

City of Wasilla

Council Members

Colleen Sullivan-Leonard, Seat A
Stuart R. Graham, Seat B
Timothy V. Johnson, Seat C

290 E Herning Avenue, Wasilla, Alaska

Mayor

Glenda D. Ledford

Council Members

Simon Brown II, Seat D
Nikki Velock, Seat E
Vacant, Seat F

Meeting Date

February 28, 2022
6:00 p.m.

Wasilla City Council Regular Meeting Agenda

www.cityofwasilla.com
907-373-9090

Location

Council Chambers
Wasilla City Hall
290 E Herning Avenue

Page

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **SPECIAL ORDERS OF THE DAY**
(None)
6. **COMMISSION AND AGENCY REPORTS**
 - 6.1. **Parks Highway Alternative Corridor Planning And Environmental Linkages (PEL) Study And Associated Partnership Agreement - Kelly Summers, Project Manager, Alaska Department Of Transportation And Public Facilities And Renee Whitesell, Project Manager, DOWL**
[Attachment](#) 3 - 7
 - 6.2. **Burchell High School Report - Student Representatives**
7. **PUBLIC PARTICIPATION**
 - 7.1. **Public Hearing (3 minutes per person)**
 1. **Ordinance Serial No. 22-06: Amending The Fiscal Year 2022 Budget By Appropriating \$18,610 From The Miscellaneous Capital Projects Fund, Fund Balance, For The Purpose Of Acquiring Optical Scan Ballot Tabulators And Related Equipment For Use In City Elections.** 9 - 12
[OR 22-06](#)
 - 7.2. **Persons to be Heard (3 minutes per person)**
8. **CONSENT AGENDA**

All items appearing under the Consent Agenda are approved with a single motion, no discussion, and one vote. A Council Member may request to remove an item(s) for discussion and separate vote.

 - 8.1. **Minutes of Preceding Meetings**
 1. **Regular Meeting Minutes: February 14, 2022** 13 - 18
[Regular Meeting Minutes February 14, 2022](#)
 - 8.2. **Introductions - Recommended for Public Hearing on March 14, 2022**

1. **Ordinance Serial No. 22-07:** Amending The Fiscal Year 2022 Youth Court Budget By Accepting And Appropriating \$1,650 From The Alaska Peace Officers Association (APOA), \$7,500 From The Department Of Health And Social Services, Division Of Juvenile Justice, And \$750 from Luke, Shauna, And Delbert Henry For Costs Associated With The Annual United Youth Courts Of Alaska Conference In Wasilla, Alaska.
[OR 22-07](#) 19 - 21
2. **Ordinance Serial No. 22-08:** Amending The Fiscal Year 2022 Budget By Appropriating \$20,000 Within The Vehicle Fund And Transferring \$20,000 From The General Fund, Administration Department For Additional Funding To Replace The Mayor's Vehicle.
[OR 22-08](#) 23 - 24
- 8.3. Resolutions - Recommended For Approval**
(None)
- 8.4. Action Memorandums - Recommended For Approval**
(None)
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
 - 10.1. Update From Administration On Emergency Response Efforts Related To COVID-19. (Committee Of The Whole.)
- 11. COMMUNICATIONS**
 - 11.1. Informational Memorandums**
 1. **IM No. 22-02:** Monthly Financial Reports For The Period Ending January 31, 2022; To Include The Month-To-Date Expenditure Report And Disbursements Greater Than \$10,000.
[IM 22-02](#) 25 - 29
 - 11.2. Commission Minutes**
 1. Airport Advisory Commission Minutes: January 20, 2022
[January 20, 2022](#) 31 - 33
- 12. AUDIENCE COMMENTS (3 MINUTES PER PERSON)**
- 13. MAYOR, CLERK, ATTORNEY, AND COUNCIL COMMENTS**
- 14. EXECUTIVE SESSION**
- 15. ADJOURNMENT**



MEMORANDUM

Presentation to City of Wasilla – Partnership Agreement

TO: City of Wasilla City Council

FROM: Kelly Summers, PE, Project Manager, Department of Transportation and Public Facilities and Renee Whitesell, Consultant Project Manager, DOWL

DATE: February 15th, 2021

PROJECT: Parks Highway Alternative Corridor Planning & Environmental Linkages (PEL) Study
Project Numbers: Federal-0A41039/004210000 State-CFHWY00421/0A41039

Project Description

The State of Alaska Department of Transportation and Public Facilities (DOT&PF) has identified the need for a future alternative highway corridor in the Wasilla area of the Matanuska-Susitna (Mat-Su) Borough. Since the 1980s, studies have been completed but were unsuccessful in moving a project forward to project development. Due to sustained and relatively high population growth in the Mat-Su, increasing traffic volumes along the city's main corridor, the Parks Highway, creates significant traffic congestion during peak periods. Network improvements are needed, which will come with a wide variety of environmental resource, land use, and public involvement challenges.

To address these challenges, DOT&PF has chosen to use the Planning and Environmental Linkages (PEL) process to smooth the future National Environmental Policy Act (NEPA) process. The project will build upon prior planning studies for the development of an alternate highway corridor that connects the Parks Highway between the Hyer Road Interchange and West Hawk Lane. The project study area boundaries, where the proposed alternative highway corridors will be located, is shown in Figure 1. The area is broadly bordered (+500-1000 feet) by the Parks Highway to the north, Hyer Road interchange to the east, West Hawk Lane to the west, and Palmer Slough to the south (see Figure 1).

To support meaningful community and agency involvement in the PEL Study, a Technical Advisory Committee and Stakeholder Advisory Committee have been established. These Committees will meet periodically over the course of the PEL Study and will also be invited to provide reviews of technical memoranda and other documents prior to key public involvement events. In addition, four public open house meetings are planned to give the public an opportunity to be involved in the PEL Study, to provide comment at key project milestones, and to support an open dialogue around the PEL process and selection of alternative corridors.

