



# Kenai Peninsula Borough

144 North Binkley Street  
Soldotna, AK 99669

## Meeting Agenda Assembly

*Peter Ribbens, President*  
*Kelly Cooper, Vice President*  
*James Baisden*  
*Tyson Cox*  
*Willy Dunne*  
*Cindy Ecklund*  
*Brent Johnson*  
*Leslie Morton*  
*Ryan Tunseth*

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Tuesday, July 8, 2025

6:00 PM

Betty J. Glick Assembly Chambers  
Meeting ID: 835 6358 3837 Passcode: 606672  
[https://yourkpb.zoom.us/j/83563583837?](https://yourkpb.zoom.us/j/83563583837?pwd=eTO44Um9ao1JJGaVtBJG86PXlsuNvm.1)  
[pwd=eTO44Um9ao1JJGaVtBJG86PXlsuNvm.1](https://yourkpb.zoom.us/j/83563583837?pwd=eTO44Um9ao1JJGaVtBJG86PXlsuNvm.1)

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Meeting ID: 835 6358 3837 Passcode: 606672

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### INVOCATION

*Any invocation that may be offered at the beginning of the assembly meeting shall be a chaplain from borough fire and emergency service areas. No member of the community is required to attend or participate in the invocation.*

### ROLL CALL

### COMMITTEE REPORTS

### APPROVAL OF AGENDA AND CONSENT AGENDA

*(All items listed with an asterisk (\*) are considered to be routine and non-controversial by the Assembly and will be approved by one motion. Public testimony will be taken. There will be no separate discussion of these items unless an Assembly Member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)*

**ACTION ITEMS CURRENTLY ON CONSENT AGENDA:**

KPB-7021: June 17, 2025 Regular Assembly Meeting Minutes

Ordinance 2025-19-02: Appropriating Funds for 911 Capital Replacement of Storage Array at Soldotna Public Safety Communication Center

Ordinance 2025-14: Amending KPB 5.18.430 to Annually Adjust the Sales Tax Cap for Inflation

Ordinance 2025-15: Amending KPB 5.18.100 to Levy a Seasonal Sales Tax Rate, Resulting in a Net Neutral Change for Residents, Subject to Voter Approval

Ordinance 2025-16: Amending KPB 5.18.115 To Increase the Residential Property Tax Exemption from \$50,000 to \$75,000 Subject to Voter Approval

Ordinance 2025-17 Establishing the Ninilchik Recreational Service Area Upon Voter Approval

KPB-7026: Confirming an Appointment to the South Kenai Peninsula Hospital Service Area Board

KPB-7027: Confirming an Appointment to the Resilience and Security Advisory Commission

KPB-7028: Confirming an Appointment to the Planning Commission

KPB-7029: Confirming an Appointment to the Kachemak Emergency Service Area Board

**ACTION ITEM ELIGIBLE TO BE ADDED TO THE CONSENT AGENDA:**

Ordinance 2025-13: Directing Previously Appropriated Grant Funding from the State of Alaska in the Amount of \$30,958.82 and Approving Projects to be Completed for Community Purposes Under the 2024/2025 Community Assistance Program

Ordinance 2025-19-01: Appropriating Funds for Utilities, Maintenance and Insurance Costs of the Sterling Elementary and Nikolaevsk School Surplus Property for Fiscal Year 2026

**APPROVAL OF MINUTES**

- \*1. [KPB-7021](#) June 17, 2025 Regular Assembly Meeting Minutes

Attachments: [June 17, 2025 Regular Assembly Meeting Minutes](#)

**COMMENDING RESOLUTIONS AND PROCLAMATIONS****PRESENTATIONS WITH PRIOR NOTICE**

*(20 minutes total)*

1. [KPB-7022](#) Central Peninsula General Hospital Quarterly Report, Shaun Keef, Chief Executive Officer (10 Minutes)

Attachments: [Quarterly Report](#)

**PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

*(3 minutes per speaker; 20 minutes aggregate)*

**MAYOR'S REPORT**

[KPB-7030](#) Mayor's Report Cover Memo

Attachments: [Mayor's Report Cover Memo](#)

1. Assembly Requests/Responses - None

2. Agreements and Contracts

a. [KPB-7031](#) Authorization to Award a Contract for ITB25-052 Bulk Fuel Supply

Attachments: [Authorization to Award Contract - ITB25-052 Bulk Fuel Supply 06.10.25](#)

b. [KPB-7032](#) Authorization to Award a Contract for ITB25-071 Pest Control

Attachments: [Authorization to Award Contract - ITB25-071 Pest Control 05.05.25](#)

c. [KPB-7033](#) Authorization to Award a Contract for ITB25-072 CES Station #4 (K-Beach) Septic Replacement

Attachments: [Authorization to Award Contract - ITB25-072 CES Station #4 \(K-Beach\) Septic R](#)

d. [KPB-7034](#) Authorization to Award a Contract for ITB25-077 Bear Creek Community Multi-Use Facility Parking Lot Paving

Attachments: [Authorization to Award Contract - ITB25-077 Bear Creek Community Multi-Use F](#)

e. [KPB-7035](#) Authorization to Award a Contract for RFP25-004 NPRSA Remodel

Attachments: [Authorization to Award Contract - RFP25-004 NPRSA Remodel 06.13.25](#)

f. [KPB-7036](#) Authorization to Award a Contract for RFP25-016 Janitorial Services Poppy Lane, OEM & River Center

Attachments: [Authorization to Award Contract - RFP25-016 Janitorial Services Poppy Lane, C](#)

g. [KPB-7037](#) Authorization to Award a Contract for RFP25-024 Skyview Middle School & Nikiski High School Boiler Replacement

Attachments: [Authorization to Award Contract - RFP25-024 Skyview Middle School & Nikiski H](#)

3. Other

a. [KPB-7038](#) Budget Revisions – May 2025

Attachments: [Budget Revisions - May 2025 06.26.25](#)

b. [KPB-7039](#) Revenue-Expenditure Report – May 2025

Attachments: [Revenue-Expenditure Report - May 2025 06.26.25](#)

- c. [KPB-7040](#) Tax Adjustment Request Approval – June 9, 2025

Attachments: [Tax Adjustment Request Approval 06.09.25](#)

## ITEMS NOT COMPLETED FROM PRIOR AGENDA

### PUBLIC HEARINGS ON ORDINANCES

*(Testimony limited to 3 minutes per speaker)*

Ordinances referred to Finance Committee

1. [2025-13](#) An Ordinance Directing Previously Appropriated Grant Funding from the State of Alaska in the Amount of \$30,958.82 and Approving Projects to be Completed for Community Purposes Under the 2024/2025 Community Assistance Program (Mayor)

Attachments: [Ordinance 2025-13](#)  
[Memo](#)  
[Reference Copy R2024-011](#)  
[Reference Copy O2024-19-21](#)

2. [2025-19-01](#) An Ordinance Appropriating Funds for Utilities, Maintenance, and Insurance Costs of the Sterling Elementary and Nikolaevsk School Surplus Property for Fiscal Year 2026 (Mayor)

Attachments: [Ordinance 2025-19-01](#)  
[Memo](#)

Ordinances referred to Policies and Procedures Committee

3. [2025-11](#) An Ordinance Amending KPB 2.56.007 to Adopt the 2025 Kenai Peninsula Borough Safe Streets and Roads for All Comprehensive Safety Action Plan as an Element of the 2019 Kenai Peninsula Borough Comprehensive Plan (Mayor)

[Clerk's Note: Comprehensive Safety Action Plan Presentation, Robert Ruffner, Planning Director (20 minutes) at Policies and Procedures Committee Meeting Only]

Attachments: [Ordinance 2025-11](#)  
[Memo](#)  
[Presentation Comp Safety Action Plan](#)



4. [2025-12](#) An Ordinance Amending KPB 21.18.081 to Clarify the Requirements for Conditional Use Permits and Amending KPB 21.18.140 to Define “Water-Dependent” (Mayor)

Attachments: [Ordinance 2025-12](#)  
[Amendment Memo](#)  
[Memo](#)  
[Planning Commission Resolution 2015-35](#)

## UNFINISHED BUSINESS

## NEW BUSINESS

### 1. Ordinances for Introduction

Ordinances for Introduction and referred to the Finance Committee

- \*a. [2025-19-02](#) An Ordinance Appropriating Funds for 911 Capital Replacement of Storage Array at Soldotna Public Safety Communication Center (Mayor) (Hearing on 08/05/2025)

Attachments: [Ordinance 2025-19-02](#)  
[Memo](#)

- \*b. [2025-14](#) An Ordinance Amending KPB 5.18.430 to Annually Adjust the Sales Tax Cap for Inflation (Johnson) (Hearing on 08/05/25)

Attachments: [Ordinance 2025-14](#)  
[Memo](#)  
[Fiscal Note](#)  
[Reference Copy O9a](#)

- \*c. [2025-15](#) An Ordinance Amending KPB 5.18.100 to Levy a Seasonal Sales Tax Rate, Resulting in a Net-Neutral Change for Residents, Subject to Voter Approval (Cooper, Mayor) (Hearing on 08/05/25)

Attachments: [Ordinance 2025-15](#)  
[Memo](#)  
[Fiscal Note](#)  
[Tourism Industry Working Group Final Report](#)

- \*d. [2025-16](#) An Ordinance Amending KPB 5.18.115 to Increase the Residential Property Tax Exemption from \$50,000 to \$75,000 Subject to Voter Approval (Baisden) (Hearing on 08/05/25)

Attachments: [Ordinance 2025-16](#)  
[Memo](#)  
[Fiscal Note](#)

Ordinances for Introduction and referred to the Policies and Procedures Committee

- \*e. [2025-17](#) An Ordinance Establishing the Ninilchik Recreational Service Area Upon Voter Approval (Johnson) (Hearing on 08/05/25)

Attachments: [Ordinance 2025-17](#)  
[Memo](#)  
[Ninilchik Recreational Service Area Layout Map](#)

## 2. Other

Other items referred to Policies and Procedures Committee

- \*a. [KPB-7026](#) Confirming an Appointment to the South Kenai Peninsula Hospital Service Area Board (Mayor)

Erin Workman, Seat D, Term Expires 10/2026

Attachments: [Appointment South Kenai Peninsula Hospital Service Area Board](#)

- \*b. [KPB-7029](#) Confirming an Appointment to the Kachemak Emergency Service Area Board (Mayor)

Jeff Serio, Seat B, Term Expires 10/2027

Attachments: [Appointment Kachemak Emergency Service Area Board](#)

- \*c. [KPB-7027](#) Confirming an Appointment to the Resilience and Security Advisory Commission (Mayor)

Peter Crimp, Northwest Borough Seat, Term Expires 09/30/2026

Attachments: [Appointment Resilience and Security Advisory Commission](#)

- \*d.**     [KPB-7028](#)     Confirming an Appointment to the Planning Commission (Mayor)
- Dawson Slaughter, South Peninsula Seat, Term Expires 07/31/2028  
Virginia Morgan, Cooper Landing/Hope/Eastern Peninsula Seat, Term Expires 07/31/2028
- Attachments:     [Appointments Planning Commission South Peninsula and Cooper Landing / Ho](#)

## **PUBLIC COMMENTS AND PUBLIC PRESENTATIONS**

### **ASSEMBLY COMMENTS**

### **PENDING LEGISLATION - None**

*(This item lists legislation which will be addressed at a later date as noted.)*

## **INFORMATIONAL MATERIALS AND REPORTS**

### **ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

1. August 5, 2025 6:00 PM  
Regular Assembly Meeting  
The Porcupine Theater  
106 W. Pioneer Avenue, Homer  
Remote participation available through Zoom  
Meeting ID: 835 6358 3837 Passcode: 606672

### **ADJOURNMENT**

*This meeting will be broadcast on KDLL-FM 91.9 (Central Peninsula), KBBI-AM 890 (South Peninsula), and KIBH FM 91.7 (East Peninsula).*

*The meeting will be held in the Betty J. Glick Assembly Chambers, Borough Administration Building, Soldotna, Alaska. The meeting will also be held via Zoom, or other audio or video conferencing means whenever technically feasible. To attend the Zoom meeting by telephone call toll free 1-888-788-0099 or 1-877-853-5247 and enter the Meeting ID: 835 6358 3837 Passcode: 606672. Detailed instructions will be posted on at the Kenai Peninsula Borough's main page at [www.kpb.us](http://www.kpb.us)*

*For further information, please call the Clerk's Office at 714-2160 or toll free within the Borough at 1-800-478-4441, Ext. 2160. Visit our website at <https://kpb.legistar.com/Calendar.aspx> for copies of the agenda, meeting minutes, ordinances and resolutions.*



# Kenai Peninsula Borough

144 North Binkley Street  
Soldotna, AK 99669

## Meeting Minutes - Draft

### Assembly

*Peter Ribbens, President*

*Kelly Cooper, Vice President*

*James Baisden*

*Tyson Cox*

*Willy Dunne*

*Cindy Ecklund*

*Brent Johnson*

*Leslie Morton*

*Ryan Tunseth*

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Tuesday, June 17, 2025

6:00 PM

Betty J. Glick Assembly Chambers

Meeting ID: 835 6358 3837 Passcode: 606672

[https://yourkpb.zoom.us/j/83563583837?](https://yourkpb.zoom.us/j/83563583837?pwd=eTO44Um9ao1JJGaVtBJG86PXlsuNvm.1)

[pwd=eTO44Um9ao1JJGaVtBJG86PXlsuNvm.1](https://yourkpb.zoom.us/j/83563583837?pwd=eTO44Um9ao1JJGaVtBJG86PXlsuNvm.1)

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Meeting ID: 835 6358 3837 Passcode: 606672

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### INVOCATION

The invocation was given by Tim Weekley, Chaplain for Central Emergency Services.

### ROLL CALL

**Present:** 9 - Brent Johnson, Tyson Cox, Ryan Tunseth, Vice President Kelly Cooper, President Peter Ribbens, Cindy Ecklund, James Baisden, Willy Dunne, and Leslie Morton

Also present were:

Peter A. Micciche, Borough Mayor

Brandi Harbaugh, Finance Director

Sean Kelley, Borough Attorney

Michele Turner, Borough Clerk

Sue Ellen Essert, Deputy Borough Clerk

### COMMITTEE REPORTS

Assembly Member Tunseth stated the Finance Committee met and discussed its agenda items.

*[9 Present: Baisden, Cooper, Cox, Dunne, Ecklund, Johnson, Morton, Tunseth, Ribbens]*

Assembly Member Ecklund stated the Lands Committee met and discussed its

agenda items.

*[9 Present: Baisden, Cooper, Cox, Dunne, Ecklund, Johnson, Morton, Tunseth, Ribbens]*

*[Clerk's Note: An executive session was held pursuant to AS 44.62.310(C)(1) to discuss a matter the immediate knowledge of which would have had an adverse effect upon the finances of the public entity due to the fact that public discussion regarding two parcels in the Homer area could impact the perceived values of properties in the auction. Included in the executive session was the Assembly, Mayor, Borough Clerk, Borough Attorney, Planning Director and Land Management Officer.]*

Assembly Member Cox stated the Policies and Procedures Committee met and discussed its agenda items.

*[9 Present: Baisden, Cooper, Cox, Dunne, Ecklund, Johnson, Morton, Tunseth, Ribbens]*

**MOTION APPROVED:** The Clerk's annual performance review was conducted on March 15, 2025. Cooper moved to approve a 3.5% salary increase for the Clerk, as well as 3.5% increases for the Deputy Clerk and Records Manager, as recommended by the Clerk. These increases will be effective on July 1, 2025 for the FY26 budget cycle. *[9 Yes, 0 No, 0 Absent]*

## **APPROVAL OF AGENDA AND CONSENT AGENDA**

Cooper moved to approve the agenda and consent agenda.

Copies have been made available to the public, Borough Clerk Michele Turner noted by title only the resolutions and ordinances on the consent agenda.

[KPB-6995](#) June 3, 2025 Regular Assembly Meeting Minutes  
approved.

[KPB-6996](#) A Resolution Commending the Kenai Central Cardinals Lady Soccer Team for Winning the 2025 Alaska School Activities Association Division II Girls State Soccer Championship and Securing Back-to-Back State Titles (Baisden, Tunseth)  
This Commending Resolution was adopted.

[KPB-7019](#) A Resolution Commending Serenity House Treatment Center on its 25th Anniversary Serving the Kenai Peninsula Community (Johnson, Mayor)  
This Commending Resolution was adopted.

[2025-027](#) A Resolution Authorizing the Mayor to Resolve Title Matters Related to a Parcel of Land Owned by the Kenai Peninsula Borough (Mayor)

**This Resolution was adopted.**

[2025-028](#) A Resolution Approving a Cooperative Agreement for Emergency Aid Between Eastern Peninsula Highway Emergency Service Area and Agency Partners (Mayor)

**This Resolution was adopted.**

[2024-19-39](#) An Ordinance Appropriating Funds from the Central Emergency Service Area Capital Project Fund to Replace the Septic and Wastewater Return System at Station Four (Mayor)

**This Budget Ordinance was introduced and set for public hearing.**

[2025-13](#) An Ordinance Directing Previously Appropriated Grant Funding from the State of Alaska in the Amount of \$30,958.82 and Approving Projects to be Completed for Community Purposes Under the 2024/2025 Community Assistance Program (Mayor)

**This Ordinance was introduced and set for public hearing.**

[2025-19-01](#) An Ordinance Appropriating Funds for Utilities, Maintenance, and Insurance Costs of the Sterling Elementary and Nikolaevsk School Surplus Property for Fiscal Year 2026 (Mayor)

**This Budget Ordinance was introduced and set for public hearing.**

[KPB-7007](#) Confirming an Appointment to the Funny River Advisory Planning Commission (Mayor) (Referred to Policies and Procedures Committee)

Kathy Matta, Seat D, Term Expires 09/30/2027

**This Board Appointment was approved.**

[2024-19-40](#) LAYDOWN An Ordinance Appropriating \$1,942,667 from the General Fund to Provide Supplemental Funding from Local Sources for School Purposes During Fiscal Year 2025 (Ecklund)

**Assembly Member Ecklund moved to add Ordinance 2024-19-40 to the agenda.**

Assembly Members Tunseth and Baisden spoke in opposition to adding to the agenda.

Assembly Members Cox and Johnson spoke in favor to adding to the agenda.

The motion to add Ordinance 2024-19-40 to the agenda failed by the following vote:

**Yes:** 4 - Johnson, Cox, Ecklund, and Dunne

**No:** 5 - Tunseth, Cooper, Ribbens, Baisden, and Morton

[2024-19-38](#) An Ordinance Appropriating an Additional \$150,029.03 to the Special Assessment Fund for the Rollins Way Road Improvement Assessment District (Mayor) (Hearing on 06/17/25)

**Ordinance 2024-19-38 was withdrawn.**

Approval of the Agenda and Consent Agenda

President Ribbens called for public comment with none being offered.

**The motion to approve the Agenda and Consent Agenda as amended carried by the following vote:**

**Yes:** 9 - Johnson, Cox, Tunseth, Cooper, Ribbens, Ecklund, Baisden, Dunne, and Morton

## COMMENDING RESOLUTIONS AND PROCLAMATIONS

[KPB-6996](#) A Resolution Commending the Kenai Central Cardinals Lady Soccer Team for Winning the 2025 Alaska School Activities Association Division II Girls State Soccer Championship and Securing Back-to-Back State Titles (Baisden, Tunseth)

*[Clerk's Note: Assembly Members Baisden and Tunseth presented the Commending Resolution to the coach and players of the Kenai Central High School Lady Soccer Team.]*

[KPB-7019](#) A Resolution Commending Serenity House Treatment Center on its 25th Anniversary Serving the Kenai Peninsula Community (Johnson, Mayor)

*[Clerk's Note: Assembly Member Johnson presented the Commending Resolution to Dr. Kristie Sellers, Director of Behavioral Health at Central Peninsula Hospital.]*

## PRESENTATIONS WITH PRIOR NOTICE

1. [KPB-6997](#) Legislative Update, Senator Jesse Bjorkman (10 Minutes)

*[Clerk's Note: Senator Jesse Bjorkman, presented a legislative update to the Assembly.]*

## PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

President Ribbens called for public comment with none being offered.

## MAYOR'S REPORT

[KPB-6998](#) Mayor's Report Cover Memo

1. Assembly Requests/Responses - None
2. Agreements and Contracts
  - a. [KPB-6999](#) Authorization to Award Contract ITB25-037 Summer & Winter Road Maintenance C3
  - b. [KPB-7000](#) Authorization to Award Contract ITB25-038 Summer & Winter Road Maintenance N3
  - c. [KPB-7001](#) Authorization to Award Contract ITB25-039 Summer & Winter Road Maintenance N4
  - d. [KPB-7002](#) Authorization to Award Contract ITB25-040 Summer & Winter Road Maintenance W1
  - e. [KPB-7003](#) Authorization to Award Contract ITB25-041 Summer & Winter Road Maintenance W2
  - f. [KPB-7004](#) Authorization to Award Contract ITB25-073 Fleet Vehicle Purchase
3. Other
  - a. [KPB-7005](#) Certification of the 2025 Main Roll Assessment

## ITEMS NOT COMPLETED FROM PRIOR AGENDA - None

## PUBLIC HEARINGS ON ORDINANCES

[2025-19](#) An Ordinance Appropriating Funds for Fiscal Year 2026 (Mayor)

[Clerk's Note: The motion to enact was on the floor from the 05/20/25 meeting.]

President Ribbens called for public comment.

The following people spoke in opposition to funding the school district to the cap:

**Joan Corr**, Kalifornsky

**Patty Bouton**, Soldotna



The following people spoke in support of funding the school district to the cap:

**Trina Richardson**

**Kate Cox, Soldotna**

**Patti Truesdell**

**Sabrina Ferguson**

**Stephanie Cox, Soldotna**

[Clerk's note: The Johnson amendment was on the floor from the 06/03/25 meeting.]

Assembly Members Johnson, Cox, Morton, Dunne, Cooper and Ecklund spoke in support of the Johnson amendment to Ordinance 2025-19.

Assembly Members Tunseth and Baisden spoke in opposition to the Johnson amendment to Ordinance 2025-19.

**Johnson moved to amend Ordinance 2025-19 as follows:**

Section 2 to read, "That \$[103,824,646]108,549,711 is appropriated in the General Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026 as follows:

General Government Operations \$22,647,635

Transfer to School District for Operations and In-kind Services

\$[57,634,015]62,359,080

Transfer to School Debt Service 4,948,328

Transfer to Special Revenue Funds:

Solid Waste 11,485,368

Post-Secondary Education 999,300

911 Communications Fund 150,000

Eastern Peninsula Highway Emergency Service Area 310,000

Transfer to Capital Projects Funds:

School Revenue 4,100,000

General Government 150,000

Solid Waste 1,400,000" and

Section 3 to read, "The following is appropriated to the School Fund from local sources for operations purposes and in-kind services:

A. Local Effort \$[42,153,164]46,878,229

B. Maintenance 9,688,754

C. School District Utilities 81,600

D. School District Insurance 5,398,898

E. School District Audit 166,908

F. Custodial Services 144,691

Total Local Contribution per AS 14.17.41 \$[57,634,015] 62,359,080"

**The Johnson amendment carried by the following vote:**

**Yes:** 8 - Johnson, Cox, Cooper, Ribbens, Ecklund, Baisden, Dunne, and Morton

**No:** 1 - Tunseth

**The motion to enact Ordinance 2025-19 as amended carried by the following vote:**

**Yes:** 8 - Johnson, Cox, Cooper, Ribbens, Ecklund, Baisden, Dunne, and Morton

**No:** 1 - Tunseth

*[Clerk's Note: President Ribbens passed the gavel to Vice President Cooper and left the meeting at 8:50 p.m.]*

### 2025-10

An Ordinance Authorizing the Sale of Certain Parcels Owned by the Kenai Peninsula Borough via a Live Public Outcry/Simulcast Online Auction Followed by a Secondary Online-Only Auction (Mayor)

**Ecklund moved to enact Ordinance 2025-10.**

Vice President Cooper called for public comment:

**Jan Keiser**, Homer spoke in support of Ordinance 2025-10.

There being no one else who wished to speak, the public comment period was closed.

