City Manager Candidate Package

Last Name:	**Bemis-Goodall**
First Name:	**Serena**

EDUCATION:	**MPA and Bachelors in Public Management**

Previous City Manager:	**Yes**

Previous experience with Federal State or City Government:	**Yes**

5 years exerience in Supervison or Managememt:	**Yes**

Previous experience working in Alaska:	**No**

Other:

SERENA BEMIS-GOODALL

[redacted] *Dixmont, ME* [redacted]

City of Palmer
Human Resources
231 W. Evergreen Avenue
Palmer, AK 99645

RE: City Manager Position

Dear Review Committee,

I am submitting my resume and other credentials for consideration of the City Manager position for Palmer, Alaska.

My experience and skills are surpassed only by my enthusiasm to effectively meet the challenges before me. I have received my Master's Degree in Public Management from the University of Maine's Public Administration Department with a concentration in Planning, Development and Environmental Sustainability. I have been involved in many aspects of non-profits and believe my positions within these communities will give you the well- rounded manager you are looking for. The enclosed resume reflects a dynamic achiever, eager to put knowledge and expertise to work in a fast-paced environment.

I am a knowledgeable public administrator with a wide-range of abilities attributing to a successful career.

- Practice in managing a variety of demanding situations including financially well-to-do and economically challenged communities.
- Significant experience in financial planning and budgeting, economic development, infrastructure planning and development, and in effective management and oversight of municipal services.
- Skilled in analyzing complex policy issues, writing policies/ordinances and effectively communicating to elected officials, the public and the media.

In my 10+ years as Town Manager/Administrator/C.O.O., my efforts were centered on working to improve the quality of life for citizens by providing complete, timely and accurate information and advice to elected officials and by striving to provide efficient management with cost-effective services to the citizens.

I believe my educational background and practical experience mirror the requirements for this position. I lead with high standards and strive to achieve quality and sustainable results. Given my abilities, I believe I would be able to assist you in striving to achieve excellence and would be pleased to be considered for this City Manager position.

I have family in the Palmer where I would be able to stay so lodging and having to be in Palmer within the 180 days would not be an issue.

Thank you in advance for your consideration. I look forward to meeting with you at your convenience.

Respectfully Submitted,

- Serena Bemis-Goodall

SERENA BEMIS-GOODALL

[redacted] Dixmont, Maine [redacted]

Summary of Qualifications

- 20+ years Management/Supervisory experience.
- Experienced in Non-Profit Organizations: State/Local, Educational and Native American Communities.
- Successful background in project/program management, business development, and quality assurance.
- Expert planning, scheduling, financial management and managerial skills.
- Exceptional communication, interpersonal, organizational, and presentation expertise.
- Strong leader adept at motivating teams to surpass business goals and client expectations.
- Excellent Human Resource (20+ years)/Public Relations.
- Certified Town Manager.
- 20+ years Marketing Knowledge: Social Networking, Website Design and Public Events.
- Maine Notary Public.

Professional Experience

Town of Thetford, VT - $75,000

TOWN MANAGER — August 5, 2019 - January 4, 2020

Job Summary:
Thetford, VT first Town Manager. Helped set-up the Town Manager form of government. Met with Vermont League of Cities and Towns to answer many questions with the Chairman of the Selectboard and town employees. First Town Manager to hold role of Emergency Management Director. Met with all town employees for their roles and to build on their individual positions. Started work to build a 5 year road plan as well as working on a Capital Improvement Plan.

Essential Duties:
nder the policy direction of the Selectboard, responsible for the day to day operations, oversight of town departments and functions, coordination of independent boards and committees.

Duties also include: Finance Director, HR Director, Road Commissioner, Delinquent Tax Collector, Building/Facility Director, Purchasing Agent and Emergency Management Director.

- Responsible for budget and financial management; preparing, manage, and oversee the annual budget and present it to the Selectboard. Responsible for the completion of the annual town report.
- Prepare and follow through from tax commitment including the lien process to foreclosure.
- HR Director: coordinate all personnel functions and lead negotiations of payroll and benefits. Oversee hiring, pay, job classifications etc.
- Serve as Financial Director drafting and overseeing solicitations; including consulting services, disposition of surplus town property, oversee the spending of grants.
- Coordinate bidding of town projects.
- Responsible for town purchases/Purchase Orders.
- Manage town employees/labor relations.
- Attend Selectboard meetings, prepare agendas, provides supporting documents and information pertinent to agenda items.
- Attend various meetings as town representative.

Town of Corinna, ME - $60,000

TOWN MANAGER — September 22, 2014 - August 3, 2019

Job Summary:
Self-motivated and dynamic leader who possesses broad municipal management and operational experience; able to manage people, projects, and budgets, think creatively, and build teams to elevate people and projects.

ssential Duties:
nder the policy direction of the Board of Selectmen, responsible for the day to day operations, oversight of town departments and functions, coordination of independent boards and committees.

Duties also include: Treasurer, HR Director, Deputy Tax Collector, Deputy Clerk, Road Commissioner, Welfare Director, Cemetery Supervisor and Warden.

- Responsible for budget and financial management; preparing, manage, and oversee the annual budget and present it to the Selectmen. Design and develop the Town's Annual Report.
- Prepare and follow through from tax commitment including the lien process to foreclosure.
- HR Director: coordinate all personnel functions and lead negotiations of payroll and benefits. Oversee hiring, pay, job classifications etc.
- Serve as Financial Director drafting and overseeing solicitations; including consulting services, disposition of surplus town property, oversee the spending of grants.
- Initiated and managed applications for and received grant awards totaling over $1,600,000.
- Coordinate bidding of town projects.
- Member on MMA Legislative Policy Committee.
- Ensure compliance with DEP regarding water testing.
- Part of team that implemented an Endowment and Maintenance Schedule for the Levi Stewart Library Building.
- Responsible for town purchases/Purchase Orders.
- Manage town employees as well as the Volunteer Fire Department.
- Attend Board of Selectman meetings, prepare agendas, provides supporting documents and information pertinent to agenda items.
- Attend various meetings as town representative.
- Spearheaded effort to improve employee morale.

Town of Newburgh, ME - $55,000 (32 hrs)
TOWN MANAGER — October 15, 2012 - April 10, 2014

Job Summary:
Maintain the administrative organization of the town to ensure cost-effectiveness and efficiency in providing services. Possess proven abilities in community relations, analysis, strategic planning, decision making, negotiation, and budgeting. Have leadership qualities; personable and articulate with ability to represent town effectively in the public arena.

Experience in administering municipal programs and resolve community issues in a timely manner. Have a deep knowledge of public administration procedures within the realm of local, state and federal areas. Assure compliance within federal laws and regulations, municipal ordinances and regulations.

Duties also include: Treasurer, HR Director, Deputy Tax Collector, Deputy Clerk, Road Commissioner, Welfare Director, Cemetery Supervisor and Warden.

Essential Duties:
- Annually prepare a proposed budget, submit to budget committee then to board for approval.
- Prepare annual town report of previous year's activities to board and citizens.
- Analyze all bids submitted by contractors and recommend appropriate organization for job.
- Monitor all laws and policies to ensure proper enforcement; knowledge of municipal, state and federal laws, statutes, programs for decision-making processes.
- Write policies and inform board members of various works.
- Maintain contact with public by handling suggestions, complaints, and recommend solutions to management.
- Prepare administrative reports and manage everyday operation of town.
- Human Resource Director; directly involved in hiring, evaluation, promoting and disciplinary actions of employees.
- Recommend annual salary schedule for town employees to the board.
- Maintain sound public relations between the town and citizens, media, local, state, federal government agencies.
- Sound communication skills in both written and oral forms.
- Act as purchasing agent for all municipal departments and oversee the bid process on major purchases. Research, compile information and prepare federal and state grant requests.
- Attend Board of Selectman meetings, prepare agendas, provides supporting documents and information pertinent to agenda items.
- Attend various meetings as town representative.

SERENA BEMIS-GOODALL

[redacted] • Dixmont, Maine [redacted]

University of Maine - Orono

RESEARCH ASSISTANT (while working on (PhD) October 1, 2011 – October 5, 2012

Job Summary:
Facilitate a planning process to guide decision making as well as to design and implement strategies to address climate change.

Essential Duties:
While all research outputs cannot be specified prior to engaging with the tribes and tribal stakeholders (e.g., tribal natural resource managers, individual tribal members, etc.) who will benefit from the research, we anticipate the following outputs:

- A research protocol for engaging tribes in the eastern United States around climate change.
- Pending tribal interest, a collaboratively developed assessment of current climate change related activities, needs and concerns, and strategies to meet those needs.
- Identification of one or more projects driven by the assessment outcome such as educational outreach, restoration, or inventories to create baseline data and establish monitoring programs.
- Long-term planning for tribal communities that addresses and communicates the potential impacts of both climate change and adaptation strategies.

Four Directions Development Corporation, Orono, ME - $50,000 (32 hrs)

SENIOR OPERATIONS MANAGER/C.O.O. October 1, 2009 - September 23, 2011

Job Summary:
Responsible for managing all hands-on operations of the organization through a constructive and energetic style. Provide the management to ensure the proper operational controls, administrative/reporting procedures, and human resources are in place to effectively support growth and operating efficiencies.

Oversee employees to confirm we are effectively providing the products and services to clients. Guarantee that all activities re in full compliance with local, state, and federal regulations.

Essential Duties:

- Plan and manage day-to-day operations of company, including budgeting, forecasting, and professional development/training of staff.
- Outreach to the five tribal communities to assist in Community Development to improve the social and economic conditions by investing in affordable housing and business ventures.
- Work with tribal members providing daily credit counseling and financial literacy.
- Human Resource Director managing activity in accordance with the organization's policies and applicable laws; conduct pre-employment process; planning, assigning and directing work activity; address complaints, annual reviews, resolve issues and guarantee proper paperwork is filed.
- Assist in designing and implementing new programs, policies and procedures.
- Establish operational objectives and work plans; liaise with housing/business managers to maximize synergy.
- Create and execute operational procedures and audits in compliance with company regulations.
- Mentor and supervise project/product managers and programmers to ensure timely and cost-effective development of systems and services that support business objectives.
- Prioritize and plan organizational work activities and develop action plans.
- Oversee preparation and delivery of reporting requirements and assist with grant proposals.

University of Maine - Orono

PERSONNEL MANAGER/COORDINATOR 2000-2009

Job Summary:
Guarantee the Student Employment & Volunteer Programs Department provided the necessary support for students and employers. Assist students (work study and non-work study) in finding jobs, completing their employment paperwork, and provided satellite payroll services. Coordinate, recruit and participate in volunteer projects: Senior Centers, Katahdin trail restoration, part of team building Orono Bog-Walk and mentoring program: local schools and Indian Island Boys & Girls Club.

Essential Duties:

- Responsible for Human Resource activities: hiring, promoting, annual reviews, firing, all essential paperwork for employment (including foreign students), and ensure all employees receive on the job trainings.
- Organized and coordinated on and off campus events: fall job fair, public speaking engagements, fund-raisers, Habitat-for-Humanity, blood-drives and employment & training seminars.
- Establish and maintain network relations with state and national universities to advance programs.
- Deliver presentations to national groups.
- Establish all standing job classifications and titles.
- Produce and implement highly successful marketing campaigns.
- Alternative Spring Break Advisor.

Budgeting and Financial Management

- Prepare, develop and assist in managing annual budget.
- Submit bi-weekly and monthly status statements to all 150+/- departments and to 20+/- off-campus employers.
- Identify potential overruns and work together with Director to resolve problem(s).

Program Administration and Training

- Collaborate with universities throughout the country to develop successful employment and training programs.
- Set up database system for statewide inquires and clients.
- Develop marketing plans: set goals; targeted special problems requiring attention; set-up schedule of appointments.
- Organize and teach educational workshops and staff trainings.
- Arrange and facilitate staff/campus meetings and planning sessions.
- Hire students and part of team to hire professional office personnel through universities recruitment program.

State of Vermont - Agriculture Dept. /Employment & Training Dept. - Montpelier

ADMINISTRATOR 1991-2000

Job Summary:

Responsible for handling all managerial tasks for the Retail Licensing/Weights and Measures Department.
Office Manager for Employment and Training.

Essential Duties:

- Several years of experience in a variety of professional office environments in providing leadership and support.
- Solid background in preparing personnel in organizational management and accomplishing training objectives.
- Continuous monitoring for improvement of organizational development and seeking ways to reduce budgets.
- Excellent time management, prioritizing, multi-tasking, organizational and communications skills at all levels.
- Able to learn quickly, make effective decisions, keen instincts for problem resolution as an effective team member.

Resource Management

- Directed office operations, multiple projects and supervised the support of four administrative personnel.
- Provided services and support to senior management, 40+ employees.
- Responsible for organizational management and manpower to ensure fulfillment of commitments and contracts.
- Acted as liaison and applying experience to resolve and handle a variety of HR functions, to include; benefits, payroll, awards time/attendance, disciplinary actions, counseling/evaluations, conflict resolution and management of files.
- Responsible for implementing and maintaining compliance with all offices and personnel policies, procedures and regulations with the responsibility of ensuring all contracts, reports and forms were completed properly and on time.
- Conducted Human Resource activities: employee annual evaluations for strength and weakness, hiring etc. and performed cross-training exercises for competency and efficiency.

State of Massachusetts/Tax Collector's Office Oak Bluffs, MA

ADMINISTRATOR/OFFICE MANAGER 1989-1991

Job Summary:

Performed all necessary functions of the Tax Collector's Department, as well as, overseeing daily office functions.

Essential Duties:

- Performed all bookkeeping (Acct. Receivable, Acct. Payable, Edit Lists, Posting and Auxiliary Ledgers).
- Daily Summary Sheets, Deposits and Payrolls.

- Handled Municipal Liens, Real Estate Payments, Personal Property and Motor Vehicle Payments.
- Computed all late charges, interest and penalties.
- Did all computer functions (I.P.L. and Back-ups)?
- Data-entry of all payments; manually maintaining books.
- Managed Office when Tax Collector was out.
- Bonded.

Edwards Company/General Signal - Pittsfield, ME
QUALITY CONTROL INSPECTOR/SAFETY COORDINATOR 1982-1989

Job Summary:
Performed Quality Control Testing working from Quality Control Inspection Procedures (QCIP) and schematics (engineering drawings). Identified in-process product condition by selecting samples during production, set-up inspection equipment (ensuring calibration), and tested. Visually examined parts for defects, soldering, and tested pc boards and finished products.

Essential Duties:
- Performed testing and inspection of manufactured products (smoke alarms, fire detectors, doorbells, gongs, etc.), to ensure conformance with established quality standards.
- Responsible for training new Q.C. Inspectors on various testing equipment: calipers, voltmeters, multi-meters, electronic current measuring devices, DB meters, etc.).
- Developed workshops for safety trainings: established presentations that upheld ISO 14000, guaranteed all safety posters were replaced annually, and established safety measures for all manufacturing lines.

Town of Palmyra, ME
ADMINISTRATIVE ASSISTANT/MANAGER 1979-1981

Job Summary:
Maintain the administrative organization of the town by being a stand-alone Administrator.

Essential Duties:
- Opened office for daily transactions; secured office at the end of the day.
- Processed all Real Estate, Motor Vehicle and Personal Property Payments (computed any late charges).
- Data-entry of all payments, as well as, manually maintaining books.
- Performed all bookkeeping (Acct. Receivable, Acct. Payable, Edit Lists, Posting and Auxiliary Ledgers).
- Daily Summary Sheets, Deposits and Payrolls.
- Bonded.

Education

University of Maine; Orono, ME

Master of Public Administration; concentration in Planning, Development and Environmental Sustainability - 2010 - 3.9 GPA
BA in Public Management with minors in Environmental Policy & Management and Political Science - 2007 - 3.8 GPA
*OSHA Certification and Safety Training - 2007 -State of Maine

Affiliations/Community Involvement

- American Society for Public Administration (ASPA)
- National Society of Collegiate Scholars
- Boy Scout Leader Pack #23, 2008 - 2012
- UMaine Alternative Spring Break Advisor, 2003-2007
- Umpire, 1990 - 2016

[redacted]

[redacted]

[redacted]

[redacted]

Nonprofit References:

[redacted]

[redacted]

Personal Reference

[redacted]

The University of Maine

To all who see these presents, Greeting:
On recommendation of the President and Faculty, the
Trustees of the University of Maine System have conferred upon

Serena Marie Bemis-Goodall

the degree of

Master of Public Administration

with all the Rights and Honors thereunto pertaining.
In testimony whereof, this diploma is granted at Orono
on the eighth day of May in the year 2010.

Lyndel J. Wishcamper
Chair of the Board of Trustees

Richard L. Pattelle
Chancellor of the University of Maine System

THE UNIVERSITY OF MAINE
MAINE
1865

Robert A. Kennedy
President of the University

The University of Maine

To all who see these presents, Greeting:
On recommendation of the President and Faculty, the
Trustees of the University of Maine System have conferred upon

Serena Marie Bemis-Goodall

the degree of

Bachelor of Arts
Public Management

summa cum laude

with all the Rights and Honors thereunto pertaining.
In testimony whereof, this diploma is granted at Orono
on the twelfth day of May in the year 2007.

Chair of the Board of Trustees

Interim Chancellor of the University of Maine System

President of the University

University of Maine

Official Transcript

Name : Serena Marie Demis-Goodall
Student ID:
Birthdate : [redacted]

Print Date : 2010-05-14

- - - - - Degrees Awarded - - - - -

Degree : Bachelor of Arts
Plan : Public Management
Plan : Environmental Management and Policy Minor
Plan : Political Science Minor
Confer Date : [redacted]
Degree GPA : 3.790
Degree Honors : summa cum laude

- - - - - Transfer Credits - - - - -

Transfer Credit from Prior Learning

PAA 696	Public Administration Intern	6.00	TR
	TRF TOTALS:	6.00	

Transfer, Test, and Other Credit Totals

CUM TOTALS:	6.00

- - - - - Beginning of Graduate Record - - - - -

2007 Summer

Plan : Non-Degree Graduate Major

Course	Description	Attempted	Earned	Grade	Points
MES 510	Art, Maine,& a Sense of Place	3.00	3.00	A	12.000
TERM GPA: 4.000	GPA HRS: 3.00	TERM TOTALS: 3.00	3.00		12.000

2008 Spring

Plan : Public Administration Major

Course	Description	Attempted	Earned	Grade	Points
PAA 520	Policy Studies	3.00	3.00	A	12.000
PAA 630	Org/Ldrshp Theory Pub/NonProf	3.00	3.00	A	12.000
TERM GPA: 4.000	GPA HRS: 6.00	TERM TOTALS: 6.00	6.00		24.000

2008 Summer

Plan : Public Administration Major

Course	Description	Attempted	Earned	Grade	Points
MES 520	Adv Topics in Maine Studies	3.00	3.00	A	12.000
Course Topic(s): Adv Top Mes-Me Politics & Pol					
TERM GPA: 4.000	GPA HRS: 3.00	TERM TOTALS: 3.00	3.00		12.000

2009 Fall

Plan : Public Administration Major

Course	Description	Attempted	Earned	Grade	Points
PAA 516	Info Tech & Public Policy	3.00	3.00	A	12.000
PAA 600	Accountability Pub Pol/Admin	3.00	3.00	A	12.000
TERM GPA: 4.000	GPA HRS: 6.00	TERM TOTALS: 6.00	6.00		24.000

2009 Spring

Plan : Public Administration Major

Course	Description	Attempted	Earned	Grade	Points
PAA 540	Sem-Public Finascial Mgt I	3.00	3.00	A-	11.010
PAA 627	Environmental Pol & Mgt	3.00	3.00	A-	11.010
TERM GPA: 3.670	GPA HRS: 6.00	TERM TOTALS: 6.00	6.00		22.020

2009 Summer

Plan : Public Administration Major

Course	Description	Attempted	Earned	Grade	Points
PAA 505	Intergovernmental Relations	3.00	3.00	A-	11.010
TERM GPA: 3.670	GPA HRS: 3.00	TERM TOTALS: 3.00	3.00		11.010

2009 Fall

Plan : Public Administration Major

Course	Description	Attempted	Earned	Grade	Points
PAA 550	Sem-Public Personnel Mgt	3.00	3.00	A	12.000
PAA 670	Regional Governance	3.00	3.00	A	12.000
TERM GPA: 4.000	GPA HRS: 6.00	TERM TOTALS: 6.00	6.00		24.000

2010 Spring

Plan : Public Administration Major

Course	Description	Attempted	Earned	Grade	Points
PAA 580	City & Regional Planning	3.00	3.00	A-	11.010
PAA 683	Meth Analys Pub Adm/Pub Pol	3.00	3.00	A-	11.010
TERM GPA: 3.670	GPA HRS: 6.00	TERM TOTALS: 6.00	6.00		22.020

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Tammy Light, Director of Student Records

Name : Serena Marie Bemis-Goodall

[redacted]

58

Graduate Career Totals

CUM GPA: 3.873	GPA HRS:	39.00	CUM TOTALS:	45.00	45.00	151.050

- - - - - End of Transcript - - - - -

OFFICIAL COPY
ISSUED DIRECTLY TO STUDENT

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Tammy Light, Director of Student Records

University of Maine

Official Transcript

Name : Serena Marie Bemis-Goodall
Student ID: [redacted]
Birthdate : [redacted]

Print Date : 2010-05-14

----- Degrees Awarded -----

Degree : Bachelor of Arts
Plan : Public Management
Plan : Environmental Management and Policy Minor
Plan : Political Science Minor
Confer Date : [redacted]
Degree GPA : 3.790
Degree Honors : summa cum laude

----- Transfer Credits -----

Transfer Credit from NORTH COUNTRY C C

GEL	1XX	EAS 115 METEOROLOGY	3.00	TR
ART	101	ART 101 DRAWING I	3.00	TR
ENG	101	ENG 101 ENGLISH COMP I	3.00	TR
PSY	100	PSY 101 INTRO PSYCHOLOGY	3.00	TR
		TRF TOTALS:	12.00	

Transfer Credit from U OF MAINE-AUGUSTA

MAT	1XX	MATH 128 COLLEGE ALGEBRA	3.00	A
		TRF TOTALS:	3.00	

Transfer Credit from U OF MAINE-FORT KENT

ECO	120	ECO 101 MICROECONOMICS	3.00	A
		TRF TOTALS:	3.00	

Transfer Credit from PRIOR LEARNING ASSESSMENT

PAA	493	PUBLIC ADMIN INTERNSHIP	6.00	TR
		TRF TOTALS:	6.00	

Transfer, Test, and Other Credit Totals

CUM TOTALS: 24.00

----- Beginning of Undergraduate Record -----

2003 Fall

Plan : Non-Degree Undergraduate Major

Course	Description	Attempted	Earned	Grade	Points
ANT 426	Native American Folklore	3.00	3.00	B+	9.990
PAX 201	Intro to Peace Studies	3.00	3.00	A	12.000
TERM GPA: 3.665	GPA HRS: 6.00	TERM TOTALS:	6.00	6.00	21.990

2004 Spring

Plan : Public Management Major

Course	Description	Attempted	Earned	Grade	Points
PAA 200	Public Management	3.00	3.00	A	12.000
UST 300	Top Univ Studies	3.00	3.00	A	12.000
	Course Topic(s): Rep Am & Vietnam Lit				
TERM GPA: 4.000	GPA HRS: 6.00	TERM TOTALS:	6.00	6.00	24.000