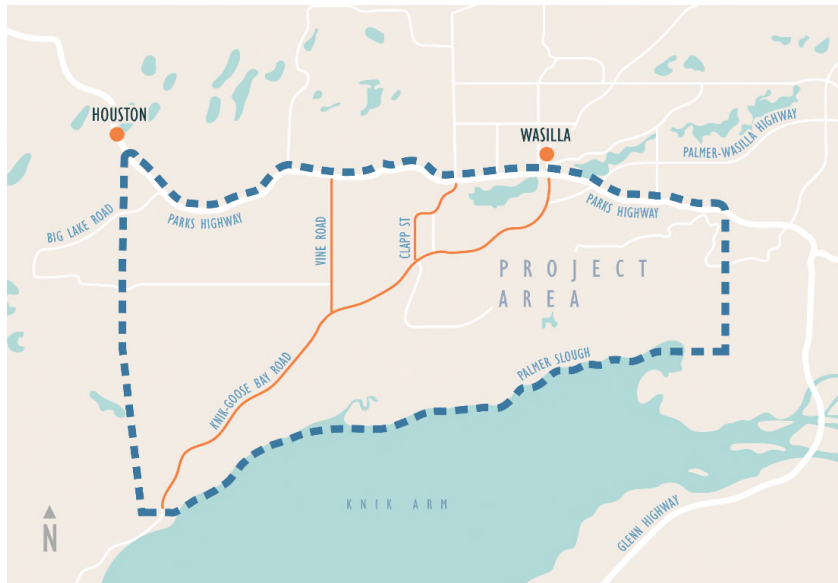


Figure 1: Probable Limits of the Alternatives

City of Wasilla Involvement/Partnership Agreement

The City of Wasilla has agreed to participate in the Technical Advisory Committee. The City's representative was Mr. Archie Giddings, and he has been replaced by Mr. Robert Walden. A kick-off meeting was held on October 28, 2021, which provided an overview of the PEL Study and introduced a partnership agreement for discussion and signature (refer to Attachment). The partnership agreement affirms a mutual commitment to participate in the Technical Advisory Committee, share information, provide opportunities to review and comment on draft planning materials prior to public review, communicating agency needs and priorities, work collaboratively with the intent to develop supportable planning products that can move into future NEPA project reviews, and use the work completed as part of the PEL Study to hasten the development of future projects that arise from the study.

The Partnership Agreement is non-binding. At the kick-off meeting the City of Wasilla's representative requested that the project team present to the Council and request a resolution to enable the Partnership Agreement to be signed. To support this process, we have attached copy of the partnership agreement with a signature bar on behalf of the City of Wasilla to this memorandum.

We look forward to talking with you at your Council meeting on Monday, February 28th, and will be happy to answer any questions you may have.

Attachment: Parks Highway Alternative Corridor PEL Study Partnership Agreement.



AGENCY PARTNERSHIP AGREEMENT

Purpose and Background

The State of Alaska Department of Transportation and Public Facilities (DOT&PF) has identified the need for a future alternative highway corridor in the Wasilla area of the Matanuska-Susitna (Mat-Su) Borough. Since the 1980s, studies have been completed but were unsuccessful in moving a project forward to project development. Due to sustained and relatively high population growth in the Mat-Su Valley, increasing traffic volumes along the city's main corridor, the Parks Highway, creates significant traffic congestion during peak periods. Network improvements are needed, which will come with a wide variety of environmental resource, land use, and public involvement challenges.

To address these challenges, DOT&PF has chosen to use the Planning and Environmental Linkages (PEL) process to smooth the future National Environmental Policy Act (NEPA) process. The project will build upon prior planning studies for the development of an alternate highway corridor that connects the Parks Highway between the Hyer Road Interchange and West Hawk Lane.

DOT&PF intends to use the PEL Study to proactively consider the needs of interested agencies who have regulatory authority in the study area. This Partnership Agreement memorializes the understanding between DOT&PF and various agencies who are partnering to complete the PEL process, including the Matanuska-Susitna Borough and the City of Wasilla (collectively referred to as the "Parties").

The Federal Highway Administration (FHWA) defines the PEL process as a "collaborative and integrated approach to transportation decision making that considers benefits and impacts of proposed transportation system improvements to the environment, community, and economy during the transportation planning process." FHWA intends information and analyses developed during the transportation planning process to serve as the foundation for project decisions and to support and streamline subsequent environmental review and permitting under the National Environmental Policy Act (NEPA) and other environmental regulations. Successfully integrating planning and environmental reviews requires early coordination and collaboration with local, state, and federal agencies with relevant knowledge and decision-making authority for resources within the study area.

Benefits

DOT&PF desires to provide safe, efficient transportation improvements that minimize impacts to the human and natural environment and valued resources within the study area. Implementation of the PEL process is expected to result in multiple process and outcome benefits for DOT&PF and its partners:





- **Early understanding of critical needs and issues**
A PEL approach enables transportation agencies to work collaboratively with partner agencies to identify sensitive resources, permitting obstacles, and potential fatal flaws that may hinder future project development. Identification of these issues during initial planning minimizes subsequent delays during project development.
- **Integration of planning products in NEPA reviews**
Federal regulations allow specific planning products to be used directly during the NEPA review process, eliminating duplicative efforts, streamlining project development, and accelerating project delivery. These products include purpose and need statements; identification of and preliminary screening of alternatives; elimination of unreasonable alternatives; a description of the environmental setting; measures to avoid, minimize, and mitigate impacts; and potential mitigation activities, locations, and investments.
- **Enhanced decision making**
Collaborative planning enhances dialogue and information sharing among partner agencies. The PEL process enables the DOT&PF to consider how partner needs, priorities, and legal obligations influence transportation project risks. This process facilitates informed transportation decisions ultimately leading to improved transportation outcomes.
- **Improved consistency in transportation improvements**
The PEL process facilitates holistic problem definition and identification of a shared vision for the entire study area. DOT&PF intends to identify an alternative corridor to the existing Parks Highway, which may be implemented using individual projects that work together to achieve common goals and objectives for the corridor, improving system efficiency, and providing enhanced justification for investment decisions.

