

**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on June 9, 2009 at 7 pm in the council chambers, Palmer, Alaska.

Mayor John Combs called the meeting to order at 7:10 pm.

**B. ROLL CALL**

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

|                  |                  |
|------------------|------------------|
| Ken Erbey        | John Combs       |
| Richard Best     | Mike Chmielewski |
| Kathrine Vanover | Kevin Brown      |

The following council member was absent and excused by the council:  
Brad Hanson

Also in attendance were the following:

Bill Allen, City Manager  
Michael Gatti, City Attorney  
Shelly Acteson, Deputy City Clerk

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Public Safety Director Jon Owen.

**D. APPROVAL OF AGENDA**

1. Approval of Consent Agenda
  - a. Introduction – Ordinance 09-016: Amending Palmer Municipal Code Section 8.36.025 Certain Acts Prohibited, to Exempt Public Construction and Maintenance Projects from City Permits to Allow Operation Between the Hours of 10:00 p.m. and 6:00 a.m. (IM 09-036)
  - b. Resolution No. 09-020: Amending Resolution No. 08-021, Establishing the Special Committee to Focus Upon and to Determine the Feasibility of a Community Center in the City of Palmer and Appointing Committee Members, by Deleting Mimi Pippel of the Palmer Arts Council and Stu Graham from the Greater Palmer Chamber of Commerce and Appointing Representatives from those Organizations to Fill the Positions (IM 09-035)
2. Minutes of Previous Meetings
  - a. May 19, 2009, Special Meeting
  - b. May 26, 2009, Regular Meeting

**E. COMMUNICATIONS AND APPEARANCE REQUESTS**

Department of Transportation, Palmer Couplet Project Manager Jim Amundsen introduced Project Manager Arnold Harder and Public Involvement Coordinator Lance DeBernardi.

Public Works Director Carter Cole:

- provided council with an Activity Report; and
- explained the lack of painted crosswalks.

Mayor Combs:

- questioned the time-line for painting the crosswalks.

**F. AUDIENCE PARTICIPATION**

Jack Campbell, Vice President Mat-Su Trails Council:

- Requested support for the trail grooming and signage in Moose Pass.

**G. PUBLIC HEARINGS**

**Item 1 – Action Memorandum 09-032:** Approve the 2009 Palmer Municipal Airport Master Plan Update

Mayor Combs opened the public hearing for Action Memorandum 09-032. There being no one who wished to speak, the public hearing was closed and the matter was brought before the council.

|              |             |                                       |
|--------------|-------------|---------------------------------------|
| MOVED BY:    | Best        | To authorize Action Memorandum 09-032 |
| SECONDED BY: | Chmielewski |                                       |

Airport and Marketing Manager Chris Gates:

- recommended approval of the legislation.

Council Member Best:

- clarified the significance of the recommendations in the Plan.

City Manager Allen:

- concurred with Airport and Marketing Manager Gates.

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|--|-------|-------|-----|--|--|
| VOTE ON MAIN MOTION: Carried by unanimous voice vote |       |       |     |  |  |
| Yes:   |       |       | No: |  |  |
| Chmielewski  | Combs | Brown |     |  |  |
| Vanover  | Best  | Erbey |     |  |  |

**Item 2 - Ordinance No. 09-010:** Amending Chapter 3.08, Special Assessments, to Clarify the Description of a Local Improvement District and Provide for Deadlines for Submitting a Petition in Protest of the Formation of a Local Improvement District (IM 09-029)

Mayor Combs opened the public hearing for Ordinance 09-010.

There being no one who wished to speak, the public hearing was closed and the matter was brought before the council.

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|--------------|-------------|---------------------------|
| MOVED BY:    | Best        | To adopt Ordinance 09-010 |
| SECONDED BY: | Chmielewski |                           |

Special Assistant Sara Jansen:

- provided Council with a staff report.

Council Member Erbey:

- expressed concern with the interest rate change.

City Manager Allen:

- spoke in favor of the interest rate modification.

Council Member Chmielewski:

- questioned the flexibility of the interest rate change.

City Attorney Gatti:

- commented optimistically on the Bond Bank interest rate.

Mayor Combs:

- reminded Council of the latitude of varied assessment methods.

Council Member Best:

- concurred with the validity of Mayor Combs' comment.

Council Member Brown:

- spoke in favor of the legislation.