**Ecklund moved to amend Ordinance 2025-10 as follows:**

Section 2 to read, "'Parcel No.: 11915007 | Acres: [3.84] 3.45 | Legal Description: Lot Fifteen (15) of U.S. Survey No. 2688, Alaska, According to the Survey Plat Accepted by the United States Department of the Interior, Bureau of Land Management in Washington D.C. on July 7, 1948, in the Seward Recording District, Third Judicial District, State of Alaska. Less and Excepting Therefrom that Portion Conveyed to the State of Alaska Department of Transportation and Public Facilities by Quitclaim Deed Filed on May 13, 2022, with a Recording Serial No. of 2022-000476-0, in the Seward Recording District, Third Judicial District, State of Alaska.(KPB PIN 11915007) | General Location: Cooper Landing | Reserve Amount: \$136,300"

**The motion to amend Ordinance 2025-10 carried by the following vote:**

**Yes:** 9 - Johnson, Cox, Tunseth, Cooper, Ribbens, Ecklund, Baisden, Dunne, and Morton

**The motion to enact Ordinance 2025-10 as amended carried by the following vote:**

**Yes:** 8 - Johnson, Cox, Tunseth, Cooper, Ecklund, Baisden, Dunne, and Morton

**Absent:** 1 - Ribbens

## UNFINISHED BUSINESS

## PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

Vice President Cooper called for public comment.

**Joan Corr, Kalifornsky** addressed the Assembly regarding school funding.

**Patricia Bouton, Soldotna** addressed the assembly regarding assembly conflicts of interest.

There being no one else wishing to speak the public comment period closed.

## **ASSEMBLY COMMENTS**

Assembly Member Dunne congratulated Serenity House on 25 years of service and thanked the Mayor and Administration for their work on the FY26 budget, expressing support for the decreased mill rate and increased school funding.

Assembly Member Tunseth acknowledged the difficulty of Assembly decisions and expressed respect for his colleagues' input. He thanked Senator Jesse Bjorkman, Representative Ruffridge, and Representative Elam for their efforts on education funding and wished everyone a great summer.

Assembly Member Baisden emphasized the importance of school funding but voiced concern about a lack of leadership within the school district. He expressed hope for improvement and wished everyone a good night.

Assembly Member Johnson showed appreciation for Dr. Sellers and Serenity House on 25 years of service. He thanked the public for their thoughtful emails and wished everyone a good night.

Assembly Member Morton thanked the Mayor and Ms. Harbaugh for their solid work on the budget and praised Serenity House for addressing substance abuse issues in the community.

Assembly Member Cox expressed appreciation to the Mayor and staff for their work on this year's and last year's budgets. He also provided an update on Soldotna High School sports and wished everyone a good night.

Assembly Member Ecklund thanked the administration for their assistance and wished everyone a happy and safe Fourth of July.

Assembly Member Cooper acknowledged the borough staff for their hard work on the budget and expressed appreciation for the Assembly's ability to work together. She also congratulated the Homer Mariners girls' track team for winning the state championship.

## **INFORMATIONAL MATERIALS AND REPORTS**

1. [KPB-7009](#) Land Management Memo and Blueberry Hill Feasibility Study  
(Submitted to the Assembly 06/10/25 to satisfy the purchase contingency as authorized by Ordinance 2024-19-24.)

#### **ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

1. July 8, 2025 6:00 PM  
Regular Assembly Meeting  
Betty J. Glick Assembly Chambers  
Borough Administration Building  
Remote participation available through Zoom  
Meeting ID: 835 6358 3837 Passcode: 606672

#### **ADJOURNMENT**

With no further business to come before the assembly, Vice President Cooper adjourned the meeting at 9:22 p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of June 17, 2025.

\_\_\_\_\_  
Michele Turner, CMC, Borough Clerk

Approved by the Assembly: \_\_\_\_\_



# CPGH, Inc. Quarterly Report

Prepared for  
The Kenai Peninsula Borough  
Assembly and Administration  
July 8, 2025

*State-of-the-Art Technology. State-of-the-Heart Care.*

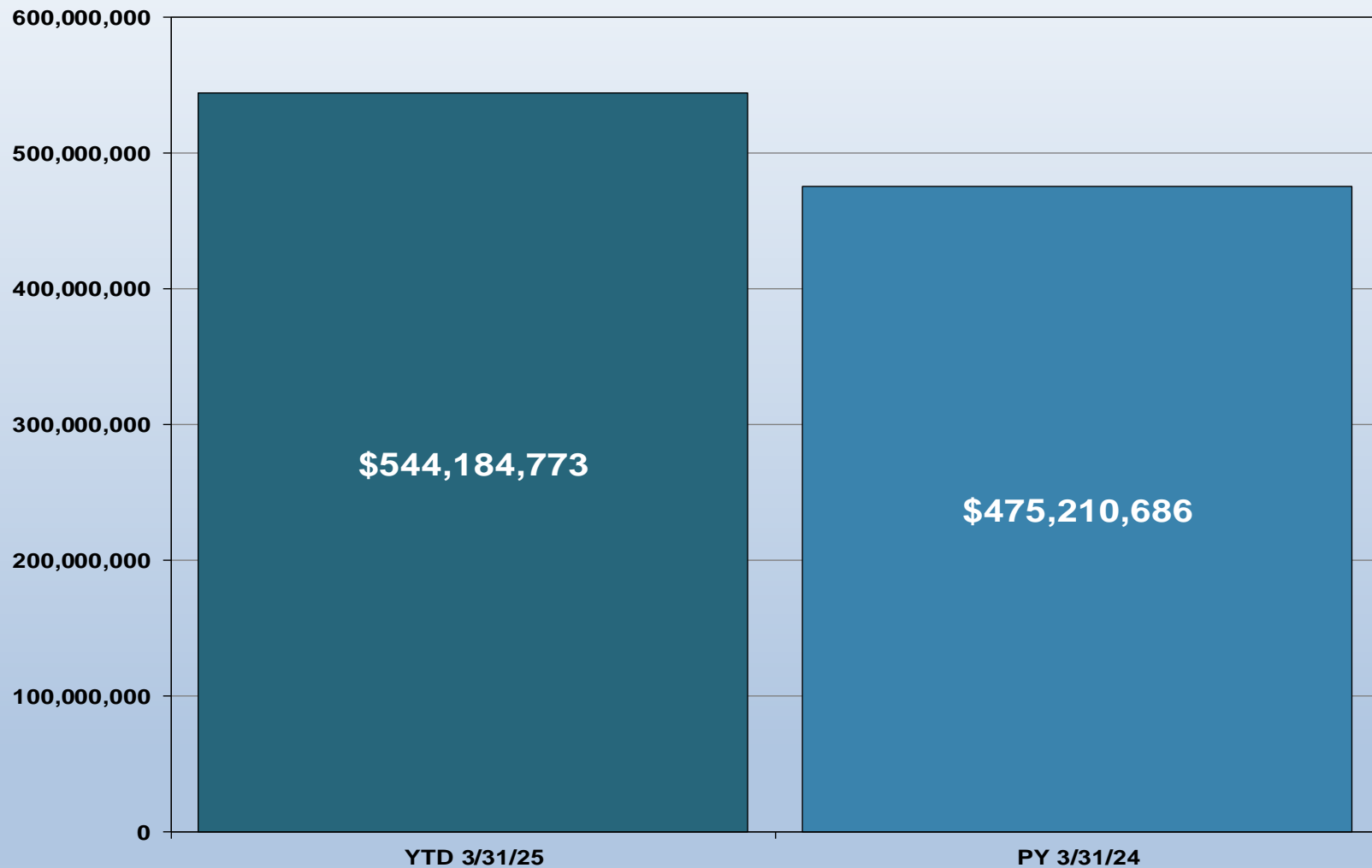


# Presentation Agenda

- Finance Report (Unaudited-Draft) as of March 31, 2025
- Community Benefit Program and Bad Debt FY25 Breakdown and Projections
- PREF Update
- Statistical Review FY25
- CPH Administration Update (CFO and COO)
- Field House Access for Seniors
- Community Health Needs Assessment



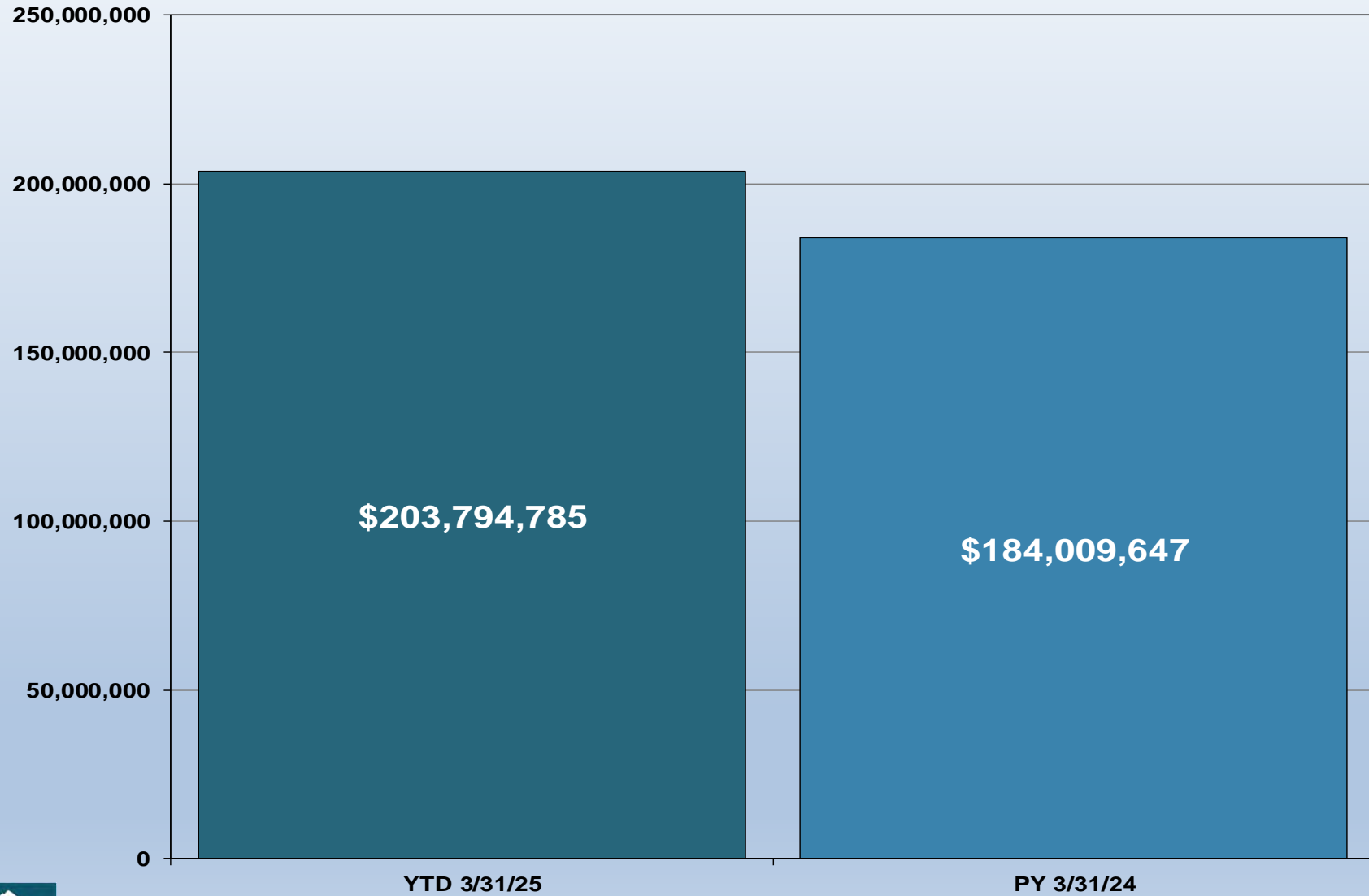
# CPH Gross Patient Revenue – FY2025



*State-of-the-Art Technology. State-of-the-Heart Care.*



# CPH Net Patient Revenue – FY2025

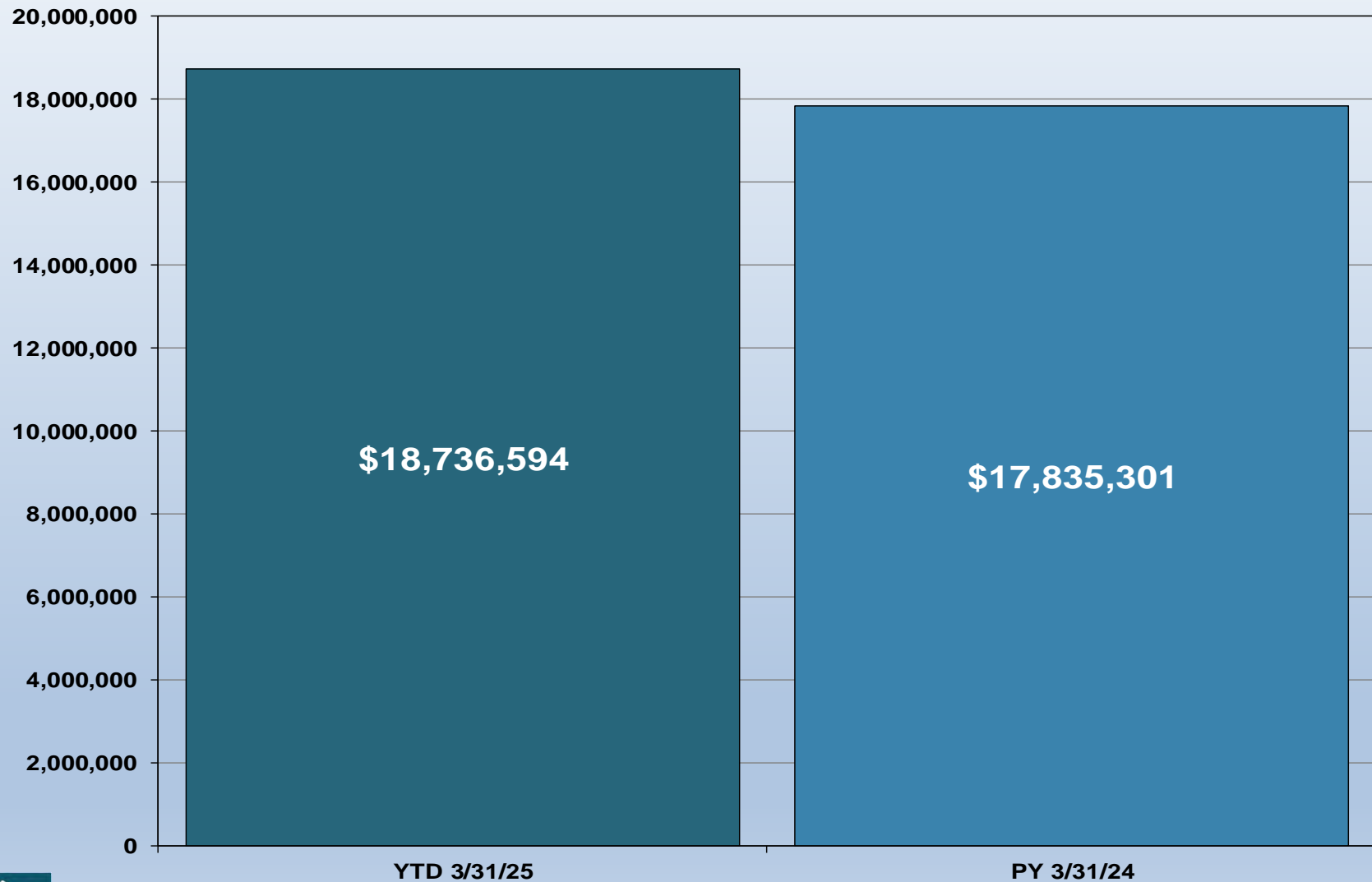


*State-of-the-Art Technology. State-of-the-Heart Care.*





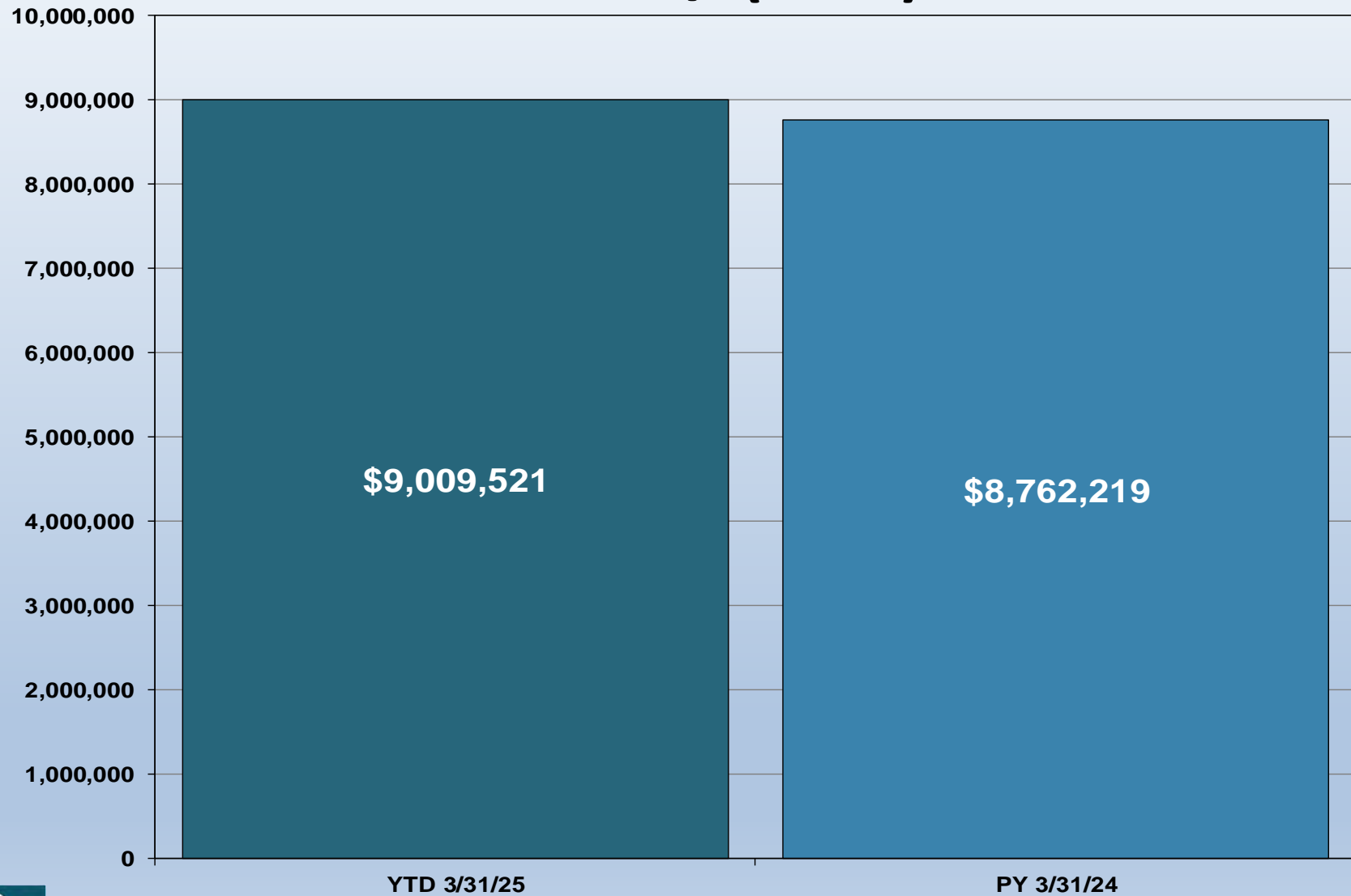
# Operating Income / (Loss) – FY2025



State-of-the-Art Technology. State-of-the-Heart Care.



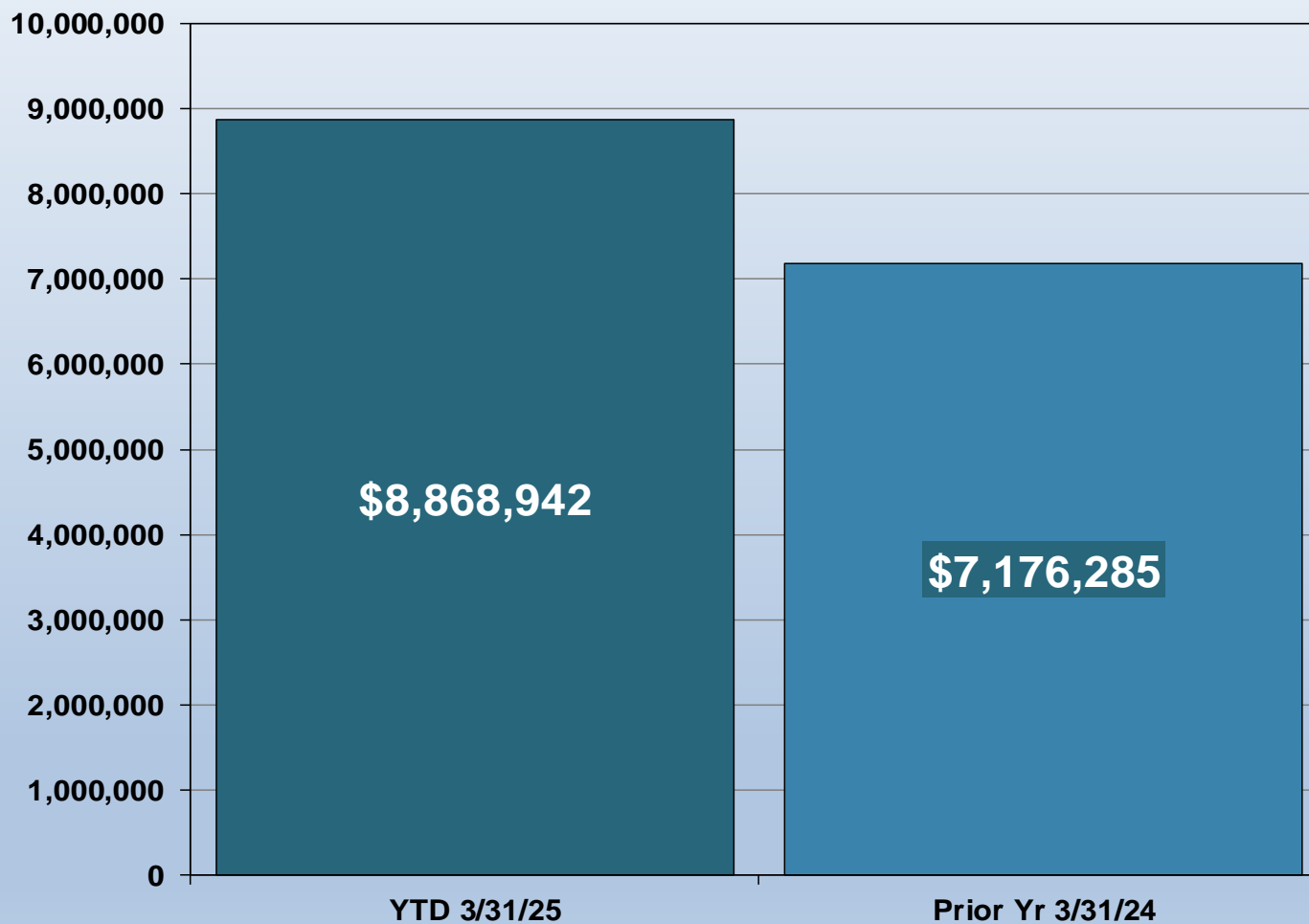
# CPH Net Income / (Loss) – FY2025



State-of-the-Art Technology. State-of-the-Heart Care.