Commitments

The Parties agree to support the Parks Highway Alternative Corridor PEL Study as follows:

1. The Parties agree to designate one or more representatives to participate in a Technical Advisory Committee. The committee will meet periodically during the PEL process to contribute to the development of the purpose and need, alternatives, evaluation of alternatives, review draft documentation, identify critical resources, and discuss and resolve issues and concerns.
2. The Parties agree to share relevant data with DOT&PF to assist in identifying important resources, corridor needs, and potential impact minimization/mitigation options.
3. DOT&PF will provide an opportunity for participating entities to review and comment on draft planning materials before publishing for public review. The Parties agree to provide timely feedback to DOT&PF in response to review requests.





4. The Parties agree to communicate agency needs and priorities to DOT&PF that would materially affect future transportation project decisions.
5. The Parties agree to work together collaboratively with the intent to develop supportable planning products for integration into future NEPA project reviews.
6. The Parties agree to use the work completed as part of the PEL Study as a mechanism to hasten the development of future projects that arise from the study.

.....
On Behalf of the City of Wasilla

Name:

Date:

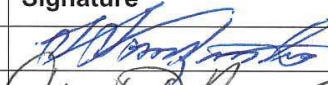
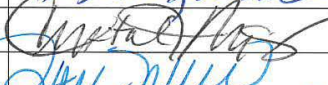




**City of Wasilla
Legislative Staff Report
Ordinance Serial No. 22-06
(Non-Code Ordinance)**

**Amending The Fiscal Year 2022 Budget By Appropriating \$18,610 From The
Miscellaneous Capital Projects Fund, Fund Balance, For The Purpose Of Acquiring
Optical Scan Ballot Tabulators And Related Equipment For Use In City Elections.**

Originator: Jamie Newman, City Clerk
Date: 1/31/2022

Agenda of: 2/14/2022

Route to:	Department Head	Signature	Date
X	Finance Director		1-31-22
X	Deputy Administrator		
X	City Clerk		1/31/2022
X	Mayor		1/31/2022

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number:

Misc. Capital Project, Fund Balance 110.4181.499.45-21 \$18,610
Election Equipment 110.0000.253.20-00 \$18,610

Attachments: Ordinance Serial No. 22-06 (1 page)
Quote from Dominion Voting (1 page)

Summary Statement: On January 14, the City Clerk was notified by the Alaska State Division of Elections (DOE) that they will no longer lend vote tabulation equipment to local governments effective this year.

This Ordinance seeks to purchase and ship three ImageCast Precinct 2 Tabulators (ICP tabulators) and related election equipment from Dominion Voting since the voting equipment is no longer available for loan to the City. The ICP tabulators selected by the Clerk for purchase have been used in previous City elections and are currently used by DOE, the Matanuska-Susitna Borough, the cities of Palmer and Houston, and in municipalities across Alaska.

If approved, the funding appropriated through this Ordinance will cover:

Item	Cost
Ballot Tabulators and Associated Equipment	\$15,918
Estimated Shipping	\$1,603
Annual Firmware License Fee	\$684
Annual Hardware Warranty	\$405
Total:	18,610

Because of disruptions in the supply chain caused by COVID-19 and the rigorous testing of the election equipment upon receipt, the City Clerk recommends that the Council appropriate funds for the acquisition of the equipment in the current fiscal year.

About the Tabulators: The ICP tabulation system digitally stores an image of every ballot cast along with a clear record of how the tabulator interpreted each vote to ensure a completely transparent and auditable election. All results and ballot images are stored on encrypted memory cards. No identifying information about the voter is taken by the tabulator. In addition to the images, the City retains the voted paper ballots (source documents) from all voting locations. The election results from these ballot tabulators are never transmitted wirelessly, rather two copies of the results tape are printed on paper and retained by the Clerk's Office. This ballot tabulation system has been tested and certified by the U.S. Election Assistance Commission in accordance with federal Voluntary Voting Systems.

Annual Fees: The City can expect an annual reoccurring firmware license fee of \$684 and an annual hardware warranty fee of \$405, beginning in fiscal year 2024.

Proposed Action: Introduce and set the Ordinance for public hearing.

1 Non-Code Ordinance

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By: Clerk's Office
Introduced:
Public Hearing:
Action:
Yes:
No:
Absent:

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**City of Wasilla
Ordinance Serial No. 22-06**

12 **An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By**
13 **Appropriating \$18,610 From The Miscellaneous Capital Projects Fund, Fund Balance, For**
14 **The Purpose Of Acquiring Optical Scan Ballot Tabulators And Related Equipment For Use**
15 **In City Elections.**

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Section 1. Classification. This is a non-code ordinance.

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Section 2. Purpose. To amend the fiscal year 2022 budget by appropriating \$18,610 for
19 the purpose of acquiring ballot tabulators and related equipment for use in City elections.

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Section 3. Appropriation of Funds. The funds are appropriated to the following:

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Election Equipment 110.4181.499.45-21 \$18,610

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Section 4. Source of Funds.

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Miscellaneous Capital Project, Fund Balance

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110.0000.253.20-00 \$18,610

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Section 5. Effective Date. This ordinance shall take effect upon adoption.

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ADOPTED by the Wasilla City Council on -, 2022.

Glenda D. Ledford, Mayor

ATTEST:

[SEAL]

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Jamie Newman, MMC, City Clerk

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City of Wasilla, Alaska

Ordinance Serial No. 22-06
Page 1 of 1



Wasilla City, AK

Prepared by:
 Dana LaTour
 dana.latour@dominionvoting.com

January 25, 2022

Q00007340

Budgetary Quote

Product/Service	Description	Qty	Unit Price	Extension
In-Person Voting: Polling Location Hardware				
	ImageCast Precinct 2 Tabulator (330A)	3	\$4,500.00	\$13,500.00
	ICE / ICP Power Cord - 15'	3	\$11.00	\$33.00
	Power Supply - ICP2 (90W)	3	\$31.00	\$93.00
Sub-Total				\$13,626.00
Accessories				
	ImageCast Precinct Ballot Box - Plastic Collapsible	2	\$1,000.00	\$2,000.00
	ImageCast Precinct Transport Bag	3	\$75.00	\$225.00
	ICP Plastic Ballot Box Adapter Kit	3	\$13.50	\$40.50
Sub-Total				\$2,265.50
Consumables/Parts				
	SDHC Memory Card 8GB	2	\$13.25	\$26.50
Sub-Total				\$26.50