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|--|-------|-------|-----|
| VOTE ON MAIN MOTION: Carried by unanimous voice vote |       |       |     |
| Yes:   |       |       | No: |
| Chmielewski  | Combs | Brown |     |
| Vanover  | Best  | Erbey |     |

## H. BIDS

**Item 1** - Action Memorandum 09-034: Authorize the City Manager to Execute Amendment No. 2 to the Professional Services Agreement with Hattenburg Dilley and Linnell Engineering Consultants in the Amount of \$139,085 for the Construction Management Services of the Blueberry Area Water and Street Improvements Project

Public Works Director Cole:

- explained the legislation.

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| MOVED BY:    | Erbey | To approve Action Memorandum 09-034 |
| SECONDED BY: | Brown |                                     |

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| VOTE ON MAIN MOTION: Carried by unanimous voice vote |       |       |     |
|  | Yes:  |       | No: |
| Chmielewski  | Combs | Brown |     |
| Vanover  | Best  | Erbey |     |

**I. ACTION MEMORANDA**

**Item 1 - Action Memorandum 09-035:** Authorize the City Manager to Enter into a Sole Source Procurement Arrangement and Execute a Contract with Wm. H. Reilly & Co. for the TrojanUV3000Plus™ Disinfection System at the Wastewater Treatment Plant in the Amount of \$270,600

|              |             |                                       |
|--------------|-------------|---------------------------------------|
| MOVED BY:    | Best        | To authorize Action Memorandum 09-035 |
| SECONDED BY: | Chmielewski |                                       |

Public Works Director Cole:

- provided council with a compelling explanation of the legislation.

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|--|-------|-------|-----|
| VOTE ON MAIN MOTION: Carried by unanimous voice vote |       |       |     |
|  | Yes:  |       | No: |
| Chmielewski  | Combs | Brown |     |
| Vanover  | Best  | Erbey |     |

**Item 2 - Action Memorandum 09-036:** Authorize the City Manager to Enter into a Contract with the Matanuska Susitna Borough to Provide Fire Emergency Response to the Greater Palmer Fire Service Area

|              |       |                                       |
|--------------|-------|---------------------------------------|
| MOVED BY:    | Best  | To authorize Action Memorandum 09-035 |
| SECONDED BY: | Erbey |                                       |

Public Safety Director Jon Owen:

- supplied Council with a synopsis of the legislation.

Council Member Best:

- reminded Council of the Borough's disregard for City payables.

City Manager Allen:

- assured Council the Borough would compensate the City on a timely basis.

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| VOTE ON MAIN MOTION: Carried by unanimous voice vote |       |       |     |
|  | Yes:  |       | No: |
| Chmielewski  | Combs | Brown |     |
| Vanover  | Best  | Erbey |     |

**J. UNFINISHED BUSINESS**

**K. NEW BUSINESS**

**Item 1 – Resolution No. 09-018:** Accepting and Appropriating a Supplemental Appropriation in the Amount of \$49,119.20 from Enstar Natural Gas Company by Distributing \$41,540 to Line Item 01-1710-6053 Public Works Equipment Fund and \$7,579.20 to Line Item 08-0110-7126 Public Works Work Order System and Authorizing the City Manager to Purchase, Using the Public Works Equipment Fund, Two Ford F31 Pickups Under a Joint Purchase Arrangement Under the State of Alaska Contract with Kendall Ford of Wasilla (IM 09-033)

|              |       |                                |
|--------------|-------|--------------------------------|
| MOVED BY:    | Best  | To adopt Resolution No. 09-018 |
| SECONDED BY: | Erbey |                                |

City Manager Allen:

- explained the financial windfall; and
- spoke in support of the legislation.

Council Member Best:

- expressed appreciation to the Manager.

Council Member Vanover:

- remarked favorably on Public Work Director Cole’s abilities.

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|--|-------|-------|-----|
| VOTE ON MAIN MOTION: Carried by unanimous voice vote |       |       |     |
|  | Yes:  |       | No: |
| Chmielewski  | Combs | Brown |     |
| Vanover  | Best  | Erbey |     |

**Item 2 - City Clerk Report Regarding Requested Audit (Council action may be taken following the report)**

Deputy City Clerk Acteson:

- recapped the contents of the memo.

City Attorney Michael Gatti:

- provided Council with an overview of the request; and
- explained how an internal audit could address some of the issues.

Council Member Chmielewski:

- questioned the cost-benefit ratio of the action;
- spoke in favor of including credit card usage review in the annual audit; and
- concurred with Council Member Vanover concerning the expenditure.