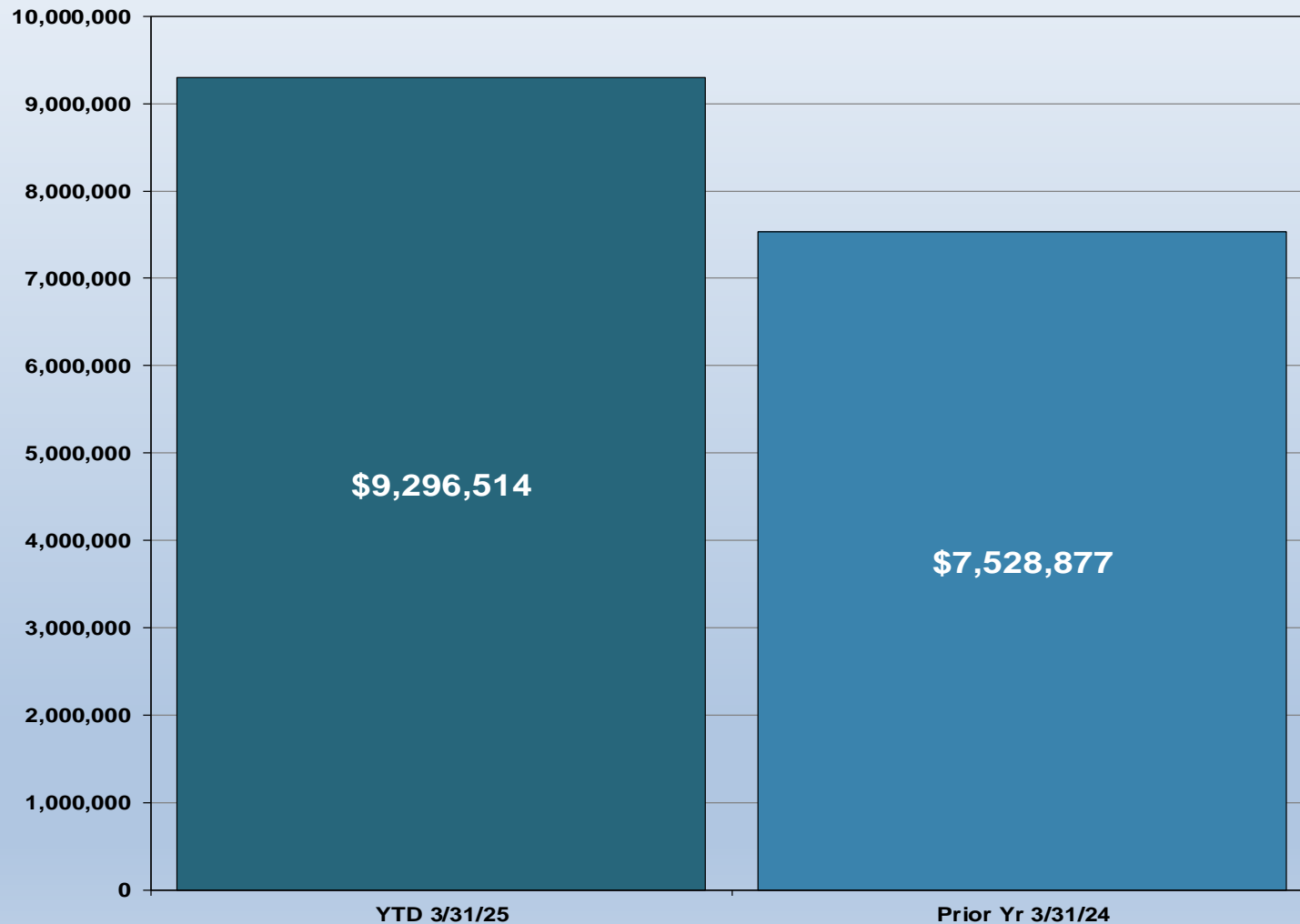
# Uncompensated Care – FY2025 Community Benefits Program



State-of-the-Art Technology. State-of-the-Heart Care.



# Uncompensated Care – FY2025 Bad Debt

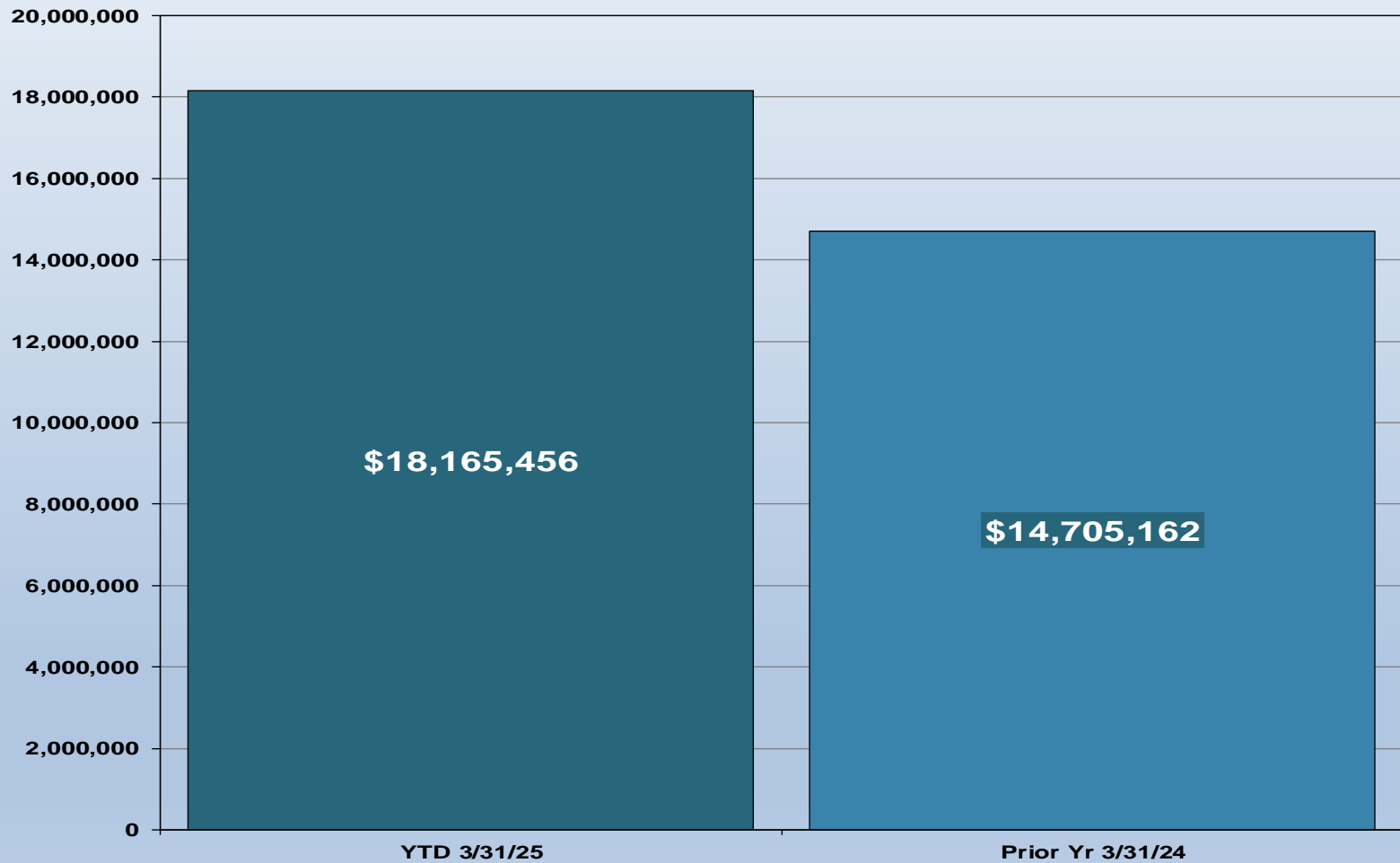


*State-of-the-Art Technology. State-of-the-Heart Care.*



# Uncompensated Care – FY2025

## Community Benefits Program & Bad Debt Combined

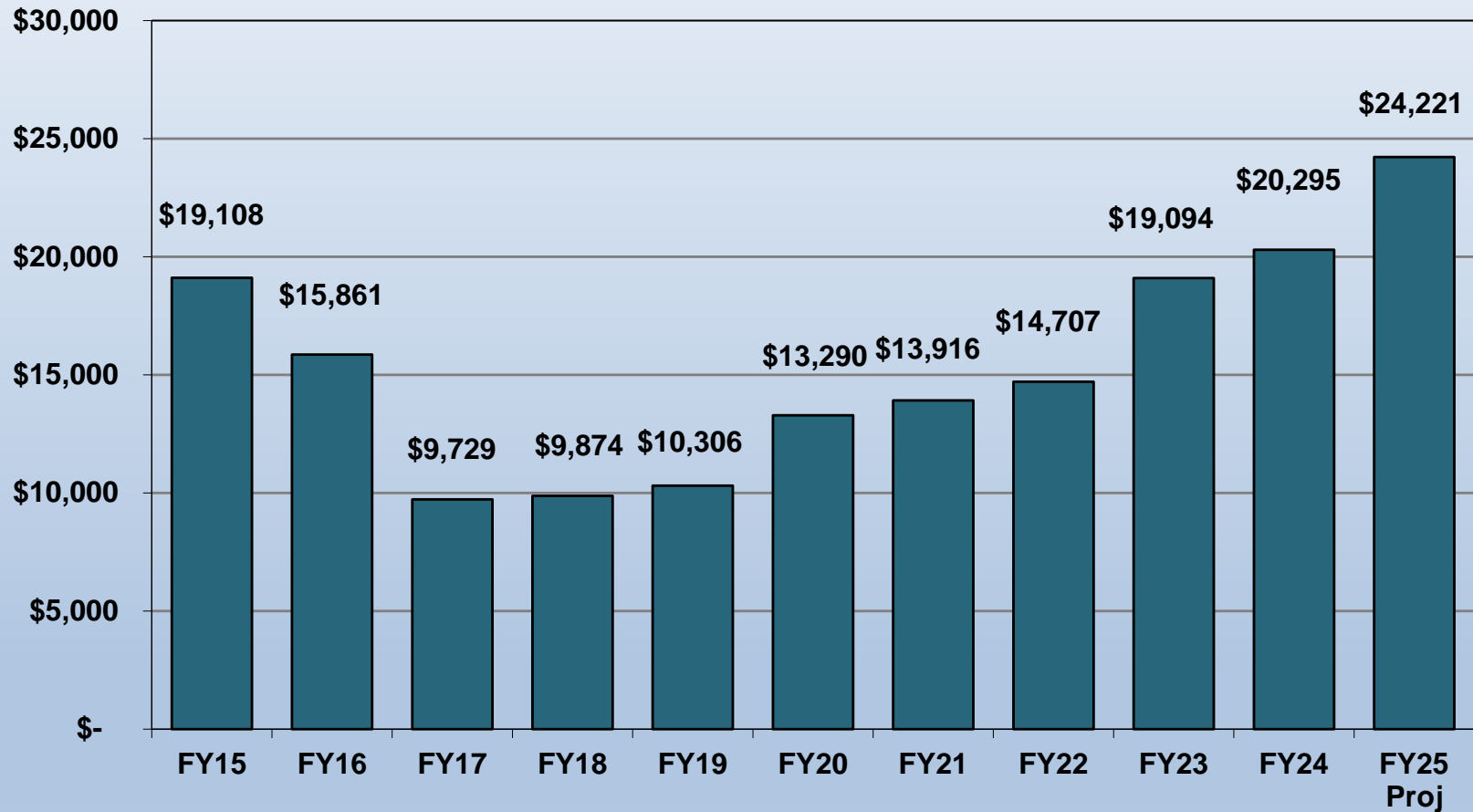


State-of-the-Art Technology. State-of-the-Heart Care.



# Uncompensated Care Trend

(Community Benefits Program & Bad Debt, in thousands of Dollars)

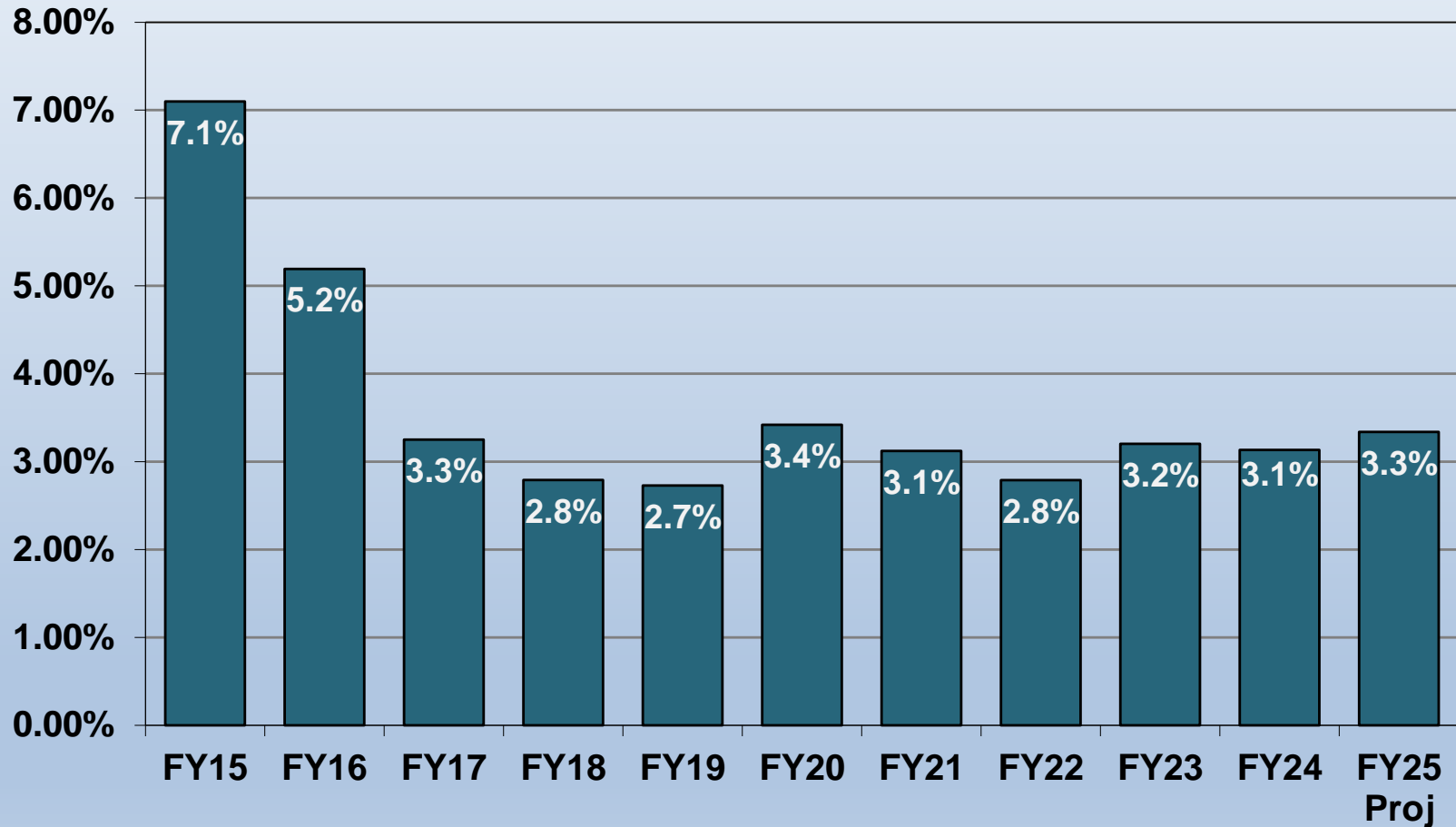


State-of-the-Art Technology. State-of-the-Heart Care.



# Uncompensated Care Trend

(Community Benefits Program & Bad Debt as Percentage of Gross Revenue)



State-of-the-Art Technology. State-of-the-Heart Care.



# Community Benefits Program & Bad Debt FY 2025

- \$18.2 Million in uncompensated care provided to community members YTD.
- Community Benefits Program Brochure and application available at the following website:
  - <https://www.cpgh.org/financial>
- Want to do a quick check to see if you qualify for a Community Benefit Discount?
  - <https://www.cpgh.org/check>





# Cash & Cash Equivalents FY2025



- No Cash Transfers to Plant Replacement Fund thus far in FY25.



# Transfers to Plant Replacement & Expansion Fund

- PREF account balance at 3/31/2025 = \$78,065,919
- CPH Days Operating Cash on Hand at 3/31/2025 = 86.97 days
- No transfers to PREF in FY25 as of 3/31/2025



# Statistical Review FY24 vs. FY25

Year over Year FYTD25 - March 31, 2025 Comparison			
	FYTD25	Prior FYTD24	Difference
Acute Care Patient Days	8,861	8,137	724
Swing Bed Days	5,008	3,484	1,524
Births	282	296	(14)
Serenity House Census Days	3,050	3,066	(16)
Total Ambulatory Outpatient Visits	152,838	137,863	14,975
Surgery Cases	4,614	3,982	632
Oncology/Infusion Units	32,281	30,385	1,896
Emergency Room Visits	13,565	12,678	887
Laboratory Total Billed Procedures	244,024	221,194	22,830
Pathology Procedures	9,973	9,098	875
Radiology Procedures	18,998	17,587	1,411
CT Scans	10,415	9,383	1,032
MRI Procedures	4,282	3,629	653
Mammography/Bone Density Procedures	3,870	3,975	(105)
Pharmacy Doses Dispensed	3,128,842	2,752,455	376,387
Physical Therapy Units	45,035	44,189	846
Occupational Therapy Units	14,228	10,664	3,564
Speech Therapy Units	7,510	7,366	144
Family Practice Clinic Visits	11,480	8,882	2,598
Specialty Clinic Visits	34,318	28,642	5,676
Specialty Clinic Surgical Cases	3,661	2,944	717
Cath Lab Procedures	861	926	(65)
Urgent Care Visits	6,429	5,290	1,139

EMERGENCY SERVICES

MAIN ENTRANCE

central peninsula hospital



State-of-the-Art Technology. State-of-the-Heart Care.



# CPGH, Inc. Administration Update



Angela Hinnegan, CPA, MHL, is returning to CPH after many years away to be CPH's future CFO. Angela holds a Masters in Healthcare Leadership from Wake Forest School of Medicine and is a Certified Public Accountant (CPA). Angela acted as the Assistant Controller at CPH from 2002-2017, and is well versed in our organization, as well as the Borough and State of Alaska. Angela is currently the Chief Operating Officer at South Peninsula Hospital, where she previously acted in the capacity of the Chief Financial Officer. She has a wealth of knowledge in healthcare finance and operations. She will start her new career with CPH on August 1, 2025.

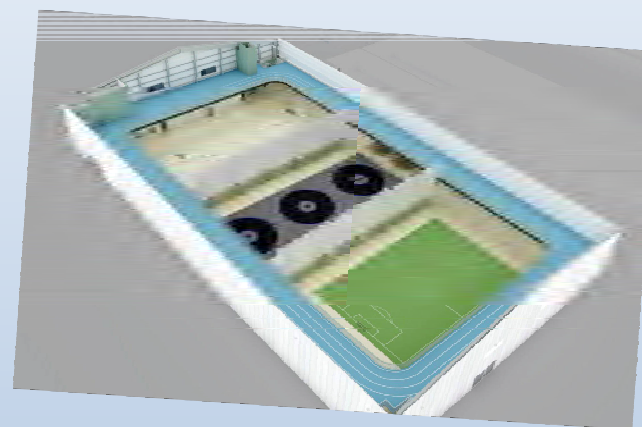


Karl Hertz, MOL, FACHE, is the current CEO at the Providence Kodiak hospital has accepted the position as COO at CPH. Karl holds a Masters in Organizational Leadership from Gonzaga and is a Fellow of the American College of Healthcare Executives (FACHE). He is well known in the State of Alaska and outside the State as well. In 2024 he was voted one of the "110 Rural Hospital and Health System CEO's to Know" in the national publication, Becker's Health. Karl has been a CEO at Providence Kodiak Island Medical Center since the beginning of 2021, and was previously a COO at Memorial Hospital of Converse County, in Douglas, Wyoming. Karl is slated to start on June 16, 2025.





# Field House Access for Seniors



- City of Soldotna and CPH Working together
- Offering Seniors age 65 and over Free access to the Elevated Walking Track
- Monday – Friday, 8am to Noon



# Community Health Needs Assessment

- The Community Health Needs Assessment Survey is Available!
- Available to respondents until **9/26**.
- The link (URL) for the survey is:  
[www.prcsurvey.com/begin/CKP2025CHNA](http://www.prcsurvey.com/begin/CKP2025CHNA)
- Also provided is a QR code that you can use for printed materials, if needed.



# QUESTIONS?



*State-of-the-Art Technology. State-of-the-Heart Care.*



# Kenai Peninsula Borough

## Office of the Borough Mayor

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### MAYOR'S REPORT TO THE ASSEMBLY

**TO:** Peter Ribbens, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Peter A. Micciche, Kenai Peninsula Borough Mayor

**DATE:** July 8, 2025



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#### Assembly Request / Response

*None*

#### Agreements and Contracts

- a. Authorization to Award a Contract for ITB25-052 Bulk Fuel Supply
- b. Authorization to Award a Contract for ITB25-071 Pest Control
- c. Authorization to Award a Contract for ITB25-072 CES Station #4 (K-Beach) Septic Replacement
- d. Authorization to Award a Contract for ITB25-077 Bear Creek Community Multi-Use Facility Parking Lot Paving
- e. Authorization to Award a Contract for RFP25-004 NPRSA Remodel
- f. Authorization to Award a Contract for RFP25-016 Janitorial Services Poppy Lane, OEM & River Center
- g. Authorization to Award a Contract for RFP25-024 Skyview Middle School & Nikiski High School Boiler Replacement

#### Other

- a. Budget Revisions – May 2025
- b. Revenue-Expenditure Report – May 2025
- c. Tax Adjustment Request Approval – June 9, 2025



# Kenai Peninsula Borough

## Purchasing & Contracting

### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Patti Hartley, Purchasing Assistant *PH*

**DATE:** June 10, 2025

**RE:** Authorization to Award a Contract for ITB25-052 Bulk Fuel Supply

The Purchasing and Contracting Office formally solicited and received bids for the ITB25-052 Bulk Fuel Supply. Bid packets were released on April 30, 2025 and the Invitation to Bid was advertised on Bid Express from April 30, 2025 – May 28, 2025.

The project consists of purchasing, supplying and delivering Heating Oil, Ultra Low Sulfur Diesel and Unleaded Gasoline to specific locations throughout the Kenai Peninsula Borough.

On the due date of May 28, 2025, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. Below are the low bids for each region and fuel type.

<u>Lot</u>	<u>Location</u>	<u>Fuel Type</u>	<u>Bidder</u>
1	Soldotna	Heating	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
1	Soldotna	ULSD	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
1	Soldotna	Unleaded	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
2	Homer	Heating	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
2	Homer	ULSD	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
2	Homer	Unleaded	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
3	Kenai/Nikiski	Heating Oil	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
4	Seward/Bear Creek	Heating	Shoreside Petroleum Inc.

