

**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on November 23, 2004, at 7:00 p.m. in the council chambers, Palmer, Alaska.

Mayor Pro-Tempore Pippel 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	Kathrine Vanover
Tony Pippel	Steve Carrington
Ken Erbey	
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 Wood.

**E. APPROVAL OF MINUTES**

Item 1 – November 16, 2004, Regular Meeting – the minutes were approved as presented.

**F. CONSENT AGENDA**

1. Introduction – Ordinance No. 646: Regarding Chapter 2.58 (Personnel Regulations): Amending Subsection C of 2.58.040 (Application); Amending Subsection C of Section 2.58.320 (Overtime and Holiday Pay); Amending Subsection B of 2.58.420 (Sick Leave Bank); Amending Subsection H of 2.58.635 (Employee’s Right to a Hearing on Department Head’s Intent to Impose Adverse Action); Amending Subsection B of 2.58.640 (City Manager Procedure for Imposing Adverse Action); Amending Subsection H of 2.58.645 (Employee’s Right to a Hearing on City Manager’s Intent to Impose Adverse Actions); Amending Section 2.58.660 (Retirement) and Amending Subsection 2.58.810 C (Statement of Prohibited Conduct of Title 2 (Administration and Personnel)(IM 04-014)

2. Introduction – Ordinance No. 647: Amending Subsection 6.14.055 (Animals Which Reside Outside the City Limits) of Title 6 (Animals) of the Palmer Municipal Code (IM 04-015)

## **G. COMMUNICATIONS AND APPEARANCE REQUESTS**

### 1. Joe Lawton – Alaska State Fair

Mr. Lawton reported on the following items:

- One year ago, Mr. Lawton sat before the council petitioning for help with the landfill and reported that to date, the landfill work is progressing with no complaints from area neighbors;
- Park and Ride – the facility will be ready to open prior to the end of the year;
- Amerigas – the Fair has encountered a large expense to finish the project, with an estimated cost of \$100,000 to move the tank, expects to see a good resolution to the issue;
- Good progress on dirt moving, more dirt has been moved into the yellow lot which will be leveled for soccer fields;
- Expanded on Fairs throughout the United States which are having economic difficulties,
- Conscious at all times to ensure that the Fair continues to be viable and works to be a good neighbor;
- Discussion ensued regarding the continuing work at the fairgrounds.

### 2. Pat Kilmain – Palmer Library Director

Ms. Kilmain reported on the following items:

- Continues to receive comments from the public regarding the new paint and carpeting;
- August through October saw 5,500 patrons at the Library;
- Friends of Library program is up and running;
- Story times have been well attended;
- Discussion ensued regarding fewer junior high students loitering in the area; Ms. Kilmain attributed the improvement to the Salvation Army program; and
- Discussion ensued regarding the availability of grant monies for library additions.

## **H. BOROUGH REPRESENTATIVE’S REPORT**

## **I. AUDIENCE PARTICIPATION**

## **J. HEARINGS, ORDINANCES AND RESOLUTIONS**

**Item 1** – Resolution No. 1365: City of Palmer 2005 Fiscal Year Budget **First Public Hearing** (IM 04-016)

As required by the City of Palmer Charter (Section 6.3 b), a public hearing was held on the Fiscal Year 2004 Budget. There were no members of the public to be heard.

Mayor Pro-Tempore Pippel addressed the production of the documentary film regarding the original Palmer colony. He explained that the budget for the project is in excess of \$200,000 and stated that the City’s commitment to the project would be \$10,000. Mayor Pro-Tempore Pippel explained the video and its significance to Palmer. He proposed that \$10,000 be added to the 2005 budget.

A budget work session was scheduled for Tuesday, November 30 at 6:30 p.m. Council Member Hanson requested that a City organizational chart be provided at the work session. Council Member Vanover asked that the organizational chart place emphasis on the police department. Council Member Wood asked that an organizational chart listing all employees and their salaries be made available at the work session.

**K. BIDS**

**L. UNFINISHED BUSINESS**

**M. NEW BUSINESS**

**Item 1 – Approve Amendment to Professional Services Agreement with HDL for Design Services for Southwest Utility Extension Project (AM 04-027)**

MOVED BY:	Hanson	To approve an amendment to the professional services agreement with HDL for design services for the Southwest Utility Extension Project
SECONDED BY:	Carrington	

City Manager Healy stated that as the project has progressed, the need for additional design work and survey costs has been identified. He stated that the easement and right-of-way work was not included in the original proposal. City Manager Healy explained that HDL has completed extensive work coordinating with DEC and the Alaska Railroad. He stated that the amendment amount is within the overall budget and explained the total project estimate of \$8.2 million. He stated that construction management services are not included in the amendment.