Nat'l Society of Coll Scholars

2004 Fall

Plan : Public Management Major

Course	Description	Attempted	Earned	Grade	Points
PAA 100	Intro Public Admin	3.00	3.00	B	9.000
PAA 400	Issues Public Administration	3.00	3.00	A	12.000
	Course Topic(s): Pop Tech 2004				
TERM GPA: 3.500	GPA HRS: 6.00	TERM TOTALS:	6.00	6.00	21.000

2005 Spring

Plan : Public Management Major

Course	Description	Attempted	Earned	Grade	Points
INT 494	Field Experience	6.00	6.00	A	24.000
PAA 220	Intro to Public Policy	3.00	3.00	A	12.000
PAA 327	Env Policy, Mgt & Regulation	3.00	3.00	A	12.000
FIELD EXPERIENCE: STUDENT EMPLOYMENT					
JOB TITLE: STUDENT INTERN					
TERM GPA: 4.000	GPA HRS: 12.00	TERM TOTALS:	12.00	12.00	48.000

2005 Summer

Plan : Public Management Major

Course	Description	Attempted	Earned	Grade	Points
AST 109	Introduction to Astronomy	3.00	3.00	A	12.000
AST 110	Intro to Astronomy Lab	1.00	1.00	A	4.000
POS 241	Intro Comparative Politics	3.00	3.00	A-	11.010
POS 381	Political Parties & Elections	3.00	3.00	B	9.000
TERM GPA: 3.601	GPA HRS: 10.00	TERM TOTALS:	10.00	10.00	36.010

2005 Fall

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Tammy Light, Director of Student Records

Name : Serena Marie Bemis-Goodall
Student ID: [redacted]
Birthdate : [redacted]

60

Plan : Public Management Major

Course	Description	Attempted	Earned	Grade	Points
ECO 121	Principles of Macroeconomics	3.00	0.00	W	0.000
PAA 340	Public Financial Management	3.00	3.00	A	12.000
PAA 350	Human Res Public Service	3.00	3.00	A-	11.010
PAA 370	Local Govt Administration	3.00	3.00	B+	9.990
TERM GPA: 3.667	GPA HRS: 9.00 TERM TOTALS:	12.00	9.00		33.000

2006 Spring

Plan : Public Management Major

Course	Description	Attempted	Earned	Grade	Points
PAA 315	Statistics in Public Admin	3.00	3.00	A	12.000
PAA 390	Tech Writ & Com Public Serv	3.00	3.00	A	12.000
POS 203	Amer State & Local Govt	3.00	3.00	A	12.000
POS 375	U.S. & the Middle East	3.00	3.00	A	12.000
TERM GPA: 4.000	GPA HRS: 12.00 TERM TOTALS:	12.00	12.00		48.000

Phi Kappa Phi
Dean's List

2006 Summer

Plan : Public Management Major
Plan : Environmental Mgmt & Policy Minor
Plan : Political Science Minor

Course	Description	Attempted	Earned	Grade	Points
ENG 245	American Short Fiction	3.00	3.00	A	12.000
POS 352	American Public Opinion	3.00	3.00	B	9.000
REP 497	Independent Studies	3.00	3.00	A-	11.010
TERM GPA: 3.557	GPA HRS: 9.00 TERM TOTALS:	9.00	9.00		32.010

2006 Fall

Plan : Public Management Major
Plan : Environmental Mgmt & Policy Minor
Plan : Political Science Minor

Course	Description	Attempted	Earned	Grade	Points
MUL 101	Art of Listen Mus:Elements	3.00	3.00	A	12.000
POS 493	Amer Politics Internship	3.00	3.00	A	12.000
REP 330	Waste Management	3.00	3.00	A	12.000
REP 422	Rural Economic Development	3.00	3.00	B-	8.010

FIELD EXPERIENCE: MAINE PUBLIC POLICY SCHOLAR
RESEARCH PAPER

TERM GPA: 3.668	GPA HRS: 12.00 TERM TOTALS:	12.00	12.00		44.010

Presidential Achievement Award
Dean's List

2007 Spring

Plan : Public Management Major
Plan : Environmental Mgmt & Policy Minor
Plan : Political Science Minor

Course	Description	Attempted	Earned	Grade	Points
EES 200	Intro Safety & Environ Mgt	3.00	3.00	A	12.000
PAA 498	Indep Readings Public Admin	3.00	3.00	A	12.000
PAX 491	Forgiveness: Peace & Reconcil	3.00	3.00	A	12.000
POS 493	Amer Politics Internship	3.00	3.00	A	12.000
REP 424	Env Assessment & Mgt Tech	3.00	3.00	A	12.000

FIELD EXPERIENCE: MAINE COMMUNITY FOUNDATION
JOB TITLE: PUBLIC POLICY INTERN

TERM GPA: 4.000	GPA HRS: 15.00 TERM TOTALS:	15.00	15.00		60.000

Golden Key
Dean's List

Undergraduate Career Totals

CUM GPA: 3.794	GPA HRS: 97.00 CUM TOTALS:	124.00	121.00		368.020

- - - - - End of Transcript - - - - -

OFFICIAL COPY
ISSUED DIRECTLY TO STUDENT

This officially sealed and signed transcript is printed on 11" x 8 1/2 blue SCRIP-SAFE® security paper with the name of the university printed in white type across the face of the document. A raised seal is not required. When photocopied the word COPY should appear. A BLACK AND WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED. The key on the reverse is printed in blue.

Tammy Light, Director of Student Records

OSHA 700341871

U.S. Department of Labor
Occupational Safety and Health Administration

Serena Bemis - Goodall
has successfully completed a 10-hour Occupational Safety and Health Training Course in

General Industry Safety & Health

(Trainer) (Date) 4/9/07

THE UNIVERSITY OF MAINE

SAFETY AND ENVIRONMENTAL MANAGEMENT

Certificate of Training

is hereby granted to

Serena Bemis-Goodall

for successful completion of

Incident Investigation Training

Safety and Environmental Management
Instructor / Trainer

8/27/2008

Date

Golden Key International Honour Society

This Certifies That

Serena Marie Bemis-Goodall

Is a member of the Golden Key International Honour Society as validated by

The University of Maine

and is hereby granted all honors, benefits and privileges
pertaining to membership in the Society, effective

1/25/2007

Cecilia G. Marrique
International Leadership Council President

Max V. Vest
International Leadership Council Vice President

Bonnie Cooper
International Leadership Council Secretary

Alexander D. Penrich II
Chief Executive Officer

This certifies that

Serena Bemis-Goodall

was duly initiated into

Pi Alpha Alpha

the National Honor Society for
Public Affairs and Administration
on the Eleventh day of May 2007
By the University of Maine Chapter

Jacqueline F. Lewis
National Director

Justin Blowyard
Chapter President

Faculty Advisor

On Behalf of the
Honorary Board of Regents,
The National Society of
Collegiate Scholars

Hereby nominates
for lifetime membership

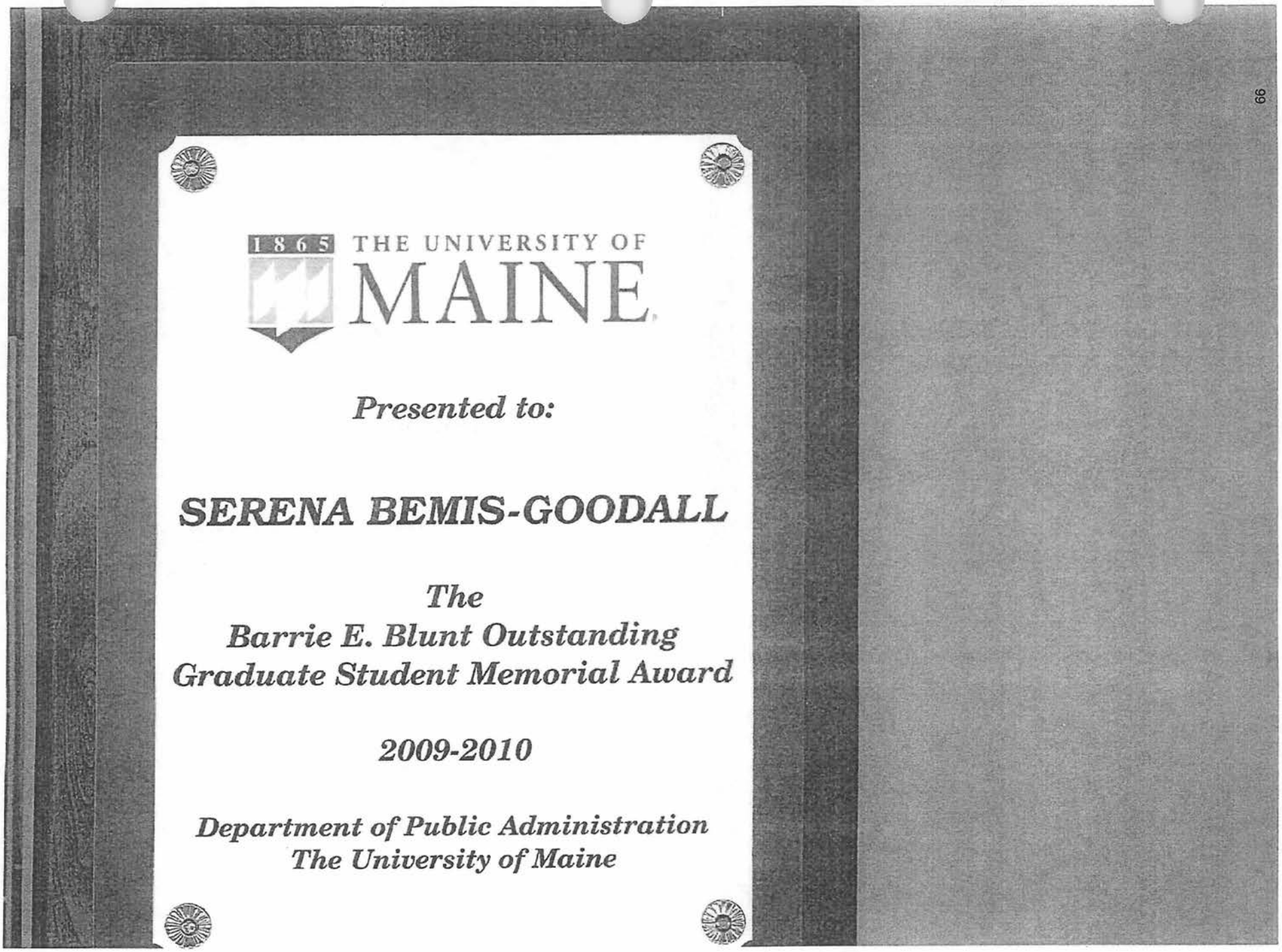
Serena Marie Bemis-Goodall

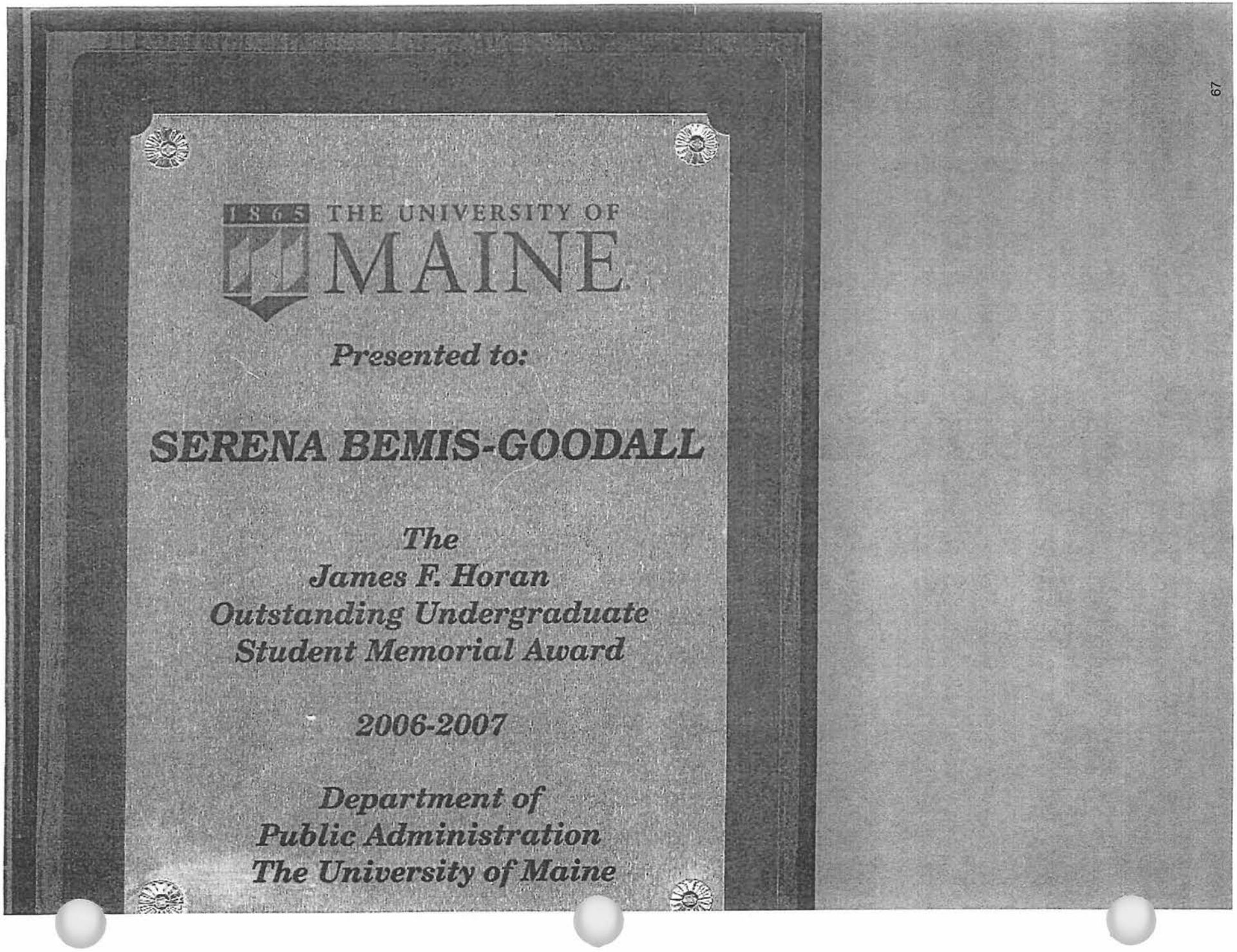
in recognition of your
commitment to the ideals of
Scholarship, Leadership and Service

Stephen E. Luflin
Executive Director

PHI KAPPA PHI
SPRING INITIATION

APRIL 26, 2006
7:30 P.M.
BUCHANAN ALUMNI HOUSE
THE UNIVERSITY OF MAINE


1865 THE UNIVERSITY OF MAINE
Presented to:
SERENA BEMIS-GOODALL
The
Barrie E. Blunt Outstanding
Graduate Student Memorial Award
2009-2010
Department of Public Administration
The University of Maine


1865 THE UNIVERSITY OF MAINE
Presented to:
SERENA BEMIS-GOODALL
The
James F. Horan
Outstanding Undergraduate
Student Memorial Award
2006-2007
Department of
Public Administration
The University of Maine

CITY OF PALMER
231 W. EVERGREEN AVENUE
PALMER, AK 99645

APPLICANT'S SWORN STATEMENT
AUTHORIZATION AND RELEASE

I certify all the information I provided or provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date.

I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions.

I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City.

I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge.

I understand that this application is not and is not intended to be a contract for employment or continued employment.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

A photocopy of this authorization shall have the same force and effect as the original documentation.

Susana Dennis-Marshall 3/20/2020
Signature of Applicant Date

Subscribed and sworn to before me this 20 day of March, 2020 by Julie A Bonin.

JULIE A. BONIN
NOTARY PUBLIC
STATE OF MAINE
MY COMMISSION EXPIRES MAY 27, 2025

Notary Public in and for ~~Alaska~~ Maine My Commission Expires _____

APPLICATION FOR EMPLOYMENT

City of Palmer
231 W Evergreen Avenue
Palmer, Alaska 99654
Phone - 907.745.3271 Fax – 907.761.1332

Position Applying For: City Manager	(Select) Full-Time, Part-Time, On-Call, Seasonal

Contact Information

Name (Last, First, Middle Initial)	Work Telephone	Home Telephone	Cell Phone
Bemis-Goodall, Serena M.			[redacted]
Mailing Address	**City**	**State**	**Zip Code**
[redacted]	Dixmont	Maine	[redacted]
Email Address	[redacted]		

Are you eligible to work in the United States?	Yes (●) No ( )
Do you have a valid driver's license?	Yes (●) No ( )
Are you 18 years of age or older?	Yes (●) No ( )

Education/Training

Do you have a high school diploma or equivalent? Yes (●) No ( )

Post-Secondary Education Institution Name	Course of Study	Degree Earned
University of Maine	Public Administration	MPA
University of Maine	Public Management	BA

License or Certification

List any professional license, registration certification, etc – i e EMT, Dispatch, CDL, etc

License/Certification	State	Profession	License Number	Expiration Date
Town Manager Certification	Maine	Town Manager		None

Skills

List any courses or training relevant to the position for which you are applying

Course / Training	Date Completed
Public Administration Masters Degree	2010
Public Management Bachelors Degree	2007

Employment History

Please use additional pages to show relevant work experience Do not write "See Resume"

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
Town of Thetford	[redacted]	Stuart Rogers/Selectboard Chair
Type of Business: Municipality	Address: 3609 Rt 132, Thetford Ctr, VT 05075	
Job Title: Town Manager	Dates Employed (Month & Year) From: 5/2019 To: 1/2020	Hours Per Week: 40+

Duties

Responsible for day operations, oversight of town departments and functions, coordination of independent boards and committees.

Salary	Reason for Leaving
72,500	not a good environment

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
Town of Corinna	[redacted]	Pamela Parlee/Interim Mgr/Clerk
Type of Business: Municipality	Address: 8 Levi Stewart Drive, Corinna, ME 04928	
Job Title: Town Manager	Dates Employed (Month & Year) From: 10/2014 To: 8/2019	Hours Per Week: 40+

Duties

Under the policy direction of the Board of Selectmen, in charge of the day to day operaiton of the town depts.

Salary	Reason for Leaving
$57,600	Needed benefits

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
Town of Newburgh	[redacted]	Steve Burgess/Selectboard
Type of Business: Municipality	Address: 2220 Western Ave., Newburgh, ME 04444	
Job Title: Town Manager	Date Employed (Month & Year) From: 10/2012 To: 04/2014	Hours Per Week: 40+

Duties

Maintain the administrative organization of the town to ensure cost-effectiveness and efficiency

Salary	Reason for Leaving
$50,000	To manage the town where my father grew up.

1) **Criminal Conviction***: Have you ever plead guilty, been convicted, fined, imprisoned, placed on probation or given a suspended sentence:

- for any felony violation Yes ◯ No ◉
- for any misdemeanor violation Yes ◯ No ◉

If yes, please indicate conviction, date and sentence/disposition. *Information supplied regarding conviction record will not necessarily bar applicant from consideration for employment. Nature of, reason for, and time elapsed since conviction will be reviewed in light of the duties of the job sought

2) **Prior City Employment:** Have you previously worked for the City of Palmer? Yes ◯ No ◉
If yes, when? _____

3) **Relatives:** Are you related to anyone who is currently employed by the City of Palmer? Yes ◯ No ◉
If yes, list their name and relationship. _____

4) **Job Description:** Have you read the job description and do you understand the essential functions of the position for which you are applying? Yes ◉ No ◯

5) Are you able to perform the essential functions of this job with or without reasonable accommodations?
Yes ◉ No ◯

6) **Driver's License:** Have you ever had your driver's license suspended or revoked as a result of a violation?
Yes ◯ No ◉ If yes, please explain:

7) Have you ever been asked to resign or terminated by a former employer? Yes ◯ No ◉
If yes, please explain

Please 3 *Professional* References

Name	Contact Information
[redacted]	[redacted]

Certification & Signature

The information provided in this employment application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This authorization includes permission to check employment references.

If selected for employment you may be required to supply proof of authorization to work in the U.S., have a physical examination and/or drug test, supply and/or authorize a criminal background check, supply and/or authorize a copy of your motor vehicle record (MVR), or sign a conflict of interest agreement and abide by its terms.

I understand that acceptance of an offer of employment does not create a contractual obligation or permanent employment upon the City of Palmer. Employment may be terminated at any time at the option of the employee or City of Palmer.

I understand and agree to the information shown above

Signature: Susan Bernie Woodall **Date:** 03/19/2020

The city is an equal opportunity employer. The city will not unlawfully discriminate against qualified applicants or employees with respect to compensation, or in a term, condition or privilege of employment, because of the person's race, religion, color, national origin, sexual orientation, or other basis protected by law, or because of the person's age, physical or mental disability, genetic information, gender, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical or mental disability, gender, marital status, changes in marital status, pregnancy or parenthood.

When necessary, the city will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position. It is the applicant's and employee's responsibility to notify the personnel officer regarding requests for reasonable accommodations.

City Manager Supplemental Questions

In addition to the City of Palmer job application, cover letter, resume, and three examples of your writing, all candidates must submit typed responses to the questions below. Answers should be single spaced with margins no less than one inch. There is no minimum requirement for answers, but no answer should exceed one 8.5 X 11-inch page. Please include your name and page number at the top of each page, as well as the question number for each response. The responses to these questions will be reviewed and evaluated prior to the next step in the selection process.

Questions

1. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Palmer.

I love being a manager and the interaction that goes on not just between those who are working for the city or the council but the communication that you have with the citizens. I am a people person and enjoy meeting people and being able to work with them no matter what the circumstances. I realize that there are times when residents come into the office and are upset over a variety of issues. I am normally able to sit down with them and not only calm them down but find a solution to their problem. I do not always know the answer to their concerns but am always able to speak to them to assure that I will get the answer or information and call them as soon as I can.

The love of puzzles is also why I love being a Town Manager. You may think you have your day all planned out, but you do not EVER know what your day is going to end up being. There are always people who come in to see you unannounced or a road project that is in progress then you receive a call that in digging they broke a water main. You never know what your day is going to be but that is when your enjoyment of puzzles comes into play, finding the correct solution. You must enjoy your work and be able to think outside the box in this fast-paced role.

The interaction that goes on between the Town Manager and the various boards and committees is crucial. When I was the Town Manager in Corinna, Maine, the Building Preservation Group (BPG) effectively brought in just under 3 million dollars in grants for the Stewart Library Building. Once hired, I immediately joined this group and was instrumental in the final steps for the initial million dollar grant that was used to update a building that many thought to be in such disrepair that it was going to be left vacant. The grant enabled our group to make the necessary updates and the remarkable work to bring this beautiful building back to life had begun!

I also love to learn new things which includes keeping myself informed with all the new federal and state laws and statutes that are constantly changing. If you are looking to update any policies or ordinances, the first thing you should do is look to see if there are any statutes or laws which have been updated with the issue you are looking to put into a policy or ordinance.

I also love to write and will include a few of the policies that I have written for the various towns that I have worked in. I am a firm believer in education and have always encouraged all employees to keep up to date with any classes that have to do with their job duties.