Your approval for this bid award is hereby requested. Funding for this project is available in the following accounts: 211.51610.42230 / 43610 (CES); 241.41010.42230 / 43610 (Maintenance); 290.32010.42230 / 43610 / 290.32122.42230 / 43610 (Solid Waste); 206.51110.42230 / 43610 (Nikiski Fire); 207.51210.42230/ 43610 (Bear Creek Fire); 212.51810.42230 / 43610 (Kachemak Emergency Services); 236.33950.42230 / 43610 (Roads); 209.51410.42230 / 43610 (Anchor Point); 100.11250.42230 / 43610 (OEM).

*A. Micciche*

6/12/2025

Peter A. Micciche, Borough Mayor

Date

FINANCE DEPARTMENT  
FUNDS VERIFIED

Acct. No. 211.51610.42230 \$35,000 / 43610 \$2,500 (CES)  
241.41010.42230 \$30,000 / 43610 \$10,000 (Maintenance)  
290.32010.42230 \$ 2,000 / 43610 \$ 2,500 (Solid Waste)  
290.32122.42230 \$8,000 / 43610 \$10,000 (Solid Waste)  
206.51110.42230 \$10,000 / 43610 \$50,000 (Nikiski Fire)  
207.51210.42230 \$ 3,000 / 43610 \$25,000 (Bear Creek Fire)  
212.51810.42230 \$5,000 / 43610 \$20,000 (KESA)  
236.33950.42230 \$15 000 (Roads)  
209.51410.42230 \$3,000 / 43610 \$10 000 (WES)  
100.11250.42230 \$2,000 / 43610 \$5,000 (OEM)

By: *CJ BH* Date: 6/10/2025

NOTES: FY26 Contingent Upon Assembly Appropriation.  
Contract starts 7/1/25.


# KENAI PENINSULA BOROUGH PURCHASING & CONTRACTING

## BID TAB FOR: ITB25-052 BULK FUEL SUPPLY - Soldotna

CONTRACTOR	LOCATION		BASE BID
Petro 49, Inc., dba Petro Marine Services and Alaska Oil Sales	Anchorage, AK	Heating	\$6,599.60
		USLD	\$97,329.60
		Unleaded	\$80,176.20
		Total	<b>\$184,105.40</b>
Crowley Fuels	Anchorage, AK	Heating	\$8,160.00
		USLD	\$118,800.00
		Unleaded	\$95,760.00
		Total	\$222,720.00
Shoreside Petroleum, Inc.	Anchorage, AK		NO BID

DUE DATE: May 28, 2025

KPB OFFICIAL:

  
John Hedges, Purchasing & Contracting Director

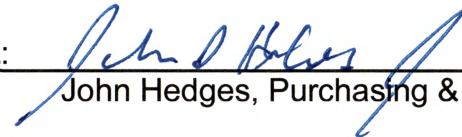
## KENAI PENINSULA BOROUGH PURCHASING & CONTRACTING

### BID TAB FOR: ITB25-052 BULK FUEL SUPPLY - Kenai / Nikiski

CONTRACTOR	LOCATION		BASE BID
Petro 49, Inc., dba Petro Marine Services and Alaska Oil Sales	Anchorage, AK	Heating	<b>\$4,949.70</b>
Crowley Fuels	Anchorage, AK	Heating	\$6,120.00
Shoreside Petroleum, Inc.	Anchorage, AK	Heating	NO BID

DUE DATE: May 28, 2025

KPB OFFICIAL:

  
John Hedges, Purchasing & Contracting Director

# KENAI PENINSULA BOROUGH PURCHASING & CONTRACTING

## BID TAB FOR: ITB25-052 BULK FUEL SUPPLY - Homer

CONTRACTOR	LOCATION		BASE BID
Petro 49, Inc., dba Petro Marine Services and Alaska Oil Sales	Anchorage, AK	Heating	\$10,284.45
		USLD	\$3,984.80
		Unleaded	\$9,944.55
		TOTAL	<b>\$24,213.80</b>
Crowley Fuels	Anchorage, AK		No Bid
Shoreside Petroleum, Inc.	Anchorage, AK		No Bid

DUE DATE: May 28, 2025

KPB OFFICIAL:

  
John Hedges, Purchasing & Contracting Director


# **KENAI PENINSULA BOROUGH PURCHASING & CONTRACTING**

## **BID TAB FOR: ITB25-052 BULK FUEL SUPPLY - Seward Bear Creek**

CONTRACTOR	LOCATION		BASE BID
Shoreside Petroleum, Inc.	Anchorage, AK	Heating	<b>\$4,175.00</b>
Petro 49, Inc., dba Petro Marine Services and Alaska Oil Sales	Anchorage, AK	Heating	No Bid
Crowley Fuels	Anchorage, AK	Heating	No Bid

DUE DATE: May 28, 2025

KPB OFFICIAL:

  
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough  
Purchasing & Contracting

MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Nick Kemp, Project Manager *NK*

**DATE:** June 5, 2025

**RE:** Authorization to Award a Contract for ITB25-071 Pest Control

The Maintenance Department formally solicited and received quotes for ITB25-071 Pest Control.

The project consists of providing all labor, material and personnel for removal and control of mice and carpenter ants within the Kenai Peninsula Borough and Kenai Peninsula School District facilities per the specifications noted in the ITB.

On the due date of May 27, 2025, one (1) bid was received and reviewed to ensure that all the specifications and delivery schedules were met. Your approval for this bid award for each group to Strategic Ecological Solutions, Soldotna, Alaska is hereby requested.

Funding for this project is in account number 241-41010-00000-43780.



Peter A. Micciche, Borough Mayor

6/5/2025

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	241-41010-00000-43780
Amount	\$40,840.00
By: <i>CJ BH</i>	Date: 6/5/2025
NOTES: FY26 Contingent Upon Assembly Appropriation.	

KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING

BID TAB FOR: ITB25-071 PEST CONTROL

CONTRACTOR	LOCATION	<u>SECTION A</u> <u>Group 1</u> Soldotna Elementary School	<u>SECTION</u> <u>Group 2</u> Kalifornsky Beach Elem Skyview Middle School Tustumena Elem	<u>SECTION A</u> <u>Group 3</u> Redoubt Elementary, Soldotna Prep, Soldotna High School	<u>SECTION A</u> <u>Group 4</u> KCHS / KCHS Vocational Building Mountain View Elem	<u>SECTION A</u> <u>Group 5</u> Kaleidoscope School Kenai Elementary School	<u>SECTION A</u> <u>Group 6</u> Nikiski North Star Elementary
Strategic Ecological Solutions	Soldotna, Alaska	\$1,200.00	\$5,550.00	\$5,500.00	\$5,670.00	\$3,200.00	\$2,000.00


DUE DATE: May 27, 2025

KPB OFFICIAL:   
John Hedges, Purchasing & Contracting Director



**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING****BID TAB FOR: ITB25-071 PEST CONTROL**

<b>CONTRACTOR</b>	<b>LOCATION</b>	<b><u>SECTION B</u></b> <b><u>Group 1</u></b> Homer High School Homer Middle School West Homer Elem
Strategic Ecological Solutions	Soldotna, Alaska	\$8,620.00

**DUE DATE:** May 27, 2025**KPB OFFICIAL:**  
John Hedges, Purchasing & Contracting Director

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING****BID TAB FOR: ITB25-071 PEST CONTROL**

<b>CONTRACTOR</b>	<b>LOCATION</b>	<b><u>SECTION C</u></b> <b><u>Group 1</u></b> Seward Elementary School Seward High School
Strategic Ecological Solutions	Soldotna, Alaska	\$9,100.00

**DUE DATE:** May 27, 2025**KPB OFFICIAL:**  
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough  
Purchasing & Contracting

MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Jacque Arnold, Project Manager *JA*

**DATE:** June 19, 2025

**RE:** Authorization to Award a Contract for ITB25-072 CES Station #4 (K-Beach) Septic Replacement

The Purchasing and Contracting Office formally solicited and received bids for the ITB24-072 CES Station #4 (K-Beach) Septic Replacement. Bid packets were released on May 23, 2025 and the Invitation to Bid was advertised on Bid Express on May 23 – June 11, 2025.

The project consists of providing all labor, materials, and equipment to support the septic replacement, and the floor drain wastewater discharge at Central Emergency Station #4, located at 37699 Kalifornsky Beach Road, Kenai, AK 99611.

On the due date of June 11, 2025, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$62,310.00 was submitted by CIC, Inc., Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 443-51610-25462-43011.

*A. Micciche*  
Peter A. Micciche, Borough Mayor

6/20/2025  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	443-51610-25462-43011
Amount	\$62,310.00
By: <i>CJ BH</i>	Date: 6/19/2025
NOTES: NA	

KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING

**BID TAB FOR: ITB25-072 CES Station #4 Septic Replacement**

CONTRACTOR	LOCATION	BASE BID
CIC, Inc.	Soldotna, Alaska	\$62,310.00
Steam on Wheels, LLC	Soldotna, Alaska	\$78,400.00
Peninsula Construction, Inc.	Kenai, Alaska	\$98,350.00

DUE DATE: June 11, 2025

KPB OFFICIAL: John Hedges  
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough  
Purchasing & Contracting

MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director JH

**FROM:** Richard Brackin, Bear Creek Fire Chief RB

**DATE:** June 24, 2025


**RE:** Authorization to Award a Contract for ITB25-077 Bear Creek Community Multi-Use Facility Parking Lot Paving

The Purchasing and Contracting Office formally solicited and received bids for the ITB25-Bear Creek Community Multi-Use Facility Parking Lot Paving. Bid packets were released on June 5, 2025 and the Invitation to Bid was advertised on Bid Express from June 5 – 19, 2025.

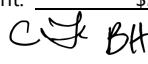
The project consists of providing all material, equipment and labor to remove the damaged asphalt and replace with new per the specifications noted in the ITB.

On the due date of June 19, 2025, one (1) bid was received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$228,900 was submitted by Metco Alaska, LLC, Seward, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 442-51210-25STA-43011.

  
Peter A. Micciche, Borough Mayor

6/25/2025  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	442-51210-25STA-43011
Amount:	\$228,900
By: 	Date: 6/24/2025

NOTES: NA

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB25-077 Bear Creek Community Multi-Use Facility Parking Lot Paving**

CONTRACTOR	LOCATION	BASE BID	ADDITIVE ALTERNATE
Metco Alaska, LLC	Seward, Alaska	\$206,000.00	\$22,900.00

DUE DATE: June 19, 2025

KPB OFFICIAL:   
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough  
Purchasing & Contracting

MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John D. Hedges, Purchasing & Contracting Director JH

**FROM:** Jacque Arnold, Project Manager JA

**DATE:** June 13, 2025

**RE:** Authorization to Award a Contract for RFP25-004 NPRSA Remodel


On May 5, 2025, the Kenai Peninsula Borough Purchasing and Contracting Department formally solicited proposals for RFP25-004 NPRSA Remodel. The request for proposals was advertised on Bid Express from May 5 – 28, 2025.

The project consists of providing professional design services, for the renovation of the North Peninsula Recreation Center.

On the due date of May 28, 2025, one (1) proposal was received from K+A designstudios, P.C. The proposal was received and reviewed by the Kenai Peninsula Borough Purchasing and Contracting.

The proposal, which includes a cost factor, was submitted by K+A designstudios, P.C. with a lump sum cost proposal of \$73,189.00. The Purchasing and Contracting Department recommends award of a contract to K+A designstudios, PC, Soldotna, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account numbers 459-61110-25451-49311.

  
Peter A. Micciche, Borough Mayor

6/16/2025  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	459-61110-25451-49311
Amount:	\$73,189.00
By: CJ BH	Date: 6/13/2025

NOTES: NA

# Kenai Peninsula Borough

## Purchasing & Contracting

### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Patti Hartley, Purchasing Assistant *PH*

**DATE:** June 9, 2025

**RE:** Authorization to Award a Contract for RFO25-016 Janitorial Services  
*Poppy Lane, OEM & River Center*

On April 7, 2025, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP25-016 Janitorial Services. The request for proposals was advertised on Bid Express from April 7 through May 1, 2025.

The project consists of providing janitorial services for facilities within the Soldotna area that require outsourced janitorial services: Poppy Lane Location (Purchasing, Maintenance, Solid Waste & Roads), Office of Emergency Management located at 253 Wilson Avenue and the Donald E Gilman River Center offices located 514 Funny River Road.

On the due date of May 1, 2025, two (2) proposals were received and reviewed by a review committee as follows:

POPPY LANE LOCATION		
<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
<b>Touch of Gold Cleaning, LLC</b>	<b>Nikiski, Alaska</b>	<b>276</b>
Xpert Cleaning, LLC	Fairbanks, Alaska	201
OEM / 911 BUILDING		
<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
<b>Xpert Cleaning, LLC</b>	<b>Fairbanks, Alaska</b>	<b>252</b>
Touch of Gold Cleaning, LLC	Nikiski, Alaska	230
RIVER CENTER BUILDING		
<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
<b>Touch of Gold Cleaning, LLC</b>	<b>Nikiski, Alaska</b>	<b>276</b>
Xpert Cleaning, LLC	Fairbanks, Alaska	247

The highest-ranking proposal, which includes a cost factor for the **Poppy Lane Location** was submitted by Touch of Gold Cleaning, LLC with a monthly lump sum cost proposal of \$2,100.00



(\$25,200.00/year). The proposal review committee recommends award of a contract to Touch of Gold Cleaning, LLC, Nikiski, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 100-11227-00000-43011; 241-41010-00000-43011; 236-33950-00000-43011 and 290-32010-00000-43011.

The highest-ranking proposal, which includes a cost factor for the **OEM / 911 Building** was submitted by Xpert Cleaning, LLC with a monthly lump sum cost proposal of \$1,451.45 (\$17,417.40/year). The proposal review committee recommends award of a contract to Xpert Cleaning, LLC, Fairbanks, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 100-11250-00000-43011; 211-51610-00000-43011 and 264-11255-00000-43011.

The highest-ranking proposal which includes a cost factor for the **River Center Building** was submitted by Touch of Gold Cleaning, LLC with a yearly lump sum of \$22,800.00. The proposal review committee recommends award of a contract to Touch of Gold Cleaning, LLC, Nikiski, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 100-21135-00000-43011.

  
Peter A. Micciche, Borough Mayor

6/10/2025  
Date

POPPY LANE LOCATION

FINANCE DEPARTMENT  
FUNDS VERIFIED

Acct. No. 100-11227-00000-43011 - \$4,200.00

Acct. No. 241-41010-00000-43011 - \$12,600.00

Acct. No. 236-33950-00000-43011 - \$4,200.00

Acct. No. 290-32010-00000-43011 - \$4,200.00

By: C J BH Date: 6/9/2025

NOTES: FY26 Contingent Upon  
Assembly Appropriation. Contract  
statrs 7/1/25.

OEM / 911 BUILDING

FINANCE DEPARTMENT  
FUNDS VERIFIED

Acct. No. 100-11250-00000-43011 - \$5,805.80

Acct. No. 211-51610-00000-43011 - \$5,805.80

Acct., No. 264-11255-00000-43011 - \$5,805.80

By: C J BH Date: 6/9/2025

NOTES: FY26 Contingent Upon  
Assembly Appropriation. Contract  
statrs 7/1/25.

RIVER CENTER

FINANCE DEPARTMENT  
FUNDS VERIFIED

Acct. No. 100-21135-00000-43011

Amount. \$22,800.00

By: C J BH Date: 6/9/2025

NOTES: FY26 Contingent Upon  
Assembly Appropriation. Contract  
statrs 7/1/25.

# Kenai Peninsula Borough

## Purchasing & Contracting

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### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director JH

**FROM:** Carmen Vick, Project Manager CV

**DATE:** June 10, 2025

**RE:** Authorization to Award a Contract for RFP25-024 Skyview Middle School & Nikiski High School Boiler Replacement

---

On April 15, 2025, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP25-024 Skyview Middle School & Nikiski High School Boiler Replacement Project. The request for proposals was advertised on Bid Express from April 15, 2025 through May 7, 2025.


The project consists of professional engineering (all disciplines) services. This is to include design, estimating, and CA services for the purpose of developing design, estimates and bid documents in support of completing boiler replacement at Skyview Middle School (46188 Sterling Hwy, Soldotna, AK 99669) and Nikiski High School (52275 Education Dr, Nikiski, AK 99611).

On the due date of May 7, 2025, three (3) proposals were received and reviewed by a review committee as follows:



<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Central Alaska Engineering Company	Soldotna, Alaska	304
MBA Consulting Engineers, Inc.	Eagle River, Alaska	296
HZA Engineering, LLC	Anchorage, Alaska	274

The highest-ranking proposal, which includes a cost factor, was submitted by Central Alaska Engineering Company with a lump sum cost proposal of \$59,553. The proposal review committee recommends award of a contract to Central Alaska Engineering Company, Soldotna, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 400-71180-25DSG-49311 and 400-71082-25DSG.49311.

  
\_\_\_\_\_  
Peter A. Micciche, Borough Mayor

6/12/2025  
\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>400-71180-25DSG-49311 \$32,985</u>
Acct. No.	<u>400-71082-25DSG-49311 \$26,568</u>
By:  	Date: <u>6/10/2025</u>

NOTES: NA

# Kenai Peninsula Borough

## Finance Department

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### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Peter A. Micciche, Borough Mayor *PAM*

**THRU:** Brandi Harbaugh, Finance Director *BH*

**FROM:** Tyra Rivera, Payroll Accountant *TR*

**DATE:** June 26, 2025

**RE:** Budget Revisions – May 2025

---

Attached is a budget revision listing for May 2025. The attached list contains budget revisions between major expenditure categories (i.e., maintenance & operations and capital outlay). Other minor transfers were processed between object codes within major expenditure categories.

**CLERK'S OFFICE - ADMINISTRATION**

Move funds to upgrade Clerk's computer/Surface Pro

100-11120-00000-40110 (Regular Wages) \$1,200.00

100-11120-00000-48710 (Minor Office Equipment) \$1,200.00

**FINANCE - ADMINISTRATION**

Move funds to provide for Leadership Academy.

100-11410-00000-48710 (Minor Office Equipment) \$773.72

100-11410-00000-43210 (Transport/Subsistence) \$773.72

Move funds for a replacement keyboard.

100-11410-00000-48710 (Minor Office Equipment) \$25.00

100-11410-00000-42410 (Small Tools and Minor Equipment) \$25.00

**KACHEMAK EMERGENCY SERVICES**

Move funds for uniforms.

212-51810-00000-43780 (Building/Grounds Maintenance) \$1,000.00

212-51810-00000-42250 (Uniforms) \$1,000.00

Move funds for training supplies.

212-51810-00000-43260 (Training) \$619.50

212-51810-00000-42263 (Training Supplies) \$619.50

Move funds for minor firefighting equipment.

212-51810-00000-43780 (Buildings/Ground Maintenance) \$850.00

212-51810-00000-48760 (Minor Firefighting Equipment) \$850.00

**MAYOR'S OFFICE**Move funds to purchase computer and software licensing for  
Operations & Facilities Manager.

100-11210-00000-40110 (Regular Wages) \$1,500.00

100-11210-00000-40110 (Regular Wages) \$1,200.00

100-11210-00000-48710 (Minor Office Equipment) \$1,500.00

100-11210-00000-43026 (Software Licensing) \$1,200.00

**SEWARD BEAR CREEK FLOOD SERVICE AREA**

Move funds for uniforms.

259-21212-00000-43310 (Advertising) \$1,000.00

259-21212-00000-42250 (Uniforms) \$1,000.00

**SOLID WASTE - HOMER TRANSFER**

Move funds for vehicle rental fees.

290-32310-00000-42360 (Motor Vehicle Repair Supplies) \$6,000.00

290-32310-00000-43810 (Rents and Operating Leases) \$6,000.00

**WESTERN EMERGENCY SERVICES**

Move funds for two temporary positions.

209-51410-00000-43720 (Equipment Maintenance) \$12,000.00

209-51410-00000-40120 (Temporary Wages) \$12,000.00

# Kenai Peninsula Borough

## Finance Department

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### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Peter A. Micciche, Borough Mayor *AM*

**THRU:** Brandi Harbaugh, Finance Director *BS*

**FROM:** Tyra Rivera, Payroll Accountant *TR*

**DATE:** June 26, 2025

**RE:** Revenue-Expenditure Report – May 2025

---

Attached is the Revenue-Expenditure Report of the General Fund for the month of May 2025. Please note that 91.67% of the year has elapsed, 90.92% of budgeted revenues have been collected, and 84.30% of budgeted expenditures have been made.

KENAI PENINSULA BOROUGH  
Revenue Report  
For the Period  
May 1 through May 31 2025

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	YEAR TO DATE RECEIPTS	MONTH TO DATE RECEIPTS	VARIANCE	% COLLECTED
31100	Real Property Tax	\$ 36,244,128	\$ 36,382,817	\$ 49,199	\$ 138,689	100.38%
31200	Personal Property Tax	2,101,066	2,224,245	7,654	123,179	105.86%
31300	Oil Tax	6,958,780	6,956,966	19,933	(1,814)	99.97%
31400	Motor Vehicle Tax	642,580	373,199	41,776	(269,381)	58.08%
31510	Property Tax Penalty & Interest	746,815	739,818	22,090	(6,997)	99.06%
31610	Sales Tax	45,835,931	37,254,276	2,727,206	(8,581,655)	81.28%
33110	In Lieu Property Tax	3,100,000	-	-	(3,100,000)	0.00%
33117	Other Federal Revenue	451,882	251,258	-	(200,624)	55.60%
33120	Forestry Service	500,000	15,432	15,432	(484,568)	3.09%
34110	School Debt Reimbursement	1,795,641	1,605,609	-	(190,032)	89.42%
34221	Electricity & Phone Revenue	155,000	-	-	(155,000)	0.00%
34222	Fish Tax Revenue Sharing	500,000	(117,054)	-	(617,054)	-23.41%
34210	Revenue Sharing	850,000	953,721	-	103,721	112.20%
37350	Interest on Investments	812,722	4,453,947	170,478	3,641,225	548.03%
39000	Other Local Revenue	297,235	408,749	30,026	111,514	137.52%
290	Solid Waste	1,027,000	1,255,472	26,131	228,472	122.25%
Total Revenues		\$ 102,018,780	\$ 92,758,456	\$ 3,109,925	\$ (9,260,324)	90.92%

**KENAI PENINSULA BOROUGH**  
**Expenditure Report**  
For the Period  
May 1 through May 31 2025

DESCRIPTION	REVISED BUDGET	YEAR TO DATE EXPENDED	MONTH TO DATE EXPENDED	AMOUNT ENCUMBERED	AVAILABLE BALANCE	% EXPENDED
Assembly:						
Administration	\$ 650,187	\$ 505,387	\$ 30,356	\$ 16,872	\$ 127,929	77.73%
Clerk	664,699	489,224	44,734	9,066	166,409	73.60%
Elections	202,992	172,001	11	4,553	26,439	84.73%
Records Management	479,206	356,631	24,803	11,483	111,092	74.42%
Mayor Administration	1,108,382	662,188	74,277	25,512	420,682	59.74%
Purch/Contracting/Cap Proj	848,452	674,793	53,094	16,037	157,622	79.53%
Human Resources:						
Administration	913,368	717,272	60,791	5,719	190,377	78.53%
Print/Mail	220,493	189,479	16,946	13,713	17,302	85.93%
Custodial Maintenance	146,585	128,202	11,622	111	18,272	87.46%
Information Technology	2,963,502	2,488,671	182,339	6,124	468,707	83.98%
Emergency Management	1,079,815	758,682	53,082	27,037	294,096	70.26%
Legal Administration	1,205,372	880,071	80,565	35,952	289,349	73.01%
Finance:						
Administration	652,312	576,137	51,778	305	75,870	88.32%
Services	1,309,532	1,055,989	82,014	395	253,148	80.64%
Property Tax	1,223,836	978,262	69,437	10,234	235,340	79.93%
Sales Tax	1,209,309	1,052,930	100,797	5,717	150,663	87.07%
Assessing:						
Administration	1,695,147	1,413,591	105,881	1,950	279,605	83.39%
Appraisal	1,881,755	1,491,622	120,088	5,040	385,093	79.27%
Resource Planning:						
Administration	1,758,405	1,018,929	94,589	10,125	729,351	57.95%
GIS	922,674	567,162	25,695	31,509	324,003	61.47%
River Center	869,856	663,509	58,548	11,477	194,871	76.28%
Senior Citizens Grant Program	843,878	720,777	159,096	123,101	-	85.41%
School District	66,515,781	60,479,566	5,638,122	-	6,036,215	90.93%
Solid Waste Operations	13,102,842	8,925,528	685,244	1,747,810	2,429,504	68.12%
Economic Development	584,000	341,118	13,185	120,368	122,515	58.41%
Non-Departmental	2,467,381	1,647,520	91,687	27,878	791,984	66.77%
Total Expenditures	\$ 105,519,761	\$ 88,955,240	\$ 7,928,780	\$ 2,268,085	\$ 14,296,436	84.30%



Kenai Peninsula Borough  
Assessing Department

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**MEMORANDUM**

**TO:** Peter A. Micciche, Borough Mayor

**FROM:** Adeena Wilcox, Borough Assessor

*Aw*

**DATE:** June 9, 2025

**RE:** Tax Adjustment Request Approval

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Attached is a spreadsheet of tax adjustment requests required by changes to the assessment roll. These adjustments are being submitted to the Finance Department for processing.