Council Member Hanson asked Mr. Hattenburg of the overall project receipt by property owners. Mr. Hattenburg stated that communication with the property owners has progressed successfully and explained that overall the property owners have been amenable to the project. He explained the route to changes to accommodate property owners. Mr. Hattenburg explained that twenty-nine properties have been affected, with three property owners who have voiced objections of the route through their properties. Mr. Hattenburg explained the condemnation process and the additional costs related to the alternative routes. He stated that they intend to have the plans bid ready by the end of December.

Mayor Pro-Tempore Pippel asked about the larger budget and voiced his concerns of the potential that project is getting out of hand. Mr. Hattenburg explained the easement process and stated that the costs are normal to a project of this size.

**M/M** by Hanson to add the language “in an amount not to exceed \$347,091”.

**Seconded** by Carrington. Motion carried by unanimous voice vote.

VOTE ON MAIN MOTION:	Motion carried by unanimous voice vote.
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**Item 2 - Authorize City Manager to Enter Into a Professional Services Agreement with Geri McCann for Collection Conservation (AM 04-028)**

MOVED BY:	Vanover	To authorize the city manager to enter into a professional services agreement with Geri McCann for collection conservation
SECONDED BY:	Erbey	

City Manager Healy explained that the City did not solicit Ms. McCann’s proposal but was happy to receive it. He stated that the proposal will address the inventory and registry of the current

collection of artifacts housed at the Visitors Center. He explained the availability of a small grant which would set up a program for the inventory and identification of donors. City Manager Healy stated that the project cost is \$9,350 which includes \$5,500 for personal services.

Council Member Vanover inquired of the software used to complete the project and its compatibility within the City's system. She also asked if a City employee would have the ability to continue the tracking process. Ms. McCann stated that the system would be compatible with the City's system and the tracking process could continue with a City employee.

Mayor Pro-Tempore Pippel asked about the available funding source. City Manager Healy stated that the funding source is the Visitor Center budget.

Council Member Hanson inquired about the items on loan and asked if the items were insured by their owners. Mayor Pro-Tempore Pippel explained that it is unclear at this time the identity of the majority of the donors and the main reason for the project is the identification of the donor to ensure that the items are adequately protected. He further explained that there are additional grant monies available for the museum but the museum must have accurate records of its contents to secure the grant funds.

**M/M** by Hanson to add the language "in an amount not to exceed \$9,350 including \$5,500 in personal services".

**Seconded** by Erbey. Motion carried by unanimous voice vote.

VOTE ON MAIN MOTION:	Motion carried by unanimous voice vote.
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**Item 3 - Authorize Purchase of a Fire Department Pick-Up Truck for \$16,000 and Approve a Reappropriation of Funds to Capital Projects Fund, Equipment, For That Purpose (AM 04-029)**

MOVED BY:	Hanson	To authorize the purchase of a fire department pick-up truck for \$16,000 and approve a reappropriation of funds to capital projects funds, equipment, for that purpose
SECONDED BY:	Wood	

City Manager Healy explained the truck's use and explained that the fire department had proposed \$30,000 in the 2005 budget for the purposes of buying a vehicle. However, a surplus vehicle became available in the current fiscal year. He explained the reappropriation of funds from the personnel line item to the line item to purchase the truck.

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:

- Southwest Utility Extension funding – the omnibus funding bill passed and is on the way to the President's desk to be signed, includes funding for the balance of the project;
- Continuing discussion with DEC regarding the pipe separation issue;
- Public Utilities Trust – a board meeting will be held on November 30, the healthcare premium rate will be established;
- Building issues – the State has decided that they would like to use the entire training tower facility for their purposes;
- LID close outs and airport lease package completion;
- Finance Director – currently four finalists, will speak with them next week;

- Discussion ensued regarding the Visitor Center’s budget and the council’s desire to have a report by the Visitor Center of their activities;
- Discussion regarding the golf course green covers followed;
- Discussion ensued regarding the Animal Control Board and the number of animal bites;
- Discussion regarding the access and egress by residents on First Street followed.

**O. CITY CLERK’S REPORT**

**P. AUDIENCE PARTICIPATION**

**Q. COUNCIL COMMENTS**

**Council Member Wood** commended the Fire Department for a fire call in the Brittany Estates neighborhood and their efficiency in handling the call.

**Council Member Carrington** stated that he spoke with the City’s Information Technology person and was told that the Finance Department is the processing of moving from a DOS system within the week. Council Member Carrington will meet with the IT department for further information within the week.

**Council Member Hanson** stated that he was at the ice rink during “the pour” and stated that he found the facility to be sound and expects sound ice.

**Mayor Pro-Tempore Pippel** highlighted the upcoming events for which the council is invited to attend.

**R. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 8:05 p.m.

**APPROVED THIS 14<sup>th</sup> day of December, 2004.**

\_\_\_\_\_/s/\_\_\_\_\_  
John C. Combs, Mayor

\_\_\_\_\_/s/\_\_\_\_\_  
Janette M. Persinger, City Clerk