My oldest daughter lives in Palmer along with many extended family members in neighboring Wasilla. I have been to Alaska several times and am in love with the Mat-Su Valley area. The Palmer region is not too different in climate than where we live in Maine. I am always telling my daughter that we have been colder than where you are!

I have many reasons why this move would be good at this time in my career and loving what I went to school for, Family and Alaska sounds like a perfect combination.

2. Please describe any experience you have had facilitating economic development in a community. Please describe your involvement in a specific economic development project, from inception to completion including: 1) your role in the project; 2) any problems/issue

The Town of Corinna is a town that had a Woolen Textile Mill and was a thriving community! However, in 1999 contamination was found in the waterways and the Environmental Protection Agency (EPA) stepped in to take care of an extensive removal project that would not be finished with the demolition phase until April of 2000. The cleanup not only demolished the Mill, but it took out the main street that also housed many stores and businesses. You are probably wondering what this had to do with someone who did not start as Town Manager until 2014 but it has everything to do with the economic development of Corinna. When I started work as their Town Manager, I had to acquaint myself with this project and where they were in the once active Brownfield Superfund Project. The EPA was still doing testing at various sites and the town had to keep the reports in an orderly fashion to verify the numbers were improving. The Maine Department of Environmental Protection (MDEP) took over the testing in 2018 and with this also came the PFAS and PFOS testing. The chemicals perfluorooctanoic acid or PFOA, and perfluorooctanesulfonate or PFOS are manmade chemicals used to treat fabric or in Corinna's case, woolen textile material. These chemicals treated the textiles for waterproofing and throughout the years of the mills operation any waste went through to the landfill. The landfill closed before the demolition of the mill was completed. The MDEP started testing for PFOA and PFOS in 2018 and even though the landfill site increasingly had improving test numbers the landfill had never been run for these new chemical tests. We were not concerned as much for the landfill numbers as we were for the residents who lived near the landfill. The MDEP started testing on 20 resident wells and we were told that the MDEP would go into those wells that tested high and would install water purification systems. There were 6 residents who needed these systems installed with the town having to take over the costs of the testing after the installation affecting the annual budget.

After years of dealing with large environmental issues, Corinna could now focus on the next steps of economic development. In 2019 our elementary school was closed, and I was tasked with forming a group of citizens to investigate what we could do with the school. There were

many ideas from the town keeping it for a community building to getting a real estate agent to put it on the market, all costs money. I spoke with an individual who was interested in helping the town out by purchasing the building but also wanted the town to work with him on real estate taxes. I had met with this individual many times and he asked me what I thought would be a good fit for the town? I told him that we had no place for the young children to play basketball or meet for sporting events if we lose the school, but we also needed elderly or low-income housing. The gentleman wanted us to sell him the building for $1.00 and give him 2 years to reconstruct the school into a housing unit. The decision was to have the unit done in the 2 years and to also keep the gym intact so that the kids would have a place to play ball. The discussion was the town being able to rent the gym for $1.00 for 25-year period and that we would also help with the cost of the floor in the gym. The outcome was he bought the school for $125,000 and had to have the renovations done in 2 years. The building is being renovated as we speak.

The Planning Board and I were also working on rezoning the downtown so we could make it work for businesses. The restrictions that were put in place after the woolen mill was gone did not work for a town left with a couple of gas stations. We were able to reclassify the zones and brought in a Dollar General and was also working on a Tractor Supply. These were all in the works when I left Corinna.

Town of Corinna
NOTICE OF TAX SALE

The Board of Selectmen of the Town of Corinna will be holding a public sale (open floor auction style) for the sale of the municipality's interest in a tax-acquired property. The bidder must bring a certified bank check in the amount of the minimum bid (or reserve) amount listed. Each party entering into the open bid process must include the bidder's name, mailing address and phone number. Any bidder without these required documents will not be allowed to bid during the open auction. The successful bidder's deposit will be credited to the total purchase price of that parcel. The Town Manager will have a representative present 30 minutes before the auction starts so that individuals can receive appropriate paperwork in order to facilitate an appropriate auction with active bidders.

Bidders are invited to the open auction set forth by the Selectmen at the Stewart Library's Jones Nutter Auditorium on Wednesday, September 12th, 2018 at 6:00pm. The Board of Selectmen reserve the right to reject any and all bids. The successful bidder shall have 30 days from the date of the auction and bid acceptance in which to complete the purchase. The property will be conveyed by a quitclaim deed without covenants that will convey the town's interest in the property. In the event that a successful bidder fails, for any reason, to complete the purchase in the time stated, the bid acceptance is void and the bidder's deposit shall be forfeited to the Town. The Board of Selectmen may thereafter negotiate a sale of the property with any or all-unsuccessful bidders. Property descriptions and packets will be available at the Town Office; Monday thru Friday 8:00am-4:30pm. Any questions should be directed to the Town Manager; 207-278-4183.

Acct #406 Tibbetts Road: 3.2 Acres
The property for sale is described on the Town Tax Maps as: Map 6, Lot 034. The minimum bid requirement for this property is $500.

The tax maps and other public information concerning the property may be reviewed at the Town Office during its normal business hours. The above named property is sold in its current "As-Is" condition and the buyer is responsible for all existing liens if any. All sales are final with non-refundable deposits. All unsuccessful bidders will have their certified bank checks/monies returned to them that day.

Serena Bemis-Goodall
Town Manager, Town of Corinna

CORINNA CEMETERY
ORDINANCE

April 2018

FOREWORD

It is the desire of the Town to make the Corinna Municipal Cemeteries, a quiet beautiful resting-place for the deceased where a sense of tranquility will be obtained by stately landscaped and well-maintained lawns. To assure these effects, the Town disburses monies to preserve the cemeteries which will also require the cooperation of every lot owner. Anything that would blemish the general beauty and harmony of the cemeteries must be avoided. Peace and respect are imperative, and the sacredness of the cemeteries must be maintained at all times. It is to this end that these rules and regulations have been made effective.

DEFINITIONS

Lot	an individual gravesite measuring 12' x 12' with exceptions
Monument	a headstone, footstone or grave marker
Sexton	caretaker of cemeteries appointed by the selectmen

It is the intention of the Corinna Cemetery Committee to provide policies that are enforced. We recognize that many areas that these policies cover cannot and should not be grandfathered. Therefore, it shall be stated that any infractions occurring after 1986 when the Selectmen adopted the Original Cemetery Policy must be brought into compliance. Grandfathered issues may need to be brought into compliance if that issue interferes with roadways, another individual's lot, or access to other lots.

1. ESTABLISHMENT. There is hereby created a Cemetery Board which shall consist of five (5) members appointed by the Governing Board for one-year term which shall expire on the 2nd Saturday in March of every year. In the event of an absent Cemetery Board the Select Board will serve as the Cemetery Board until they can adequately fill positions on the board.

a). The Governing Board shall recommend one person who shall be known as the Supervisor of Cemeteries, and such other help as is necessary to work under their supervision.

2. VACANCY. Should a vacancy occur on the Cemetery Board by death, resignation or otherwise, the same shall be filled for the balance of the term by appointment by the Governing Board.

3. CHAIRMAN. The Cemetery Board shall annually elect one of its members to be and act as Chairman thereof.

4. DUTIES OF BOARD. The Cemetery Board and Sexton shall work together in accordance with the rules of this Ordinance.

5. RULES AND REGULATIONS. The Cemetery Board shall serve in an advisory capacity to the Governing Board and recommend Ordinance Regulations for the operation and use of all Town owned cemeteries which shall be subject to the approval of the Legislative Body.

6. CLERK. The Town Clerk shall serve as Cemetery Clerk and shall perform duties such as keeping records of burials; process sale of lots; be custodian of cemetery records, which at all times shall be housed at the town office; answer all cemetery related correspondence; and act as clerk for the Cemetery Board and Sexton.

7. CHARTS. A chart of the various cemeteries, showing the location of roads and avenues, and identifying number in each cemetery shall be in the custody of the Town Clerk and Sexton.

PURCHASE OF LOTS

Persons desiring to purchase a lot in the cemeteries are referred to the Town Clerk or Sexton. The Town Clerk will have available plans showing size and price of lots and

such other information as may be required and will be pleased to render assistance to those desiring to make lot purchases. Upon having made a lot selection, and on receipt of the purchase price, the Town Clerk will mail a deed once the Chairman of the Board of Selectman has signed it.

Sales of Lots
The Town Treasurer shall make the sale of lots in the Town Cemeteries, at the price established in this ordinance as approved by the Legislative Body. When paid for, the Town Clerk shall mail to the purchaser a good and sufficient deed. All monies received from such sale shall be paid directly into the Town Treasury, but no deed shall be given, and no lot occupied until paid for.

Lots will be sold:
RESIDENT PRICE: $500 which includes Perpetual Care.
NON-RESIDENT PRICE: $1000 which includes Perpetual Care.

Grave lots shall be 12' x 12' (large enough for three individual traditional burials (caskets). Cremation number(s) per lot will be determined by the Sexton/Cemetery Committee or Selectmen.

Morses Corner – East Side – P1, 2, 3, 4 and O4, cremation only.
Mausoleums will no longer be allowed.

OWNERSHIP AND TITLE OF LOTS

The terms "Lot Owner' or "Ownership" shall be construed to mean the rights to use a lot or part of a lot, as purchased from the Town for a consideration for burial purposes only, and under the rules and regulations as prescribed by the Town.

Upon full payment of the purchase price of a lot, the Town will issue a Cemetery Deed under its seal, and the deed will be filed at the Town Office.

The title to a cemetery lot invests in the owner the right to use such lot for burial purposes only, for themselves, their heirs, or for any such persons as they may choose to admit. Such admission is to be without compensation and in accordance with the Cemetery Rules and Regulations.

All burial rights in cemetery lots purchased from the Town occupy the same position as real estate at the death of the owner. Only such persons as names appear on the Cemetery records of the Town will be recognized as owners of lots. In case of the death of a lot owner, when the Cemetery lot is disposed of, by will, a certified copy of the will must be delivered to the Town Office before it will recognize the change in ownership. If the deceased lot owner left no will, the proof of heir ship is necessary. Lot owners, in making their wills, should include the cemetery lot and will it to one person. However, people who have lots may come to the Town Office and fill out a Conveyance Form which will transfer ownership from one person to another.

PRIVILEGES AND RESTRICTIONS

No mounds shall be raised upon any grave above the general level of the lot unless ledge is involved. Mounds are difficult for maintenance purposes as the sod grows in an unnatural position and is easily injured by heat, drought and frost. The Town reserves the right to remove unsightly mounds and to re-sod the grave at the general level of the lot. If a lot is sold and ledge or rock are found, the buyer may have the option of a different lot or pay the additional costs for the needed removal. All lots to be grassed and the grading will be under the supervision of the Governing Board.

No fences, enclosures or structures of any kind will be permitted on or around lots with the exception of tasteful barriers to prevent erosion.

The Town reserves the right for its Cemetery workers and persons necessary for the normal operations to enter upon or cross over any lot in the Cemeteries in the performance of their duties.

The Town or its employees assumes no liability for damage, actual or mental anguish, in the performance of normal operations, or loss by vandalism or other acts beyond reasonable control.

INTERMENTS

The interments of two bodies in one single casket will not be allowed; except in case of a parent and infant, twin children, two cremated remains or two children buried at the same time.

Permission, in writing, from a lot owner must accompany all requests for permits to bury persons not members of the immediate family. Such permission shall not be for remuneration.

No burial will be permitted until a legal burial permit has been presented to the Sexton.

The lot owner or funeral director shall designate the location of the grave to the Sexton. Any change of location made after the opening of the grave has begun shall be at the expense of the person requesting the change of location.

As soon as flowers, wreaths, emblems, etc. used at funerals, or placed on graves at other times, become unsightly and faded, they will be removed and no responsibility for their protection or maintenance is assumed.

REMOVALS

Removal of bodies from graves in the Cemeteries will be done under the supervision of the Sexton and at the expense of the requester in accordance with the requirements of the Statutes of the State.

Owners or their heirs desiring graves opened shall secure the necessary disinterment permit which must be obtained prior to and presented to the Town Clerk. All removals will be made by the requester under the supervision of the Sexton and a licensed funeral director.

For sanitary reasons, graves will not be reopened for inspection except for official investigations.

Any markers or monuments designating the location of an interment shall be removed at the time a disinterment is made.

STONE AND MONUMENTAL WORK

Markers shall be placed at the head of a grave **AS PLOTTED**. No marker shall embrace two or more graves unless all graves are on the same lot and owned by one person or family.

No foundation or monument shall be erected without permission of the Sexton or Cemetery Committee. All upright stones shall have a base before placement. The Corinna Cemetery Committee, the Selectmen or Sexton must be notified before placement of any and all upright stones.

All material removed for the foundation excavation must be disposed of properly, either by discarding in a designated area or removal from the cemetery if there is no designated area for disposal.

The monument dealer involved shall be responsible to the Town of Corinna for any damage done to surrounding area and for cleaning up the gravesite.

The Town is not responsible for straightening new monuments (after 1970), headstones or footstones. The family (owners) will assume full responsibility for notifying the monument dealer or funeral director that provides this service of any problems. All work in the cemeteries is to be supervised by the Sexton. The Town assumes no liability for damage or injury to markers while being leveled. Any foundation or monument installed incorrectly or in the wrong location without permission and/or direction from the Sexton and requiring correction will be done at the expense of the lot owner.

The Town had a contractor in 2016 & 2017, by using the perpetual care fund, who did maintenance to the older stones: cleaning, righting old stones and filling in holes where needed.

TREES, SHRUBS AND FLOWERS

The Town will normally do all general maintenance in the Cemeteries, but lot owners may feel free at any time to consult with the Sexton regarding matters pertaining to permissible plantings or the general care and upkeep of lots.

There will be no planting of any type of shrub or tree. No flowerbeds will be permitted, only individual flowers or potted plants, artificial flowers and/or arrangements may be placed on a grave lot at any time while cemetery is open provided, they are displayed in a suitable container. **(NO GLASS CONTAINERS ALLOWED).** In ground seasonal flowers may be planted within eight (8) inches of any grave marker. All plant debris will be removed from graves when they become unsightly or after the first frost in the fall.

If any existing trees or shrubs in or upon any lot in any Town Cemetery by means of their roots or branches become detrimental to the ground or neighboring lots, unsightly or inconvenient to the public, the Town shall have the right to enter upon the premises and remove such trees or shrubs or any part thereof (upon owner notification). Removal of these trees or shrubs will be done by the Town employees.

No lot or grave shall be defined by fence, railing, hedge, trees or shrubs to describe its corners or boundaries.

The Owners shall remove spring/summer flowers and decorations before October 15th of each year. Items placed in the cemetery shall be placed there at the risk of the owner. The Owners shall remove all winter flowers, wreaths or decorations before April 1st of each year. Items left AFTER the above referenced dates, shall be removed and discarded by the Town Sexton, Cemetery Committee or Town Employee(s). Flags on Veteran's lots are the responsibility of the Town and as such will be placed by Memorial Day and removed after Veterans Day.

The Town shall not be responsible for any items left on gravesites beyond the seasonal removal deadlines.

Requests for Policy waivers or issues concerning Cemetery Policies shall be addressed to the Cemetery Committee (or Selectmen) by contacting the Town Office to have the request or issue included on the agenda for the next meeting. A written reply issued in such time as may be considered reasonable.

RULES FOR VISITORS

The Cemeteries will be open to visitors during **DAYLIGHT HOURS** only. Permission to enter the cemeteries at any other time must be obtained from the Town.

No bicycles, motorcycles, snowmobiles, all-terrain vehicle, dune buggy or any registered or unregistered off-highway motor vehicle shall be operated within the Cemeteries at any time except as authorized by the Sexton, Cemetery Supervisor or Cemetery Committee.

No vehicle shall be operated on other than roadways provided, unless authorized by the Sexton; then at not more than 5 miles per hour or in such manner that would leave ruts. Vehicles must not stop so as to block or hinder the passage of other vehicles; except that no auto may pass a grave when a burial ceremony is in progress. All vehicles must park on the right side of roadway.

NO DOGS (with the exception of service dogs) or other domestic animal, will be allowed in the Cemeteries at any time except as authorized by the Sexton, Cemetery Supervisor or Cemetery Committee.

Visitors are required to use the walkways and/or driveways and are forbidden to trespass on cemetery lots.

The owner of any lot is responsible for the removal from any gravesite of flowers, wreaths, decorations, etc., which have died turned brown or fallen apart by October 15th. The throwing of rubbish in any part of the cemetery other than places provided is prohibited (rubbish barrels will be purchased and placed at each cemetery). If the owner fails to execute such removal, the Sexton, Cemetery Committee or Town Employee may remove it.

Requests for special work shall be made in writing to the Town and approved or disapproved by the Selectmen. The person(s) making the request will then be notified in writing of the decision.

All persons are reminded that the grounds are sacredly devoted to the burial of the deceased and that the provisions and penalties of the law, as provided by the statute, will be strictly enforced in all cases of malicious injury, disturbance and disregard of the rules.

RULES FOR WORK DONE IN CORINNA CEMETERIES

1.) All burials (including cremations) will be done by the Town's Sexton, coordinated by contacting either the Sexton, Supervisor or the Cemetery Committee. Notice of burials must be given 72 hours prior to the grave opening or for religious beliefs that require burial less than 72 hours. As a practical matter, there will be no winter burials (i.e. from the time the ground is solidly frozen in the fall until the frost is out in the spring or when the ground is snow covered prohibiting the locating of a specific lot). Should a winter burial be necessary, and the Sexton is agreeable to taking on the additional responsibility and work involved, he shall be reasonably compensated for the added time, work and equipment which may be needed to open the gravesite.

If the funeral home makes the arrangements for the family, then the funeral home is contracting with the Sexton for his services and they alone are responsible for all ordinary and extra ordinary expenses involved.

Clear communication between the Funeral Director(s) and the Sexton is pertinent to making any arrangement with the families as smooth and straightforward as possible.

If the family deals with the Sexton all expenses will be paid prior to the burial. It is not our wish that the Sexton be involved in the business of bill collecting.

2.) No vaults will be set without the Sexton present. Vault companies will contact the Sexton in advance and tell him/her what time they will be at the graveyard.

3.) No stones or bases will be set without first contacting the Sexton to determine and/or confirm the proper location.

4.) In general, any work done in the Corinna cemeteries must be coordinated with the Sexton.

OPEN/CLOSE DATES

All cemeteries will be closed to burials and vehicular traffic on November 30 each year and reopen on April 15 (roadway conditions permitting). Reopen date to be determined by the Road Commissioner in conjunction with posted roads and conditions.

City Manager Candidate Package

Last Name:	**Ardaugh**
First Name:	**John**

EDUCATION:	**Juris Doctor; BS in Business & Marketing**

Previous City Manager:	**No**

Previous experience with Federal State or City Government:	**Yes**

5 years exerience in Supervison or Managememt:	**Yes**

Previous experience working in Alaska:	**No**

Other:

John R. Ardaugh
[redacted] • Manhattan, IL [redacted]
[redacted]

March 18, 2020

Ms. Kim Green,
Human Resources Specialist
City of Palmer
231 West Evergreen Avenue
Palmer, AK 99645

Dear Ms. Green:

I am very interested in becoming the next City Manager of your beautiful outdoor community of Palmer, AK. I believe that my background is a match with all of Palmer's stated needs. I have attached my resume that will furnish you with an overview of my education, professional career and qualifications along with my application, applicant sworn statement, supplemental questions answers, my written work and my professional references.

My background includes over twenty years of diverse experience in the government, municipal, non-profit and private sectors. I have a consistent record of success, serving as a top government, municipal and legal consultant, association executive and as Managing Partner of Spesia, Ayers & Ardaugh, a private law firm serving governmental/municipal entities, not-for-profits/associations, corporations and individuals at the local, state and national levels.

My expertise includes administration, budgeting, community development, contracts, customer service, economic development, employee/staff relations, financial management, grants, human resources, intergovernmental relations, land use, legislation, municipal operations, negotiations, personnel/project management, planning, policies/procedures, real estate, zoning and structuring long-term organizational objectives and fostering long-term professional relationships with government officials and high-profile business partners. My strengths are in multi-tasking and effectively managing people and projects in fast-paced dynamic environments with a strong desire and record of making significant changes and improvements. I am highly regarded for serving as a liaison and leading cross-functional teams. I also possess a considerable network of established contacts and strategic business allies and have a strong reputation as a respected advocate amongst my peers.

Comfortable in a well-defined hierarchical reporting structure, I also possess vast leadership experience within governmental, civic, philanthropic and community organizations/associations and have led these organizations to meet and/or exceed all of their goals for organizational excellence and financial responsibility. I am a team leader and team player with a team-oriented management style that effectively communicates and builds consensus, thereby creating a team environment. I attribute my success to my impeccable work ethic founded on the principles of diligence, drive and tenacity. My education includes a Bachelor of Science Degree in Business Administration and Marketing from Illinois State University where I was a Robert G. Bone Scholar Nominee as well as a Juris Doctor, with Distinction, from The John Marshall Law School.

Key skills include:

- Exceptional interpersonal, verbal and written communication skills with a very approachable, direct, flexible and positive communication/management style and experience working on complex municipal issues including drafting, negotiating, researching, reviewing and leading the administration of numerous agendas, contracts, legislation and policies such as annexation, boundary, collective bargaining, development/redevelopment, economic development, employment and intergovernmental agreements.

- Serving as the leader/primary spokesperson with strong oral presentation skills who is an excellent communicator and a good listener who leads by example for many different organizations, working directly with key contacts and effectively managing contract professionals, outside counsel and staff personnel handling diverse engagements in a very friendly, open, personable and professional manner who builds collaborative relationships and agreements with all neighboring governmental entities.

▪ Progressive executive level experience with proven success in budget development/administration, citizen engagement, conflict resolution, customer service, economic development, government relations, negotiations, personnel management, public relations, staff development and succession planning.

▪ Developed and implemented many successful strategic long-range plans with significant measurable results, by utilizing creative, forward thinking and innovative methodologies in analyzing issues and evaluating/formulating alternative options that result in sound and decisive recommendations.

▪ Working collaboratively in a very fair, patient and welcoming manner with the business community, contractors, civic/ community organizations, elected officials, employees and most importantly with all of the residents within the community, thereby maintaining excellent working relationships and extremely comfortable having a highly visible role in the community.

As set forth on my resume, I have been involved in the governmental/municipal arena for many years. I served communities ranging in size from 2,000 [Village of Rockdale] to 26,000 [Village of New Lenox]. The budgets ranged in size from $5,000,000.00 to $47,000,000.00. I assisted the respective Village Managers with any questions, problems and/or concerns that they had with any budget and financial issues. With the smaller communities that I represented I was more involved in the business and economic development opportunities

I am an articulate, creative, energetic, innovative, passionate, personable and a proven leader with a track record of many successful economic development campaigns. I inspire confidence in others and I have an extensive background in municipal government operations and diverse experience interacting with County, State and Federal government officials. I am a people person with a broad base of knowledge outside municipal government. I am confident that I can help make significant contributions to help you, Mayor DeVries, City Council members and the City of Palmer in meeting and exceeding all of its goals for economic development, fiscal responsibility, organizational excellence, staff development and building even greater consensus within the community.