Borough code 5.12.119 (D) authorizes the mayor to approve tax adjustment requests prepared by the borough assessor.

I hereby certify that I have reviewed the tax adjustment requests submitted for your signature and I find them to be proper and correct.

DATED: June 9, 2025

Adeena Wilcox  
Borough Assessor

**APPROVED**

*P. Micciche*

---

Peter A. Micciche  
Borough Mayor

# JUNE TARS

	2025	2024	2023	2022	2021
TAG 10 (assessed)					
(taxable)					
TAG 11 (assessed)					
(taxable)					
TAG 20 (assessed)					
(taxable)					
TAG 21 (assessed)					
(taxable)					
TAG 30 (assessed)	\$0				
(taxable)	(\$278,400)				
TAG 40 (assessed)					
(taxable)					
TAG 41 (assessed)					
(taxable)					
TAG 42 (assessed)					
(taxable)					
TAG 43 (assessed)					
(taxable)					
TAG 52 (assessed)					
(taxable)					
TAG 53 (assessed)					
(taxable)					
TAG 54 (assessed)					
(taxable)					
TAG 55 (assessed)					
(taxable)					
TAG 57 (assessed)					
(taxable)					
TAG 58 (assessed)	(\$308,400)	\$0			
(taxable)	(\$468,400)	(\$18,300)			
TAG 59 (assessed)					
(taxable)					
TAG 61 (assessed)					
(taxable)					
TAG 63 (assessed)					
(taxable)					
TAG 64 (assessed)					
(taxable)					
TAG 65 (assessed)					
(taxable)					
TAG 67 (assessed)					
(taxable)					
TAG 68 (assessed)					
(taxable)					
TAG 69 (assessed)					
(taxable)					
TAG 70 (assessed)		\$88,500	\$88,974	\$96,745	
(taxable)		\$24,438	\$21,736	\$32,503	
TAG 80 (assessed)					
(taxable)					
TAG 81 (assessed)		(\$11,250)	(\$11,875)		
(taxable)		\$0	\$0		
<b>TOTAL ASSESSED</b>	<b>(\$308,400)</b>	<b>\$77,250</b>	<b>\$77,099</b>	<b>\$96,745</b>	<b>\$0</b>
<b>TOTAL TAXABLE</b>	<b>(\$746,800)</b>	<b>\$6,138</b>	<b>\$21,736</b>	<b>\$32,503</b>	<b>\$0</b>
<b>KPB FLAT TAX</b>		<b>(\$150)</b>	<b>(\$150)</b>		

## JUNE TARS CITY VALUES

	2025	2024	2023	2022	2021	2020
TAG 10 (assessed)						
(taxable)						
Seldovia Flat Tax						
TAG 20 (assessed)						
(taxable)						
Homer Flat Tax						
TAG 21 (assessed)						
(taxable)						
TAG 30 (assessed)	\$0					
(taxable)	(\$150,000)					
Disability Tax Credit						
TAG 40 (assessed)						
(taxable)						
TAG 41 (assessed)						
(taxable)						
TAG 70 (assessed)		\$88,500	\$88,974	\$96,745		
(taxable)		\$24,438	\$21,736	\$32,503		
Soldotna Flat Tax						
TAG 80 (assessed)						
(taxable)						
<b>TOTAL ASSESSED</b>	<b>\$0</b>	<b>\$88,500</b>	<b>\$88,974</b>	<b>\$96,745</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL TAXABLE</b>	<b>(\$150,000)</b>	<b>\$24,438</b>	<b>\$21,736</b>	<b>\$32,503</b>	<b>\$0</b>	<b>\$0</b>
<b>KPB FLAT TAX</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2022 TAR NUMBER 70-22-008

PARCEL ID 95629

PRIMARY OWNER RIVER EDGE INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>70</u>	<u>70</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$35,758</u>	<u>\$132,503</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$32,503</u>
CITY ASSESSED (VT 1011)	<u>\$35,758</u>	<u>\$132,503</u>
CITY TAXABLE (V 1013)	<u>\$0</u>	<u>\$32,503</u>

EXPLANATION NON FILER 2022. AUDIT ON 2022-2024. UNREPORTED ASSETS FOUND FOR EACH

YEAR. INCREASE IN VALUE 2022-2024

		CHANGE SUMMARY
DATE	<u>05/27/25</u>	KPB ASSESSED <u>\$96,745</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE <u>\$32,503</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$96,745</u>
		CITY TAXABLE <u>\$32,503</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>

Cadastral Values		Expand to Filter Values					
Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount	
Default - Default Value Group	Appraised	Improvement Market value			\$35,758.00	\$132,503.00	
		TAG			70.00	70.00	
		TAG.Id			70.00	70.00	
	Assessed	Furniture, Fixtures & Equipment			\$35,758.00	\$132,503.00	
		Personal Property Assessed Value			\$35,758.00	\$132,503.00	
		Total Assessed Value - City			\$35,758.00	\$132,503.00	
		Total Borough Optional Exempt Value			\$35,758.00	\$100,000.00	
		Total City Optional Exempt Value			\$35,758.00	\$100,000.00	
		Total Assessed Value - Borough			\$35,758.00	\$132,503.00	
		City Taxable Value		70 - SOLDNOTNA CITY		0	
	Taxable	Taxable Value - Borough				0	
	Exemption	Exemption Value City		70 - SOLDNOTNA CITY		\$35,758.00	
		OP PP Bor \$100K Exe Value				\$35,758.00	
		OP PP Soldotna \$100K Exe Value				\$35,758.00	
		OP PPV 100K Exemption				\$100,000.00	
		OP PPV Borough \$100K Exemption				\$100,000.00	
		OP PPV City \$100K Exemption		70 - SOLDNOTNA CITY		\$100,000.00	
		Penalty Flag				\$1.00	
		Exemption Value Borough				\$35,758.00	
	Date	Year of Cadastre				2022.0000000000	2022.0000000000
		Effective date of value change				20220101.0000000000	20220101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2023 TAR NUMBER 70-23-008

PARCEL ID 95629

PRIMARY OWNER RIVER EDGE INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>70</u>	<u>70</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$32,762</u>	<u>\$121,736</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$21,736</u>
CITY ASSESSED (VT 1011)	<u>\$32,762</u>	<u>\$121,736</u>
CITY TAXABLE (V 1013)	<u>\$0</u>	<u>\$21,736</u>

EXPLANATION NON FILER 2023. AUDIT ON 2022-2024. UNREPORTED ASSETS FOUND FOR EACH

YEAR. INCREASE IN VALUE 2022-2024

		CHANGE SUMMARY
DATE	<u>05/27/25</u>	KPB ASSESSED <u>\$88,974</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE <u>\$21,736</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$88,974</u>
		CITY TAXABLE <u>\$21,736</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>

Cadastral Values			Expand to Filter Values					
Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount		
Default - Default Value Group	Appraised	Improvement Market value			\$32,762.00	\$121,736.00		
		TAG			70.00	70.00		
		TAG.Id			70.00	70.00		
	Assessed	Furniture, Fixtures & Equipment			\$32,762.00	\$121,736.00		
		Personal Property Assessed Value			\$32,762.00	\$121,736.00		
		Total Assessed Value - City			\$32,762.00	\$121,736.00		
		Total Borough Optional Exempt Value			\$32,762.00	\$100,000.00		
		Total City Optional Exempt Value			\$32,762.00	\$100,000.00		
	Taxable	Total Assessed Value - Borough			\$32,762.00	\$121,736.00		
		City Taxable Value		70 - SOLDOTNA CITY		0	\$21,736.00	
		Taxable Value - Borough				0	\$21,736.00	
		Exemption	Exemption Value City		70 - SOLDOTNA CITY		\$32,762.00	\$100,000.00
			Op PP Bor \$100K Exe Value				\$32,762.00	\$100,000.00
	Op PP Soldotna \$100K Exe Value					\$32,762.00	\$100,000.00	
	Op PPV 100K Exemption					\$100,000.00	\$100,000.00	
	Op PPV Borough \$100K Exemption					\$100,000.00	\$100,000.00	
	Date	Op PPV City \$100K Exemption		70 - SOLDOTNA CITY		\$100,000.00	\$100,000.00	
		Penalty flag				\$1.00	\$1.00	
		Exemption Value Borough				\$32,762.00	\$100,000.00	
		Year of Cadastre				2023.0000000000	2023.0000000000	
Effective date of value change					2023101.0000000000	2023101.0000000000		

TAX ADJUSTMENT REQUEST

ROLL/YEAR

2024

TAR NUMBER

70-24-005

PARCEL ID

95629

PRIMARY OWNER

RIVER EDGE INC

	CURRENT VALUE	CORRECTED VALUE
TAG	70	70
BOAT CLASS/COUNT		
PLANE CLASS/COUNT		
KPB ASSESSED (VT 1001)	\$35,938	\$124,438
KPB TAXABLE (VT 1003)	\$0	\$24,438
CITY ASSESSED (VT 1011)	\$35,938	\$124,438
CITY TAXABLE (V 1013)	\$0	\$24,438

EXPLANATION

NON FILER 2024. AUDIT ON 2022-2024. UNREPORTED ASSETS FOUND FOR EACH YEAR. INCREASE IN VALUE 2022-2024

DATE

05/27/25

SUBMITTED BY

M PAYFER

VERIFIED BY

C. FINLEY

CHANGE SUMMARY

KPB ASSESSED

\$88,500

KPB TAXABLE

\$24,438

CITY ASSESSED

\$88,500

CITY TAXABLE

\$24,438

KPB FLAT TAX

CITY FLAT TAX



Cadastral Values		Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount	Expand to Filter Values
Site	Default - Default Value Group	Appraised	Improvement Market value			\$35,938.00	\$124,438.00	
			TAG			70.00	70.00	
			TAG.Id			70.00	70.00	
		Assessed	Furniture, Fixtures & Equipment			\$35,938.00	\$124,438.00	
			Personal Property Assessed Value			\$35,938.00	\$124,438.00	
			Total Assessed Value - City			\$35,938.00	\$124,438.00	
			Total Borough Optional Exempt Value			\$35,938.00	\$100,000.00	
			Total City Optional Exempt Value			\$35,938.00	\$100,000.00	
			Total Assessed Value - Borough			\$35,938.00	\$124,438.00	
		Taxable	City Taxable Value	70 - SOLDOTNA CITY		0	\$24,438.00	
			Taxable Value - Borough			0	\$24,438.00	
		Exemption	Exemption Value City	70 - SOLDOTNA CITY		\$35,938.00	\$103,000.00	
			OP PP Bor \$100K Exe Value			\$35,938.00	\$100,000.00	
			OP PP Soldotna \$100K Exe Value			\$35,938.00	\$100,000.00	
			OP PPV 100K Exemption			\$100,000.00	\$100,000.00	
			OP PPV Borough \$100K Exemption			\$100,000.00	\$100,000.00	
			OP PPV City \$100K Exemption	70 - SOLDOTNA CITY		\$100,000.00	\$100,000.00	
			Penalty Flag			\$1.00	\$1.00	
			Exemption Value Borough			\$35,938.00	\$100,000.00	
		Date	Year of Cadastre			2024.0000000000	2024.0000000000	
			Effective date of value change			20240101.0000000000	20240101.0000000000	

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2023 TAR NUMBER 81-23-013

PARCEL ID 102902

PRIMARY OWNER HEMLOCK RIDGE CHARTERS OF ALASKA / NORRIS JOHN CHARLES

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>81</u>	<u>81</u>
BOAT CLASS/COUNT	<u>BC-4</u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$11,875</u>	<u>\$0</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$0</u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION 2023 FORCED ACCT, GOOD DMV AND BUS LIC, BUT NO RESP FROM OWNER, NO  
SITUS, NO PFD. PHYS ADDR ON DMV NOT NORRIS'S. OWNER CANNOT BE FOUND. QUESTIONABLE  
BUSINESS EXISTED.

		CHANGE SUMMARY
DATE	<u>05/14/25</u>	KPB ASSESSED <u>(\$11,875)</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>(\$150)</u>
		CITY FLAT TAX <u></u>

Cadastral Values			Expand to Filter Values				
Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount	
Default - Default Value Group	Appraised	Boat Personal Class 4 Count			1.00		
		Improvement Market Value			\$11,875.00		
		TAG			81.00		
	Assessed	TAG.Ld			81.00		
		Boat Assessed Value			\$11,875.00		
		Boat Personal Class 4			\$11,875.00		
		Personal Property Assessed Value			0		
	Total Assessed Value - City				0		
		Total City Optional Exempt Value			0		
		Total Assessed Value - Borough			0		
Taxable	City Taxable Value		81 - KACHENAK EMERGENCY SERVICES		0		
	Taxable Value - Borough				0	0	
Exemption	Exemption Value City		81 - KACHENAK EMERGENCY SERVICES		0		
		Op PP Bor \$100K Exe Value			0		
	Op PPV 100K Exemption			\$100,000.00		\$100,000.00	
	Op PPV Borough \$100K Exemption			\$100,000.00		\$100,000.00	
	Op PPV City \$100K Exemption					\$100,000.00	
	Op PPV CRV \$100K Exemption					\$100,000.00	
	Penalty Flag					\$1.00	
		Exemption Value Borough				0	0
	Date	Year of Cadastre				2023.0000000000	
		Effective date of value change				20230101.0000000000	

2023

# MANIFEST CLERICAL ERROR - CHECKLIST

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Parcel ID / Acct # 00102902

X Typographical, computational or other similar error?  
*Identify & Describe:*  
 FORCED ACCT 2023, GOOD DMV/BUS LIC. NO PFD. NO SITUS. NO RESP FROM  
 OWNER. QUESTIONABLE IF BUS EXISTED.

X Readily apparent from the assessment notice, tax  
 statement or other borough tax record?  
*Identify & Describe:*  
 FORCED ACCT 2023, GOOD DMV/BUS LIC. NO PFD. NO SITUS. NO RESP FROM  
 OWNER. QUESTIONABLE IF BUS EXISTED.

X Made by a borough employee in the performance of  
 typing, record keeping, filing, measuring, or other  
 similar duties?  
*Identify & Describe:*  
 FORCED ACCT 2023, GOOD DMV/BUS LIC. NO PFD. NO SITUS. NO RESP FROM  
 OWNER. QUESTIONABLE IF BUS EXISTED.

Certified Value	Land	_____
	Improvements	_____
	Personal Property	_____
	Total	_____ \$0

Adjusted Value	Land	_____
	Improvements	_____
	Personal Property	_____
	Total	_____ \$0

Prepared by	<u>M PAYFER</u>	<u>5/14/2025</u>
		Date
Approved by	<u><i>Richard Cusack</i></u>	<u>5/14/25</u>
	Department Director	Date

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 81-24-011

PARCEL ID 102902

PRIMARY OWNER HEMLOCK RIDGE CHARTERS OF ALASKA / NORRIS JOHN CHARLES

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>81</u>	<u>81</u>
BOAT CLASS/COUNT	<u>BC-4</u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$11,250</u>	<u>\$0</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$0</u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION 2023 FORCED ACCT, GOOD DMV AND BUS LIC, BUT NO RESP FROM OWNER, NO  
SITUS, NO PFD. PHYS ADDR ON DMV NOT NORRIS'S. OWNER CANNOT BE FOUND. QUESTIONABLE  
BUSINESS EXISTED.

	CHANGE SUMMARY
DATE <u>05/14/25</u>	KPB ASSESSED <u>(\$11,250)</u>
SUBMITTED BY <u>M PAYFER</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
	CITY TAXABLE <u>\$0</u>
	KPB FLAT TAX <u>(\$150)</u>
	CITY FLAT TAX <u></u>

Cadastral Values			Expand to Filter Values				
Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount	
Default - Default Value Group	Appraised	Boat Personal Class 4 Count			1.00		
		Improvement Market value			\$11,250.00		
		TAG			81.00		
	Assessed	TAG.Id				81.00	
		Boat Assessed Value				\$11,250.00	
		Boat Personal Class 4				\$11,250.00	
		Personal Property Assessed Value				0	
		Total Assessed Value - City				0	
	Taxable	Total City Optional Exempt Value				0	
		Total Assessed Value - Borough				0	
		City Taxable Value		81 - KACHENAK EMERGENCY SERVICES		0	
	Exemption	Taxable Value - Borough				0	0
		Exemption Value City		81 - KACHENAK EMERGENCY SERVICES		0	
OP PP Bor \$100K Exe Value					0		
OP PPV 100K Exemption					\$100,000.00	\$100,000.00	
OP PPV Borough \$100K Exemption					\$100,000.00	\$100,000.00	
OP PPV City \$100K Exemption						\$100,000.00	
OP PPV City \$100K Exemption			81 - KACHENAK EMERGENCY SERVICES		\$100,000.00		
Date	Penalty Flag				\$1.00	\$1.00	
	Exemption Value Borough				0	0	
	Year of Cadastre				2024.0000000000		
	Effective date of value change				20240101.000000000000		

# MANIFEST CLERICAL ERROR - CHECKLIST

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Parcel ID / Acct # 00102902

X Typographical, computational or other similar error?  
*Identify & Describe:*  
 FORCED ACCT 2023, GOOD DMV/BUS LIC. NO PFD. NO SITUS. NO RESP FROM  
 OWNER. QUESTIONABLE IF BUS EXISTED.

X Readily apparent from the assessment notice, tax  
 statement or other borough tax record?  
*Identify & Describe:*  
 FORCED ACCT 2023, GOOD DMV/BUS LIC. NO PFD. NO SITUS. NO RESP FROM  
 OWNER. QUESTIONABLE IF BUS EXISTED.

X Made by a borough employee in the performance of  
 typing, record keeping, filing, measuring, or other  
 similar duties?  
*Identify & Describe:*  
 FORCED ACCT 2023, GOOD DMV/BUS LIC. NO PFD. NO SITUS. NO RESP FROM  
 OWNER. QUESTIONABLE IF BUS EXISTED.

Certified Value	Land	_____
	Improvements	_____
	Personal Property	_____
	Total	_____ \$0

Adjusted Value	Land	_____
	Improvements	_____
	Personal Property	_____
	Total	_____ \$0

Prepared by M PAYFER 5/14/2025

Approved by *Adrian Smith* 5/14/25  
 Department Director Date

TAX ADJUSTMENT REQUEST

ROLL/YEAR2025TAR NUMBER30-25-001

PARCEL ID041-014-64

PRIMARY OWNER SUSAN, APRIL & HOUGHTELIN, SCOTT

	CURRENT VALUE	CORRECTED VALUE
TAG	30	30
CLASS CODE	110	110
LAND ASSESSED (VT4)	28,900	28,900
IMPROVEMENT ASSESSED (VT5)	299,500	299,500
KPB ASSESSED (VT 1001)	328,400	328,400
KPB TAXABLE (VT 1003)	278,400	0
CITY ASSESSED (VT 1011)	328,400	328,400
CITY TAXABLE (VT 1013)	328,400	178,400

EXPLANATION SENIOR CITIZEN EXEMPTION APPROVED AFTER CONFIRMING PFD ELIGIBILITY.

