrington	

City Manager Healy stated that the draft RFP will be presented to both the Planning Commission and Council before its issuance. He stated the timeframe involves the selection of a firm in January. City Manager Healy explained that at best, project completion would be three months.

Council Member Hanson suggested that the issuance of the RFP be after the receipt of information from the University of Washington and to further require the RFP recipient to include the information from the UW.

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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Item 7 - Declare Used Ice Arena Dasher Boards Surplus Property (AM 04-023)

MOVED BY:	Pippel	To declare used ice arena dasher boards surplus property
SECONDED BY:	Hanson	

Council Member Hanson asked if the City had the ability to amend the City's "selling" authority. Attorney Snodgrass stated that the City does possess the ability through the ordinance amendment process.

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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Item 8 - Authorize Temporary Building Status for Sherrod and Swanson Elementary Schools (AM 04-024)

MOVED BY:	Hanson	To authorize the temporary building status for Sherrod and Swanson Elementary Schools
SECONDED BY:	Wood	

Daniel Contini, School Board Member explained the need for the temporary buildings and the future projected growth in the area.

VOTE ON MOTION:	Motion carried by unanimous voice vote.
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Item 9 - Discussion of October 28 Joint Work Session on Zoning Issues

Mayor Combs explained that during the work session, the council and commission achieved the goal of producing the R1 – R4 ordinances.

Council Member Wood suggested that an additional joint work session be held with the Planning and Zoning Commission to review the ordinances.

Item 10 - Mayor's Appointment to the Planning and Zoning Commission

MOVED BY:	Hanson	To accept the Mayor's nomination of Mike Madar to the Planning and Zoning Commission
SECONDED BY:	Wood	

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

City Manager Healy reported on the following items:

- Southwest Sewer & Water Extension – Meeting held last week with the DEC, the DEC stated that the pipes must be 5’ a part, but has agreed to review further information provided to them by the City;
- Meeting Notes Regarding the Southwest Sewer & Water Extension – the meeting held with the engineer was well attended, the project is progressing;
- USDA Funding Cycle – the omnibus bill is expected to pass fairly soon which will assist in keeping the Southwest Sewer & Water Extension project on schedule;
- Joliffe Water – close to finalizing agreement for the water system in Majestic Hills;
- Airport Lease Packets – the packets are expected to be available in the near future, explained the scoring criteria;
- Rezoning of new lease lots to Airport Commercial Zone;
- Completing rescue agreement with the Borough to compensate the City for the current rescue activities;
- HUD grant – the grant was received by the State Fair for the study of buildings at the Fair, information from the Fair will be used to identify the scope of the grant, expected to have the grant before the council at the next meeting;
- Local Emergency Planning Committee - \$4,500 available to update the local emergency plan. Discussion ensued regarding the scope of the plan;
- Finance Director position – working down to a short list to complete interviews; and
- Public Works Department is reviewing the applications for Superintendent.

O. CITY CLERK’S REPORT

Ms. Persinger reported on the following items:

- At the request of the Borough, a joint work session with the City’s of Palmer, Wasilla and Houston will be held on January 20 at 6 p.m. The subject of the work session is transportation issues;
- Codification Services – the new codification company has provided a new format for the website, currently reviewing the draft code and explained that throughout the review process, she anticipates more ordinances of housekeeping nature will be placed before the council;
- Second Palmer Precinct – spoke with Carol Thompson from the Division of Elections regarding a second precinct in the city of Palmer. Ms. Persinger and Ms. Thompson will meet in January to further discuss the issue;
- Annexation – explained that another factor to consider involving the annexation will be the need for a third Palmer precinct.

P. AUDIENCE PARTICIPATION

Q. COUNCIL COMMENTS

Council Member Pippel reported on the Kiwanis Club meeting where he was the guest speaker and stated that he explained the ongoing work at the City.

Council Member Carrington inquired as to when the code would be available in cd format.

Council Member Erbey stated that the council accomplished a lot and commented on the airport zoning.

Council Member Wood also requested a copy of the code in cd format. He stated that he found the training at the AML NEO conference to be very beneficial.

Mayor Combs thanked Council Members Wood and Carrington for their attendance at the AML conference and highlighted the issues faced by municipalities. He explained that he spoke with the DOT director regarding the Urban Revitalization project, land uses and development. Mayor Combs explained that he joined the Lion Club for their mid-winter conference. He stated that the Saturday evening was a huge success which was due in a large part to the efforts of Janet Kincaid.

R. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:14 p.m.

APPROVED THIS 23rd day of November, 2004.

_____/s/_____
Mayor Pro-Tempore Pippel

_____/s/_____
Janette M. Persinger, City Clerk