Total Purchase Sub-Total **\$15,918.00**

Year 1 Purchase Total **\$15,918.00**

Annual Licenses				
	ImageCast Precinct Annual Firmware License - ICP2	3	\$228.00	\$684.00
Sub-Total				\$684.00

Annual Warranties				
	ImageCast Precinct Annual Hardware Warranty - ICP2	3	\$135.00	\$405.00
Sub-Total				\$405.00

Annual Fees **\$1,089.00**

Terms and Conditions

This quote is valid for 90 days and subject to change for scope and configuration updates. All Shipping costs to be invoiced separately to customer. All pricing is subject to standard terms and conditions. Amounts due in years 2 and thereafter are subject to annual increases reflective of inflation. Annual warranties are optional.

Signatures

Customer Name (printed)	Title	Signature	Date (MM/DD/YYYY)

COUNCIL PRESENT: *Colleen Sullivan-Leonard
Stuart R. Graham
Timothy V. Johnson
Simon Brown II
Nikki Velock (Deputy Mayor)

COUNCIL ABSENT: None

STAFF PRESENT: Jamie Newman, City Clerk
Benji Johnson, Administrative Aide to the City Clerk
Angella T. Long, Police Chief
Daniel Bischoff, Public Works Director
Crystal Nygard, Deputy Administrator
Troy Tankersley, Finance Director
Scott Bell, Recreational Services Director
*Holly C. Wells, City Attorney

*Participated telephonically.
Clerk's Note: Council Seat F Vacant.

1. CALL TO ORDER

The regular meeting of the Wasilla City Council was held on Monday, February 14, 2022, in the Wasilla City Council Chambers, Wasilla, Alaska. Mayor Glenda D. Ledford called the meeting to order at 6:00 p.m.

2. ROLL CALL

Upon roll call, a quorum of the Wasilla City Council was established.

Clerk's Note: Council Seat F vacant.

3. PLEDGE OF ALLEGIANCE

Council Member Graham led the Pledge of Allegiance.

4. APPROVAL OF AGENDA

Mayor Ledford inquired about changes to the agenda.

Council Member Graham requested to remove Resolution Serial No. 22-05 (item no. 8.3.1) and Resolution Serial No. 22-06 (item no. 8.3.2) from the Consent Agenda (item no. 8) to New Business (item no. 10.).

MOTION: Council Member Brown moved to approve the agenda as amended.

ACTION: With all Council Members present, the agenda was approved as amended without objection by unanimous consent.

Clerk's Note: Council Seat F vacant.

5. SPECIAL ORDERS OF THE DAY

There were no special orders of the day.

6. COMMISSION AND AGENCY REPORTS

6.1. Wasilla High School Report - Student Representatives

Student Representative Quinlen Schachle provided a report.

7. PUBLIC PARTICIPATION

7.1. Public Hearing (3 minutes per person)

There were no public hearings.

7.2. Persons to be Heard (3 minutes per person)

Senior Ambassador Ilene Falkenstein provided an update from Wasilla Area Seniors Incorporated (WASI).

Ryan Finley, Colony Softball Booster Club, spoke to concerns with reserving the Bumpus Ballfield for an upcoming tournament.

Clerk's Note: Mayor Ledford asked Mr. Finley to work with Public Works Director Bischoff to reserve the field.

8. CONSENT AGENDA

All items appearing under the Consent Agenda are approved with a single motion, no discussion, and one vote. A Council Member may request to remove an item(s) for discussion and separate vote.

8.1. Minutes of Preceding Meetings

1. Regular Meeting Minutes: January 24, 2022

8.2. Introductions - Recommended for Public Hearing on February 28, 2022

1. **Ordinance Serial No. 22-06:** Amending The Fiscal Year 2022 Budget By Appropriating \$18,610 From The Miscellaneous Capital Projects Fund, Fund Balance, For The Purpose Of Acquiring Optical Scan Ballot Tabulators And Related Equipment For Use In City Elections.

8.3. Resolutions - Recommended For Approval

1. ~~**Resolution Serial No. 22-05:** Authorizing A Lease Extension From 10-Years To 30-Years To Michael Sandstrom For Lease Lot 18-A, Located At 4160 W Aviation Avenue, At The Wasilla Municipal Airport.~~

Clerk's Note: Resolution Serial No. 22-05 was moved to New Business (item no.10.2.) at the request of Council Member Graham under Approval of the Agenda (item no. 4.)

2. ~~**Resolution Serial No. 22-06:** Requesting Participation In The Federal Building A Better America Grant Programs.~~

Clerk's Note: Resolution Serial No. 22-06 was moved to New Business (item no.10.3.) at the request of Council Member Graham under Approval of the Agenda (item no. 4.)

8.4. Action Memorandums - Recommended For Approval

1. **AM No. 22-04:** Contract Award To Wheaton Water Wells, Inc. In The Amount Of \$58,975 For The Spruce Avenue Well Upgrade Project.

City Clerk Newman read the items for approval under the Consent Agenda.

MOTION: Council Member Johnson moved to adopt the Consent Agenda as read.

ACTION: With all Council Members present, the motion was approved without objection by unanimous consent.

Clerk's Note: Council Seat F vacant.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. NEW BUSINESS

- 10.1. Update From Administration On Emergency Response Efforts Related To COVID-19. (Committee Of The Whole.)

Mayor Ledford reported that she had not instituted any new regulations in response to the COVID-19 pandemic.

Clerk's Note: No motion was made to enter into a Committee of the Whole.

- 10.2. **Resolution Serial No. 22-05:** Authorizing A Lease Extension From 10-Years To 30-Years To Michael Sandstrom For Lease Lot 18-A, Located At 4160 W Aviation Avenue, At The Wasilla Municipal Airport.

MOTION: Council Member Graham moved to adopt Resolution Serial No. 22-05.

Discussion ensued by the Council.