CHANGE SUMMARY			
	KPB ASSESSED	\$0	
DATE	KPB TAXABLE	(\$278,400)	S NOTTER
SUBMITTED BY	CITY ASSESSED	\$0	6/3/2025
VERIFIED BY	CITY TAXABLE	(\$150,000)	C. FINLEY
	KPB FLAT TAX		
	CITY FLAT TAX		



File	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount
Default - Default Value Group						
	Appraised	Legal Acres			.37 Acres	.37 Acres
		Improvement Market Value			\$299,500.00	\$299,500.00
		Land Market Value			\$28,900.00	\$28,900.00
		TAG			30.00	30.00
		TAG.Ld			30.00	30.00
	Assessed	Improvements			\$299,500.00	\$299,500.00
		Land			\$28,900.00	\$28,900.00
		Parcel Assessed Value			\$328,400.00	\$328,400.00
		Personal Property Assessed Value			0	0
		Qualified for Exemption			\$328,400.00	\$328,400.00
		Total Assessed Value - City			\$328,400.00	\$328,400.00
		Total Borough Optional Exempt Value			\$50,000.00	\$178,400.00
		Total City Optional Exempt Value			0	0
		Total Mandatory Exempt Value				\$150,000.00
		Land Assessed Value			\$28,900.00	\$28,900.00
		Improvement Assessed Value			\$299,500.00	\$299,500.00
		Total Assessed Value - Borough			\$328,400.00	\$328,400.00
Taxable		City Taxable Value	30 - KENAI CITY		\$328,400.00	\$178,400.00
		Taxable Value - Borough			0	0
Exemption		BOROUGH SENIOR Exempt Value			\$300,000.00	\$300,000.00
		Cap for Senior Exemption			\$150,000.00	\$150,000.00
		Exemption Value City			0	\$150,000.00
		OP Residential Boro Exemption	30 - KENAI CITY		\$50,000.00	\$28,400.00
		OP Senior Resident >150k Exempt Value			\$150,000.00	\$150,000.00
		Residential Exemption			\$50,000.00	\$50,000.00
		Senior Citizen Exemption			\$150,000.00	\$150,000.00
		Senior Mandatory Exempt Value			\$150,000.00	\$150,000.00
		Senior MandatoryImp			\$150,000.00	\$150,000.00
		Working Improvement Assessed Value			\$299,500.00	\$299,500.00
		Exemption Value Borough			\$50,000.00	\$328,400.00
Date		Year of Cadastre			2025.000000000000	2025.000000000000
		Effective date of value change			20250101.0000000000	20250101.0000000000

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2025 TAR NUMBER 58-25-001

PARCEL ID 055-340-66

PRIMARY OWNER KENAITZE INDIAN TRIBE IRA

	CURRENT VALUE	CORRECTED VALUE
TAG	58	58
CLASS CODE	100	100
LAND ASSESSED (VT4)	560,700	560,700
IMPROVEMENT ASSESSED (VT5)	0	0
KPB ASSESSED (VT 1001)	560,700	252,300
KPB TAXABLE (VT 1003)	560,700	252,300
CITY ASSESSED (VT 1011)	0	0
CITY TAXABLE (VT 1013)	0	0

EXPLANATION CONSERVATION EASEMENT ADJUSTMENT NOT APPLIED

		CHANGE SUMMARY
DATE	05/30/25	KPB ASSESSED (\$308,400)
SUBMITTED BY	LCRANE	KPB TAXABLE (\$308,400)
VERIFIED BY	C. FINLEY	CITY ASSESSED \$0
		CITY TAXABLE \$0
		KPB FLAT TAX
		CITY FLAT TAX

Cadastral Values		Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount	Expand to Filter Values
Site	Default - Default Value Group		Legal Acres			43.00 Acres		
	Appraised		Land Market Value			\$560,700.00	\$560,700.00	
			Land Use Value				\$252,300.00	
			TAG			58.00	58.00	
			TAG.Id			58.00	58.00	
	Assessed		Conservation Easement			\$560,700.00	\$560,700.00	
			Land			\$560,700.00	\$252,300.00	
			Parcel Assessed Value			\$560,700.00	\$252,300.00	
			Personal Property Assessed Value			0	0	
			Qualified for Exemption			\$560,700.00	\$252,300.00	
			Total Assessed Value - City			0	0	
			Total City Optional Exempt Value			0	0	
			Land Assessed Value			\$560,700.00	\$252,300.00	
			Total Assessed Value - Borough			\$560,700.00	\$252,300.00	
	Taxable		City Taxable Value		58 - CENTRAL EMERGENCY SERVICES	0	0	
			Taxable Value - Borough			\$560,700.00	\$252,300.00	
	Exemption		Conservation Easement Assmnt Flag				1.00	
			Conservation Easement Value Loss				\$308,400.00	
			Exemption Value City		58 - CENTRAL EMERGENCY SERVICES	0	0	
			Exemption Value Borough			0	0	
	Date		Year of Cadastre			2025.0000000000	2025.0000000000	
			Effective date of value change			20250101.0000000000	20250101.0000000000	

### MANIFEST CLERICAL ERROR - CHECKLIST

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Parcel ID / Acct # 055-340-66

X      **Typographical, computational or other similar error?**  
**Identify & Describe:**  
**CONSERVATION EASEMENT NOT APPLIED**

X Readily apparent from the assessment notice, tax statement or other borough tax record?  
Identify & Describe:  
CONSERVATION EASEMENT NOT APPLIED

X Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
Identify & Describe:  
CONSERVATION EASEMENT NOT APPLIED

Certified Value	Land	\$560,700
	Improvements	
	Personal Property	
	Total	\$560,700

Adjusted Value	Land	\$252,300
	Improvements	
	Personal Property	
	Total	\$252,300

Prepared by LCRANE 5/30/2025

Approved by Adrian Cwity Date 5/30/25  
Department Director Date

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 58-24-056

PARCEL ID 058-034-07

PRIMARY OWNER SOLID ROCK MINISTRIES INC

	CURRENT VALUE	CORRECTED VALUE
TAG	58	58
CLASS CODE	300	300
LAND ASSESSED (VT4)	18,300	18,300
IMPROVEMENT ASSESSED (VT5)	0	0
KPB ASSESSED (VT 1001)	18,300	18,300
KPB TAXABLE (VT 1003)	18,300	0
CITY ASSESSED (VT 1011)	0	0
CITY TAXABLE (VT 1013)	0	0

EXPLANATION Parcel created in 1990's, should have been transferred ADOT and integrated into ROW

		CHANGE SUMMARY
		KPB ASSESSED \$0
DATE	05/29/25	KPB TAXABLE (\$18,300)
SUBMITTED BY	LCRANE	CITY ASSESSED \$0
VERIFIED BY	C. FINLEY	CITY TAXABLE \$0
		KPB FLAT TAX
		CITY FLAT TAX

Cadastral Values			Expand to Filter Values		
Site	Class	Value Type	Attribute	Secondary Attribute	Amount
Default - Default Value Group	Appraised	Legal Acres		.75 Acres	
		Land Market Value		\$18,300.00	\$18,300.00
		TAG		58.00	58.00
	Assessed	TAG.Id		58.00	58.00
		Land		\$18,300.00	\$18,300.00
		Parcel Assessed Value		\$18,300.00	\$18,300.00
		Personal Property Assessed Value		0	0
		Qualified for Exemption		0	0
		Total Assessed Value - City		\$18,300.00	\$18,300.00
		Total City Optional Exempt Value		0	0
		Total Mandatory Exempt Value		0	0
		Land Assessed Value		\$18,300.00	\$18,300.00
	Taxable	Total Assessed Value - Borough		\$18,300.00	\$18,300.00
		City Taxable Value	58 - CENTRAL EMERGENCY SERVICES	0	0
		Taxable Value - Borough		\$18,300.00	0
	Exemption	Exemption Value City	59 - CENTRAL EMERGENCY SERVICES	0	0
		Religious Exemption		0	\$18,300.00
		Exemption Value Borough		0	\$18,300.00
	Date	Year of Cadastre	2024.000000000000	2024.000000000000	2024.000000000000
		Effective date of value change	20240101.0000000000	20240101.0000000000	20240101.0000000000

## MANIFEST CLERICAL ERROR - CHECKLIST

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 05803407

X      Typographical, computational or other similar error?  
*Identify & Describe:*  
*Parcel created in 1990's, should have been transferred to ADOT and integrated into ROW.*

X      Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
*Parcel created in 1990's, should have been transferred to ADOT and integrated into ROW.*

X      Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
*Parcel created in 1990's, should have been transferred to ADOT and integrated into ROW.*

Certified Value	Land	\$18,300
	Improvements	
	Personal Property	
	Total	\$18,300

Adjusted Value	Land	\$0
	Improvements	
	Personal Property	
	Total	\$0

Prepared by LCRANE 5/29/2025

Approved by *Adrian Dwyer* 5/29/25  
 Department Director Date

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2025TAR NUMBER 58-25-002PARCEL ID 135-255-60PRIMARY OWNER RODNEY NELSON

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>27,500</u>	<u>27,500</u>
IMPROVEMENT ASSESSED (VT5)	<u>132,500</u>	<u>132,500</u>
KPB ASSESSED (VT 1001)	<u>160,000</u>	<u>160,000</u>
KPB TAXABLE (VT 1003)	<u>160,000</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION SENIOR EXEMPTION APPROVED AFTER CONFIRMING PFD ELIGIBILITY.

## CHANGE SUMMARY

DATE	<u>06/06/25</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>S NOTTER</u>	KPB TAXABLE	<u>(\$160,000)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u></u>
		CITY FLAT TAX	<u></u>



Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount
Default - Default Value Group	Appraised	Legal Acres			1.09 Acres	1.09 Acres
		Improvement Market Value			\$132,500.00	\$132,500.00
	Assessed	Land Market Value			\$27,500.00	\$27,500.00
		TAG			58.00	58.00
		TAG.Id			58.00	58.00
		Improvements			\$132,500.00	\$132,500.00
		Land			\$27,500.00	\$27,500.00
		Parcel Assessed Value			\$160,000.00	\$160,000.00
		Personal Property Assessed Value			0	0
		Qualified for Exemption			\$160,000.00	\$160,000.00
		Total Assessed Value - City			0	0
		Total Borough Optional Exempt Value			\$10,000.00	\$10,000.00
		Total City Optional Exempt Value			0	0
		Total Mandatory Exempt Value			\$150,000.00	\$150,000.00
		Land Assessed Value			\$27,500.00	\$27,500.00
		Improvement Assessed Value			\$132,500.00	\$132,500.00
		Total Assessed Value - Borough			\$160,000.00	\$160,000.00
		City Taxable Value	58 - CENTRAL EMERGENCY SERVICES		0	0
		Taxable Value - Borough			\$160,000.00	0
		BOROUGH SENIOR Exempt Value			\$160,000.00	\$160,000.00
		Cap for Senior Exemption			\$150,000.00	\$150,000.00
	Exemption	Exemption Value City	58 - CENTRAL EMERGENCY SERVICES		0	0
		OP Senior Resident > 150k Exempt Value			\$10,000.00	\$10,000.00
		Residential Exemption			\$50,000.00	\$50,000.00
		Senior Citizen Exemption			\$150,000.00	\$150,000.00
		Senior Mandatory Exempt Value			\$150,000.00	\$150,000.00
		Senior Mandatory Imp			\$132,500.00	\$132,500.00
		Senior Mandatory Land			\$17,500.00	\$17,500.00
		Working Improvement Assessed Value			\$132,500.00	\$132,500.00
		Exemption Value Borough			0	\$160,000.00
		Year of Cadastre			2025.0000000000	2025.0000000000
	Date	Effective date of value change			20250101.0000000000	20250101.0000000000

Introduced by:	Mayor
Date:	06/17/25
Hearing:	07/08/25
Action:	
Vote:	

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-13**

**AN ORDINANCE DIRECTING PREVIOUSLY APPROPRIATED GRANT  
FUNDING FROM THE STATE OF ALASKA IN THE AMOUNT OF  
\$30,958.82 AND APPROVING PROJECTS TO BE COMPLETED FOR  
COMMUNITY PURPOSES UNDER THE 2024/2025 COMMUNITY  
ASSISTANCE PROGRAM**

**WHEREAS,** the Alaska State Legislature has provided funding to municipalities and unincorporated communities through the Community Assistance Program (CAP); and

**WHEREAS,** Resolution 2024-011 certified that 26 unincorporated communities within the Kenai Peninsula Borough (KPB) are eligible for participation in the Program under AS 29.60.865; and

**WHEREAS,** the Alaska Department of Commerce, Community and Economic Development provided notification of funds in the amount of \$410,514. for the 26 unincorporated communities; and

**WHEREAS,** Ordinance 2024-19-21 appropriated the \$410,514 less the administrative fee, to be distributed evenly among the 26 unincorporated communities within the KPB, and directed funds to 24 of the 26 unincorporated communities, with the intent of directing funds to Nanwalek and Nikolaevsk once fiduciaries could be identified for those two communities may be expended by the KPB on behalf of the communities; and

**WHEREAS,** it appears that recently both communities have been able to identify qualified entities willing to assume the fiduciary role on behalf of the communities and they should have an opportunity to utilize the CAP funds as intended;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this is a non-code ordinance.

**SECTION 2.** That the mayor is authorized to enter into grant agreements and any other documents necessary with tribal or nonprofit organizations on behalf of the

qualified unincorporated communities for public projects that benefit the community as identified in the following chart for fiscal year 2025:

Nanwalek	Nanwalek IRA Council	General Operations	\$15,479.41
Nikolaevsk	Nikolaevsk, Inc.	General Operations	\$15,479.41

**SECTION 3.** That previously appropriated state funds in the amount of \$30,958.82 are directed to the communities of Nanwalek and Nikolaevsk in the amount of 15,479.41 each.

**SECTION 4.** That each eligible non-profit or tribal entity, representing an unincorporated community, must enter into a grant agreement with the KPB prior to receipt of any community assistance program funds.

**SECTION 5.** That due to the length and nature of this project, a community shall forfeit any remaining grant distribution at the end of two consecutive fiscal years if the community has not fulfilled the intent and purpose of its grant agreement.

**SECTION 6.** That if any provision of this ordinance or its application is determined to be invalid, the remaining provisions shall continue in full force and effect.

**SECTION 7.** This ordinance shall be effective retroactively to July 1, 2024.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2025.**

\_\_\_\_\_  
Peter Ribbens, Assembly President

ATTEST:

\_\_\_\_\_  
Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough  
Grants Administrator & Community Liaison

MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *BH*

**FROM:** Heather Geer, Grants Administrator & Community Liaison *HG*

**DATE:** June 5, 2025

**RE:** Ordinance 2025- 13 , Directing Previously Appropriated Grant Funding from the State of Alaska in the Amount of \$30,958.82 and Approving Projects to be Completed for Community Purposes Under the 2024/2025 Community Assistance Program (Mayor)

The Community Assistance Program (CAP) provides state funding for unincorporated communities to complete public projects or services through nonprofit or tribal entities that agree to be the fiduciary. These funds are provided through the State of Alaska Community Assistance Program.

Resolution 2024-011, approved the communities meeting the requirements of the CAP program. Ordinance 2024-19-21 appropriated funds for 24 of the 26 unincorporated communities, except for Nanwalek and Nikolaevsk due to those two communities not having identified qualified entities at that time. It appears that both communities have now identified qualified entities to assume the fiduciary role on behalf of the communities and accordingly this ordinance would allocate CAP funds to each of those communities.

The CAP funding is distributed evenly between the eligible unincorporated communities. As such, Nanwalek and Nikolaevsk, are slated to receive \$15,789 less 2.0 percent administrative cost. The Grants Administrator & Community Liaison will oversee the program.

Your consideration is appreciated.

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
Acct. No.	<u>271.94910.25CAP.49999</u>
Amount:	<u>\$ 410,514</u>
By: <i>CF</i>	Date: <u>06/04/2025</u>

Introduced by:	Mayor
Date:	04/02/24
Action:	Adopted
Vote:	9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2024-011**

**A RESOLUTION APPROVING TWENTY-SIX UNINCORPORATED COMMUNITIES  
FOR PARTICIPATION IN THE STATE’S FISCAL YEAR 2025 COMMUNITY  
ASSISTANCE PROGRAM**

**WHEREAS,** the Community Assistance Program (“CAP”) as governed by AS 29.60.865 and 3 AAC 180.010 require the assembly of a borough or a unified municipality to adopt a resolution identifying those unincorporated communities located within their municipal boundaries that the assembly determines meet the CAP eligibility criteria established under AS 29.60.865, AS 29.60.879, and 3 AAC 180.110; and

**WHEREAS,** the unincorporated communities have either a Native Village Council or unincorporated non-profit entity within its boundaries that will agree to receive and spend the CAP payment for the public benefit of the unincorporated community; and

**WHEREAS,** AS 29.60.879(1) defines a community as a place in the KPB that is not incorporated as a municipality, that is not a reserve, and in which 25 or more individuals reside as a social unit; and

**WHEREAS,** at least three of the following required services—fire protection, emergency medical, water and sewer, solid waste management, public road or ice road maintenance, public health, and search and rescue—are generally available to all residents of the unincorporated community and each of the three services, in any combination, are provided by one or more qualifying Native village council or incorporated nonprofit entity or are substantially paid for by residents of the unincorporated community through taxes, charges, or assessments levied or authorized by the Borough; and

**WHEREAS,** AS 29.60.865(a) requires that eligible Native village councils must be willing to waive immunity from suit for claims arising out of activities of the council related to the payment;

**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That the Assembly hereby determines that the following 26 unincorporated communities and their respective Native village council or incorporated nonprofit entities are eligible for funding under the State’s fiscal year 2025 Community Assistance Program:

UNINCORPORATED COMMUNITY	POSSIBLE COMMUNITY RECIPIENT
Anchor Point	Anchor Point Public Library Anchor Point Food Pantry Anchor Point Senior Citizens Inc Anchor Point Safewater Association Anchor Point Cemetery Anchor Kings Wrestling Anchor Point Chamber of Commerce Anchor Point FVW
Bear Creek	Bear Creek Fire & EMS
Cohoe	Boys & Girls of the Kenai Peninsula
Cooper Landing	Cooper Landing Community Club
Crown Point	Moose Pass Volunteer Fire & EMS
Diamond Ridge	Homer Cycling Club Homer Trails Alliance Kachemak Emergency Services Member Association Kachemak Nordic Ski Club Kachemak Ski Club Snomads Inc
Fritz Creek	Kachemak Nordic Ski Club Kachemak Emergency Services Member Association McNeil Canyon Elementary School Community Council, Inc Snomads Inc
Funny River	Funny River Chamber of Commerce
Hope	Hope Inc
Kachemak Selo	Village of Kachemak Sela Water Co Inc
K-Beach	Cook Inlet Aquaculture Association Kenai Peninsula Food Bank Love Inc Bridges dba Peninsula Spay/Neuter Fund Tsateshi Trails Association Kenai Peninsula Animal Lovers Rescue
Kasilof	Kasilof Regional Historical Association Kasilof-Cohoe Cemetery Association Back Country Horsemen of Alaska
Lowell Point	Lowell Point Community Council
Moose Pass	Moose Pass Volunteer Fire Co (Crown Point Unit) Moose Pass Chamber of Commerce and Visitor

UNINCORPORATED COMMUNITY	POSSIBLE COMMUNITY RECIPIENT
	Bureau
	Moose Pass Sportsmen's Club
Nanwalek	Project GRAD
	Chugachmiut, Inc
Nikiski	North Peninsula Community Council
	Nikiski Senior Center
	North Star United Methodist Church
Nikolaevsk	Nikolaevsk, Inc.
Ninilchik	Kenai Peninsula Fair Association
	Ninilchik Community Library
	Bridges dba Ninilchik Saturday Lunch Program
	Ninilchik Senior Citizens
Primrose Moose	Pass Volunteer Fire Co. (Primrose Unit)
Port Graham	Native Village of Port Graham
Razdolna	Village of Razdolna, Inc.
Ridgeway	Boys & Girls Club of the Kenai Peninsula
Seldovia	Seldovia Village Tribe
Sterling	Sterling Community Center, Inc.
	Sterling Area Senior Citizens
Tyonek	Boys & Girls Clubs of Southcentral Alaska
Voznesenka	Voznesenka Community Council, Inc.
	Project GRAD

**SECTION 2.** That this resolution is effective immediately.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 2ND DAY OF APRIL 2024**

*Brent Johnson*

Brent Johnson, Assembly President

ATTEST:

*Michele Turner*

Michele Turner, CMC, Borough Clerk



Yes: Cooper, Cox, Ecklund, Elam, Hibbert, Ribbens, Tunseth, Tupper, Johnson

No: None

Absent: None



Introduced by:	Mayor
Date:	11/1/24
Hearing:	12/03/24
Action:	Enacted
Vote:	7 Yes, 0 No, 1 Abstain, 1 Absent

**KENAI PENINSULA BOROUGH  
ORDINANCE 2024-19-21**

**AN ORDINANCE ACCEPTING AND APPROPRIATING FUNDING FROM THE  
STATE OF ALASKA IN THE AMOUNT OF \$410,514 AND APPROVING PROJECTS  
TO BE COMPLETED FOR COMMUNITY PURPOSES UNDER THE 2024/2025  
COMMUNITY ASSISTANCE PROGRAM**

- WHEREAS,** the Alaska State Legislature provided funding to municipalities and unincorporated communities through the Community Assistance Program ("Program"); and
- WHEREAS,** AS 29.60.865 requires the assembly of a borough or unified municipality to adopt a resolution identifying those unincorporated communities located within their municipal boundaries that the assembly determines meet the Program eligibility criteria established under AS 29.60.865; and
- WHEREAS,** Resolution 2024-011 certified that 26 unincorporated communities within the Borough are eligible for participation in the Program; and
- WHEREAS,** the Alaska Department of Commerce, Community and Economic Development provided notification of funds in the amount of \$410,514 for the 26 unincorporated communities; and
- WHEREAS,** pursuant to Resolution 2013-022, an administrative fee of two percent of the grant amount will be charged against the grant to cover general administrative costs; and
- WHEREAS,** the \$410,514, less the administrative fee, is to be distributed evenly among the 26 unincorporated communities within the Borough, or may be expended by the Borough on behalf of the communities; and
- WHEREAS,** the Program allows funds to be used for any public purpose at the discretion of the local governing body and as allowed by state statutes and borough code; and
- WHEREAS,** the Borough will confirm all eligible entities to receive Program funds; and
- WHEREAS,** it is in the best interests of the Borough to approve the amounts allocated for fiscal year 2025 non-profit or tribal entities, projects and award amounts as authorized in Resolution 2024-011 to ensure that the fiscal year 2025 Program funds are used for public purpose;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That the Mayor is authorized to accept \$410,514. from the State of Alaska for distribution to eligible communities or for expenditure by the Borough on the community's behalf.

**SECTION 2.** That the Mayor is authorized to execute any documents deemed necessary to accept and expend the Community Assistance Program funds and to fulfill the intents and purposes of this ordinance.

**SECTION 3.** That state funds in the amount of \$410,514 are appropriated to account 271.94910.25CAP.49999 for fiscal year 2025.

**SECTION 4.** That the Mayor will return Program funds to the State of Alaska for the communities of Nanwalek and Nikolaevsk before June 30, 2025, if no qualified entity assumes the fiduciary role on behalf of these communities.

**SECTION 5.** That the Mayor is authorized to enter into grant agreements and any other documents necessary with tribal or nonprofit organizations on behalf of the qualified unincorporated communities for public projects that benefit the community as identified in the following chart for fiscal year 2025:

Anchor Point	Anchor Kings Wrestling Club	Scholarships for wrestlers	\$2,211.34
	AP Chamber of Commerce	Community services	\$2,211.34
	AP Food Pantry	Food/utilities	\$2,211.37
	AP Public Library	General Operations	\$2,211.34
	AP Senior Citizens	General operations	\$2,211.34
	AP VFW	Community outreach services	\$2,211.34
	Snomads	Parking and trail improvements	\$2,211.34
Bear Creek	Bear Creek Volunteer Fire and Emergency Services	Response equipment	\$5,479.41
	Seward Nordic Ski Club	Ski trails equipment	\$10,000.00
Cohoe	Boys and Girls Club of the Kenai Peninsula	Youth programming	\$10,239.71
	MUSKEG Wellness	Wellness workshops	\$5,239.70
Cooper Landing	Cooper Landing Community Club	Supports local community programs and provides visitors guide.	\$15,479.41
Crown Point	Moose Pass Volunteer Fire Department	General operations	\$15,479.41

Diamond Ridge	Homer Cycling Club	Trailhead parking	\$2,579.91
	Homer Trails Alliance	Trail projects	\$2,579.90
	Kachemak Emergency Services Member Association	Response equipment	\$2,579.90
	Kachemak Nordic Ski Club	Nordic ski trail maintenance	\$2,579.90
	Kachemak Ski Club	Watermelon trail parking maintenance	\$2,579.90
	Snomads	Parking lot improvements	\$2,579.90
Fritz Creek	Kachemak Emergency Services Member Association	Response equipment	\$3,869.85
	Kachemak Nordic Ski Club	McNeil Ski Trail Maintenance	\$3,869.85
	McNeil Canyon Elementary School Community Council, Inc	McNeil Canyon trails enhancement	\$3,869.86
	Snomads	Trail grooming	\$3,869.85
Funny River	Funny River Community Association	Operations	\$15,479.41
Hope	Hope Inc.	Hope Sunrise community services	\$15,479.41
Kachemak Selo	The Village of Kachemak Selo	Village street lights, and road repairs	\$15,479.41
Kalifornsky Beach	Bridges/Kenai Local Food Connection	Nutritional services	\$1,934.92
	CARTS	General operations	\$1,934.92
	Kenai Peninsula Animal Lovers Rescue	General operations	\$1,934.92
	Kenai Peninsula Food Bank	General operations	\$1,934.93
	Love, INC	General operations	\$1,934.93
	Pathways Re-entry Center	Recovery services	\$1,934.93
	Peninsula Spay & Neuter Fund	Voucher program	\$1,934.93
	Tsalteshi Trails	Trails Management	\$1,934.93
Kasilof	BackCountry Horsemen of Alaska	Trails maintenance	\$3,000.00
	Kasilof Cohoe Cemetery Association	Spruce Grove Cemetery maintenance	\$6,239.70
	Kasilof Regional Historical Association	Museum Operations	\$6,239.71
Lowell Point	Lowell Point Community Council	Community services and fire dept support	\$15,479.41
Moose Pass	Moose Pass Chamber of Commerce	Community support programs, services	\$15,479.41

Nikiski	Love INC,- Kenai Peninsula Shelter of Hope	General operations	\$3,095.88
	Nikiski Community Council	Community services	\$3,095.88
	Nikiski Senior Center	Community programs	\$3,095.88
	North Road Pioneers	Preservation project General operations	\$3,095.88
	North Star United Methodist Church	Food Pantry	\$3,095.89
Ninilchik	Ninilchik Library	Library Operations	\$12,479.41
	Kenai Peninsula Fair Association	Facility repairs	\$3,000.00
Port Graham	Native Village of Port Graham	Emergency Preparedness	\$15,479.41
Primrose	Moose Pass Volunteer Fire Department	Operating expenses, medical supplies	\$15,479.41
Razdolna	Village of Razdolna Inc.	Community projects and repairs	\$15,479.41
Ridgeway	Boys & Girls Clubs of KP	Staffing and supplies	\$15,479.41
Seldovia Village	Seldovia Village Tribe	Emergency response supplies	\$15,479.41
Sterling	Sterling Area Seniors Center	General Operations	\$7,739.70
	Sterling Community Center	General operations	\$7,739.71
Tyonek	Boys and Girls Club of Tyonek	Youth services - general operations	\$15,479.41
Voznesenka	Voznesenka Community Council, Inc	Stroyka Building completion and repairs	\$15,479.41

**SECTION 6.** That each eligible non-profit or tribal entity, representing an unincorporated community, must enter into a grant agreement with the Borough prior to receipt of any community assistance Program funds.