I challenge old ideas in a very positive way, inspire many new perspectives and encourage and engage everyone around me. I have a great deal of experience working with elected officials, department heads and staff and I understand when to provide advice and counsel to elected officials on policy matters. I am politically savvy and politically astute. I bring to the table a diverse business and legal background with a solid history of community involvement and I truly enjoy reaching out, meeting and engaging with all community members. I love the outdoors and I would welcome the opportunity to work in an amazing place such as your community of Palmer.

I want to become an active member of a highly experienced and professional staff who challenges, encourages and engages all of the residents to consider and develop new and exciting ideas for your great community. I realize that this summary cannot fully communicate all of the benefits that I can provide your City of Palmer. I would appreciate speaking with you, Mayor DeVries and the City Council so that we can discuss all of Palmer's goals. Thank you for your time and consideration.

Sincerely,

John R. "Jack" Ardaugh
Attachments

JOHN R. ARDAUGH

[redacted] • Manhattan, IL [redacted]

Municipal Operations ▪ Financial Management ▪ Budgeting ▪ Planning ▪ Zoning ▪ Land Use ▪ Grants Human Resources ▪ Policies/Procedures ▪ Personnel/Project Management ▪ Legislation ▪ Real Estate Administration ▪ Employee/Staff Relations ▪ Contracts ▪ Negotiations ▪ Economic Development

A strong proven leader in the government, municipal, legal and business arenas with more than 20 years of success in the boardroom, the courtroom and at the negotiating table with broad experience in all areas of municipal operations and a wide span of responsibility over multiple functions seeks to become the next City Manager of Palmer, AK. A very articulate, confident, dedicated, energetic, visible and visionary leader with an entrepreneurial spirit, optimistic and extensive demonstrated success in the government and municipal arena. Well-connected professional with experience establishing contacts in various community, governmental and municipal sectors that is motivated and achieves results by building consensus with a team-oriented approach and provides excellent customer service.

Offers innovative and strategic recommendations ensuring the effective management of numerous people and projects without compromising quality, timeliness or results. Demonstrates an approachable, friendly, honest, open, personable and transparent management style that is tough on issues, but fair, collaborative and welcoming with people. A creative, dynamic, flexible, passionate, patient, proactive, progressive and outgoing leader highly engaged within numerous community, philanthropic and public endeavors that recognizes and appreciates the contributions of others and inspires confidence with an unquestionable sense of integrity. Solid communicator who institutes initiatives and carries them out thereby creates change being fiscally sound, thereby increasing efficiency.

KEY COMPETENCIES

Capital Projects
Business, Media & Public Relations
Strong Analytical/Leadership Skills
Community & Intergovernmental Relations
Excellent Communication/Interpersonal Skills
Strategic Planning
Community Development
Agenda/Report Preparation
Professional Development
Laws/Ordinances/Regulations/Resolutions

PROFESSIONAL HIGHLIGHTS

Fahey & Associates Chicago, IL
OF COUNSEL (2011-Present)
Expertly handles a wide variety of contract and employment matters/labor relations, including drafting, negotiating and reviewing contracts as well as the representation of numerous clients in court on litigation. Ensure firm remains in compliance with corporate guidelines, legal mandates and ethical ideals.
• Championed a number of office management initiatives that increased productivity and increased efficiency, thereby allowing for a more streamlined workflow as well as cross-functional transparency.

Spesia, Ayers & Ardaugh Joliet, IL

MANAGING PARTNER/PRINCIPAL (1994-2010); *ASSOCIATE* (1988-1993)

Spearheaded and led the governmental/business practice within the office, developing and maintaining an extensive network of municipal, government, corporate and private contacts. Managed new clients and served as lead attorney and central contact for firm's key clients. Responsible for the preparation and continuous update of standard "boilerplate" language used in all annexation/development agreements drafted internally for municipal clients; many municipal law practitioners subsequently replicated this work.

• Personally procured and managed **75% of the firm's major municipal and governmental clients.**

• Spearheaded economic development and legal campaigns for **Manhattan, Minooka, New Lenox** and **Rockdale**; instrumental in securing numerous Boundary and Intergovernmental Agreements with neighboring municipalities.

• Negotiated an agreement with a natural gas "peaker plant," resulting in **millions of revenue dollars** for the **Village of Manhattan.**

• Played a key role **in hiring the Village of Manhattan's first Village Administrator.**

• Instrumental in negotiating the **Lake Michigan Water** agreements for the **Village of New Lenox.**

• Bond counsel for over **$40M** of general obligation, special service and special assessment area bonds.

• Championed the **revitalization of the Rockdale Village Code,** previously modified in the 1960's.

• Handled the annexation of over 15,000 acres of property; carefully considered, expertly drafted and effectively negotiated the respective contracts.

• Negotiated and thereby secured **thousands of acres of property for the Village of New Lenox,** covering the I-355 corridor and I-80 interchange, as one of the lead Attorneys in an extremely contentious and lengthy boundary litigation with the City of Joliet.

• Led successful boundary negotiations for the **Village of Minooka with the Village of Channahon;** annexed thousands of acres of property later developed for both commercial and residential uses.

LEGAL ASSOCIATIONS

Will County Bar Association Joliet, IL

PRESIDENT (2006-2007)

• Implemented free Continuing Legal Education (CLE) programs for members.

• Grew membership from approximately 400 to over 700 during tenure; substantially increased association revenues; instituted VIP court access service.

• Spearheaded a comprehensive vision and mission reassessment; drove several modernization efforts including the establishment of new office space and successfully transformed the association's brand image and identity.

CHAIRMAN -PROBATE COMMITTEE (2001); *MUNICIPAL LAW COMMITTEE* (1999)
• Initiated regular meetings and implemented various programs.

CHAIRMAN -ANNUAL GOLF OUTING (2006)
• Increased event revenue by instituting new fundraising opportunities.

PRO-BONO ATTORNEY

Twelfth Judicial Circuit Judicial Screening Committee, *Former Member*
Illinois State Bar Association, *Member*
American Bar Association, *Member*

Admitted to practice before the United States Supreme Court, the United States District Court for the Northern District of Illinois and all Illinois state courts.

COMMUNITY ASSOCIATIONS

Chicago Gaelic Park Oak Forest, IL
MEMBER (2007-Present)
• Organized and implemented the "Irish Dog Exhibition" and the "Irish Horse Exhibition" at the annual Irish Fest.

Manhattan Park District Foundation Manhattan, IL
CHAIRMAN -FIRST ANNUAL ROUND BARN WINE FESTIVAL (2008)

Manhattan Irish Fest Manhattan, IL

CHAIRPERSON (1996, 1997); *COMMITTEE MEMBER* (1995-2008)
• Chaired the "*Sponsorship Committee*" for numerous years and was directly instrumental in securing a large number/amount of annual sponsorship monies.

Manhattan Lions Club Manhattan, IL
PRESIDENT (1998, 1999); *TREASURER* (1993, 1994, 1996); *TAIL TWISTER* (1992)

Manhattan Chamber of Commerce Manhattan, IL

PRESIDENT (1996-1997)

• Streamlined operational initiatives through the successful on boarding of first Chamber employee.

St. Joseph's Church Manhattan, IL
CHAIRMAN -LAS VEGAS NIGHT COMMITTEE (2002)

EDUCATION

Illinois State University Normal, IL
B.S., Business Administration and Marketing
Robert G. Bone Scholar, Nominee

The John Marshall Law School Chicago, IL
J.D., with Distinction
Order of John Marshall
The John Marshall Law Review, Staff Editor
Moot Court Executive Board, Associate Editor

TECHNICAL ACUMEN

Familiar with MS Office Suite (Word & Excel), Internet research and social media sites; highly adaptable and trainable in new computer and technical systems.

John R. Ardaugh, Esq.

[redacted]Manhattan, IL 60442

[redacted]

PROFESSIONAL REFERENCES

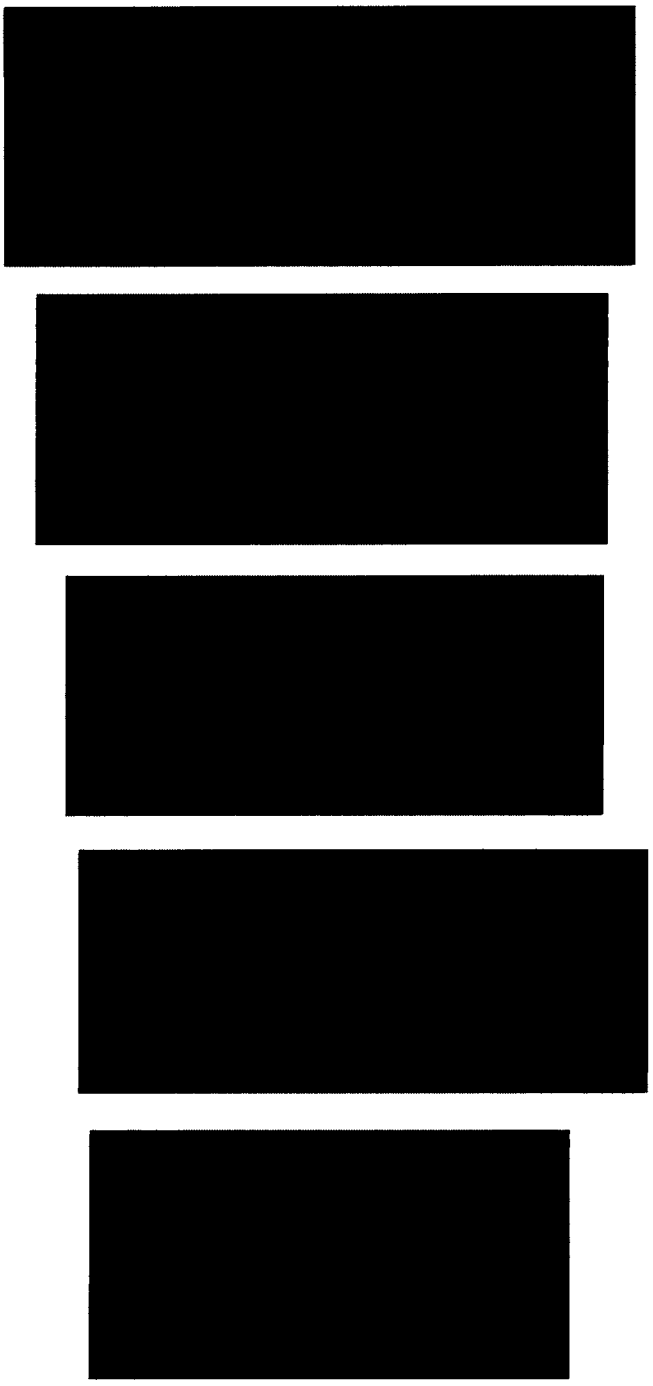
[redacted]

[redacted]

[redacted]

[redacted]

[redacted]



CITY OF PALMER
231 W. EVERGREEN AVENUE
PALMER, AK 99645

APPLICANT'S SWORN STATEMENT
AUTHORIZATION AND RELEASE

I hereby affirm all the information I provided or provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date.

I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions.

I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City.

I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge.

I understand that this application is not and is not intended to be a contract for employment or continued employment.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

A photocopy of this authorization shall have the same force and effect as the original documentation.

John R. Ardaugh
Signature of Applicant

3/18/2020
Date

Subscribed and sworn to before me this 18th day of March 2020 by John R. Ardaugh

Notary Public in and for Alaska

My Commission Expires 10/30/2022

OFFICIAL SEAL
KATHLEEN M ZIELINSKI
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/30/22

APPLICATION FOR EMPLOYMENT

City of Palmer
231 W Evergreen Avenue
Palmer, Alaska 99654
Phone - 907.745.3271 Fax – 907.761.1332

Position Applying For: City Manager	(Select) Full-Time, Part-Time, On-Call, Seasonal

Contact Information

Name (Last, First, Middle Initial)	Work Telephone	Home Telephone	Cell Phone
Ardaugh, John, R.	[redacted]	N/A	[redacted]
Mailing Address	**City**	**State**	**Zip Code**
[redacted]	Manhattan	IL	[redacted]
Email Address [redacted]			

Are you eligible to work in the United States?	Yes (●) No ( )
Do you have a valid driver's license?	Yes (●) No ( )
Are you 18 years of age or older?	Yes (●) No ( )

Education/Training

Do you have a high school diploma or equivalent? Yes (●) No ( )

Post-Secondary Education Institution Name	Course of Study	Degree Earned
Illinois State University	Business & Marketing	B.S.
John Marshall Law	Law	J.D.

License or Certification

List any professional license, registration, certification, etc. - i.e. EMT, Dispatch, CDL, etc

License/Certification	State	Profession	License Number	Expiration Date
Attorney	IL	Law	6192107	N/A

Skills

List any courses or training relevant to the position for which you are applying

Course / Training	Date Completed
Continuing Legal Education [CLE]	2019

Employment History

Please use additional pages to show relevant work experience Do not write "See Resume"

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
Fahey & Associates	[redacted]	E. Kent Ayers [redacted]
Type of Business Law Firm	**Address** 150 North Michigan Avenue Chicago, IL 60601	
Job Title	**Dates Employed (Month & Year)** From: To.	**Hours Per Week** Varies

Duties
I handle many matters in court as well as contracts, employment matters and real estate issues.

Salary	Reason for Leaving
$150,000 +/-	I wanted to serve a great community directly.

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
Spesia, Ayers & Ardaugh	[redacted]	E. Kent Ayers [redacted]
Type of Business Law Firm	**Address** 1415 Black Road Joliet, IL 60435	
Job Title	**Dates Employed (Month & Year)** From To	**Hours Per Week** 55+/-

Duties
I was in charge of the governmental practice with the firm.

Salary	Reason for Leaving
$150,000 +/-	I wanted to serve a great community directly.

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
Hinshaw & Culbertson	[redacted]	Thomas Chrisham
Type of Business Law Firm	**Address** 151 North Franklin Street Chicago, IL 60606	
Job Title	**Date Employed (Month & Year)** From To	**Hours Per Week** 50+/-

Duties
I handled many litigation matters in and outside of court.

Salary	Reason for Leaving
$40,000 +/-	I wanted more client interaction.

1) **Criminal Conviction***: Have you ever plead guilty, been convicted, fined, imprisoned, placed on probation or given a suspended sentence

- for any felony violation Yes ○ No ◉
- for any misdemeanor violation Yes ○ No ◉

If yes, please indicate conviction, date and sentence/disposition. *Information supplied regarding conviction record will not necessarily bar applicant from consideration for employment. Nature of, reason for, and time elapsed since conviction will be reviewed in light of the duties of the job sought.

N/A

2) **Prior City Employment:** Have you previously worked for the City of Palmer? Yes ○ No ◉
If yes, when? _____

3) **Relatives:** Are you related to anyone who is currently employed by the City of Palmer? Yes ○ No ◉
If yes, list their name and relationship: N/A

4) **Job Description:** Have you read the job description and do you understand the essential functions of the position for which you are applying? Yes ◉ No ○

5) Are you able to perform the essential functions of this job with or without reasonable accommodations?
Yes ◉ No ○

6) **Driver's License:** Have you ever had your driver's license suspended or revoked as a result of a violation?
Yes ○ No ◉ If yes, please explain: N/A

7) Have you ever been asked to resign or terminated by a former employer? Yes ○ No ◉
If yes, please explain

N/A

Please 3 *Professional* References

Name	Contact Information
[redacted]	[redacted]

Certification & Signature

The information provided in this employment application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This authorization includes permission to check employment references.

If selected for employment you may be required to supply proof of authorization to work in the U.S., have a physical examination and/or drug test, supply and/or authorize a criminal background check, supply and/or authorize a copy of your motor vehicle record (MVR), or sign a conflict of interest agreement and abide by its terms.

I understand that acceptance of an offer of employment does not create a contractual obligation or permanent employment upon the City of Palmer. Employment may be terminated at any time at the option of the employee or City of Palmer.

I understand and agree to the information shown above

Signature: John R. Ardaugh **Date:** 3/17/2020

The city is an equal opportunity employer. The city will not unlawfully discriminate against qualified applicants or employees with respect to compensation, or in a term, condition or privilege of employment, because of the person's race, religion, color, national origin, sexual orientation, or other basis protected by law, or because of the person's age, physical or mental disability, genetic information, gender, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical or mental disability, gender, marital status, changes in marital status, pregnancy or parenthood.

When necessary, the city will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position. It is the applicant's and employee's responsibility to notify the personnel officer regarding requests for reasonable accommodations.

City Manager Supplemental Questions

In addition to the City of Palmer job application, cover letter, resume, and three examples of your writing, all candidates must submit typed responses to the questions below. Answers should be single spaced with margins no less than one inch. There is no minimum requirement for answers, but no answer should exceed one 8.5 X 11-inch page. Please include your name and page number at the top of each page, as well as the question number for each response. The responses to these questions will be reviewed and evaluated prior to the next step in the selection process.

John R. "Jack" Ardaugh

Questions

1. **Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Palmer.**

I know that the City of Palmer is near Anchorage and is a very beautiful outdoor area. I am a very engaging and outgoing person who is very creative. I am an innovative thinker in a very proactive and professional manner. I am very interested in this great opportunity because it is my understanding that is what the City of Palmer wants as its next City Manager. It is the best time in my career to help such a great community as Palmer move forward in the most positive way while still preserving its very historic and beautiful outdoor character. With my diverse business, governmental, legal, municipal and not-for-profit/associations background and skill set, I would bring many new ideas along with a great management style that would help the greater Palmer community in the best way. I love the outdoors and certainly the State of Alaska It would be a great place to be and for me to serve this great outdoor community in the best possible way.

John R. "Jack" Ardaugh

2. **Please describe any experience you have had facilitating economic development in a community. Please describe your involvement in a specific economic development project, from inception to completion including: 1) your role in the project; 2) any problems/ issues you encountered; and 3) the results of the project.**

I have been involved in many economic development matters for many different communities. I was involved from the legal and the business side of the Village of New Lenox, IL [26,000 residents] procuring Lake Michigan water. This project took a long time and many different issues came up during this project. Finally, the Village of New Lenox procured Lake Michigan water and it was a great accomplishment. I was also involved in the annexation of over 15,000 acres of property for the Villages of Manhattan, Minooka and New Lenox. Different commercial and residential developments came into these communities and caused an increase in population. I was involved in the business and legal sides of all of these respective annexations. Overall the annexations worked out very well. I also negotiated a "gas peaker" plant for the Village of Manhattan, IL. The Village still procures hundreds of thousands of dollars as a result of this negotiation. That certainly benefits the Village. One matter that I spoke with the Mayor of Manhattan about was to have a community meeting with respect to a very large residential development that was interested in coming to Manhattan, IL. I spoke with the Mayor and suggested that the community members must be heard. This residential development would have doubled the size of the Village. I thought that was a bad idea. A community meeting was held and over 1,000 people

attended the meeting and thankfully this very large residential development did not move forward.

I was also involved in a very long boundary dispute between the Village of New Lenox and the City of Joliet. We were in the Illinois Appellate Court twice. This disagreement took almost ten [10] years to conclude. The area was Interstate I-80 and I-355. Eventually the Village of New Lenox procured that area and now New Lenox has the largest hospital [Silver Cross] in Will County in that very area. Will County has approximately 800,000 residents.

Examples of Applicants Work

I have negotiated hundreds of contracts during my career. I currently attend different court matters, handle contracts, employment issues and real estate matters. Prior to that I served communities ranging in size from 2,000 to 26,000 residents both from the business and legal sides of many different matters. I set forth different matters that I handled in my Supplemental Questions Answers for your review. Besides being an attorney, I have been involved in many different economic development issues during my career. I have a very diverse business, government, legal and "not-for-profit" background and skill set. I am also a very engaging and outgoing person that enjoys interacting with everyone, even if we disagree on a certain matter. That is totally fine. Honesty and transparency are most important. My resume and cover letter will provide you with many more matters that I was previously involved with. I also had an internal analysis done for the law firm of Spesia, Ayers and Ardaugh in order to best determine what clients that the law firm should best serve and in what manner.

I have negotiated over 15,000 acres of property that was annexed into various communities. I interact with many different people. I am very familiar with different elected officials and it is very easy for me to do so. If I do not know the answer to a certain question, I am able to contact others very quickly and inquire about the subject matter.

Besides being very involved in the government area, I also handled different contracts, employment matters and real estate issues. Even though I am an attorney, I have been involved in different economic development matters from the business side. If the City of Palmer wants a very engaging and outgoing person who would bring many different and new ideas to Palmer, I would do so. I am honest and transparent.

Even though it is more then thirty [30] years ago, I have also attached to my various application materials a short paper that I wrote for The John Marshall Law Review regarding real estate.

MANDATORY DISCLOSURE: THE KEY TO RESIDENTIAL REAL ESTATE BROKERS' CONFLICTING OBLIGATIONS

The purchase of a home is often the most significant financial investment that the average American makes. The real estate broker commonly guides the prospective home buyer throughout the home-buying process, and in many cases, negotiates and consummates the transfer of the property.[1] Consequently, in making decisions regarding the purchase of a home, buyers often rely on the representations of real estate brokers. Although most real estate brokers recognize the significance of their responsibilities and treat both the buyer and the seller fairly, the laws defining the broker's role in residential real estate transactions may be inconsistent with the understanding of the parties involved. Therefore, for the benefit of all parties to a residential real estate transaction, the broker's duties must be clarified. Clarifying these duties will enable buyers to make informed decisions and help to define the extent of the broker's legal liability.

Most of the broker's duties arise from a listing agreement which contains express promises and conditions. The listing agreement creates an agency relationship between the broker and the seller.[2] Once the broker-seller agency relationship is created, the law imposes several duties on the broker which remain in force until the property is sold or the listing agreement expires.[3] In contrast to the specific duties that the broker owes to the seller, the broker's duties to the buyer remain unclear along with the buyer's perception of those duties. Unlike the broker-seller relationship, the broker-buyer relationship is very informal.[4] Nonetheless, the typical home buyer is often led to believe that the broker will adequately guide him throughout the home-buying process.[5] The buyer's reliance upon the broker is fostered by the personal nature of discussions which occur between the respective parties throughout the course of their relationship.

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1. F GALATY, W ALLAWAY, & R. KYLE, MODERN REAL ESTATE PRACTICE, 417 (9th ed. 1982).

2. A. RING & J. DASSO, REAL ESTATE PRINCIPLES AND PRACTICES 118 (9th ed. 1981).

3. The primary duties agency law imposes on the broker are utmost good faith, honesty, integrity, and loyalty in his association with the seller. RESTATEMENT (SECOND) OF AGENCY §§ 376-77, 379-81, 383, 387-91, 394-95 (1957).

4. The buyer and broker do not enter into any type of formal agreement akin to the broker-seller listing agreement.

5. Owen, *Kickbacks, Specialization, Price Fixing, and Efficiency in Residential Real Estate Markets*, 29 STAN L. REV 931, 944-45 (1977).