ACTION: Adopted

YES: Brown, Graham, Johnson, Sullivan-Leonard, Velock (5)

NO: None (0)

ABSENT: None (0)

Clerk's Note: Council Seat F vacant.

- 10.3. **Resolution Serial No. 22-06:** Requesting Participation In The Federal Building A Better America Grant Programs.

MOTION: Council Member Graham moved to adopt Resolution Serial No. 22-06.

Discussion ensued by the Council.

ACTION: Adopted

YES: Brown, Graham, Johnson, Sullivan-Leonard, Velock (5)

NO: None (0)

ABSENT: None (0)

Clerk's Note: Council Seat F vacant.

11. COMMUNICATIONS

- 11.1. Informational Memorandums

(None)

- 11.2. Commission Minutes

(None)

12. AUDIENCE COMMENTS (3 minutes per person)

There were no audience comments.

13. MAYOR, CLERK, ATTORNEY, AND COUNCIL COMMENTS

City Clerk Newman:

- Spoke to the upcoming meeting schedule.
- Reported that Council Members Brown, Graham, and Velock are confirmed to attend the upcoming Alaska Municipal League (AML) Winter Legislative Conference in Juneau.
- Reminded Council Members that their annual Public Officials Financial

Disclosures (POFD) statement is due to the Alaska Public Offices Commission (APOC) by March 15, 2022.

- Spoke to the application period for vacant City Council Seat F, noting the application period is open until this Friday, February 18.

Council Member Graham:

- Congratulated the Wasilla High School Warrior Hockey team for their recent success.
- Lauded the Menard Center staff for their work in hosting the events over the weekend.
- Announced that the expiration dates on the COVID-19 home test kits, that the City is distributing, have been extended by 90 days per the manufacturer and the Federal Drug Administration (FDA).
- Reported that he has given out six cases of the test kits to the community.

Council Member Brown:

- Spoke to the speeding issues on Nelson Avenue, clarifying that the Goals and Initiatives (AM No. 22-01) state, "develop a speed moderation program on selected roads."
- Added that the intent of this goal does not remove the possibility of installing speed bumps.

Council Member Sullivan-Leonard:

- Wished those traveling to the AML Winter Legislative Conference in Juneau well and thanked them for their time.
- Asked that everyone drive safe on the icy roads.

Council Member Johnson:

- Inquired about the Main Street Rehabilitation Project.

Clerk's Note: Mayor Ledford stated that she would provide information about the project at the next Council meeting.

Mayor Ledford:

- Announced that the Iron Dog Race will start at the Menard Center, February 19, 10:00 a.m.
- Wished everyone a Happy Valentine's Day.
- Expressed gratitude to Recreational Services Director Bell and his staff for running excellent events at the Menard Center over this last weekend.

14. EXECUTIVE SESSION

There was no executive session held.

15. ADJOURNMENT

With no further business, Mayor Ledford called for objection to adjourning the meeting, and hearing none, the meeting adjourned at 6:40 p.m.

GLEND A. LEDFORD, Mayor

ATTEST:

JAMIE NEWMAN, MMC, City Clerk


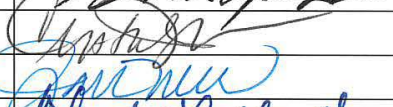

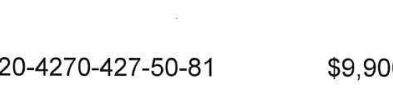

Minutes approved: _____

**City of Wasilla
Legislative Staff Report
Ordinance Serial No. 22-07
(Non-Code Ordinance)**

Amending The Fiscal Year 2022 Youth Court Budget By Accepting And Appropriating \$1,650 From The Alaska Peace Officers Association (APOA), \$7,500 From The Department Of Health And Social Services, Division Of Juvenile Justice, And \$750 From Luke, Shauna, And Delbert Henry For Costs Associated With The Annual United Youth Courts Of Alaska Conference In Wasilla, Alaska.

Originator: Krista Maciolek, Juvenile Probation Officer
Date: 2/10/2022

Agenda of: 2/28/2022

Route to:	Department Head	Signature	Date
X	Chief of Police		2/14/2022
X	Finance Director		2-15-22
X	Deputy Administrator		2/22/2022
X	City Clerk		2/22/2022
X	Mayor		2/22/22

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number:

Other Purchased Services-Travel 220-4270-427-50-81 \$9,900

Attachments: Ordinance Serial No. 22-07 (2 pages)

Summary Statement The Alaska Peace Officers Association (APOA) has awarded a grant in the amount of \$1,650. The Alaska Department of Health and Social Services, Division of Juvenile Justice, has awarded a grant in the amount of \$7,500. Luke, Shauna & Delbert Henry have awarded a grant in the amount of \$750. All three grants are to be used to cover costs associated with the annual statewide United Youth Courts of Alaska conference in Wasilla, Alaska.

The fiscal year 2022 budget does not include these grant funds nor the corresponding appropriation, and thus, Ordinance Serial No. 22-07 accepts and appropriates these funding sources for the annual statewide United Youth Courts of Alaska conference in Wasilla, Alaska.

Proposed Action: Introduce and set the Ordinance for public hearing.

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Non-Code Ordinance

By: Wasilla Police Department
Introduced:
Public Hearing:
Action:
Yes:
No:
Absent:

**City of Wasilla
Ordinance Serial No. 22-07**

An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Youth Court Budget By Accepting And Appropriating \$1,650 From The Alaska Peace Officers Association (APOA), \$7,500 From The Department Of Health And Social Services, Division Of Juvenile Justice, And \$750 from Luke, Shauna, And Delbert Henry For Costs Associated With The Annual United Youth Courts Of Alaska Conference In Wasilla, Alaska.

Section 1. Classification. This is a non-code ordinance.

Section 2. Purpose. To accept grant funding from the Alaska Peace Officers Association (APOA) in the amount of \$1,650; Alaska Department of Health and Social Services, Division of Juvenile Justice in the amount of \$7,500; and Luke, Shauna, and Delbert Henry in the amount of \$750; and to appropriate these funds to cover costs associated with the annual statewide United Youth Courts of Alaska conference in Wasilla, Alaska.