**SECTION 7.** That due to the length and nature of this project, a community shall forfeit any remaining grant distribution at the end of two consecutive fiscal years if the community has not fulfilled the intent and purpose of its grant agreement.

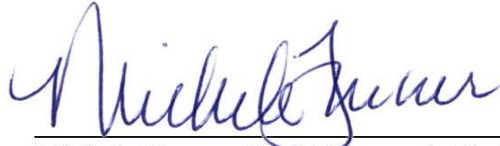
**SECTION 8.** This ordinance shall be effective retroactive to July 1, 2024.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 3RD DAY OF DECEMBER, 2024.**

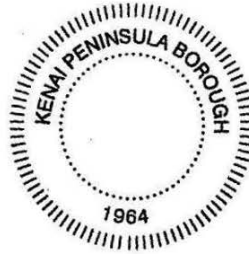


Peter Ribbens, Assembly President

ATTEST:



Michele Turner, CMC, Borough Clerk



Yes:	Baisden, Cooper, Dunne, Ecklund, Elam, Tunseth, Ribbens
No:	None
Abstain:	Johnson
Absent:	Cox

Introduced by:	Mayor
Date:	06/17/25
Hearing:	07/08/25
Action:	
Vote:	

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-19-01**

**AN ORDINANCE APPROPRIATING FUNDS FOR UTILITIES,  
MAINTENANCE, AND INSURANCE COSTS OF THE STERLING  
ELEMENTARY AND NIKOLAEVSK SCHOOL SURPLUS PROPERTY  
FOR FISCAL YEAR 2026**

- WHEREAS,** on May 5, 2025 the Kenai Peninsula Borough School District (KPBSD) Board of Education (School Board) took formal action to close Nikolaevsk School; and
- WHEREAS,** the Kenai Peninsula Borough (KPB) awaits formal notice of surplus for the school facilities and campus from the KPBSD, which will transfer operational responsibility and site control of the facilities back to the KPB; and
- WHEREAS,** in addition, it is anticipated that the KPBSD School Board may take final action regarding the Sterling Elementary school facilities, and, if the school is closed, may surplus the school facilities back to the KPB, which similarly will then transfer operational responsibility and site control of the facilities back to the KPB; and
- WHEREAS,** the School Board has not made a final decision regarding Sterling Elementary and the KPB awaits formal action on surplus of the Nikolaevsk School facilities and campus; and
- WHEREAS,** as such, the KPBSD will retain operating responsibility, site control, and related costs for 30 days following a formal surplus transfer; and
- WHEREAS,** in anticipation of formal surplus transfers of Nikolaevsk School and, potentially Sterling Elementary, the administration requests an appropriation of \$720,000 from the General Fund to provide for utilities, maintenance, insurance and other operating costs of the facilities for Fiscal Year 2026 (FY26); and
- WHEREAS,** these funds will provide annual operating and maintenance costs for the facility while a plan is developed regarding future use for the property;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this is a non-code ordinance.

**SECTION 2.** That \$720,000 is appropriated from the General Fund, account 100.27910 to account 100.94910.25CLO.49999, to provide funds for required annual operating costs of facilities that are transferred back to the Kenai Peninsula Borough in FY26.

**SECTION 3.** That, if a formal surplus decision is made, the KPBSD will retain operating responsibility, site control, and related costs for the 30 days after an executed surplus property transfer form is received by the KPB.

**SECTION 4.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 5.** That this ordinance shall be effective 30 days after an executed surplus property transfer form is provided by the KPBSD Administration to the KP Administration.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough  
Planning Department

MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*

**FROM:** Brandi Harbaugh, Finance Director *BH*  
Robert Ruffner, Planning Director *RR*

**DATE:** June 5, 2025

**SUBJECT:** Ordinance 2025-19-01, Appropriating Funds for Utilities, Maintenance, and Insurance Costs of the Sterling Elementary and Nikolaevsk School Surplus Property for Fiscal Year 2026 (Mayor)

Funds are needed for operating, insurance, and related costs for the Nikolaevsk School facilities and campus, the Kenai Peninsula Borough School District (KPBSD) Board of Education (School Board) made a final decision to close on May 5, 2025, but the School Board has not yet taken final action to surplus the school and campus back to the KPB. This ordinance provides that 30 days after the School Board's final surplus decision the property will transfer back to the KPB and funds will be needed for operating, insurance, and related costs.

Additionally, anticipating an eventual final decision on whether Sterling Elementary will be closed, funds may be needed for operating, insurance, and related costs for the facilities and campus. If the property is transferred back to the KPB funds will be needed for operating, insurance, and related costs.

The KPB and KPBSD administrations will coordinate facility transfer and site control efforts if and when surplus transfer decisions are made by the School Board. This ordinance requests an appropriation of \$720,000 from the General Fund to provide for utilities, maintenance, insurance and other operating costs of the facilities for fiscal year 2026.

These funds will provide annual operating and maintenance costs for the facilities while a plan is developed regarding future use of the properties.

Your consideration is appreciated.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	<u>100.27910</u>
Amount:	<u>\$720,000</u>
By: <i>CR</i>	Date: <u>6/9/2025</u>



Introduced by:	Mayor
Date:	06/03/25
Hearing:	07/08/25
Action:	
Vote:	

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-11**

**AN ORDINANCE AMENDING KPB 2.56.007 TO ADOPT THE 2025 KENAI  
PENINSULA BOROUGH SAFE STREETS AND ROADS FOR ALL  
COMPREHENSIVE SAFETY ACTION PLAN AS AN ELEMENT OF THE  
2019 KENAI PENINSULA BOROUGH COMPREHENSIVE PLAN**

**WHEREAS,** the Kenai Peninsula Borough (KPB) and its joint applicants – the City of Homer, the City of Kenai, the City of Seldovia, the City of Seward, and the City of Soldotna (the Cities) – were awarded a grant sponsored by the U.S. Department of Transportation Federal Highway Administration to complete a Safe Streets and Roads for All Comprehensive Safety Action Plan (CSAP); and

**WHEREAS,** more than 3,700 crashes occurred in the KPB between the years 2018-2022, resulting in 44 fatalities and 157 serious injuries; and

**WHEREAS,** crashes that result in death or serious injury are largely preventable, and the CSAP identifies strategies and recommends actions to enhance safety and reduce serious injuries and fatalities related to transportation crashes; and

**WHEREAS,** the KPB Transportation Plan was last updated in December 2003; and

**WHEREAS,** this CSAP will be incorporated as a transportation element of the KPB Comprehensive Plan, updated in November 2019; and

**WHEREAS,** at its regularly-scheduled meeting on June 9, 2025, the KPB Planning Commission recommended \_\_\_\_\_;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this ordinance amends KPB Code and will be codified.

**SECTION 2.** KPB 2.56.007, Borough plan amendments, is hereby amended to add Subsection G as follows:

G. The “2025 KPB Safe Streets and Roads for All Comprehensive Safety Action Plan”, dated June 2025, is hereby adopted as an element of the 2019 Kenai Peninsula Borough Comprehensive Plan, subject to the

applicable goals, objectives, and strategies within the 2019 Comprehensive Plan.

**SECTION 2.** That the “2025 KPB Safe Streets and Roads for All Comprehensive Safety Action Plan”, dated June 2025, is currently available by visiting the KPB’s website at: <https://www.kpb.us/safestreets>.

**SECTION 3.** That if any provision of this ordinance or its application is determined to be invalid, the remaining provisions shall continue in full force and effect.

**SECTION 4.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Planning Department

### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Robert Ruffner, Planning Director *RR*  
Brenda Ahlberg, Emergency Manager *BA*

**FROM:** Celina Robinson, GIS Specialist *CR*

**DATE:** May 22, 2025

**RE:** Ordinance 2025-11, Amending KPB 2.56.007 to Adopt the 2025 Kenai Peninsula Borough Safe Streets and Roads for All Comprehensive Safety Action Plan as an Element of the 2019 Kenai Peninsula Borough Comprehensive Plan

The ordinance amends KPB 2.56.007 to adopt the Comprehensive Safety Action Plan (CSAP) as an element of the 2019 Kenai Peninsula Borough Comprehensive Plan. The CSAP provides a cohesive and coordinated view of transportation planning within the Kenai Peninsula Borough (KPB) with a lens on safety.

A roadway safety program created by a Bipartisan Infrastructure Law provides grant funding through the U.S. Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) program-its intention is to fund community-led action plan development and eventual implementation of identified strategies and projects that address preventable serious injuries and fatalities in transportation crashes.

The KPB Planning Department was awarded an SS4A grant to develop a CSAP, partnering with the cities of Homer, Kenai, Seldovia, Seward, and Soldotna. KPB crash data analysis for the years 2018-2022 enabled the creation of a High Injury Network – roadways and intersections with the highest number of serious and fatal injuries. These transportation segments were evaluated along with other scoring criteria, such as community feedback and proximity to populations, in order to select 20 priority areas. If a location was determined to have a recently completed, underway, or planned development project, that location was omitted and replaced by the next highest scoring location.

The project team determined proposed countermeasures for each location, such as increased lighting or the addition of a turn lane; the recommendations are not binding but do follow proven countermeasure standards. Additionally, project rankings are not intended to suggest or require an order of implementation, but offer a data-driven foundation.

KPB crash data analysis identified other key findings, including: 15% of KSIs (crashes resulting in serious injury or fatality) involved pedestrians, bicyclists, or motorcyclists; 37% of KSIs involved a driver suspected of being under the influence of alcohol or drugs; 66% of KSIs occurred

Page -2-  
May 22, 2025  
RE: O2025- 11

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during daylight hours; 48% of KSIs occurred in dry conditions; 67% of KSIs involved male drivers; and 50% of KSIs involved drivers between the ages of 19 to 39.

This data suggests not only a need for roadway design and traffic operation changes, but also countermeasures such as reduced speed limits, strategies to reduce impaired driving, and education campaigns. The United States has reduced KSI's over many decades through interventions such as seat belt use and air bags, demonstrating that data-driven efforts are effective.

Public outreach during this CSAP development showed broad-ranging support for transportation system changes, providing feedback on road maintenance, separated pathways for non-vehicle use, school zone safety, and more. KPB last updated its Transportation Plan in 2003, and the 2019 Comprehensive Plan states that KPB "...must adopt a proactive ranking and scoring approach with a detailed process that quickly elevates and communicates projects...."

The CSAP includes an implementation matrix that provides a list of actions to follow, tied to recommended policies and procedures; the action items also include timeframes and identify potential partners responsible for carrying out the actions. The CSAP lists a variety of programs and funding mechanisms available to KPB and partner cities for implementing safety improvements.

The draft CSAP was made available April 1, 2025, for a 30-day public and stakeholder review and comment period, ending April 30, 2025. During that period, the team presented the CSAP to KPB Advisory Planning Commissions as well as City Councils and Planning Commissions. Comments received were incorporated into the CSAP. The KPB Planning Commission will provide a recommendation on June 9, 2025 for the public hearing.

The CSAP will be available through the KPB's website. Anyone wishing to read and review the CSAP or stay informed about activities related to this CSAP can visit: <https://www.kpb.us/safestreeets>

Your consideration is appreciated.

# KPB Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan

*Because everyone deserves to get home safely*

**Robert Ruffner**  
Planning Director, KPB

**Celina Robinson**  
GIS Specialist, KPB

**Brenda Ahlberg**  
Emergency Manager, KPB





# What the Safety Action Plan Does



- Provide background on the Safe System Approach (SSA)
- Focus on all road users
- Analyze crash history and trends
- Establish a goal to reduce serious and fatal injury crashes on the road
- Recommend policies and practices that the KPB and partner cities can choose to implement
- Offer proven countermeasures that agencies may use in developing new road projects
- Recommend projects to help improve safety at select areas
- Serve as a tool to fund projects and planning activities for SS4A and other grant programs







# What the Safety Action Plan Does Not Do



- Serve as a mandate to implement any of the recommended policies or projects
- Favor one mode of transportation over another (seeks to improve safety for all users)
- Direct agencies to use any of the countermeasures





# Safe System Approach

**Aims to eliminate fatal and serious injuries for all road users by accommodating human mistakes.**

The Safe System Approach provides a decision-making framework to help us be more intentional about addressing five elements and six principles in planning and implementation.







# Safety Action Plan Components

1. **Leadership commitment and goal setting**
2. **Planning structure**
3. **Safety Analysis**
4. **Engagement and collaboration**
5. **Equity considerations\***
6. **Policy and progress selections**
7. **Progress and transparency methods**

\*Equity considerations may be revised to better match administrative priorities to be eligible for future funding





# Why do we need it?

**3,722** total  
crashes between  
2018 and 2022

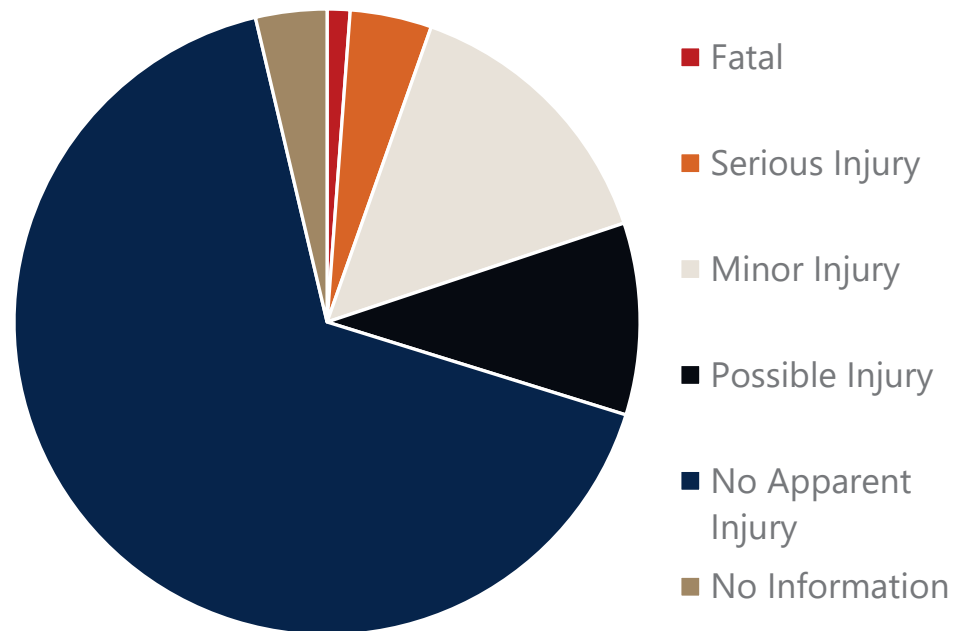
**44** Fatal Crashes

**157** Serious Injury Crashes

**41** Motorcycle Crashes

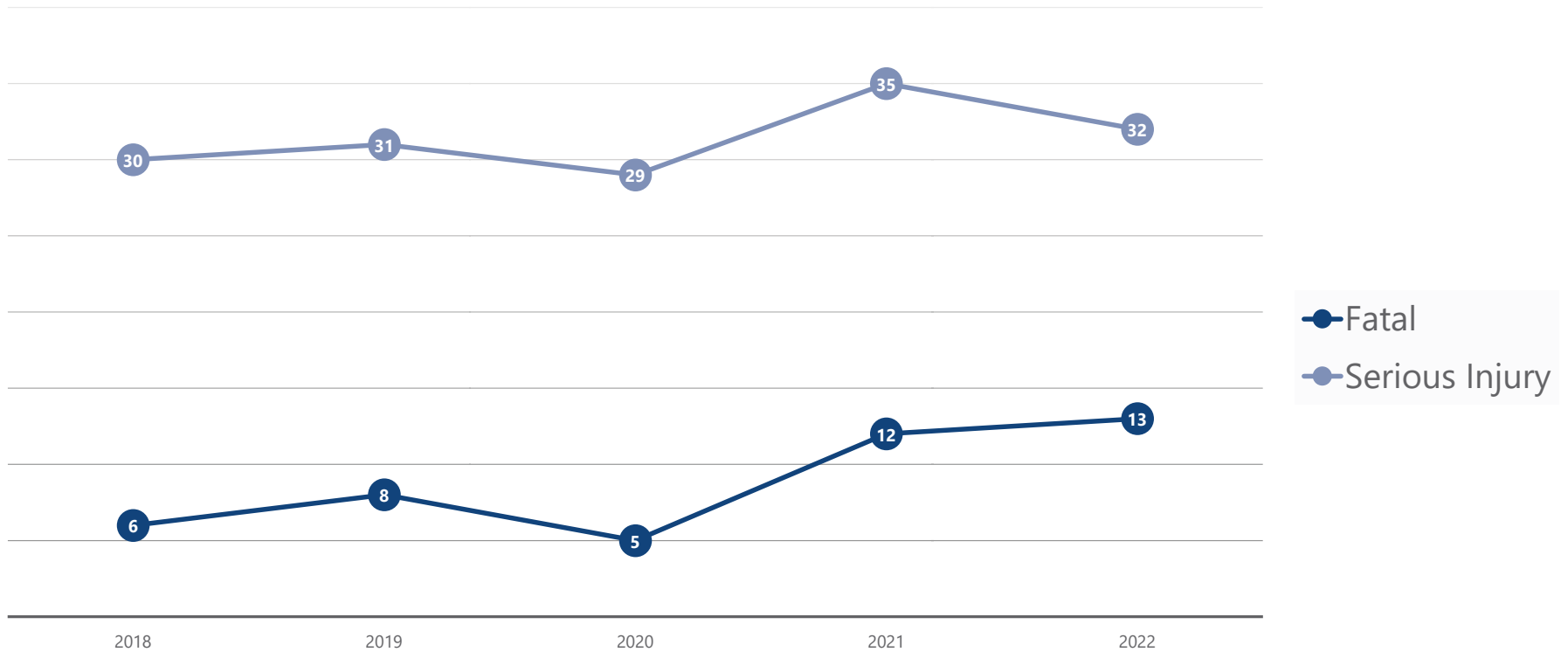
**23** Pedestrian

**19** Bicycle Crashes





# Crash Trends 2018-2022





# Key Findings



Vehicles were involved in 98% of collisions and 85% of KSIs



Driver suspected of being under the influence of alcohol or drugs accounted for about 37% of KSIs



Nearly 57% of all KSIs occurred on a highway



Pedestrians were involved in 0.5% of collisions and 4% of KSIs



Driver ran off the roadway in 28% of KSIs



81% of KSIs took place outside any city boundary



Bicyclists were involved in 0.5% of collisions and 1% of KSIs



About 66% of KSIs occurred during daylight hours



67% of KSIs were male



Motorcyclists were involved in 1% of collisions and 10% of KSIs



66% of KSIs occurred during clear conditions and 48% in dry conditions





# Community Outreach

## 6 In-person Public Workshops

1. Homer – May & September
2. Soldotna – May & September
3. Seward – May & September

## 3 Virtual Public Workshops

1. May
2. October
3. February

## Safety Survey – 728 responses

### 7 meetings with CSAP Steering Committee

### 4 meetings with City Staff

### 1 meeting with KPB Mayor and Directors

## 3 Focus Group Meetings

### 1 Safety Forum



## 20 Presentations/discussions with Advisory Planning Commissions & City Council/Planning Commissions

- Cooper Landing
- City of Homer
- Hope/Sunrise
- City of Kenai
- Funny River
- City of Seldovia
- Moose Pass
- City of Seward
- Nikiski
- City of Soldotna







# 20 Priority Locations



Each with recommended countermeasures:

- Low
- Medium and
- High-cost

## LOW COST \$

1. Wider edge paint (consider use of MMA paint)
2. Flashing beacon at Cook Inlet View Drive/ Wildwood Drive
3. RRFB

## MEDIUM COST \$\$

1. Traffic signal at Spruce Street (potentially only for seasonal use)
2. Lighting (focused on school bus and transit stops, intersections and pedestrian crossings)
3. Wider edge paint with MMA paint inlaid (ground) into road surface

## HIGH COST \$\$\$

1. Roadway improvements
  - At Borgen Avenue, striping changes to improve passing related crashes and concerns
  - Turn lanes from Forest Drive north
2. Corridor Management Plan:
  - Turn lanes
  - Raised medians and pedestrian refuge islands
  - Roundabouts
  - Traffic signals
  - Separated pathway





# Action Plan

## Dashboard



## Implementation Matrix

- Near Term (0-2 years)
- Mid-Term (2-10 years)
- Long-Term

Table 3: Implementation Matrix – Near-term (0-2 years)

IMPLEMENTATION ACTION – Near Term (0-2 Years)	SUPPORTING SSA ELEMENT	PARTNERS
Apply for funding to implement the KPB CSAP recommended list of near-term projects in Chapters 6 & 7.	Safe Roads, Safe Speeds	KPB and Partner Cities
Apply for funding to implement the KPB CSAP recommended list of near-term demonstration projects in Chapter 6.	Safe Roads, Safe Speeds, Safe People	KPB and Partner Cities
Create a Safe Streets KPB Working Group to oversee implementation of KPB CSAP.	Safe People, Safe Roads	KPB, Partner Cities, community representatives
Establish a Maintenance Working Group to address key challenges and roadblocks associated with all-season maintenance of streets, sidewalks, multi-use pathways, bicycle lanes, bus stops, and school zones. Devise a resource such as a checklist or infographic to illustrate the hierarchy of information, roles, and	Safe Roads, Safe People	KPB, Partner City Departments responsible for maintenance & operations, ADOT&PF

## Safety Report Card

### Targets

Initially, the KPB should focus on tracking the highest impact and easily tracked measures with readily available data, while continuing to improve data availability and reliability. The following Safety Report Card will help the KPB track progress on implementation of the CSAP

and towards the long-term goal of zero traffic related fatalities and serious injuries.

The plan recommends the following performance measure and targets to actively monitor transportation safety improvements over time:

Table 6: Roadway Travel Safety Report Card

ROADWAY TRAVEL Performance Measure	Existing Plan (2018-2022)	2030 Target	2035 Target	2040 Target	2045 Target	2050 Target
Five-year average number of fatal crashes on the roadway.	9	TBD	TBD	TBD	TBD	TBD
Five-year average number of serious injury crashes on the roadway.	31	TBD	TBD	TBD	TBD	TBD
Five-year average number of non-motorized fatalities on the roadway.	3	TBD	TBD	TBD	TBD	TBD







Website:  
[www.kpb.us/safestreets](http://www.kpb.us/safestreets)

Thank you!