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A prospective buyer often selects a real estate broker based upon someone's recommendation. The relationship thus begins on a personal, as well as on a professional basis.[6] Initially, the broker requests information about the buyer's financial position, housing requirements, and personal tastes. This information is used to develop an inventory of homes suitable to the buyer's particular needs. These discussions reinforce the buyer's belief that the broker is his confidante. As a result, the buyer is often intentionally or inadvertently led to believe that the broker represents his interests.[7]

The broker, consequently, may be viewed as the assumed representative of the buyer.[8] The buyer, however, is rarely cognizant of the broker's divided loyalty. As a result, buyers often rely on the broker's representations to their detriment.[9] Conversely, the broker experiences both ethical[10] and legal conflicts[11] in performing tasks that the buyer entrusts to him because of the broker's existing agency relationship with the seller.[12] Recent case law expanding the brokers' duties to the buyer has augmented the confusion surrounding the brokers' divided loyalties.

For example, in *Dugan v. Jones*,[13] the Utah Supreme Court held that a real estate broker owed an affirmative duty to prospective buyers.[14] The court held that a broker may be subjected to liability for negligent misrepresentations made to the buyer. The court stated that such liability is justified when a broker fails to exercise the professional care and competence required in disseminating information beneficial to prospective buyers.[15]

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6. Even when the broker is selected from an advertisement, the home buyer usually chooses the broker, not the converse.

7. Currier, *Finding the Broker's Place In The Typical Residential Real Estate Transaction*, 33 U. FLA. L. REV. 655, 659 (1981).

8. Interview with Robert Kratovil, Professor, The John Marshall Law School, in Chicago (July 2, 1984).

9. *See, e.g.*, Bush v. Palermo Realty, Inc., 443 So. 2d 104 (Fla. Dist. Ct. App. 1983) (the prospective buyer of the property sued the broker because the broker used information from the buyer to purchase the property for himself); Buzzard v. Bolger, 117 Ill. App. 3d 887, 453 N.E.2d 1129 (1983) (buyers of the property were unable to assert an agency relationship with the broker which would have given rise to various fiduciary duties). *Contra* O'Brien v. Noble, 106 Ill. App. 3d 126, 435 N.E.2d 554 (1982) (broker was not liable to the purchaser of property for failing to inform the purchasers of zoning restrictions).

10. NAT'L ASS'N. OF REALTORS, INTERPRETATION OF THE CODE OF ETHICS 42 (7th ed. 1976).

11. For a discussion of recent cases analyzing the broker's legal conflicts, see *infra* notes 13-20 and accompanying text.

12. For a discussion of the broker-seller agency relationship, see *supra* notes 2-4 and accompanying text.

13. 615 P.2d 1239 (Utah 1980).

14. *Id.* A Utah statute governs the licensing of real estate brokers and salesmen and requires "honesty, integrity, truthfulness, reputation, and competency" of each broker and salesmen. *Utah Code Ann.* §§ 61-21 to -23 (1983 Supp.).

15. Dugan v. Jones, 615 P.2d 1239, 1249 (Utah 1980) (citing Restatement (Sec

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The *Dugan* decision is representative of a recent trend imposing more stringent duties upon real estate brokers.[16] For example, a recent California decision, *Easton v. Strassburger*,[17] further extended the broker's potential liability to the buyer. In *Easton*, the plaintiffs purchased residential property with major soil problems and a history of earth movements.[18] The brokers failed to request a soil suitability test to inform the buyers of these potential problems. The buyers subsequently sued the real estate brokers for damages resulting from the soil problems.

In *Easton*, the trial court instructed the jury that real estate brokers had a duty to disclose not only known facts which materially affect the value and desirability of the property, but also those facts which through reasonable diligence, the broker should have known.[19] The court determined that the real estate brokers should have been aware of certain "red flags" which indicated soil problems. The court held that the broker's duty of due care in a residential real estate transaction included an affirmative duty to conduct a reasonably competent inspection of the property. This duty also required the broker to disclose to the prospective buyers anything which might affect the value of the property.[20]

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ond) Torts § 552).

16. *See, e.g.*, Bevins v. Ballard, 655 P.2d 757 (Alaska 1982) (real estate broker who made material representations to purchasers as to condition of well on unimproved property was liable to purchasers, even though representation was innocently made); Zichlin v. Dill, 157 Fla. 96, 25 So. 2d 4 (1946) (a non-principal buyer recovered against a broker who represented that the property could not be purchased for less than $5,500 when in fact the broker bought it for $4,500 and resold it to buyer for a $1,000 profit); Gouveia v. Citicorp Person-to-Person Financial Center, Inc., 101 N.M. 572, 686 P.2d 262 (N.M. Ct. App. 1984) (brokers' status as to prospective purchasers with respect to known or discoverable defects); Provost v. Miller, 144 Vt. 67, 473 A.2d 1162 (Vt. 1984) (broker will be found negligent if he passes information to the buyer that he knows or has reason to know may be untrue); First Church of the Open Bible v. Cline J. Dunton Realty, Inc., 19 Wash. App. 275, 574 P.2d 1211 (1978) (the selling broker negligently represented to the prospective buyer that three parcels of property were included in the listing when in fact there was only one); Gauerke v. Rozga, 112 Wis. 2d 271, 332 N.W.2d 804 (1983) (real estate broker held strictly liable to purchaser of property for misrepresentations regarding the acreage and amount of road and river frontage); Hagar v. Mobley, 638 P.2d 127 (Wyo. 1981) (real estate broker who skimmed over the lease should have known its terms and had a duty to inform the buyers that the length of said lease was less than that represented to the buyers).

17. 152 Cal. App. 3d 90, 199 Cal. Rptr. 383 (1984).

18. *Id.* at 90, 199 Cal. Rptr. at 385.

19. *Id.* at 93, 199 Cal. Rptr. at 386. The court noted that there was a minor slide in 1973 involving about 12 feet of the filled slope and a major slide in 1975 in which the fill dropped about 10 feet in a circular shape approximately 60 feet across. *Id.*

20. *Id.* at 97, 199 Cal. Rptr. at 390. The court did not state whether a broker's obligation to conduct an inspection for defects for the benefit of the buyer applies to the sale of commercial real estate. *See generally* 1 F. MILLER & J. STARR, CURRENT LAW OF CALIFORNIA REAL ESTATE § 4.18 (Supp. 1983) (a commercial real estate transaction usually involves two brokers); Comment, *Dual Agency in Residential Real Estate Brokerage: Conflict of Interest and Interests in Conflict* 12 GOLDEN GATE U. L. REV. 379, 383 (1982) (a purchaser of commercial real estate is likely to be more exper-

As *Dugan* and *Easton* demonstrate, the broker is torn between two competing interests. Agency law requires the broker to safeguard the interests of the seller, whereas recent case law requires the broker to also consider the interests of the buyer.[21] As a result, the broker is held accountable to both the buyer and the seller whose interests conflict.[22] Brokers are, thus, increasingly subjected to lawsuits by both parties. This dilemma could be resolved if the brokers were required to disclose to prospective buyers his agency relationship with the seller.

Recently, mandatory disclosure has become prevalent in the area of consumer protection to shield consumers from unscrupulous business practices. This form of disclosure developed because of abuses relating to expenses in obtaining consumer loans.[23] Under mandatory disclosure laws, the seller or creditor must disclose pertinent information including statements concerning the consumer's legal rights.[24] Mandatory disclosure should also be implemented in the real estate industry. Mandatory disclosure would reveal the constraints agency law imposes upon the broker; namely that the broker is the agent of the seller and not the buyer. Once informed of the broker's existing legal relationship with the seller, the buyer would be able to make an informed decision regarding his alternatives within the transaction.

Under a system of mandatory disclosure, the broker would be required to explain to the buyer that his agency relationship with the seller limits the amount of information which he may disclose to the buyer.[25] Having notice of this agency relationship, the buyer could then intelligently choose his course of action in the transaction. The buyer could seek representation from the seller's broker, hire his own broker, or seek the advice of an attorney or building contractor. The buyer could also choose to proceed with the transaction without representation, while cognizant of the selling broker's loyalties in the transaction.

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lenced and sophisticated in his dealings in real estate and is usually represented by an agent who represents only the buyer's interests).

21. For a list of cases requiring the broker to consider the buyer's interests as well as the sellers, see *supra* note 16.

22. Interview with Robert Kratovil, Professor, The John Marshall Law School, in Chicago (July 24, 1984).

23. *See generally* Stoppello, *Federal Regulation of Home Mortgage Settlement Costs. RESPA and Its Alternatives*, 63 MINN. L. REV 367 (1979).

24. *See also* Davis, *Protecting Consumers from Overdisclosure and Gobbledygook: An Empirical Look at the Simplification of Consumer-Credit Contracts*, 63 VA. L. REV. 841 (1977). *See generally* Whitford, *The Functions of Disclosure Regulation in Consumer Transactions*, 1973 WIS L. REV. 400.

25. Some form of disclosure statement signed by the buyer, acknowledging the fact that the broker is the seller's agent, would probably be necessary to insulate the broker from liability and formally inform the buyer of the broker's legal obligations in the transaction.

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The problems associated with the broker's divided loyalties to the buyer and seller in a residential real estate transaction can be resolved by requiring the broker to disclose to the buyer the true nature of their relationship. The broker should be required to formally declare to a potential buyer that he is the seller's agent. The buyer would then have notice that the broker could not be relied upon to effectively safeguard the buyer's interests. This would allow the buyer to intelligently decide what information to divulge to the broker based upon a more complete understanding of the broker's duties. Such a requirement would also serve to protect brokers against future lawsuits by buyers who believe that their interests were not properly protected.

The time is ripe to extend the concept of mandatory disclosure into the area of residential real estate transactions. Disclosure would provide the buyer with a clearer understanding of the broker's role, and would also clarify the broker's perceptions as to his own responsibilities. After disclosure, the buyer could seek representation from another party or continue to represent himself. In any event, mandatory disclosure would produce informed buyers capable of making intelligent decisions when purchasing a home through a residential real estate broker.

John R. Ardaugh

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City Manager Candidate Package

Last Name:	**Zoukee**
First Name:	**George**

EDUCATION:	**MBA and BA in Economics&Urban Studies**

Previous City Manager:	**No**

Previous experience with Federal State or City Government:	**Yes**

5 years exerience in Supervison or Managememt:	**Yes**

Previous experience working in Alaska:	**No**

Other:	

George M. Zoukee

[redacted]

Las Vegas, Nevada [redacted]

[redacted]

EDUCATION

Boston University Graduate School of Management
Master of Business Administration Concentration: Finance

Hampshire College Amherst, Massachusetts
Bachelor of Arts Concentration: Economics & Urban Studies
Summer Internships with The World Bank, Washington, DC

Princeton Day School Princeton, New Jersey

EXPERIENCE

1998 to Present

Real Estate Investor
Darien, CT, Washington, DC, Fort Lauderdale, FL, Boston and Cape Cod, Mass, Columbia, Newbury, Rye, New Hampshire, Princeton, New Jersey, New York, New York, Pittsburgh, PA and Las Vegas, Nevada.

- Successfully invested personal, family and investor's funds in real estate
- Investments have been made in single family homes, condominiums, vacant land, commercial & rental properties in the cities & towns mentioned above
- Performed complex financial analysis and feasibility studies

2011 to 2013

U.S. Department of Transportation (DOT), Maritime Administration
Washington, D.C.
Associate Administrator for Business and Finance Development

- Senior Executive Service (SES) position, the top (less than) 1% of federal government career employees. Position held a security clearance.
- Managed 5 offices with over 60 employees:
  -Marine Financing (including Title XI Federal Shipbuilding Loan Guarantees, a multi-billion dollar ship financing program that guarantees loans for ships built in the U.S. and loans to improve domestic shipyards)
  -Cargo Preference & Domestic Trade (including Jones Act enforcement)
  -Marine Insurance and Financial Approvals (War Risk Insurance & two multi-billion dollar tax deferral programs that promote US shipbuilding)
  -Shipyard Engineering (including the Small Shipyard Grants program)
  -Workforce Development (monitor the education programs at the six state Merchant Marine Colleges, enforcement of service obligations and monitor industry employment trends & the availability of mariners to staff vessels)
- Managed Credit Analysis and Credit Monitoring for the Title XI program
- Coordinated efforts with colleagues to finance the US marine highway system and finance efficient and cleaner repowered vessels
- Maintained relationships with investment banks, US shipbuilders, shipping firms, attorneys, financial consultants to the maritime industry and ports
- Member of Marine Transportation Systems National Advisory Committee
- Presentations to the U.S. Department of Transportation Credit Council

2009 to 2011

Transportation Corridor Agencies - The Toll Roads
Irvine, California
Director of Finance

- The Transportation Corridor Agencies (The Toll Roads) developed and operate four toll roads totaling 51 miles in Orange County, California
- Plan, organize and direct all financial functions of the Agencies including accounting, audit, budget ($340+ million annually), treasury management, bond financing, cash flow, insurances, debt management & human resources

- Coordinate the activities of the TCA's financial advisors, investment banking firms, bond counsel, auditor, corporate trust bank, rating agencies, insurance, commercial banks and toll road feasibility and traffic consultants
- Manage communications with bondholders, investors and board members
- Oversee the development and monitoring of the annual budget
- Member of group working to restructure existing debt and covenants
- Investment of reserve funds and other funds. Portfolio of almost $1 Billion
- Research and analyze methods of financing the final 16 miles of toll roads
- Department of 31 with 22 reporting directly and indirectly

2006 to 2008

NW Financial Group, LLC
Newbury, New Hampshire & Jersey City, New Jersey
Senior Vice President

- Developed and marketed a domestic and international consulting practice in the fields of pooled financing, water and sewer infrastructure financing, and drinking water and clean water revolving funds and other forms of tax-exempt and taxable bond issuance
- Provided financial advisory services to hotel/retail/stadium complex in VT
- Researched methods of funding OPEBs for public entities
- Created a financial model and related documents for the proposed Republic of Montenegro Environmental Revolving Fund (RMERF)
- Presented financial model and recommendations to Montenegrin officials
- Edited and co-authored a policies and procedures manual for the RMERF

2005 to 2006

New York City Municipal Water Finance Authority,
New York City Office of Management and Budget
Treasurer

- Managed and implemented bond issuances including fixed rate debt, variable rate debt and derivatives (over $15 billion of debt outstanding)
- Issued new money debt totaling $2.0 billion in one fiscal year including $686 million issued through the New York State Environmental Facilities Corporation State Revolving Fund (SRF) program
- Issued Commercial Paper totaling over $800 million in one fiscal year
- Issued refunding bonds totaling $655 million, resulting in net present value savings of more than $40 million (NPV savings of over 6.1%)
- Investment of funds/Managed a staff of 6
- Analyzed and reviewed numerous financing proposals
- Assisted in the planning of the Authority's annual Investors Conference
- Coordinated efforts of the financial advisors, investment banks, remarketing agents, bond counsel, inside counsel, trustees, arbitrage rebate consultant, rate consultant, rating agencies, New York City Department of Environmental Protection, NYC Office of the Comptroller and others
- Prepared annual budget ($2 B) and cash flow certifications for the Authority
- Participated in the rate setting process with the Authority's Rate Consultant and the New York City Water Board, including attending public hearings
- Updated the Management's Discussion & Analysis (MD&A) section of the Authority's annual audit; maintained and updated various financial models

1993 to 2005

New Hampshire Municipal Bond Bank **Concord, New Hampshire**
Executive Director

- Coordinated the daily financial & administrative functions of the Bond Bank
- Issued over $1.25 billion of long-term debt on behalf of New Hampshire cities, towns, counties, school districts and special districts
- Issued $406 million of refunding and advanced refunding bonds, returning more than $12 million of present value savings to past participants

- Marketed the Bond Bank to all potential participants, including speaking at conferences and seminars, attended Board of Selectmen, City Council and School Board meetings and made frequent presentations
- Invested reserve funds and other funds. Total portfolio over $100 million
- Authored annually the Bond Bank's marketing brochure and Annual Report
- Authored annually the Bond Bank's Management's Discussion & Analysis (MD&A) section of the annual audit
- Represented the Bond Bank at conferences and trade shows
- Financed Private School bond issues and small scale power developments
- Prepared for approval by the Board of Directors annual operating budgets during thirteen budget cycles
- Improved the scope and quality of services delivered while maintaining average annual budget growth of 0.25% over thirteen fiscal years
- Managed investor and press relations; Created and maintained the web site
- Analyzed the credit of participants
- Monitored the financial markets and interest rate trends and forecasts
- Received two upgrades each from Moody's Investors Service and Standard & Poor's ('Aa2' and 'AA') and received 'AAA' rating from Fitch Ratings
- Successfully defended market share against aggressive attempts by banks
- Increased utilization of the Bond Bank's services
- Expanded the Bond Bank's short-term debt program for communities
- Developed innovative financing method for public schools to accelerate state school building aid by issuing "synthetic" capital appreciation bonds (CABs), allowing the schools to issue CABs and receive the benefits of the accelerated state building aid, but at lower serial bond interest rates
- Functioned as financial advisor for debt management and as an advocate for many of New Hampshire's communities and school districts
- Human Resources Director for the agency

1988 to 1993 **Massachusetts Department of Revenue** **Boston, Massachusetts**
Capital Finance Manager, Division of Local Services

- Provided advisory/regulatory services and information to local officials, Finance Directors and financial institutions regarding debt management, long- and short-term debt issuance, investments and other fiscal affairs
- Conducted analysis of cash flows, financial documents and budgets
- Evaluated and certified borrowings by towns, cities, counties, school districts and other districts, averaging over $1 billion per year
- Analyzed towns' borrowing capacity & evaluated ability to repay loans
- Taught classes on public financial management to public officials and others
- Co-authored legislation on municipal debt/Managed a staff of 6
- Designed and implemented computerized system for certifying borrowings, financial record keeping and municipal debt management

1986 to 1988 **Office of the Finance Director/Treasurer/Tax Collector**
City of Boston, Massachusetts
Senior Financial Analyst (City Budget over $3.0 Billion)

- Managed a staff of six professionals and led special projects team
- Issued general obligation bonds and maintained the City's bond ratings
- Member of Boston City Hospital Reconstruction Financial Working Group
- Co-authored investment policy manual and policies & procedures manual
- Performed monthly & annual budget & cash flow analysis and trust analysis

AFFILIATIONS

-Past Member of the Government Finance Officers Association (GFOA) & past memberships in regional chapters in N.H., New England, N.Y. & CA.
-Past Member New Hampshire Municipal Management Assoc. & NHASBO
-Past Member (and former member of Board of Directors) of the Council of Infrastructure Financing Authorities (CIFA) (1993-2008) and other groups.

George M. Zoukee

[redacted]

Professional References

[redacted]

New Hampshire School Building Authority
101 Pleasant Street, Concord, NH 03301

Authority Members

Terrie B. Scott, Chair
Cornish

Jane Bergeron-Beaulieu
Litchfield

Dr. G. William Porter
Gilford

Dr. Lyonel B. Tracy
Commissioner of Education

Michael A. Ablowich
State Treasurer

August 9, 2005

George M. Zoukee
Executive Director
New Hampshire Municipal Bond Bank

Dear George:

We would like to express our deep gratitude for your work in support of New Hampshire school districts and to wish you success in your future career in New York. Your tireless efforts to help school districts obtain the best financing for their capital projects has had a tremendous impact on the lives of New Hampshire's children. The results of your work will continue to be experienced by thousands of children for many years to come.

It has been a great pleasure to work with you. Your willingness to share your expertise above and beyond what is required reflects great credit upon you and the Municipal Bond Bank. You have set the standard by which all future directors of the bank will be measured.

Thank you once again, and best wishes in all your future endeavors.

Sincerely,

Terrie B. Scott
Chair
NH School Building Authority

Dr. Lyonel B. Tracy
Commissioner
NH Department of Education

CITY OF PALMER
231 W. EVERGREEN AVENUE
PALMER, AK 99645

APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE

I hereby affirm all the information I provided or provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date.

I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions.

I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City.

I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge.

I understand that this application is not and is not intended to be a contract for employment or continued employment.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

A photocopy of this authorization shall have the same force and effect as the original documentation.

Signature of Applicant

March C. 2020
Date

State of Nevada
County of Clark
Subscribed and sworn to before me this 06 day of March, 2020, by George Michael Zoukel.

ERICA HAENER
Notary Public, State of Nevada
Appointment No. 11-5622-1
My Appt. Expires May 27, 2023

Notary Public in and for ~~Alaska~~ Nevada

My Commission Expires 27 May 2023

APPLICATION FOR EMPLOYMENT

City of Palmer
231 W Evergreen Avenue
Palmer, Alaska 99654
Phone - 907.745.3271 Fax – 907.761.1332

Position Applying For: City Manager	(Select) Full-Time, Part-Time, On-Call, Seasonal

Contact Information

Name (Last, First, Middle Initial)	Work Telephone	Home Telephone	Cell Phone
Zoukee, George, M.	[redacted]	[redacted]	[redacted]
Mailing Address	**City**	**State**	**Zip Code**
[redacted]	Las Vegas	Nevada	[redacted]
Email Address [redacted]			

Are you eligible to work in the United States?	Yes (●) No ( )
Do you have a valid driver's license?	Yes (●) No ( )
Are you 18 years of age or older?	Yes (●) No ( )

Education/Training

Do you have a high school diploma or equivalent? Yes (●) No ( )

Post-Secondary Education Institution Name	Course of Study	Degree Earned
Boston Univ.	Finance	M.B.A.
Hampshire Coll	Economics	B.A.

License or Certification

List any professional license, registration, certification, etc. – i.e. EMT, Dispatch, CDL, etc

License/Certification	State	Profession	License Number	Expiration Date

Skills

List any courses or training relevant to the position for which you are applying

Course / Training	Date Completed
Employment History will be continued in Part 2.	

Employment History

Please use additional pages to show relevant work experience Do not write "See Resume"

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
Self-Employed	[redacted]	Self

Type of Business	Address
Self-Employed	[redacted] Las Vegas, Nevada, [redacted]

Job Title	Dates Employed (Month & Year)	Hours Per Week
Real Estate Investor	From 4/1998 To Present	40

Duties

Successfully invested personal, family & investor's funds in re

Salary	Reason for Leaving
Varies	I would like to relocate and return to the public secto

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
US Dept of Transportation Maritime Adm	[redacted]	David Matsuda, Maritime Administrator

Type of Business	Address
Federal Government Agency	1200 New Jersey Avenue SE, Washington, DC, 20590

Job Title	Dates Employed (Month & Year)	Hours Per Week
Associate Administrator	From 11/2011 To 3/2013	40

Duties

Managed 5 offices with over 60 employees, continued on resum

Salary	Reason for Leaving
$166,155	I relocated and became self-employed.

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
Transportation Corridor Agencies	[redacted]	Brenda Shott, CFO

Type of Business	Address
Toll Road Authority	125 Pacifica, Irvine, California, 92618q

Job Title	Date Employed (Month & Year)	Hours Per Week
Director of Finance	From 2/2009 To 6/2011	40

Duties

Transportation Corridor Agencies developed/operate four toll r

Salary	Reason for Leaving
$150,000	I relocated for a new position.

Skills

List any courses or training relevant to the position for which you are applying

Course / Training	Date Completed
o Massachusetts Division of Local Servic	7/1988 to 6/1993
City of Boston	7/1986 to 7/1988

Employment History

Please use additional pages to show relevant work experience Do not write "See Resume"

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
NW Financial Group, LLC	[redacted]	Daniel Maraniello, President

Type of Business	Address
Investment Bank/Municipal Advisory Firm	10 Exchange Place, Jersey City, New Jersey, 07103

Job Title	Dates Employed (Month & Year)	Hours Per Week
Senior Vice President	From: 10/2006 To: 12/2008	40

Duties

Provided advisory services to municipal governments, etc.