Section 3. Appropriation of Funds. The funds are appropriated to the following:

Other Purchased Services/Travel	220-4270-427.50-81	\$9,900
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Section 4. Source of Funds.

Contributions-Priv.Source	220-4200-364.11-00	\$ 750
Other State Grants	220-4200-334-10-21	\$1,650
Juvenile Justice Grant	220-4200-331-12-18	\$7,500

Section 5. Effective Date. This ordinance shall take effect upon adoption.

ADOPTED by the Wasilla City Council on _____, 2022.

Glenda D. Ledford, Mayor

ATTEST:

City of Wasilla, Alaska

Ordinance Serial No. 22-07
Page 1 of 2

[SEAL]

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Jamie Newman, MMC, City Clerk

City of Wasilla, Alaska

Ordinance Serial No. 22-07
Page 2 of 2

**City of Wasilla
Legislative Staff Report
Ordinance Serial No. 22-08
(Non-Code Ordinance)**

An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Appropriating \$20,000 Within The Vehicle Fund And Transferring \$20,000 From The General Fund, Administration Department For Additional Funding To Replace The Mayor's Vehicle.

Originator: Troy Tankersley, Finance Director
Date: 2/15/2022

Agenda of: 2/28/2022

Route to:	Department Head	Signature	Date
X	Finance Director		2-15-22
X	Deputy Administrator		2/22/2022
X	City Clerk		2/22/2022
X	Mayor		2/22/22

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number:

Capital Purchases/Vehicles 120-4130-413.70-42 \$20,000

Attachments: Ordinance Serial No. 22-08 (1 page)

Summary Statement: Through adoption of the fiscal year 2022 budget, the Mayor's vehicle was scheduled to be replaced and transferred to General Administrative Services Department. The budget had appropriated \$40,000 for this purpose, however due to supply chain issues in the automobile industry, vehicle prices have risen dramatically.

It is the desire of the Mayor to replace the departments vehicle, but with increased prices an additional appropriation is necessary to facilitate the purchase. Ordinance Serial No. 22-08 amends the fiscal year 2022 budget by \$20,000, thereby increasing the total budgeted appropriation to \$60,000.

Proposed Action: Introduce and set the Ordinance for public hearing.

1 Non-Code Ordinance

By: Finance Department
Introduced: February 28, 2022
Public Hearing:
Action:
Yes:
No:
Absent:

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**City of Wasilla
Ordinance Serial No. 22-08**

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An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2022 Budget By Appropriating \$20,000 Within The Vehicle Fund And Transferring \$20,000 From The General Fund, Administration Department For Additional Funding To Replace The Mayor's Vehicle.

17

Section 1. Classification. This is a non-code ordinance.

18

Section 2. Purpose. To appropriate \$20,000 in the fiscal year 2022 budget for the purpose of replacing the Mayor's Vehicle and transferring \$20,000 from the General Fund, Administration Department to fund this appropriation.

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Section 3. Appropriation of Funds. The funds are appropriated to the following:

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23

Capital Purchases/Vehicles	120-4130-413.70-42	\$20,000
Transfers/Vehicle Fund	001-4130-413.99-12	\$20,000

24

Section 4. Source of Funds.

25
26

General Fund, Fund Balance	001-0000-253.20-00	\$20,000
Transfers/General Fund	120-0000-391.10-01	\$20,000

27

Section 5. Effective Date. This ordinance shall take effect upon adoption.

28

ADOPTED by the Wasilla City Council on -, 2022.

Glenda D. Ledford, Mayor

ATTEST:

[SEAL]

29

Jamie Newman, MMC, City Clerk

Date Presented to Council: _____

Verified By: _____

Clerk's Note: _____



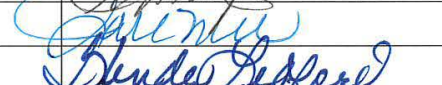

City of Wasilla
Informational Memorandum No. 22-02

Monthly financial Reports For The Period Ending January 31, 2022; To Include The Month-To-Date Expenditure Report And Disbursements Greater Than \$10,000.

Originator: Troy Tankersley, Finance Director

Date: 2/15/2022

Agenda of: 2/28/2022

Route to:	Department Head	Signature	Date
X	Finance Director		2-15-22
X	Deputy Administrator		2/22/22
X	City Clerk		2/22/22
X	Mayor		2/22/22

Attachments: See below.

Summary Statement: Attached for your review are the following financial reports for the period ending January 31, 2022:

	Page Number
• Month-To-Date Expenditure Report (Unaudited), Ending January 31, 2022	2
• Expenditures Greater Than \$10,000 (for the period, January 1, 2022 through January 31, 2022)	5