Council Member Best:

- stressed the importance of maintaining control of credit card usage; and
- commented on City guideline compliance.

Mayor Combs:

- reminded council expense reports are public records; and
- spoke in favor of credit card review during the next annual audit.

City Manager Allen:

- stated the expenditure was unnecessary;
- commented on the Administration's frugality;
- offered Council review of Manager's credit card expenditure reports.; and
- suggested amending the current audit contract to include credit card expense report review.

Council Member Vanover:

- spoke against the expenditure: and
- recommended amending the current audit contract.

|              |         |   |
|--------------|---------|---|
| MOVED BY:    | Combs   | To amend the current contract with the auditing firm by including a credit card expenditure review of all credit card holders in the 2009 audit |
| SECONDED BY: | Vanover |   |

Council Member Best:

- spoke in favor of the amendment; and
- spoke of Council due diligence.

| Primary Amendment #1 to Main Motion |       |   |
|-------------------------------------|-------|---|
| Moved by:                           | Best  | To amend the motion by including 2007 and 2008 in the audit |
| Seconded by:                        | Erbey |   |

| Vote on Primary Amendment #1: Motion carried by roll call voice vote. |             |     |
|---|-------------|-----|
| Yes:  |             | No: |
| Brown   | Chmielewski |     |
| Erbey   | Combs       |     |
|   | Best        |     |
|   | Vanover     |     |

| VOTE ON MAIN MOTION: Carried by unanimous voice vote |       |     |
|--|-------|-----|
| Yes:   |       | No: |
| Chmielewski  | Combs |     |
| Vanover  | Best  |     |
|  | Brown |     |
|  | Erbey |     |

**Item 3 – Information Memorandum 09-028: City Manager's Report and Plan of Action Concerning the Results of the Salary Surveys Conducted in 2009**

Director of Administration Kelli Veech:

- explained the legislation;
- spoke of the challenges of salary equitability; and
- expanded on the step increase process.

Ms. Jill Dean, Innovative Solution Consulting:

- provided an overview of the Job Leveling Report.

Council Member Best:

- requested clarification.

Personnel Officer Alice Williams:

- explained the level increase procedure.

City Manager Allen:

- explained forthcoming hiring restrictions; and
- expounded on the cost analysis information provided to employees at the end of the year.

## **L. CITY MANAGER'S REPORT**

City Manager Bill Allen reported on the following items:

- reception for Mayor Sullivan; and
- Comprehensive Plan letter.

Mayor Combs:

- questioned the duties of the Code Compliance Officer.

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

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

Mayor Combs reported on the following item:

- Chamber Meeting;
- Proposed area-wide Borough sales tax;
- Duck Tape Regatta in Wasilla; and
- Brittany Estates Park.

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

Palmer Couplet Fact Sheet  
Public Works Activity Report

## **P. AUDIENCE PARTICIPATION**

Palmer Police Department Detective Kelly Turney:

- questioned the definition of a comparative salary range;
- voiced concern with the incompleteness of the Job Leveling document; and
- commented on the knowledge base scoring.

## **Q. COUNCIL MEMBER COMMENTS**

Council Member Vanover:

- requested the support of another Council member to add a discussion regarding the Council meeting day to the next meeting agenda. Mayor Combs offered his support.

Council Member Brown:

- requested corresponding legislation page numbers on the agenda;
- stated he was ecstatic and overjoyed with the progress of marketing Palmer;
- remarked favorably toward the Marketing Plan project staff;
- commented on the importance of crosswalks;

- suggested the City plant edible fruit bearing trees; and
- noted his office hours for Council issues.

Council Member Erbey:

- concurred with Council Member Brown's comments concerning the Marketing Plan.

Council Member Best:

- reminded Council the salary survey document is a living document; and
- requested a paper recycling bin.

Council Member Chmielewski:

- remarked favorably on the Palmer Facts document;
- commented on crosswalks; and
- encouraged Council to support the Borough seeking diverse revenue sources.

Mayor Combs:

- commented on the attractive Marketing Plan; and
- concurred with Council Member Chmielewski's comments concerning diversifying revenue streams.

## **R. ADJOURNMENT**

With no further business before the council, the meeting adjourned at 10:15 pm.

**Approved this twenty third day of June, 2009.**

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John C. Combs, Mayor

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Janette M. Bower, CMC, City Clerk