Salary	Reason for Leaving
$120,000	I relocated for a new position.

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
NYC Municipal Water Finance Authority	[redacted]	Alan Anders, CEO

Type of Business	Address
City Water Authority	255 Greenwich Street, New York, New York, 10007

Job Title	Dates Employed (Month & Year)	Hours Per Week
Treasurer	From 9/2005 To 10/2006	40

Duties

Managed & implemented bond issuances including fixed rate de

Salary	Reason for Leaving
$120,000	New position.

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
New Hampshire Municipal Bond Bank	[redacted]	Board of Directors

Type of Business	Address
State Finance Authority	10 Triangle Park Drive, Concord, New Hampshire, 03301

Job Title	Date Employed (Month & Year)	Hours Per Week
Executive Director	From To	

Duties

Coordinated the daily financial & administrative functions of Bc

Salary	Reason for Leaving
$84,000	I relocated for a new position.

1) **Criminal Conviction***: Have you ever plead guilty, been convicted, fined, imprisoned, placed on probation or given a suspended sentence:

- for any felony violation Yes ○ No ◉
- for any misdemeanor violation Yes ○ No ◉

If yes, please indicate conviction, date and sentence/disposition. *Information supplied regarding conviction record will not necessarily bar applicant from consideration for employment. Nature of, reason for, and time elapsed since conviction will be reviewed in light of the duties of the job sought

N/A

2) **Prior City Employment:** Have you previously worked for the City of Palmer? Yes ○ No ◉
If yes, when? N/A

3) **Relatives:** Are you related to anyone who is currently employed by the City of Palmer? Yes ○ No ◉
If yes, list their name and relationship: N/A

4) **Job Description:** Have you read the job description and do you understand the essential functions of the position for which you are applying? Yes ◉ No ○

5) Are you able to perform the essential functions of this job with or without reasonable accommodations?
Yes ◉ No ○

6) **Driver's License:** Have you ever had your driver's license suspended or revoked as a result of a violation?
Yes ○ No ◉ If yes, please explain: N/A

7) Have you ever been asked to resign or terminated by a former employer? Yes ○ No ◉
If yes, please explain

N/A

Please 3 *Professional* References

Name	Contact Information
[redacted]	[redacted]

Certification & Signature

The information provided in this employment application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This authorization indicates permission to check employment references.

If selected for employment you may be required to supply proof of authorization to work in the U.S., have a physical examination and/or drug test, supply and/or authorize a criminal background check, supply and/or authorize a copy of your motor vehicle record (MVR), or sign a conflict of interest agreement and abide by its terms.

I understand that acceptance of an offer of employment does not create a contractual obligation or permanent employment upon the City of Palmer. Employment may be terminated at any time at the option of the employee or City of Palmer.

I understand and agree to the information shown above

Signature:_____ **Date:** (signed) GMZ 3/1

The city is an equal opportunity employer The city will not unlawfully discriminate against qualified applicants or employees with respect to compensation or in a term condition or privilege of employment, because of the person's race religion, color, national origin, sexual orientation, or other basis protected by law, or because of the person's age, physical or mental disability genetic information, gender, marital status changes in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical or mental disability gender marital status, changes in marital status, pregnancy or parenthood

When necessary, the city will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position It is the applicant s and employee s responsibility to notify the personnel officer regarding requests for reasonable accommodations

City Manager Supplemental Questions

In addition to the City of Palmer job application, cover letter, resume, and three examples of your writing, all candidates must submit typed responses to the questions below. Answers should be single spaced with margins no less than one inch. There is no minimum requirement for answers, but no answer should exceed one 8.5 X 11-inch page. Please include your name and page number at the top of each page, as well as the question number for each response. The responses to these questions will be reviewed and evaluated prior to the next step in the selection process.

Questions

1. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Palmer.

I am looking for an executive management position in the public sector to continue my twenty-five year career. Although there are plenty of opportunities, there are few in areas as spectacular as Palmer. I am interested in relocating to an area with a cold climate and great outdoor opportunities nearby. I will make a ten year or longer commitment to my next position.

I have a great deal of experience managing people and resources. I also have extensive experience in financial management and executive management in difficult times. If the current economic situation lasts for several months or longer, public sector managers will need to make difficult decisions. I have had experience in good times and bad times and will be able to offer Palmer stability in both financial matters and management issues. I know that Alaska will face difficult times ahead if there is a decline in tourism and oil prices remain near 18 year lows.

2. Please describe any experience you have had facilitating economic development in a community. Please describe your involvement in a specific economic development project, from inception to completion including: 1) your role in the project; 2) any problems/issues you encountered; and 3) the results of the project.

   My experience facilitating economic development in a community is as follows:

   City of Boston – I led a team of financial analysts in the City's Office of the Finance Director/Treasurer/Tax Collector. One of the duties involved representing that office in meetings regarding economic development projects in the City. One of the important projects involved merging Boston City Hospital with Boston University Medical Center and building a new facility. The project was successfully completed two years after I left the City.

   Massachusetts Division of Local Services – I was involved with municipal economic development projects as an advisor and regulator with the Commonwealth of Massachusetts.

   New Hampshire Municipal Bond Bank – I worked with many communities planning the financing of economic development projects. These were all successfully completed. While running the Bond Bank I worked on the planning and financing of over $1.25 billion of projects, including water, sewer, landfill, libraries, town halls, police and fire stations, toll roads, local roads, parks, land and land development rights, public golf courses, public ski areas, public housing, industrial parks and airports.

   New York City Municipal Water Finance Authority – as Treasurer one of my duties was working with the rural communities in upstate New York in which the cities reservoirs are located. Their economic development and diversification were important to the communities and I worked to facilitate this development.

   NW Financial Group – One of my projects involved a client in Vermont that was planning a mixed-use development (hotel, stadium and retail space).

   Transportation Corridor Agencies – I worked with local governments and developers on economic development projects near the toll roads.

   U.S. Department of Transportation, Maritime Administration – Maritime is a promotional agency with some regulatory and advisory functions. I worked with the American maritime industry on development projects such as ship building, federal loan guarantees, ship yards, modernization of vessels and the sale of vessels.

I have been involved in the issuance of over $12 billion in debt during my long career. Although I am proud of all of the projects I have helped finance, I have selected my last financing at the New Hampshire Municipal Bond Bank to discuss in detail. I was approached by a school superintendent in an affluent, growing community of 19,000 outside of Manchester, New Hampshire. The town was interested in building a $40 million new high school and borrowing an additional $10 million to renovate existing school buildings. The school district was considering issuing through the Bond Bank at our 'AAA' and 'AA' ratings or issuing in their own name and 'Aa1' credit. They were looking to issue the bonds for thirty years and structure them as level debt service to lower the property tax rate impact during the early years. Level debt service is the most expensive way to finance a project.

I proposed a method of issuing their bonds that saved them $9 million over the life of the bond issue and shortened the term from thirty years to twenty-four years. I developed a program for the Bond Bank that allowed school districts to issue capital appreciation bonds (CABs) to us and we would structure their bonds as regular serial bonds, allowing them to issue at lower interest rates and get the benefits of accelerated state building aid (CABs accelerate principal payments and decelerate interest). The school district attained their goal of minimizing the property tax rate impact during the earlier years and saved $9 million by issuing the bonds as I recommended.

TRANSPORTATION CORRIDOR AGENCIES

125 PACIFICA, IRVINE CA 92618-3304 949/754/3400 FAX 949/754/3467

MEMORANDUM

DATE: **April 27, 2010**

TO: **Executive Team**

FROM: **George Zoukee**

SUBJECT: **Discussion of March 2010 Traffic, Revenues and the Economy**

The national seasonally adjusted unemployment rate remained at 9.7% in March 2010 for the third consecutive month. In October 2009 the rate hit a 26 year high of 10.2%. California's seasonally adjusted unemployment rate in March rose to (a modern state record, last time it was this high was in December 1940) 12.6% from 12.5%, while the not-seasonally adjusted rate rose from 12.8% to 13.0%. The "true" unemployment rate is estimated to be closer to the 17 to 21% range in California when underemployment and hours worked (i.e. a worker who wishes to work full-time but can only find part-time hours) are factored. Nationally that number is still estimated to be around 16-17% with large variations regionally.

Attached is a graph detailing unemployment statistics nationally and for California, Orange County and the four surrounding counties from July 2008 to March 2010. Also attached is a chart with unemployment rates and statistics on the size of the labor force and numbers of employed and unemployed nationally and for California and the five county region. All five counties in the region showed increases in their unemployment rates from February to March:

- Orange County rose from 9.8% to 10.1%
- Los Angeles County increased from 12.2% to 12.3%
- Riverside County rose from 15.0% to 15.1%
- San Bernardino County increased from 14.5% to 14.8%
- San Diego County jumped from 10.7% to 11.0%

Attached is a chart from the California Employment Development Department that shows state and county information for March 2010. Also attached is a chart from the US Bureau of Labor Statistics that shows current unemployment rates for all the states in March along with their historical highs and lows since January 1976. In March 2010 California (12.6%), Florida (12.3%), Georgia (10.6%) and Nevada (13.4%) reached their record highs. Although Michigan currently has the highest rate at 14.1%, the state has experienced even higher unemployment in the past, with an "all time" record of 16.9% in November 1982.

The recession has impacted virtually the entire country but to significantly different degrees. In March, unemployment was highest in the Pacific, Midwest and southern states. The ten states with the highest rates of unemployment (in declining order) are: MI, NV, CA, RI, FL, SC, DC, MS, IL and NC. Unemployment is lowest in the Rocky Mountain, Plains, northern New England and Mid-Atlantic states. The ten states with the lowest rates of unemployment (in increasing order) are: ND, SD, NE, VT, KS, OK,

IA, HI, LA and NH. The current range between the highest state rate (Michigan at 14.1%) and the lowest state rate (North Dakota at 4.0%) is extremely high historically.

The US Bureau of Labor Statistics' preliminary numbers for March 2010 indicate that there was an increase of 53,000 jobs in California during the month. The year over year decline in employed Californians is 463,000, or 2.8%. The number of employed statewide grew (+0.33% seas. adj. or +0.43% not seas. adj.) and there was an increase in the number of unemployed people during the month (+1.36% seas. adj. or +2.08% not seas. adj.). The size of the State's labor force grew by 84,000 (+0.46% seas. adj.), or 117,400 (+0.65% not seas. adj.) during the month. The slight growth in the size of the labor force indicates people may be returning to their job searches again, a good indicator of the beginning of a recovery. Unemployment benefits can currently be received for an extended period up to 99 weeks depending on the state in which an individual resides and when they became unemployed. Before the current recession the limit was 26 weeks.

The 2010 census will employ over one million temporary workers for several months while the census is conducted. This will likely reduce the US unemployment rate by .6 to .9 percent while fully staffed.

The Transportation Corridor Agencies (TCA) have experienced declines in traffic, as have most toll roads throughout the country. Nationally there was a slight increase in travel on all roads in 2009 compared with 2008. According to the US Department of Transportation, vehicle miles travelled (VMT) on all roads increased by 0.2% nationally during 2009 to 2,932.4 billion miles traveled. In December 2009 the total was 238.5 billion, a very small decline of 0.05% (.1 billion miles) from December 2008. During 2009 there were six months with year-on-year increases from 2008 and six months with decreases (VMT hit a seven year low in September 2008). By comparison VMT declined by 3.4% during 2008. VMT in January 2010 (the most recent month available) declined by 1.64% from January 2009. In California VMT statistics statewide improved for eight months in a row before declining in December and January. January 2010 (the most recent month available) VMT were 5.1% lower than December 2009 and off by 2.5% from January 2009. VMT increased by 1.1% during 2009. The twelve month period ending in January 2010 increased by 0.8% from the prior twelve month period.

Prices for regular gas in Orange County currently average around $3.07 per gallon, about 2 cents higher than last month, the same as the state average and 23 cents per gallon higher than the national average. California gas prices are generally the third highest in the nation after Hawaii and Alaska.

According to the State Controller's office, California general fund cash receipts in March 2010 were 5.9% above forecast. Fiscal year-to-date receipts are 3.9% above forecast and 2.1% above the same period in FY 2009. Year-to-date personal income tax collections are 3.1% above forecast (3.2% below FY2009 actual collections), sales and use tax is 2.4% above forecast (11.8% above FY2009), corporate taxes are 15.8% above expectations (3.6% below FY2009), and vehicle license fees are 0.9% below budgeted amounts.

The UCLA Anderson Forecast for the national economy released on March 24, 2010 rendered a "bipolar" diagnosis for the national economy, referring to slow growth in the GDP coupled with unemployment which is expected to remain high. Real growth in consumer spending will average in the 2% range, below the historical rate of growth in the 3.0 – 3.5% range. GDP grew by 2.8% in the third quarter of 2009 (revised downward from 3.5%) and they forecasted 4th quarter growth also at 2.8%. Note that 4th quarter GDP actually grew by 5.7%. The Forecast predicts 1st quarter 2010 GDP growth of 3.2% followed by growth around 2% the rest of the year, averaging 2.3% for 2010. In 2011 and 2012 GDP growth is forecast to be 2.3% and 3.2% respectively. Employment at the end of 2012 is still expected to be 2 million jobs below the 2007 peak. California unemployment is expected to remain particularly high, averaging 11.8% in 2010 and not falling below double digits until 2012.

The Ceridian-UCLA Pulse of Commerce Index™ (PCI) by UCLA Anderson School of Management staged a healthy comeback in March, with the PCI growing by 1 percent, making up for February's snowstorm-induced decline of 0.7 percent. The adjusted index grew from 107.4 to 108.5, continuing its climb from a recessionary low of 100.7 in June 2009. With the PCI essentially flat over the first two months of the year,

the March increase signals the U.S. economy remains in steady recovery. Continuing another positive trend, the March PCI shows growth over the prior year period for the fourth consecutive month. This follows twenty-two consecutive months of year-over-year declines experienced prior to December 2009. The index is built by analyzing Ceridian's electronic card payment data that captures the location and volume of diesel fuel being purchased by over the road trucking operations. This provides a detailed picture of the movement of products across the United States. According to the report the PCI is predicting economic growth rates somewhat faster that most economists. For more information on the Ceridian-UCLA PCI see www.ceridianindex.com.

San Joaquin Hills Transportation Corridor Agency

Year to date FY2010 transactional toll revenue has declined by 0.5% and transactions have declined by 6.7% compared with the same period in FY2009. The FY2010 budget estimates an increase in transactional toll revenue of 0.7% and a decrease in transactions of 4.0% compared with FY2009.

The SJH experienced its best year-over-year results since February 2008 during the month of March 2010. Revenues on SJH increased by 6.0% while transactions fell by 0.7% compared with March 2009. Revenues increased despite a slight decrease in the number of transactions due to toll rate increases of 25 cents at the Catalina View mainline toll plaza and also at the El Toro and Newport Coast ramp toll plazas on July 5, 2009. Tolls at the three other ramps remained the same. Total transactional toll revenues during the month were $7,718,924 and the number of transactions totaled 2,238,732. By comparison, February revenues increased by 2.7% and transactions declined by 3.7% compared to February 2009. More specifically, comparing March 2010 with March 2009:

- Catalina View mainline revenue increased by 5.7% and transactions decreased 0.5%.
- Overall revenues at ramp toll plazas increased by 7.5% and transactions decreased 1.2%.
- Transactional toll revenues increased at the two ramp plazas with increased toll rates and they increased at one of the three ramps that did not have increased toll rates.
- El Toro had an increase in revenues of 11.7% with a decrease in transactions of 0.7%.
- Newport Coast experienced increased revenues of 11.7% and decreased transactions of 2.3%.
- Average daily revenue for March 2010 was $248,998, a 6.0% increase from the March 2009 average of $234,845.
- Average weekday transactions declined by 2.7%, from 81,931 to 79,740.
- Average daily revenues on weekends increased from $148,320 to $159,718, or 7.7%.
- Average daily transactions on weekends increased by 0.5% from 50,324 to 50,589.
- Catalina View mainline transactions were down by 2.4% weekday peak, 2.6% weekday off-peak and up by 0.6% on weekends.
- Ramp toll plaza transactions declined by 3.6% weekday peak, 2.7% weekday off-peak and up by 0.4% on weekends.

Account Maintenance Fees were doubled in July 2009 from $1 to $2 per month per transponder that does not record at least $25 of tolls during the month. In March 2010 fee revenues increased by 99.4% to $284,411 from March 2009. This increase was slightly lower than the February 2009 to February 2010 increase of 100.1%. Fiscal year to date account maintenance fees totaled $2,503,019, an increase of 105.2% from the same period in FY2009.

Violation revenue in March 2010 totaled $607,669, a slight decrease of 0.4% from March 2009. Year to date violation revenue in FY2010 is $5,119,692, an increase of 7.7% from the same period in FY2009. Violation fines were increased to $55.00 for the first notice from $47.50 in July 2009, an increase of 15.8%.

Development Impact Fees (DIFs) for the first nine months of FY2010 totaled $318,000, a decrease of 46.6% from $682,000 received during the same period in FY2009. DIFs for this fiscal year are budgeted

to be $700,000, compared with $985,000 received during FY2009. DIFs received for the first nine months of FY2010 are 45.4% of the amount budgeted for the entire fiscal year.

Traffic on SJH was occasionally impacted by minor construction projects during March, none of which were likely to have had a significant impact on revenues and the number of transactions.

Foothill/Eastern Transportation Corridor Agency

Year to date FY2010 transactional toll revenue has increased by 5.8% and transactions have declined by 5.7% compared with the same period in FY2009. The FY2010 budget estimates an increase in transactional toll revenue of 5.9% and a decrease in the number of transactions of 6.9% compared with FY2009.

During the month of March 2010, revenues on F/E increased by 7.6% while transactions fell by 4.7% compared with March 2009. Revenues increased despite a decrease in transactions because of toll rate increases of 25 cents at three of the four mainline toll plazas (the exception was the Windy Ridge mainline) and also at all ramp toll plazas on July 5, 2009. Total transactional toll revenues during the month were $8,640,255 and the number of transactions totaled 4,884,511. By comparison, February revenues increased by 6.3% and transactions declined by 5.9% compared to February 2009.

Average daily revenue for March 2010 was $278,718, a 7.6% increase from the March 2009 average of $259,129. Average weekday transactions declined by 6.6%, from 184,586 to 172,322. Average weekend daily revenues on the F/E increased from $182,338 to $202,747, or 11.2%, and transactions decreased from 118,055 to 115,137, or 2.5%, compared with March 2009. Specifically:

- Tomato Springs had a revenue increase of 10.9%, transactions declined 2.3%.
- Orange Grove revenues increased 15.3%, transactions were down 2.7%.
- Irvine Ranch revenues increased 9.8%, transactions were down 5.9%.
- Windy Ridge had a decrease in revenues of 3.5%, transactions decreased 4.3%.
- Revenues at ramp toll plazas increased 34.4%, transactions decreased 8.4%.

Although overall F/E transactions declined, there were variations to be noted:

- Off-peak weekday transactions declined at a lower rate than weekday peak hours at the mainlines (4.1% versus 9.1%).
- Weekend transactions at the mainlines were off by a lower amount than weekdays (0.4% versus 5.8%).
- Off-peak weekday transactions declined at a slightly higher rate than weekday peak hours at the ramps (9.1% versus 8.6%). Weekend transactions declined by 7.7%.
- Tomato Springs weekday off-peak declines (3.5%) were lower than peak declines (4.1%).
- At Tomato Springs, weekend declines (2.4%) were lower than overall weekday declines (3.7%).
- Orange Grove weekday off-peak declines (3.1%) were less than weekday peak declines (9.6%). The overall weekday decline was 5.2%.
- Orange Grove transactions increased on weekends (1.9%).
- Irvine Ranch transactions declined at a lower rate weekday off-peak (7.7%) than peak (10.8%).
- Irvine Ranch weekend transactions increased by 0.2%. Overall weekday decline was 9.1%.
- Windy Ridge was the only mainline with no toll rate increases. Transactions declined at a lower level during weekday off-peak (4.0%) versus weekday peak hours (12.7%).
- Windy Ridge had an overall weekday transaction decline of 6.8% and a weekend increase of 0.2%.

Account Maintenance Fees were doubled in July 2009 from $1 to $2 per month per transponder that does not record at least $25 of tolls during the month. In March 2010 fee revenues increased by 102.9% to $811,389 from March 2009. This increase was slightly lower than the February 2009 to February 2010 increase of 103.2%. Fiscal year to date account maintenance fees totaled $7,167,201, an increase of 107.7% from the same period in FY2009.

Violation revenue in March 2010 totaled $642,602, a decrease of 1.2% from March 2009. Year to date violation revenue in FY2010 is $5,283,328, an increase of 1.7% from the same period in FY2009. Violation fees were increased to $55.00 for the first notice from $47.50 in July 2009, an increase of 15.8%.

Development Impact Fees (DIFs) for the first nine months of FY2010 totaled $2,352,000, an increase of 56.2% from $1,506,000 received during the first nine months of FY2009. DIFs for this fiscal year are budgeted to be $1.7 million, compared with $2,146,000 received during FY2009. DIFs received during the first nine months of FY2010 are 138.4% of the amount budgeted for the entire fiscal year. This could be a positive indicator regarding construction activity in that part of Orange County.

Traffic on F/E was periodically impacted by a construction project which started in December, which likely had a negative impact on weekday peak revenues and the number of transactions at the Windy Ridge mainline and the other mainlines and this will continue until the project is completed in May:

- A project to widen 91 Eastbound in the vicinity of State Route 241 is causing delays at the merger of 241 and SR 91 East. At certain peak travel times the delays can be significant. Occasional nighttime closures of the ramp connecting the two roads will occur, causing detours to SR 91 West.
- There were also occasional closings of the connector between I-5 northbound and SR 133, causing a detour.

Attached Charts & Graphs

- Unemployment in the US, California, Orange County and the 4 surrounding counties 7/2008 – 3/2010.
- State Unemployment Data 3/2010 and highs and lows from the period 1976-2010
- US and California Labor Market Statistics (2/2010 and 3/2010)
- California County Labor Force Data (3/2010)
- SJH Catalina View Mainline Weekday Off-Peak, Weekday Peak and Weekend (3/09 & 3/10).
- SJH Ramps for Weekday Off-Peak, Weekday Peak and Weekend (3/09 & 3/10).
- F/E Mainlines for Weekday Off-Peak, Weekday Peak and Weekend (3/09 & 3/10).
- F/E Ramps for Weekday Off-Peak, Weekday Peak and Weekend (3/09 & 3/10).

For anyone interested in greater detail, on the 'O' drive under 'Traffic' and then 'Engineering', there are graphs for SJH and F/E systemwide, mainlines and ramp toll plazas. Most of the different locations are separated into weekday peak, weekday off-peak, weekend, cash and AVI.