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2022
FOR DECEMBER 2021

50% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING
General Fund							
General Government							
* Clerk's Office	503,021	503,021	32,411	285,994	15,149	201,878	40
* Records Management	14,425	14,425	0	4,872	843	8,710	60
* Council	206,473	206,473	3,430	117,646	19,820	69,007	33
* Administration	328,998	328,998	22,960	195,855	4,500	128,643	39
* General & Administrative	268,106	268,106	15,510	116,606	6,320	145,180	54
* Human Resources	236,495	236,495	15,600	132,989	2,658	100,848	43
* Planning	343,521	343,521	19,876	190,876	7,831	144,814	42
* Code Compliance	215,424	215,424	8,502	117,790	14,751	82,883	38
* Finance	1,558,510	1,558,510	105,033	830,639	52,187	675,684	43
* MIS	684,137	684,137	17,893	339,443	31,801	312,893	46
** General Government	4,359,110	4,359,110	241,215	2,332,710	155,860	1,870,540	43
Public Safety							
* Administration	874,438	899,438	36,492	237,738	23,810	637,890	71
* MultiTask Drug Enforcemnt	202,097	202,097	0	15,581	0	186,516	92
* General Investigation	600,129	600,129	39,833	133,985	0	466,144	78
* Police-Patrol	4,094,782	4,096,132	280,365	1,116,975	34,481	2,944,676	72
* Mat Su SRC	506,965	506,965	34,568	264,184	0	242,781	48
* Dispatch Center	5,094,718	5,098,918	272,460	1,364,163	168,615	3,566,140	70
* WPD Garage	149,629	149,629	13	3,213	0	146,416	98
** Public Safety	11,522,758	11,553,308	663,731	3,135,839	226,906	8,190,563	71
Public Works							
* Administration	454,445	454,445	18,600	238,074	5,345	211,026	46
* Roads	1,431,812	1,431,812	70,981	773,798	245,233	412,781	29
* Property Maintenance	645,025	647,255	34,399	356,462	31,680	259,113	40
** Public Works	2,531,282	2,533,512	123,980	1,368,334	282,258	882,920	35
Cultural & Recreation Svr							
* Museum	356,719	366,069	17,927	190,669	2,202	173,198	47
* Parks Maintenance	800,911	800,911	30,273	413,236	20,059	367,616	46
* Library	1,443,535	1,449,535	91,465	778,128	81,282	590,155	41
* Recreation Services	112,360	127,846	4,500	79,763	16,980	31,103	24
** Cultural & Recreation Svr	2,713,525	2,744,361	144,165	1,461,796	120,493	1,162,072	42
Non-Departmental							
* Non-Departmental	3,547,466	3,595,666	0	3,508,969	0	90,697	3
** Non-Departmental	3,547,466	3,595,666	0	3,508,969	0	90,697	3
*** General Fund	24,674,141	24,789,957	1,173,091	11,807,648	785,517	12,196,792	49
CIP Fund							
General Government							
* General Government	115,000	5,790,420	72,475	5,504,276	156,958	129,186	2

PREPARED 02/15/22, 08:54:55
PROGRAM GM601L

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2022
FOR DECEMBER 2021

50% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING
* Roads	1,060,000	1,638,831	1,757	1,058,637	321,206	258,988	16
** Public Works	1,060,000	1,638,831	1,757	1,058,637	321,206	258,988	16
*** Road	1,060,000	1,638,831	1,757	1,058,637	321,206	258,988	16
Technology Replacement Fu General Government							
* MIS	119,000	121,267	0	24,607	1,233	95,427	79
** General Government	119,000	121,267	0	24,607	1,233	95,427	79
*** Technology Replacement Fu	119,000	121,267	0	24,607	1,233	95,427	79
Youth Court Public Safety							
* Youth Court	86,887	87,707	6,240	52,042	0	35,665	41
** Public Safety	86,887	87,707	6,240	52,042	0	35,665	41
*** Youth Court	86,887	87,707	6,240	52,042	0	35,665	41
Sewer Fund Public Works							
* Sewer - General Admin	267,595	267,595	14,027	164,067	1,426	102,102	38
* Sewer - Cust Accting Svcs	116,364	116,364	6,274	65,282	0	51,082	44
* Sewer - O&M Treatment	484,245	484,245	25,739	258,746	7,097	218,462	45
* Collection System O & M	336,098	336,098	20,355	171,426	0	164,672	49
* Sewer Construction	465,000	1,738,529	0	174,627	527,274	1,036,628	60
* NonDepartmental	32,100	32,100	0	32,100	0	0	0
** Public Works	1,701,402	2,974,931	66,395	866,248	535,797	1,572,886	53
*** Sewer Fund	1,701,402	2,974,931	66,395	866,248	535,797	1,572,886	53
Water Utility Fund Public Works							
* Water - General Admin	265,677	265,677	14,196	162,977	254	102,446	39
* Water - Cust Accting Svcs	120,164	120,164	6,524	67,548	0	52,616	44
* Water - Treatment Plant	392,196	392,196	15,057	194,907	5,542	191,747	49
* Water - Distribution	323,610	323,610	26,355	176,308	1,920	145,382	45
* Water - Non-Operating	503,796	503,796	0	501,802	0	1,994	0
* Water Construction	705,000	3,654,302	18,089	416,359	413,701	2,824,242	77
* NonDepartmental	34,400	34,400	0	34,400	0	0	0
** Public Works	2,344,843	5,294,145	80,221	1,554,301	421,417	3,318,427	63

PREPARED 02/15/22, 09:54:55
PROGRAM GM601L

MONTH TO DATE COUNCIL REPORT (UNAUDITED)
FOR FISCAL YEAR 2022
FOR DECEMBER 2021

50% OF YEAR LAPSED

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	CURRENT ENC.	REMAINING BUDGET	PERCENT BUDGET REMAINING
*** Water Utility Fund	2,344,843	5,294,145	80,221	1,554,301	421,417	3,318,427	63
Airport Fund							
Public Works							
* Airport	264,062	269,847	11,858	161,702	38,494	69,651	26
* Airport Construction	250,000	695,027	1,742	173,505	214,309	307,213	44
** Public Works	514,062	964,874	13,600	335,207	252,803	376,864	39
*** Airport Fund	514,062	964,874	13,600	335,207	252,803	376,864	39
C. Menard Sports Center							
Cultural & Recreation Svr							
* CMMSC - Operations	1,419,569	1,419,569	63,368	762,013	43,636	613,920	43
* CMMSC Construction	295,000	307,245	0	14,288	16,163	276,794	90
** Cultural & Recreation Svr	1,714,569	1,726,814	63,368	776,301	59,799	890,714	52
*** C. Menard Sports Center	1,714,569	1,726,814	63,368	776,301	59,799	890,714	52
Cemetery Fund							
Cultural & Recreation Svr							
* Cemetery	3,100	3,100	0	100	0	3,000	97
** Cultural & Recreation Svr	3,100	3,100	0	100	0	3,000	97
*** Cemetery Fund	3,100	3,100	0	100	0	3,000	97
	34,134,004	48,829,884	1,490,552	22,892,359	4,135,927	21,801,598	45