City Manager Candidate Package

Last Name:	**Moosey**
First Name:	**John**

EDUCATION:	**MPA and BA in History**

Previous City Manager:	**Yes**

Previous experience with Federal State or City Government:	**Yes**

5 years exerience in Supervison or Managememt:	**Yes**

Previous experience working in Alaska:	**Yes**

Other:

JOHN MOOSEY
[redacted]
Wasilla, AK 99654
[redacted]

Kimberly Green
Human Resources
City of Palmer
645 E. Cope Industrial Way
Palmer, AK 99654

March 9, 2020

RE: Application for the City Manager Position

Dear Ms. Green,

I am applying for the City of Palmer Manager position. I have thirty four years of chief executive experience with local government and a Master's Degree in Public Administration. I also have a working knowledge of the Matanuska-Susitna communities. I believe that I possess the skills and abilities that would allow me to become a successful public servant for the City of Palmer.

Thank you for the opportunity.

Sincerely yours,

John Moosey

RECEIVED
MAR 9 2020
CITY OF PALMER

JOHN MOOSEY

[redacted]
Wasilla, AK 99654
[redacted]

Summary: I am seeking to serve an organization that is passionate about providing public services. I will bring thirty-four years of chief executive local government experience and a master's degree in Public Administration to serve you and your community.

Management Experience Most Recent

Borough Manager, Matanuska-Susitna Borough — May 2011 - Current
350 E Dahlia Avenue, Palmer, AK 99645
Matsugov.us — Population 106,500, budget $148M

Responsibilities as Chief Executive Officer include management of Borough services; parks, transportation, engineering, libraries, financial operations, planning and development, fire and EMS, emergency management, technology and GIS services

Major Accomplishments include; construction of 3 Borough libraries, construction and development of Government Peak at Hatcher's Pass, major roadway reconstruction including bridges, transportation plan development, and implementation of operational continuity plan. Construction of seven school buildings and major school building renovations, Improved County bond rating to AA2.

County Administrator, Chisago County — April 2003 – May 2011
313 N Main Street, Center City, MN 55012
Chisagocounty.us — Population 52,000, budget $57M

Responsibilities as Chief Administrative Officer include management of county services; parks, transportation, engineering, libraries, recorder and assessor, financial operations, environmental services, planning and development, probation, emergency management, veterans services, public health and human services.

Major Accomplishments include; construction of 3 county libraries, construction of Health and Human Services Building, development of law enforcement center and jail, new comprehensive plan, park purchase and development, major roadway reconstruction including bridge, transportation plan development, implementation of operational continuity plan. Leverage LEC project to form a business park. Implemented major public data policy and development of award winning website. Leaders in septic, household hazardous waste, water planning, infrastructure and education. Improved County bond rating to AA2.

City Administrator, City of North Branch
6408 Elm Street, North Branch, MN 55056-0910 May 1995- April 2003
Population 8,300, budget $12 million www.ci.north-branch.mn.us

Responsibilities as Chief Administrative Officer included management of city services; water pollution control, parks, transportation, engineering, fire, police and economic development. Also served as the President/Chairman of Lakes Region Emergency Medical Services.

Major Accomplishments include; Responsible for merger of the operations between the Cities of North Branch and Branch. $800,000 CDBG comprehensive grant development of comprehensive plan, comprehensive water and sewer plan, development of new city code, $11 million gateway center development project, industrial park expansion of 52 acres with15 industrial business attractions, growth of property values from $185M to $434M. City Hall purchase and expansion, construction of municipal liquor store, referendum and approval of Fire Hall construction. Recipient of Earl Wilford Award for Labor Management Cooperation in 2001. Received wastewater treatment operation award from MPCA, years 1995-2002.

Village Administrator, Village of Brewster
310 South Wabash Avenue, Brewster, OH 44613 August 1992 - May 1995
Population 2500, Budget $4.5M

Responsibilities as Chief Executive Officer included management of all village services (electric, water, water pollution control, parks, transportation, engineering, planning administrator, and senior services). Also served as Income Tax Commissioner.

City Administrator, City of Defiance
324 Perry Street, Defiance, OH 43512 August 1989 – July 1991
Population 18,000, budget $19M

Responsibilities as Chief Administrative Officer included administration of all city services; police, fire, water pollution control, parks, cemetery, recreation, transportation engineering, building code enforcement, and senior services.

Major Accomplishments included water treatment plant construction commencement, property acquisition for reservoir and park development. Obtained grant funding and accomplished neighborhood renewal in town's Spanish Community. Developed a labor union participatory safety program and successfully negotiated 3 labor contracts.

Village Administrator, Village of Middlefield
North State Avenue, Middlefield, OH 44062 March 1987 – August 1989
Population 2000, Budget $4M

Borough Manager, Clarion Borough
525 Wood Street Clarion, PA 16214 June 1985 – March 1987

Assistant to City Manager, City of Louisville
215 Mill Street, Louisville, OH 44641 May 1984 – May 1985

Education
Masters of Public Administration, Kent State University, Ohio 1983-1988
Bachelors of Arts, Bluffton College, Ohio 1980-1983

CITY OF PALMER
231 W. EVERGREEN AVENUE
PALMER, AK 99645

APPLICANT'S SWORN STATEMENT
AUTHORIZATION AND RELEASE

I hereby affirm all the information I provided or provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date.

I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions.

I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City.

I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge.

I understand that this application is not and is not intended to be a contract for employment or continued employment.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

A photocopy of this authorization shall have the same force and effect as the original documentation.

Signature of Applicant John M. Moosey

03.09.2020
Date

Subscribed and sworn to before me this 9th day of March, 2020 by Mary Miller.

Official Seal
STATE OF ALASKA
Notary Public
Mary Miller
My Comm. Expires 10/26/2020

Mary Miller
Notary Public in and for Alaska
My Commission Expires 10/26/2020

APPLICATION FOR EMPLOYMENT

City of Palmer
231 W Evergreen Avenue
Palmer, Alaska 99654
Phone - 907.745.3271 Fax – 907.761.1332

Position Applying For: City Manager	(Select) Full-Time, Part-Time, On-Call, Seasonal

Contact Information

Name (Last, First, Middle Initial)	Work Telephone	Home Telephone	Cell Phone
Moosey, John M	[redacted]		[redacted]
Mailing Address	**City**	**State**	**Zip Code**
[redacted]	Wasilla	AK	[redacted]
Email Address [redacted]			

Are you eligible to work in the United States? Yes (●) No ( )
Do you have a valid driver's license? Yes (●) No ( )
Are you 18 years of age or older? Yes (●) No ( )

Education/Training

Do you have a high school diploma or equivalent? Yes (●) No ( )

Post-Secondary Education Institution Name	Course of Study	Degree Earned
Kent State University	Public Administration	MPA
Bluffton College	History	BA

License or Certification

List any professional license, registration, certification, etc. – i.e. EMT, Dispatch, CDL, etc

License/Certification	State	Profession	License Number	Expiration Date

Skills

List any courses or training relevant to the position for which you are applying

Course / Training	Date Completed

Employment History

Please use additional pages to show relevant work experience. Do not write "See Resume"

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
Matanuska-Susitna Borough	[redacted]	County Commissioners (Mike Robinson)

Type of Business	Address
Local Government	350 E Dahlia Ave, Palmer, AK 99645

Job Title	Dates Employed (Month & Year)	Hours Per Week
City Administrator	From: 4/95 To: 4/11	40+

Duties

Direct Borough Operations

Salary	Reason for Leaving
$107000	Matanuska-Susitna Borough Manager

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
Chisago County	[redacted]	County Commissioners (Mike Robinson)

Type of Business	Address
County Government	313 N Main Street, Center City, MN 55012

Job Title	Dates Employed (Month & Year)	Hours Per Week
City Administrator	From: 4/95 To 4/11	40+

Duties

Managed County Operations

Salary	Reason for Leaving
$107000	Matanuska-Susitna Borough Manager

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
City of North Branch		City Council (Ellis Johnson)

Type of Business	Address
Local Government	6408 Elm Street, North Branch, MN 55056-0910

Job Title	Date Employed (Month & Year)	Hours Per Week
City Administrator	From: 4/95 To 4/11	40+

Duties

Managed City Operations

Salary	Reason for Leaving
$68,000	Chisago County

1) **Criminal Conviction***: Have you ever plead guilty, been convicted, fined, imprisoned, placed on probation or given a suspended sentence:

- for any felony violation Yes ◯ No ◉
- for any misdemeanor violation Yes ◯ No ◉

If yes, please indicate conviction, date and sentence/disposition. *Information supplied regarding conviction record will not necessarily bar applicant from consideration for employment. Nature of, reason for, and time elapsed since conviction will be reviewed in light of the duties of the job sought.

_____

_____

_____

_____

2) **Prior City Employment:** Have you previously worked for the City of Palmer? Yes ◯ No ◉
If yes, when? _____

3) **Relatives**: Are you related to anyone who is currently employed by the City of Palmer? Yes ◯ No ◉
If yes, list their name and relationship: _____

4) **Job Description:** Have you read the job description and do you understand the essential functions of the position for which you are applying? Yes ◉ No ◯

5) Are you able to perform the essential functions of this job with or without reasonable accommodations?
Yes ◉ No ◯

6) **Driver's License:** Have you ever had your driver's license suspended or revoked as a result of a violation?
Yes ◯ No ◉ If yes, please explain: _____

7) Have you ever been asked to resign or terminated by a former employer? Yes ◯ No ◉
If yes, please explain

_____

_____

Please 3 ***Professional*** References

Name	Contact Information
[redacted]	[redacted]

Certification & Signature

The information provided in this employment application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This authorization includes permission to check employment references.

If selected for employment you may be required to supply proof of authorization to work in the U.S., have a physical examination and/or drug test, supply and/or authorize a criminal background check, supply and/or authorize a copy of your motor vehicle record (MVR), or sign a conflict of interest agreement and abide by its terms.

I understand that acceptance of an offer of employment does not create a contractual obligation or permanent employment upon the City of Palmer. Employment may be terminated at any time at the option of the employee or City of Palmer.

I understand and agree to the information shown above

Signature:_____ **Date:** 03.10.2020

The city is an equal opportunity employer The city will not unlawfully discriminate against qualified applicants or employees with respect to compensation, or in a term, condition or privilege of employment, because of the person's race, religion, color, national origin, sexual orientation, or other basis protected by law or because of the person's age physical or mental disability, genetic information, gender, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical or mental disability, gender marital status, changes in marital status, pregnancy or parenthood

When necessary, the city will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position It is the applicant s and employee's responsibility to notify the personnel officer regarding requests for reasonable accommodations

City Manager Supplemental Questions

1. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Palmer.

From the age of sixteen I've known that serving in local government was what I was meant to do. Closing in on sixty, it is still my aspiration and passion. I believe that my importance for personal integrity, my character, and being comfortable in chaos leads to successful service leadership.

Over the past 6 years I have come to realize that there is no other place that I want to live and serve than the Valley. A combination of the people we serve, the natural beauty of the area, room to spread out, and my three grandkids result in my never wanting to leave. There are two local government manager positions in Southcentral Alaska, the one that I have and the one that you have.

I am not seeking another job opportunity other than the City of Palmer manager position. After nine years as the Borough Manager for the Matanuska-Susitna Borough I believe a new management challenge would be beneficial.

2. Please describe any experience you have had facilitating economic development in a community. Please describe your involvement in a specific economic development project, from inception to completion including: 1) your role in the project; 2) any problems/issues you encountered; and 3) the results of the project.

The following are examples of economic development work most closely related to the City of Palmer.

Clarion Pennsylvania 1985-87. Acquired property and development plan for Toby Landing on the Clarion River. Used a variety of small grants via State of Pennsylvania. Project was in planning stage at the time of my departure.

Middlefield Ohio 1988. Worked with the private Industrial Park Developer for a significant expansion of Kraft Maid Cabinetry. Work involved in securing approval from City Council and community to complete a water line extension which enabled the private park owner to write down the cost for the project.

Defiance Ohio 1989-91. Served on the Defiance Economic Development Cooperation Board. Three small attractions were made using tax increment financing.

North Branch Minnesota 1996-97. Gateway Development Project. Centered at the entrance of the City right at Interstate 35. The $11 million project involved buying out a set of ragtag group of residences and businesses to provide for an attractive commercial development including a hotel, restaurants and multiunit housing.

North Branch Minnesota 1997-03. Expansion of City industrial park of 52 additional acres and attraction of 15 industrial business attractions. The largest attraction was an Anderson Windows extrusion plant.

Wyoming Minnesota 2006. Attraction of Polaris Research and Development campus. Worked through our County HRA for incentives to commence the project. The projects big hurdle was to vacate and relocate a county road.

North Branch, Chisago County Minnesota 2006. Aided in the City of North Branch's ESSBY Industrial Park which received MACO's Excellence in Government Award.

MATANUSKA-SUSITNA BOROUGH
Office of the Borough Mayor
350 East Dahlia Avenue • Palmer, AK 99645
Phone (907) 861-8682 • Fax (907) 861-8669
Vern.Halter@matsugov.us

December 23, 2019

Thomas Bergey, President
Mat-Su Borough School District Board
[redacted]

Dear President Bergey,

During a time of crisis, our citizens look to us to make timely and sound decisions. Certainly the November 30, 2018 Earthquake was that crisis. Together the Assembly and School Board have led our community to pick up the pieces and move forward. However, the job is not done.

Houston Middle School is our critical priority. We have engaged our State, insurance company, FEMA, and Army Corps of Engineers to provide full allocation to return our students back to a successful learning environment.

The Matanuska-Susitna Borough Assembly agrees with the standard of replacement the School Board identified in MSBSD Resolution 20-001. The Borough has gathered $23 Million in insurance and set asides for this project. We have authorized engineering work to proceed. However, we are financially short and believe that it is prudent to have all available funds sequestered prior to moving to the construction phase.

Upon reviewing MSBSD fund balances, as reported in the 2019 CAFR, we are requesting a transfer from school finances in the amount of $7 Million prior to construction bidding. This will communicate to the Houston community that together we are diligently moving forward without additional delay.

Please know that we are still seeking FEMA funding and reimbursement for the Houston Middle School rebuild.

Thank you for your partnership and consideration of our request.

Sincerely,

Vern Halter
Mayor

John Moosey
Borough Manager

cc: Assembly

Matanuska-Susitna Borough

Date: December 11, 2019

To: Assembly

From: John Moosey, Borough Manager

RE: Alaska Municipal League (AML)

I have been requested to give a review of AML and the Matanuska-Susitna Borough. This is the first year since at least 1997 that the Borough did not renew its membership.

Current annual dues for the Borough would be $39,650 which has not changed since 2011. Director Nils Andreassen and the board stated that the Matsu Borough could rejoin at any time. The dues would be prorated.

Past Mat Su board participation:

- Board of Directors* – 1976-1978, 1980-81, 86-87, 90-94, 96, 99, 2005-08
  - * this is difficult to see within the board minutes, as often names only were listed
  - Ron Larson served as Alaska Conference of Mayors President, 1980
  - Dorothy Jones served as Board President, 89-90
  - Tim Anderson served as Alaska Conference of Mayors President, 2005
- Since 2000 the City of Wasilla and City of Palmer have been active, with Mat Su choosing to let cities run for that seat, or being represented by Affiliate members – managers and clerks from the Mat Su served over that time

AML's stated purpose:

- To safeguard the interests, rights and privileges of Alaskan municipalities as they may be affected by Federal and State governmental actions.
- To secure cooperation among municipalities of the State in a thorough study of local problems and in the application of efficient methods of local government.
- To provide means whereby municipal officials may interchange ideas, experiences, and obtain expert advice.

Borough Manager's view of value:

- Provides training for new elected Assembly Members
- Provides the base for Borough Staff Associations such as Finance Officers, Clerks, Managers
- Support Organization for Insurance and Investment

Most importantly to me is spreading the opportunity to spread the influence of the Matanuska-Susitna Borough. We are different from every other member. When we are not present a thought gap is created. Certainly no one is speaking and advocating for us. I believe that the State of Alaska is already tilted toward Anchorage and we must change that mindset especially with a growing population.

MATANUSKA-SUSITNA BOROUGH
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350 East Dahlia Avenue • Palmer, AK 99645
Phone (907) 861-8689 • Fax (907) 861-8669
John.Moosey@matsugov.us

March 4, 2020

The Honorable David Wilson, District D
The Honorable Mike Shower, District E
The Honorable Shelley Hughes, District F
The Honorable Colleen Sullivan-Leonard, District 7
The Honorable Mark Neuman, District 8
The Honorable George Rauscher, District 9
The Honorable David Eastman, District 10
The Honorable DeLena Johnson, District 11
The Honorable Cathy Tilton, District 12

RE: Senate Bill 204 "An Act relating to state lands; relating to the authority of the Department of Natural Resources over state owned lands; relating to the disposal of state land; relating to the leasing and sale of state land for commercial or industrial development; repealing establishment of recreation rivers and recreation river corridors; and providing for an effective date."

Dear Mat-Su Valley Senators and Representatives,

The Matanuska-Susitna Borough (Borough) has significant concerns with the proposed Senate Bill 204. The impacts of this legislation, in many cases, would result in land being transferred to citizens, groups or companies, who were not required to meet Borough requirements, and therefore the correction of those created issues will fall on the Borough. This legislation would eliminate the requirements to follow these important and fundamental Borough standards for construction:

- Meeting mandatory construction setbacks for right-of-way and water bodies
- Meeting acceptable road widths
- Requiring DEC lot sizes for septic systems (which could contaminate water bodies)
- A determination of usable area and configuration
- Fulfilling requirements to build access roads into sub-divisions
- Adhering to significant floodplain development regulations
- Completing the installation of fish culvert construction in salmon streams
- Adhering to requirements to prevent river contamination
- Completing requirements to build new roads to Borough standards.

The scope of the potential impact to the Borough would be huge. Within the incorporated boundaries of the Borough, the State of Alaska owns 14,806,812 acres of land, which is 91% of all land in the Borough. This legislation would allow the State to sell or transfer their land without being required to meet Borough established code, policy, or requirements. In addition, Mental Health Trust has an additional 38,668 acres and the University of Alaska has 24,970 acres, which would potentially be exempt from meeting Borough requirements. By sheer volume, this gives us pause for very serious concerns.

Our concern is that the State DNR will be allowed to sell land, without meeting Borough land management, platting, road construction and waterway requirements, and will not address issues created when the land is sold. The correction of those issues would then fall on the Borough, causing a tremendous amount of additional labor and very expensive operational costs to the Borough in order to correct these issues. Among those issues are:

- Without requiring State development to conform to Borough platting and land use requirements, there is significant potential for damage and for future MSB intervention and expenditure of taxpayer funds to correct these issues.
    - Loss of required fish passage culvert construction and floodplain management, which are both Federal programs. If the State does construct an access road, they will be required to construct fish passage culverts to State and/or Federal standards. However, by replacing the word "SHALL" with "MAY" in this legislation, the very real results will likely be that the access road "MAY" never get built. Sec. 19.30.080
    - Incomplete or substandard road construction: Sec. 19.30.080 – Under this provision, State lands could be transferred with substandard road construction. This will place a significant burden on the taxpayers and DOT (State roads) to correct the substandard roads. Additionally, much of the remaining legislation strengthens the State's position and provides DNR with the power to make all of these decisions without regard to Borough requirements or the fiscal burden it would place on the Borough.
    - Requirements to build access roads into newly developed subdivisions. As noted under fish passage culverts above in Sec. 19.30.080, by replacing the word "SHALL" with "MAY" in this legislation, the very real results will likely be that the access roads "MAY" never be built.
- This Bill eliminates AS 41.23.400 - 41.23.510, which establishes, manages, protects, and maintains the six recreational rivers in the Mat-Su Borough, all of which are anadromous water bodies. They are the Little Susitna River, the Deshka River, the Talkeetna River, Lake Creek, the Talachulitna River, and Alexander Creek. The removal of these recreational rivers and special purpose areas could have devastating effects on the fish and wildlife populations within these waterways. Without requiring development to conform to Borough platting requirements, there is significant potential for damage to our waterways and for future Borough intervention and expenditure of taxpayer funds to correct these issues.
- Potential trespassing issues: Sec 19.30.080 - The Borough has spent considerable time and resources over the years addressing trespassing issues on Borough and private lands, many of which were the result of poorly planned prior State land sales. When remote parcels are created without a platted or marked access route or easement, remote property owners park their vehicles along a State or Borough Right-of-Way and stage/unload along the roadway. Further, these same property owners often construct trespass access routes (trails/roads) bisecting multiple parcels of Borough and private lands. As more State land is sold, the related trespass issues multiply, and the Borough ends up with multiple trespass-related issues to clean up. This includes unnecessary damage to wetlands and waterways. This is one reason why the Borough has the platting requirements that it does, and that DNR should not exempt itself from local platting requirements and land use regulations.

As an example, the Borough is working through the State's Municipal Entitlement Lands (MEL) program to transfer State land to the Borough. Today, there are still about 80,000 acres remaining to be transferred to the Borough from the State. At Hatcher Pass, we are currently working on surveying/platting over 6,000 acres of MEL land. The cost is approximately $250,000 to meet the requirements established by the State. This process typically takes us 3-5 years to meet State requirements and receive a patent for the land. DNR's regulations require the Borough to meet their requirements and the State should be required to reciprocate and meet Borough requirements when disposing of State land in the Borough.

We are in favor of the State of Alaska proposals to disperse State lands for private use for economics, home ownership, or recreation. This action matches the State of Alaska messages, which have been given to us in the past, for the Mat-Su Borough to assume more responsibility for the land in our Borough. However, to exempt this action from our entire local control and requirements is just the opposite message from what we have received from the State. The transfer of any State land must meet Borough requirements rather than circumvent them.

If approved, this act will take effect immediately, which gives no entities an opportunity to address the numerous potential liabilities.

Please do not vote favorably for Senate Bill 204.

Sincerely,

John M. Moosey
Borough Manager

Vern Halter
Mayor

cc: Assembly
John Harris

City Manager Candidate Package

Last Name:	**Hanson**
First Name:	**Bradley**

EDUCATION:	**MBA and BS in Business Administration**

Previous City Manager:	**No**

Previous experience with Federal State or City Government:	**Yes**

5 years exerience in Supervison or Managememt:	**Yes**

Previous experience working in Alaska:	**Yes**

Other:

Bradley A Hanson
[redacted] Palmer Alaska [redacted]
[redacted]

19 March 2020

The Honorable Mayor Edna DeVries, Deputy Mayor Linda Combs, Julie Berberich, Richard Best, Steve Carrington, Sabrena Combs and Jill Valerius

ATTN: Ms. Kimberly Green, Human Resource Specialist
231 Evergreen Avenue
Palmer, Ak 99645

Dear Mayor DeVries, Deputy Mayor Combs, Council Members Berberich, Best, Carrington, Combs and Valerius:

I am writing to express my desire to serve the City of Palmer as the next City Manager. I have faithfully served Palmer for the last 27 years in various City Government capacities. The different roles give me a unique skill set in the ability to manage city operations. Having been a policy maker and staff member responsible for implementation of policy I recognize the important relationship qualities necessary for successful implementation of community vision.

Palmer has many important initiatives on the near horizon including annexation decisions, wastewater expansion, storm water capacity expansion, economic development opportunities, COVID-19 recovery and land use reviews that will ultimately define our future. I believe that it is important to have a city manager that has a comprehensive background with these initiatives and a close relationship with the community to be able to facilitate their implementation.

My unique qualifications of a vast business background, comprehensive educational experience and extensive governmental experience will provide Palmer the qualities necessary in a City Manager to effectively make Palmer "Alaska at its Best!".

Having lived in Palmer for most of my life, I look forward to an opportunity to contribute even more to the future and continued growth of the City of Palmer and working with the community, staff and elected leaders who shape and guide those efforts.

Sincerely,

Brad Hanson

Encl: Resume, Application packet and writing samples

Bradley A. Hanson
[redacted]
Palmer, Alaska [redacted]

Summary

Results oriented business owner and community leader with over 35 years of experience managing operations. Over 29 years working in city government as a Director of Community Development, City Councilman and Planning and Zoning Commissioner. A strategic thinker and visionary with the ability to implement goals and objectives for organizational success. As a business owner responsible for tenant contract negotiations, responding and resolving tenant concerns. Extensive experience in working with budgets, strategic planning, supervising contractors for commercial and residential renovations. Extensive knowledge of city code and zoning compliance. A proven leader with demonstrated ability to build effective teams working collaboratively to enhance internally and externally relationships.

Professional profile

Project management: A general partner and operations director with proven successful strategic planning and implementation. Committed to financial feasibility, competence and resourcefulness.

- Seeks and assumes responsibility.
- Successfully managed complex operations ranging from conceptualize of projects, resource development, compliance, and operational efficiency.
- Successfully formulated departmental budgets and maintained within fiscal constraints.
- Developed and implemented cost saving programs for facilities.

Leadership and Supervision: An engaged leader that can articulate goals and objectives for organization success.

- Able to establish and communicate performance standards and expectations.
- Constant evaluation of job functions in line with organization mission.
- Managed multiple professional agreements for contract services.
- Managed diverse departments within City.

Problem Solving and Analysis: Consistently evaluates problems analytically for systems and team-based solutions that meet organization goals and objectives.

- Planned and implement energy consumption cost improvement program.
- Performance of SWOT analysis on City of Palmer land use elements.
- Significant financial competency and budget analysis.

Education

Masters Business Administration, University of Alaska-Anchorage.
Bachelor of Science Business Administration, Major in finance, Northern Arizona University.

Work experience

City of Palmer
Director Community Development, City Councilman, Planning and Zoning Commissioner

Provides leadership and management for the Department of Community Development, including highly responsible planning and administrative activities for the City concerning planning, zoning, building inspections, code enforcement and plat reviews. Responsible for planning, coordinating, supervising, and participating in the activities of a staff involved in the development of the City of Palmer current and long-range planning functions and budget. In addition, responsible for administrative oversight of the following activities and facilities: Palmer Public Library, Palmer Ice Arena (MTA Event Center), Palmer Municipal Golf Course, Palmer Visitor Center, and the Palmer Community Center (Depot).
1992 – Current

Warton Investments
Partner

Business owner in commercial property in downtown Palmer. Responsible for managing all aspects of tenant operations and building maintenance. Including day to day tenant relations, maintenance, tenant recruitment, lease development, lease compliance, strategic planning for local and state economies for investment opportunities. 1992 – 09/2019

Self Employed
Youth Hockey Coach

Responsible for the recruitment, development and retention of local youth hockey players. Includes managing volunteer coaches, managers and treasures to ensure strategic vision for program goals and objectives are met. 2000 – Current

Matanuska Susitna Borough School District
Palmer High School (PHS) assistant Head Football Coach and Head Hockey Coach

Assisted PHS to the playoffs 22 straight years, winning the State Championship in 1995 and state runner up three times. As the offensive coordinator, responsible for offensive direction of PHS, including supervision of position coaches, strategic analysis of personnel, opponents with extensive experience evaluating opportunities and threats to performance goals. Offered the Head Hockey Coach because of multiple years of winless seasons. In my six years as the coach, Palmer won three conference championships and two league conference tournament champions. Responsible for managing booster club's financial assistance to program, scheduling practice and games, supervise assistant coaches, responsible for media contacts and relationship. 1993 – 2014

Valley Polaris
Managing Partner

Polaris Industries authorized dealership in Big Lake, selling snowmobiles, All-terrain vehicles, personal watercraft, parts and accessories and fully authorized service provider. Responsible for the profitability of Valley Polaris, exceeding Corporate annual performance objectives. Duties included managing all retail sales personnel, marketing and branding, scheduling service work, maintained inventory controls, maintained financial records, submitted warranty claims, and worked closely with suppliers and manufactures. 1994 - 1998

Major Community Accomplishments

City Council Member – 20 years
City of Palmer Planning and Zoning Commissioner – 6 years
Palmer Ice Arena Promotion and build
Palmer little league field renovation – Former President and Treasurer
Palmer Amateur Hockey Association – Vice President, coaching director and founding Member
2004 City of Palmer Citizen of the year
1998 Palmer-A-Moose-ment construction captain
Palmer High Football Coach - 22 years
Palmer Little league Coach – 15 years
1999 Iron Dog Racer
Board of Directors Iron Dog Inc. 1994-1997
Voted North Star Conference Coach of the Year 2008, 2011, and 2012
Voted Alaska State Assistant Coach of the year 1996
Frontier Ice Alliance – Executive Director

Reference

[redacted]

[redacted]

[redacted]

CITY OF PALMER
231 W. EVERGREEN AVENUE
PALMER, AK 99645

APPLICANT'S SWORN STATEMENT
AUTHORIZATION AND RELEASE

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I understand that this application is not and is not intended to be a contract for employment or continued employment.

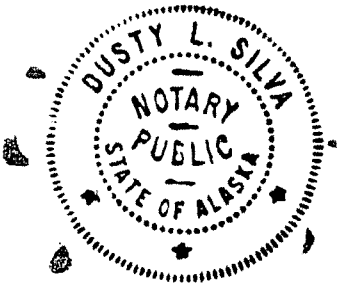
I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

A photocopy of this authorization shall have the same force and effect as the original documentation.

Bradley Hanson
Signature of Applicant

March 19, 2020
Date

Subscribed and sworn to before me this 19 day of March 2020. by Bradley A Hanson



Notary Public in and for Alaska

My Commission Expires 1-6-2024

Dusty L. Silva

APPLICATION FOR EMPLOYMENT

City of Palmer
231 W Evergreen Avenue
Palmer, Alaska 99654
Phone - 907.745.3271 Fax – 907.761.1332

Position Applying For: City Manager	(Select) Full-Time, Part-Time, On-Call, Seasonal

Contact Information

Name (Last, First, Middle Initial)	Work Telephone	Home Telephone	Cell Phone
Hanson, Bradley, A	[redacted]	[redacted]	
Mailing Address	**City**	**State**	**Zip Code**
[redacted]	Palmer	Alaska	[redacted]
Email Address [redacted]			

Are you eligible to work in the United States?	Yes (●) No ( )
Do you have a valid driver's license?	Yes (●) No ( )
Are you 18 years of age or older?	Yes (●) No ( )

Education/Training

Do you have a high school diploma or equivalent? Yes (●) No ( )

Post-Secondary Education Institution Name	Course of Study	Degree Earned
University of Alaska-Anchorage	Business Administration	Masters of Business Administration
Northern Arizona University	Business Administration - Finance	Bachelor of Science

License or Certification

List any professional license, registration, certification, etc. – i.e. EMT, Dispatch, CDL, etc.

License/Certification	State	Profession	License Number	Expiration Date

Skills

List any courses or training relevant to the position for which you are applying

Course / Training	Date Completed
Incident Command Systems (ICS) 100,200,700,800,300,400	April 5, 2019

Employment History

Please use additional pages to show relevant work experience. Do not write "See Resume"

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
City of Palmer	[redacted]	Nate Wallace
Type of Business	**Address**	
City Government	231 W Evergreen Avenue, Palmer Alaska 99645	
Job Title	**Dates Employed (Month & Year)**	**Hours Per Week**
Director of Community Developmen	From: 5/18 To: Current	Exempt

Duties

Provide leadership and management for Community Development Department, including planning, budgeting and administrative activities for City facilities, contract management, zoning, building department, code compliance and plat reviews. Other duties include short and long range commun

Salary	Reason for Leaving
$92,500	Currently Employed

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
Warton Investments	[redacted]	N/A Partnership
Type of Business	**Address**	
Commercial Real Estate	440 W. Evergreen, Palmer Alaska 99645	
Job Title	**Dates Employed (Month & Year)**	**Hours Per Week**
Partner	From: 7/1989 To: 7/2019	10

Duties

Invest and manage commercial real estate in Palmer, Alaska. Responsible for all aspects of tenant operations and maintenance. Responsible for opportunities and threats to asset preservation.

Salary	Reason for Leaving
$32,000	Sold business assets

May we contact this employer? Yes (●) No ( )

Employer	Telephone Number	Supervisor's Name
City of Palmer	[redacted]	N/A
Type of Business	**Address**	
City Government	231 W Evergreen Avenue, Palmer Alaska 99645	
Job Title	**Date Employed (Month & Year)**	**Hours Per Week**
City Councilman	From: 10/1998 To: 5/2018	10

Duties

Work collaboratively to develop policy to increase quality of life for residents. Allocate city resources, attend City meetings and events. Accountable to constituents ideas and complaints.

Salary	Reason for Leaving
$3500	Accepted position as Community Development Dire

1) **Criminal Conviction***: Have you ever plead guilty, been convicted, fined, imprisoned, placed on probation or given a suspended sentence.

- for any felony violation Yes ◯ No ◉
- for any misdemeanor violation Yes ◯ No ◉

If yes, please indicate conviction, date and sentence/disposition. *Information supplied regarding conviction record will not necessarily bar applicant from consideration for employment Nature of, reason for, and time elapsed since conviction will be reviewed in light of the duties of the job sought

2) **Prior City Employment**: Have you previously worked for the City of Palmer? Yes ◉ No ◯
If yes, when? Currently

3) **Relatives**: Are you related to anyone who is currently employed by the City of Palmer? Yes ◯ No ◉
If yes, list their name and relationship:

4) **Job Description:** Have you read the job description and do you understand the essential functions of the position for which you are applying? Yes ◉ No ◯

5) Are you able to perform the essential functions of this job with or without reasonable accommodations?
Yes ◉ No ◯

6) **Driver's License:** Have you ever had your driver s license suspended or revoked as a result of a violation?
Yes ◯ No ◉ If yes, please explain:

7) Have you ever been asked to resign or terminated by a former employer? Yes ◯ No ◉
If yes, please explain

Please 3 ***Professional*** References

Name	Contact Information
[redacted]	[redacted]

Certification & Signature

The information provided in this employment application is true, correct, and complete If employed, any misstatement or omission of fact on this application may result in dismissal I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision This authorization includes permission to check employment references

If selected for employment you may be required to supply proof of authorization to work in the U S have a physical examination and/or drug test, supply and/or authorize a criminal background check supply and/or authorize a copy of your motor vehicle record (MVR), or sign a conflict of interest agreement and abide by its terms

I understand that acceptance of an offer of employment does not create a contractual obligation or permanent employment upon the City of Palmer Employment may be terminated at any time at the option of the employee or City of Palmer

I understand and agree to the information shown above.

Signature: _____ **Date:** March 19, 2020

The city is an equal opportunity employer. The city will not unlawfully discriminate against qualified applicants or employees with respect to compensation, or in a term, condition or privilege of employment, because of the person's race, religion, color, national origin, sexual orientation, or other basis protected by law, or because of the person's age, physical or mental disability, genetic information, gender, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical or mental disability, gender, marital status, changes in marital status, pregnancy or parenthood.

When necessary, the city will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position. It is the applicant's and employee's responsibility to notify the personnel officer regarding requests for reasonable accommodations.

Brad Hanson Page 1

Question 1

Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Palmer. am interested in the City Manager position because

There are many reasons why I am interested in the position of City Manager. I believe in this community and have for a very long time. The last few years Palmer has had sustained economic and quality of life growth. We have overcome Federal compliance issues; improved infrastructure and created a higher quality of life for our residents. I want to continue this community growth, by providing the administrative leadership necessary to implement broad based community strategies. Having served in the administration the last two years I understand the importance of continuity from the past City Manager to the next City Manager. I also understand how disruptive it can be to the community if chosen poorly. The City of Palmer has a tremendous staff in place to continue this mission.

Having poised Palmer for success, I think it is very important to recognize and have a deep understanding of the important initiatives and projects on the horizon. Our success with implementing these projects will determine Palmer's ability to attract future investment from the business community and provide the community with available housing and activities residents desire.

Question 2

Q2: Please describe any experience you have had facilitating economic development in a community. Please describe your involvement in a specific economic development project, from inception to completion including: 1) your role in the project; 2) any problems/issues you encountered; and 3) the results of the project.

I have experience in economic development both in the private and public sectors in Palmer. From the private sector being a partner in a commercial real estate company that took significant financial risks in the early 1990's, believing in Palmer's ability to reposition ourselves after Alaska's economic collapse of the late 1980s. Warton Investments purchased and redeveloped property on Evergreen Avenue. This included all aspects of investment analysis, revenue and financial projections, return on investment analysis, operations and maintenance budgeting and execution. The project had considerable obstacles, especially in the early years of investing. The Alaska economy was hit very hard by the global crash of oil prices. This extreme contraction of the State economy had ripple effects in Palmer. Private investment was non-existent. For real estate investments to be successful it took considerable personal capital and consistent marketing of business opportunities in the City of Palmer. As a result of marketing efforts and the redevelopment of downtown properties by a core motivated group, downtown Palmer has enjoyed a resurgence.

Public investment falls into two distinct categories. The first is from the point of view as a council person. Early in my city council tenure it became clear that a major impediment to the paving of city streets was our allocation method for project costs. With Prior projects, all costs were assessed to property owners on a linear street frontage basis. A major problem with this method is corner lots. Corner lots were typically allocated three times the cost than a lot right next door, while both type of lots received the same utility of driving on a paved street.

A successful argument was presented to alter both the ability to assess costs based on a number of factors as well as how grant funding was applied to the projects. The result was paving took place with consensus from City Council and limited objections from residents. Many major and important streets were paved leading the way for economic develop and quality of life improvements.

The other area of public investment has been during my tenure as Director of Community Development. The last two years the City of Palmer has enjoyed the highest levels of building permit application in its history of building records. This successful investment climate is a result of sound financial guidance and shared land use values on behalf of policymakers and staff committed to providing investors with the highest level of customer service, and clear concise expectations of development requirements. Investor confidence and belief that Palmer is a safe proactive place to put their dollars has soared.

Removal of antiquated policies and procedures to development is a major source of pride in the Community Development Department. Developers can get expedited answers to questions, code interpretations and plan approvals. They also understand that our mission is to support their efforts while remaining consistent with established community values.

Determination of Pre-Existing Legal Nonconforming Status for Lot 2C, Block 1, Lucas

The real property legally described as Lot 2C, Block 1, Lucas Subdivision, MSB tax parcel ID# 5012B01L002C with a property address of 825 S. Dimond Street, Palmer, AK is granted a determination of pre-existing legal nonconforming status for the setbacks of the structure excepting therefrom the 2.9-foot encroachment of the structure into the alley in accordance with the requirements of Palmer Municipal Code (PMC) 17.68 Nonconforming Uses and Structures.

Facts:

1. The structure on the described property is a residential dwelling and is zoned CG, General Commercial.
2. According to the Matanuska-Susitna Borough tax records, the house was built in 1950 prior to the incorporation of the City of Palmer and to the adoption of Zoning Ordinance No. 106 on April 9, 1963.
3. According to the 1959 Palmer Zoning Map, the property was zoned R-2, Medium Density Residential.
4. The building records in Community Development reflect the oldest record is a Building Permit issued June 6, 1960 for an addition to the existing residence.
5. In 1963, as established by Ordinance No. 106, for a residential dwelling in the General Commercial District, the required setback for a side yard was 6 feet and the required setback for a rear yard was 25 feet.
6. The property was rezoned to CG-General Commercial as reflected on the 1968 Palmer Zoning Map.
7. In 2004, Ordinance No. 626 increased the side yard setback requirement for a ground level dwelling unit in the General Commercial District to fifteen feet; the required rear yard setback continued to be 25 feet.
8. The attached survey dated August 2, 2019 by Craig Hanson of Hanson Land Solutions shows a side yard setback of 8 feet for the south side of the house and a 2.9-foot encroachment of the structure into the alley for the rear yard located on the east side of the house.
9. The residential structure, excepting therefrom the 2.9-foot encroachment of the structure into the alley, legally existed until the adoption of the zoning code in 1963 for rear yards; and the 8-foot side yard setback of the residential structure legally existed until the zoning code change in 2004.

This determination does not release the property owner from any obligations under any existing relevant subdivision covenants.

Determination as to Legal Nonconforming Structures:
Based on the facts presented, it is my determination that the structure was built prior to City of Palmer zoning codes adopted in 1963 and therefore the City of Palmer zoning codes for rear yards were not applicable at the time of construction of the structure excepting therefrom the 2.9-foot encroachment of the structure into the alley. Additionally, it is my determination that the structure was in compliance with the zoning code for side yards for the south side of the house until 2004 when the side yard setback requirement increased for a ground level dwelling unit in the General Commercial District. Therefore, based on the facts presented, it is my determination that the structure excepting therefrom the 2.9-foot encroachment of the structure into the alley on Lot 2C, Block 1, Lucas, located in the Palmer Recording District, Third Judicial District, State of Alaska is a legal nonconforming structure.

Expansion:
Any expansion of the existing legal nonconforming structures, i.e. increase in volume, height, width or area which would increase the nonconformity is prohibited under 17.68.050A.

Replacement or Reconstruction:
On December 14, 2010, the City Council adopted Ordinance 10-023 amending PMC 17.68.050 to allow a residential dwelling, or residential dwelling units, in any residential zoning district damaged by any involuntary change, including fire, flood or earthquake, so that the cost of renewal of the damaged parts exceeds 60 percent of the assessed value of the entire building,
to be replaced or reconstructed to the same footprint on the original location, subject to the following:

- The owner duly applies for a building permit to replace or reconstruct the building within one year of the involuntary change,
- No part of the structure may encroach into public rights-of-way or adjacent property,
- The intended use of the building is the same as, or less intensive than, the prior use and is a permissible use in the district,
- A professional engineer, duly licensed as such by the state of Alaska, certifies to the city that the foundation of the building is structurally reusable as is and the building official does not object to the certification; or a professional engineer, duly licensed as such by the state of Alaska, certifies to the city that the foundation of the building is structurally reusable subject to economic repairs and the engineer provides plans and specifications for the reconstruction, and the building official does not object to the certification, the plans and specifications or the subsequent reconstruction,
- Projections beyond the footprint including architectural features, roof eaves, foundation footings, porches, decks, terraces, patios, unenclosed stairways and fire escapes, and attached structures, may also be replaced or reconstructed as they existed on the original building, so long as they do not encroach into public rights-of-way or adjacent property,
- The owner provides the building official with an as-built survey by a land surveyor, duly licensed as such by the state of Alaska, of the footprint and location of the original building and projections beyond the footprint,
- The building may be replaced or reconstructed under this subsection with no fewer than the number of off-street parking spaces as were provided for the original building; provided, that if it is feasible to eliminate any noncompliance with the off-street parking requirements, such noncompliance must be eliminated to the extent feasible, and

- The building as reconstructed will not pose any significant risk to health or safety as may be determined by the building official and the fire chief.
- Nothing in this subsection constitutes an approval or waiver of an encroachment of the building or its footprint or projections beyond the footprint into a public right-of-way or adjacent property. Nothing in this subsection waives any other applicable laws or regulations including without limitation this title or the building code.

Attachment: Survey dated August 2, 2019

Date: August 4, 2019

Brad Hanson, Director – Community Development

After Recording Return to:

Brad Hanson
City of Palmer
231 W. Evergreen Avenue
Palmer, Alaska 99645

DEPARTMENT OF COMMUNITY DEVELOPMENT

Brad Hanson
Director

David Meneses
Building Inspector

Beth Skow
Library Director

Mail: 231 W. Evergreen Ave.
Location: 645 E. Cope Industrial Way
Palmer, AK 99645-6748
Phone: 907-745-3709
Fax: 907-745-5443
www.cityofpalmer.org

March 4, 2020

Nancy Cameron, Land Mgmt. Agent
Matanuska-Susitna Borough
350 East Dahlia Avenue
Palmer, AK 99645 VIA EMAIL: nancy.cameron@matsugov.us

RE: Zoning Confirmation / Tract 5, Cedar Hills
MSB Tax Parcel 7651000T005

Dear Nancy:

Thank you for your inquiry regarding whether constructing and utilizing an ambulance facility on Tract 5, Cedar Hills is appropriately zoned. The property is zoned under Palmer Municipal Code (PMC) 17.28 - Commercial Limited (CL). Within the CL district, public facilities are not listed as a permitted use. In order to place this type of facility on Tract 5 Cedar Hills, a re-zone of the property must be initiated. An ambulance facility is allowed under PMC 17.40 - Public.

The initiation of a zoning map amendment procedure is outlined in PMC 17.80, Amendments. The ordinance outlines who may initiate a zoning map amendment as well as our responsibilities for public notice and time frame for the Planning and Zoning Commission to consider the map amendment. The Commission is required to hold a public hearing at their next regular meeting that allows due public notice. PMC 17.80.030(A2) addresses the public notice requirements, specifically the timeframe for map amendments.

The City of Palmer relies on the Borough to provide names and addresses for registered owners within 1,200 feet of the exterior boundaries of the property requesting rezone. The responsiveness of the borough providing this list will affect the timeliness of the public hearing by the Commission, which meet the third Thursday of every month. Once the commission hears and gives a recommendation, the request for rezone is forwarded to the Palmer City Council and placed on the consent agenda for introduction.

You indicated the executed purchase agreement provides a 120-day contingency to consider and receive approval for the re-zone application. I believe that this can be accomplished, however time is of the essence. Should you have any questions, I can be reached at 761-1322.

Sincerely,

Brad Hanson

City of Palmer

xc: PMC 17.80

DEPARTMENT OF COMMUNITY DEVELOPMENT

Brad Hanson
Director

David Meneses
Building Inspector

Beth Skow
Library Director

MEMORANDUM

TO: Steve Agni
FROM: Brad Hanson
DATE: May 9, 2018
SUBJECT: Response to AK Demo Proposal May 8, 2018

Steve,

It was great to see you and Justin on Monday. I hold you, Justin, and Alaska Demo in high esteem.

To modify your existing CUP #14-001 at the Palmer Reclamation Site (PRS), An application for modification will have to be initiated by a written request addressed to the Planning and Zoning Commission. It would include all the items required when the permit was applied for originally. Unfortunately, there is no provision in the Palmer Municipal Code that allows for an administrative review to allow the excavation of additional material to happen.

The City of Palmer Planning and Zoning only meets once a month. Their May meeting is on the 17th. With a modification of a CUP it would require parcels within 1200' to be notified and a public hearing would also be required. Our agenda has been set and has been sent to the newspaper for publication. There is no way we can get you on this month's agenda with the notification and public hearing requirement.

We will not be able to have an answer regarding your ability to mine additional gravel and extend the life of PRS by May 18th.

Alaska Demo has a five-year review coming up in February 2019, I would suggest that we start the review process early. If there are conditions that you would like the commission to consider for modification, this would be the correct time. This may include the ability to export gravel, mandatory review period, permit time horizon, and the requirement to be two-thirds complete within 5 years.

I look forward to hearing from you and Justin.

Sincerely,

Brad Hanson