PREPARED 02/15/2022, 8:57:14
 PROGRAM: CM350L
 City of Wasilla

A/P CHECKS BY PERIOD AND YEAR
 MINIMUM AMOUNT: 10,000.00
 FROM 01/01/2022 TO 01/31/2022

PAGE 1

BANK CODE *ALL*

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
01/14/2022	98222	BIRCH HORTON BITTNER & CHEROT	184	19,750.13
01/14/2022	98244	MATANUSKA ELECTRIC ASSOCIATION	432	76,073.25
01/21/2022	98282	BOLDEPLANNING INC	3424	12,459.75
01/21/2022	98283	CDW GOVERNMENT LLC	766	13,123.70
01/21/2022	98285	CRW ENGINEERING GROUP LLC	2961	27,459.00
01/21/2022	98325	WEX BANK	3418	11,344.32
01/21/2022	98327	WORLD WIDE TECHNOLOGY INC	1643	21,076.43
01/12/2022	993627	IUOE LOCAL 302/612 TRUST FUNDS	2803	91,250.00
01/12/2022	993628	IUOE LOCAL 302/612 TRUST FUNDS	2803	109,655.00
01/10/2022	993630	STATE OF ALASKA SBS	153	46,629.88
01/10/2022	993631	STATE OF ALASKA PERS	152	113,172.45
01/18/2022	993633	WELLS FARGO FEDERAL DEPOSIT	51	46,591.48
01/19/2022	993635	STATE OF ALASKA PERS	152	114,785.64
01/19/2022	993636	STATE OF ALASKA SBS	153	48,116.42
01/31/2022	993639	WELLS FARGO FEDERAL DEPOSIT	51	46,578.57
DATE RANGE TOTAL *				798,066.02 *

COMMISSIONERS PRESENT: James Grogan, Chairman
Charles Morris
Michael Lucas
Jeffrey Schultz, Vice Chairman
Kevin McCabe

COMMISSIONERS ABSENT:

STAFF PRESENT: Danielle Bischoff, Public Works Director
Robert Walden, Public Works Deputy Director
Ashley Loyer, Recording Secretary

1. CALL TO ORDER

The regular meeting of the Wasilla Airport Advisory Commission was held on Thursday, January 20, 2022, in the Wasilla City Council Chambers, Wasilla, Alaska. Commissioner Grogan called the meeting to order at 6:00 p.m.

2. ROLL CALL

Upon roll call, a quorum of the Wasilla Airport Advisory Commission was established.

3. PLEDGE OF ALLEGIANCE

Commissioner Grogan led the Pledge of Allegiance.

4. APPROVAL OF AGENDA

MOTION: Commissioner Schultz moved to approve the agenda.

ACTION: The agenda was approved without objection by unanimous consent.

5. APPROVAL OF MINUTES

5.1. Regular Meeting Minutes: October 21, 2021

MOTION: Commissioner Schultz moved to approve the minutes.

ACTION: The minutes were approved without objection by unanimous consent.

6. STAFF REPORTS

Danielle Bischoff, Public Works Director - Introduced herself and thanked everyone for attending.

Robert Walden, Public Works Deputy Director - There will be future runway closure in May and June for crack sealing. Discussed the damages caused by the wind. The roads crew spent 6 weeks on perimeter fencing repairs and maintenance. Danielle and Robert have been working on securing the FAA deadline to secure the CIP funds. They have been working on the master plan. The city is working on acquiring additional property to the south to extend the runway and additional 5100 feet, although some are suggesting to make it a little longer. Possibly making a ski only tie down area to the north. The current waitlist for the airport has 69 people for tie down spaces and 41 people wanting lease lots.

7. PUBLIC COMMENTS (three minutes per person)

Tim Dietz asked that we be more specific on the runway closures as it is interfering with their operations. Tim also suggested widening the taxiway prior to closing a runway while it is being worked on.

Kevin Thompson with Lynx Developing Group stated they would like to be part of the FBO. Kevin mentioned having an FBO (Fixed Base Operator) would allow cargo operations to expand. They are asking for runway to be extended to 6,000 ft which was based on a G5. With the FBO, this could be a hub for food sources for rural Alaska. Lynx Developing Group has identified stakeholders to put their distribution centers at the Wasilla Airport as it expands.

Chris Soloy asked if there is a vision for the terminal. Chris also asked that as we expand, we consider the operators that are currently leasing and have already invested millions in the community.

8. UNFINISHED BUSINESS

No unfinished business conducted.

9. NEW BUSINESS

9.1. Maintenance Updates

- GSB-88 Sand Seal - Surface temp has to be above 50 degrees to lay the material down which limits the timeframe to complete the crack sealing. There is \$55,000.00 left for maintaining this through the FAA grant. The crack sealing should have been completed in September.

9.2. Runway Length - This will be part of the study from HDL. Currently estimating 5100 feet but can be adjusted as the study goes. HDL is looking at the load bearing weight. We are doing additional studies prior to the design.

9.3. Terminal Discussion - Alaska Business Center / FBO building – Airmans lounge and center. There are some draft conceptual for this. If there is a school/education room or board room added, then there is a possibility for additional FAA funding.

9.4. Rates - The current rates City of Wasilla charge for lease lots is \$0.06 cents per square foot. Tie down spots are \$35.00 for non-electric and \$50.00 for electric. In comparison to other local airports, we are half of what we should be. There was suggestions to grandfather some of the existing lease lots. We shouldn't be charging higher rates than other airports, but we should be comparable.

10. PUBLIC COMMENTS (three minutes per person)

No public comments given.

11. STAFF AND COMMISSION COMMENTS

The City's Code Compliance Officer is tightening up some of the lease lot rules and issuing tickets to get items that are not supposed to be at the airport removed.

Kevin McCabe – He is concerned with shutting the airport down for 2 weeks and asked that the city consider shutting down 1000 feet on each end for a week, then shut down the middle section for a week so operations can continue.

Jeff Schultz – Suggested putting in double row T Hangers between every couple row as wind breaks. Discuss at the April 21, 2022 meeting. It was asked if he can get estimated building cost of what a T hangar is currently.

12. ADJOURNMENT

With no further business at hand, Commissioner Grogan adjourned the regular meeting at 7:07 p.m.

JAMES GROGAN, Chairman

ATTEST:

ASHLEY LOYER, Commission Secretary

Minutes approved:_____