Introduced by:	Mayor
Date:	06/03/25
Hearing:	07/08/25
Action:	
Vote:	

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-12**

**AN ORDINANCE AMENDING KPB 21.18.081 TO CLARIFY THE  
REQUIREMENTS FOR CONDITIONAL USE PERMITS AND  
AMENDING KPB 21.18.140 TO DEFINE “WATER-DEPENDENT”**

- WHEREAS,** the Kenai Peninsula Borough (KPB) is home to vital watersheds that our salmon require to spawn, rear, and grow in; and
- WHEREAS,** maintaining watershed connectivity via riparian habitat buffers along anadromous waterbodies is one crucial tool that has proven to aid in sustaining the Kenai Peninsula’s salmon populations; and
- WHEREAS,** Goal 2, Objective D, Strategy 2 of the 2019 KPB Comprehensive Plan calls for the identification and protection of critical natural systems of the Kenai Peninsula Borough, its rivers, watersheds, floodplains, and fish and wildlife habitats and resources, specifically through KPB 21.18; and
- WHEREAS,** KPB Chapter 21.18 provides for the approval of a conditional use permit (CUP) for certain activities within the Habitat Protection District (HPD); and
- WHEREAS,** KPB 21.18.081(B) sets forth the uses and structures within the HPD allowed through a CUP; and
- WHEREAS,** clarifying the allowable uses and structures allowed through a CUP will provide for consistency in the analysis of permit applications and approval of permits; and
- WHEREAS,** KPB 21.18.081(D) sets forth the general standards which must be met before a CUP may be granted; and
- WHEREAS,** KPB 21.18.081(D)(4) requires that the proposed use or structure be water dependent; and
- WHEREAS,** defining the term “water-dependent” will provide for consistency in the analysis of CUP applications and approval of CUPs; and
- WHEREAS,** the KPB Planning Commission at its regularly scheduled meeting of \_\_\_\_\_, 2025 recommended \_\_\_\_\_;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this ordinance amends KPB Code and will be codified.

**SECTION 2.** That KPB 21.18.081 is hereby amended as follows:

**21.18.081. Conditional use permit.**

- A. Intent. The intent of this section is to allow special uses and structures which may be compatible with KPB 21.18.071 in the habitat protection district through the approval of a conditional use, if certain standards and conditions exist.
- B. Conditional uses and structures. The following conditional uses and structures may be approved in the habitat protection district:
  - 1. Fish-cleaning stations not meeting the standards of KPB 21.18.071;
  - 2. Fences[;] provided the following standards are met:
    - a. The fence is located adjacent to public property or a public right-of-way.
    - b. At least twenty (20) feet of the fence nearest to the waterbody will be seasonally removed to facilitate wildlife crossings and the unobstructed flow of flood waters More of the fence may be required to be seasonally removed if the Planning Commission may require seasonal removal of the fence greater than twenty (20) feet if the Planning Commission finds a length greater than twenty (20) feet is necessary to facilitate these standards.
  - 3. Signs;
  - 4. Public owned facilities, parks, campgrounds, and their related uses and structures;
  - 5. Transportation [AND UTILITY] infrastructure, provided the following standards are met:[;]
    - a. All projects must minimize their footprint in the habitat protection district to the maximum extent possible, and must first utilize all suitable areas outside the habitat protection district.
    - b. Infrastructure that will cross a waterbody must cross perpendicular to the waterbody through the habitat protection district. Within the habitat protection district, nearshore areas that may sustain native vegetation must be preserved to minimize impact.
  - 6. Elevated light penetrating [S]structures compliant with the Americans [W]with Disabilities Act [AND ELEVATED LIGHT

PENETRATING STRUCTURES] that do not meet[ING] the standards of KPB 21.18.071;

7. Utility infrastructure for natural gas, electric, communications, and [W]wells and waterlines provided the following standards are met:[;]
  - a. All projects must minimize their footprint in the habitat protection district to the maximum extent possible, and must first utilize all suitable areas outside the habitat protection district.
  - b. Utilities that will cross a waterbody must cross perpendicular to the waterbody through the habitat protection district. Within the habitat protection district, nearshore areas that may sustain native vegetation must be preserved to minimize impact.
8. Lifts.
9. Private boat launches and related facilities that are established to serve the public provided the following standards are met:
  - a. A plan of operation is submitted that includes hours of operation, seasons of operation, daily boat launch capacity, parking plan, types of boats and clients to be served, fees charged, location of other public boat launches on the anadromous waters; ancillary facilities including but not limited to restrooms, storage sheds, waiting platforms or areas, a statement of need that the facility will serve, and other information requested to aid in the determination of habitat protection measures.
  - b. The boat launch must be open to the public and not have exclusive membership.
  - c. When no longer serving the public as defined in the plan of operation the boat launch must be removed and the area reclaimed, revegetated or otherwise subject to mitigation measures to restore habitat. A reclamation plan must be submitted with the application as part of the plan of operation.
  - d. The planning commission may establish additional conditions to protect and preserve the purposes of the habitat protection district.
  - e. A conditional use permit under this subsection expires two years after being granted, unless an application for renewal meeting the criteria of KPB 21.18.081(B)(9)(a) is approved by the planning commission which demonstrates that the

applicant is in compliance with the original permit conditions and the provisions of this chapter.

10. A principal structure or an addition to a principal structure on a small parcel that meets the standards below are considered water-dependent because the minimal lot size limits development of other non-water-dependent uses. Such structures may be approved within the habitat protection district provided all the following standards are met:
- a. The parcel boundaries were defined prior to January 1, 2012.
  - b. The parcel and is served by a public sewer system or sewage holding tank or septic system, provided the holding tank or septic system are located entirely outside the habitat protection district.
  - c. The parcel has an area of .3 acres or less and less than 4,000 square feet of total developed impervious coverage.
  - d. The parcel has less than 4,000 square feet of suitable development area outside the habitat protection district.
  - e. On the portion of the parcel within the habitat protection district, the total impervious coverage may not exceed 50% of the area able to sustain native vegetation, or 3,000 square feet of area able to sustain native vegetation, whichever is less.
  - f. The standard for development is to first utilize suitable parcel areas outside the habitat protection district. Within the habitat protection district, nearshore areas that may sustain native vegetation must be preserved to minimize impact.

...

**SECTION 2.** That KPB 21.18.140 is hereby amended as follows:

**21.18.140. Definitions.**

...

“Water-dependent” means a use or structure that must be located on, in, or adjacent to water areas because the use or structure requires access to the waterbody and therefore cannot be located further inland. Structures and uses only considered to be water-dependent if they are dependent on the water as part of the intrinsic nature of their operation. Examples of water-dependent structures include, but are not limited to, piers, boat ramps, and elevated walkways.

...

**SECTION 3.** That if any provision of this ordinance or its application is determined to be invalid, the remaining provisions shall continue in full force and effect.

**SECTION 4.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Planning Department

### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Robert Ruffner, Planning Director *RR*

**FROM:** Samantha Lopez, River Center Manager *SL*

**DATE:** June 26, 2025

**RE:** **Administrative Amendment #1** Amending Ordinance 2025-12, Amending KPB 21.18.081 to Clarify the Requirements for Conditional Use Permits and Amending KPB 21.18.140 to Define “Water-Dependent” (Mayor)

This Administrative Amendment #1 amends Ordinance 2025-12 to: 1) provide for “permanent structures such as fences” as additional allowed uses on lakes in KPB 21.81.071; 2) to remove surplus language in the original draft Ordinance (KPB 21.18.081(B)(2)(b); and 3) to remove signs and fences from the “water dependent” standard in KPB 21.18.081(D)(4) because fences and signs are expressly allowed by KPB 21.18.081(B)(2) and (3), respectively.

[Please note the bold underlined language is new and the strikeout language in brackets is to be deleted.]

**SECTION 1.** That this ordinance amends KPB Code and will be codified.

➤ Add a new Section 2 to read as follows:

**SECTION 2. That KPB 21.18.071 is hereby amended as follows:**

**21.18.071. Staff permits.**

A. An application for a permit shall be made and a permit issued before commencement of certain activities, uses, and structures set forth in this section if they do not result in significant erosion, sedimentation, damage to the habitat protection district, an increase in ground or surface water pollution, and damage to the riparian wetlands and riparian ecosystems. Property owners are encouraged to contact the Kenai River Center staff to determine if these impacts are likely to occur before starting the project. An application for a permit shall be made to the Kenai Peninsula Borough planning department central office or at the river center. Upon determination that the submitted information of record supporting the permit application meets the requirements of this section, staff shall issue a permit for the following activities, uses, and structures in the habitat protection district:

...

5. Within the habitat protection district adjacent to a lake, impervious coverage is allowed up to 10% of the habitat protection district, not to exceed a total of 500 square feet,

June 26, 2025

Page 2 of 2

Re: Administrative Amendment #1 to O2025-12

---

provided that within 10' of the shoreline, no more than 25% of native vegetation is removed.

Allowable uses include structures for temporary use such as gazebos, barbecues, walkways, fire pits, decks and saunas, **and permanent structures such as fences.**

Mitigation measures shall be provided to help offset the loss of vegetation. Mitigation measures include, but are not limited to, reserving uplands for native vegetation, or other measures which compensate by reserving equivalent footage of riparian area vegetation.

...

- Renumber the remaining Sections accordingly.
- Amend Section 3 at KPB 21.18.081(B)(2)(b) and at KPB 21.18.081(D)(4) to read as follows:

**21.18.081. Conditional use permit.**

...

- b. At least twenty (20) feet of the fence nearest to the waterbody will be seasonally removed to facilitate wildlife crossings and the unobstructed flow of flood waters. More of the fence may be required to be seasonally removed if the Planning Commission finds it is necessary to facilitate these standards.

...

- 4. The proposed use or structure is water-dependent, **except for fences and signs, as such uses are expressly allowed by KPB 21.18.081(B)(2) and (3), respectively.**

Your consideration appreciated.

# Kenai Peninsula Borough

## Planning Department

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### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PAM*  
Robert Ruffner, Planning Director *RR*

**FROM:** Samantha Lopez, River Center Manager *SL*

**DATE:** May 27, 2025

**SUBJECT:** Ordinance 2025- 12 , Amending KPB 21.18.081 to Clarify the Requirements for Conditional Use Permits and Amending KPB 21.18.140 to Define “Water-Dependent” (Mayor)

---

The Kenai Peninsula Borough (KPB) is home to vital watersheds that our salmon require to spawn, rear, and grow in. Maintaining watershed connectivity via riparian habitat buffers along anadromous waterbodies is one crucial tool that has proven to aid in sustaining the Kenai Peninsula’s salmon populations. It is important that these buffers are developed in ways that allow property owners to recreate while also maintaining a healthy riparian habitat that benefits our salmon.

The KPB Planning Commission is tasked with reviewing applications for Conditional Use Permits (CUP) for developments within the Habitat Protection District (HPD). Their review is quasi-judicial and requires code that sets standards for which the commission may set conditions to meet those standards and are supported by findings.

To approve a CUP, the project must meet all five general standards. One of the standards states that “the proposed use or structure is water-dependent”. Because code did not previously define “water-dependent”, the Planning Commission drafted PC Resolution 2015-35. To provide for consistency in the analysis of permit applications and approval of permits, the ordinance amends code to formally define “water-dependent” and clarify the conditional uses and structures that may be approved within the HPD. The ordinance also provides additional clarification for fences and utilities that have proven challenging for commissioners to reconcile with the water dependent standard.

Your consideration is appreciated.



KENAI PENINSULA BOROUGH PLANNING COMMISSION

RESOLUTION 2015-35

A RESOLUTION TO DEFINE THE TERM "WATER DEPENDENT"  
AS IT APPEARS IN KPB 21.18.081(D)(4)

WHEREAS, KPB Chapter 21.18 provides for the approval of Conditional Use Permits for certain activities within the habitat protection district; and

WHEREAS, KPB 21.18.081(B) sets forth the uses and structures within the Habitat Protection District allowed through a conditional use permit; and

WHEREAS, KPB 21.18.081(D) sets forth the general standards which must be met before a conditional use permit may be granted; and

WHEREAS, KPB 21.18.081(D)(4) requires that the proposed use or structure be water dependent; and

WHEREAS, defining the term water dependent will provide for consistency in the analysis of permit applications and approval of permits;

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE KENAI PENINSULA BOROUGH:

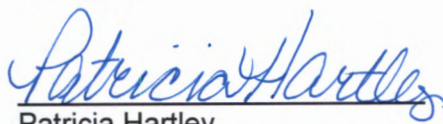
Section 1. That the Planning Commission defines the term water dependent as a use or structure located on, in or adjacent to water areas because the use requires access to the waterbody. The definition is applicable to facilities or activities that must be located at or near the shoreline and within the 50-foot buffer. An activity is considered water dependent if it is dependent on the water as part of the intrinsic nature of its operation. Examples of water dependent facilities may include, but are not limited to, piers, boat ramps, and elevated walkways.

Section 2. That this Resolution becomes effective immediately upon adoption.

ADOPTED BY THE PLANNING COMMISSION OF THE KENAI PENINSULA BOROUGH ON  
THIS 9 DAY OF November 2015.

  
Blair J. Martin, Chairperson  
Planning Commission

ATTEST:

  
Patricia Hartley  
Administrative Assistant

Introduced by:	Mayor
Date:	07/08/25
Hearing:	08/05/25
Action:	
Vote:	

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-19-02**

**AN ORDINANCE APPROPRIATING FUNDS FOR 911 CAPITAL  
REPLACEMENT OF STORAGE ARRAY AT SOLDOTNA PUBLIC  
SAFETY COMMUNICATION CENTER**

**WHEREAS,** In 2018 the Kenai Peninsula Borough (KPB) purchased and installed an enterprise grade SAN Array which supports all of 911's virtual servers at Soldotna Public Safety Communications Center (SPSCC); and

**WHEREAS,** recently Dell designated this product as "End of Support", effective December of 2025; and

**WHEREAS,** this equipment is a critical component of 911 services and it is in the best interests of the KPB to replace this equipment;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this is a non-code ordinance.

**SECTION 2.** That funds in the amount of \$70,000 are appropriated from the 911 Communications Capital Project Fund fund balance to account 455.11255.26435.49999 to provide for the 911 Storage ARRAY and related costs.

**SECTION 3.** That if any provision of this ordinance or its application is determined to be invalid, the remaining provisions shall continue in full force and effect.

**SECTION 4.** That appropriations made in this ordinance are project length in nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 5.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY  
OF \* 2025.**

---

Peter Ribbens, Assembly President

ATTEST:

---

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough  
Information Technology Department

MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *BH*

**FROM:** Ben Hanson, IT Director *BH*

**DATE:** June 26, 2025

**SUBJECT:** Ordinance 2025-19-02, Appropriating Funds for 911 Capital Replacement of Storage Array at Soldotna Public Safety Communication Center (Mayor)

In 2018, KPB purchased and installed an enterprise grade SAN Array which supports all of 911’s virtual servers at the Soldotna Public Safety Communication Center (SPSCC.) Dell has designated this product as "End of Support" as of December of 2025, and Dell's enterprise support is necessary for a component this critical. KPB IT is currently negotiating with Dell on replacement options and has determined that \$70,000 is the top-end replacement cost. Since 2019, capital replacement reserves have been a component of service fees paid by agencies receiving services provided by the SPSCC.

IT on behalf of SPSCC is requesting appropriation of \$70,000 from the 911 Capital Replacement Fund, fund balance, which accounts for this critical piece of equipment.

Your consideration is appreciated.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>455.11255.26435.49999 455.27910</u>	
Amount: <u>\$70,000</u>	
By: <u><i>CS</i></u>	Date: <u>6/25/2025</u>

Introduced by: Johnson  
Date: 07/08/25  
Hearing: 08/05/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-14**

**AN ORDINANCE AMENDING KPB 5.18.430 TO ANNUALLY ADJUST  
THE SALES TAX CAP FOR INFLATION**

- WHEREAS,** Ordinance No. 9a, enacted by the Kenai Peninsula Borough Assembly on April 20, 1965, set a 3% sales tax with a maximum tax (maximum amount of a sale subject to the tax, aka—cap) of \$500; and
- WHEREAS,** since adopting Ordinance 9a, the sales tax cap has never been adjusted for inflation; and
- WHEREAS** inflation calculator website called *\$Dollar Times*: <https://www.dollartimes.com/inflation/inflation.php?amount=500&year=1965> calculates that \$500 in 1965 equates to \$5,058 in 2025, therefore the sales tax cap has effectively shrunk to less than one-tenth of its original value; and
- WHEREAS,** property taxes are a burden for home owners and contribute to the difficulty for young people to become home owners; and
- WHEREAS,** sales tax is dedicated to schools but has never been sufficient to solely fund schools, therefore property taxes have always supplemented school funding; and
- WHEREAS,** the general fund mill rate was set at 5.0 in 1966 (3.4 mills [68%] allocated for general fund and 1.6 mills [32%] allocated for schools); and
- WHEREAS,** the website Alaska Property Tax Calculator: <https://smartasset.com/taxes/alaska-property-tax-calculator> compares property tax rates by borough in Alaska:
- Anchorage Municipality = 1.31%
  - Fairbanks North Star Borough = 1.25%
  - Matanuska -Susitna Borough = 1.15%
  - Kodiak Island Borough = 1.04%
  - Bristol Bay Borough = 0.99%
  - Juneau City & Borough = 0.94%
  - North Slope Borough = 0.75%
  - Kenai Peninsula Borough = 0.66%
- WHEREAS,** the above table illustrates the 60-year success of mayors and assemblies at minimizing property taxes; and

**WHEREAS,** sales tax generates about 27% of the current annual borough revenue while property tax generates about 48% of the current annual borough revenue;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this ordinance amends KPB Code and will be codified.

**SECTION 2.** That KPB 5.18.430 (A) is amended as follows:

**5.18.430. Computation—Maximum tax.**

- A. The sales tax referred to in KPB 5.18.100 shall be applied only to the first \$500.00 of each separate sale, rent or service transaction, except as otherwise provided in this section. The maximum taxable amount under this subsection will be adjusted yearly based on the prior year's annual Anchorage Consumer Price Index (CPI) as published by the state, rounded to the nearest dollar, and set as of January 1 for the calendar year.
- B. Except as provided below for long-term vehicle leases, the payment of rent, whether for real or personal property, in excess of \$500.00 and for more than one month, shall be treated as several separate transactions covering the rental/lease for one month each. The maximum taxable amount under this subsection will be adjusted yearly based on the prior year's annual Anchorage Consumer Price Index (CPI) as published by the state, rounded to the nearest dollar, and set as of January 1 for the calendar year.
- C. Services provided on account and billed to the customer on a periodic basis are subject to application to the tax on a maximum of \$500.00 of each billing, per account. For purposes of this section, any advance payment for services other than to a trust or escrow account is considered to be paid pursuant to a "billing." The maximum taxable amount under this subsection will be adjusted yearly based on the prior year's annual Anchorage Consumer Price Index (CPI) as published by the state, rounded to the nearest dollar, and set as of January 1 for the calendar year.
- D. Each night's rental of each individual unit of temporary lodging shall be considered a separate transaction and therefore the maximum tax computation shall be calculated on a per unit per night basis. Rental by a single person or entity of an entire facility, such as a lodge or hotel for multi-person overnight use, does not affect this provision that each night's rental of each individual unit shall be considered a separate transaction.
- E. Long-term vehicles leases shall be treated as one transaction per year, and per fractional year, of the lease term. The tax paid for any fraction of a year shall equal the tax paid for a whole year. The sales tax for the entire long-term vehicle lease shall be due and collected at the time of the first payment.

Tax shall be calculated at the sales tax rate in effect on the day the lease is signed. There shall be no refund of such taxes should the lease terminate earlier than on its terms. Any extension of the initial lease term shall be treated as a new long-term vehicle lease.

[F. ANY INCREASE TO THE MAXIMUM SALES TAX DESCRIBED IN SUBSECTION (A), ABOVE, SHALL NOT TAKE EFFECT UNTIL RATIFIED BY A SIMPLE MAJORITY OF VOTERS AT A REGULAR BOROUGH ELECTION.]

G. Recreational sales shall be treated on a per person per day basis and therefore the maximum tax computation shall be calculated on a per person per day basis. For purposes of this subsection, the term "person" means an individual human being.

**SECTION 3.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 4.** That this ordinance shall be effective on January 1, 2026.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2025.**

---

Peter Ribbens, Assembly President

ATTEST:

---

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Assembly

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## MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**FROM:** Brent Johnson, Assembly Member BJ

**DATE:** June 26, 2025

**RE:** O2025-14, Amending KPB 5.18.430 to Annually Adjust the Sales Tax Cap for Inflation (Johnson)

---

This ordinance takes notice of how the sales tax cap is becoming meaningless because of inflation. The cap was set at \$500 in 1965 and that equivalent value sixty years later is \$5,058. There is no reason to believe inflation won't continue, so the responsibility falls on the Assembly to take action so that the balance between sales tax and property tax doesn't tip more heavily toward property tax.

Your consideration is appreciated.



Fiscal Note	
Kenai Peninsula Borough Fiscal Year 2026	Ordinance/Resolution: Ord 2025- 14 Fiscal Note Number: 2026-002 Publish Date:
Title: AMENDING KPB 5.18.430 TO ANNUALLY ADJUST THE SALES TAX CAP FOR INFLATION. Effective January 1, 2026.	Department: Assembly

Note: Amounts do not include inflation unless otherwise noted below.

	Current Year Estimate	Out-Year Cost Estimates	
	Current Year	Year2	Year 3
Operating Expenditures	2026	2027	2028
Personnel	\$ 9,450	\$ -	\$ -
Supplies	500	-	-
Services	3,000	-	-
Capital Outlay	-	-	-
Other	2,000	-	-
<b>Total Operating</b>	<b>14,950</b>	<b>-</b>	<b>-</b>

Revenue Sources			
Borough wide	\$410K - 580K	\$420K - 595K	\$430K - 605K
Max Taxable Amount	511.00	524.00	537.00
Borough Max Tax	15.33	15.72	16.11
<b>Total</b>	<b>\$410K - 580K</b>	<b>\$420K - 595K</b>	<b>\$430K - 605K</b>

<b>Number of Positions</b>			
Full-Time			
Part-Time			
Temporary	1		

### Estimated Supplemental

**Funding:** 14,950

## ASSOCIATED REGULATIONS

**Y**<sub>N</sub> (circle one)

Will the legislation result in procedural or regulation changes within a department?

If yes, by what date are the regulations to be adopted, amended or repealed? 1/1/2026

Funds required to provide add'l resources, training for business owners, advertising, and notices.

**Prepared By: Brandi Harbaugh, Finance Director**

Harbaugh, Brandi Digitally signed by Harbaugh, Brandi  
Date: 2025.07.01 08:34:23 -08'00'

*updated  
(RM) 6/30/25*

AN ORDINANCE ADOPTING A SALES TAX OF 3% ON RETAIL SALES,  
RENTS AND SERVICES, AND PROVIDING FOR THE ADMINIS-  
TRATION, THEREOF

BE IT ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

Section 1. TAX LEVIED. There is hereby levied a consumer's sales tax of 3% on all retail sales, on all rents, and on all services made or rendered within the Borough, measured by the gross sales price of the seller.

Section 2. OBLIGATION TO PAY TAX. The obligation of the tax is upon the buyer. The seller shall collect the tax at the time of sale. Collection is enforceable by the seller as the certified tax collector of the Borough; provided, however, that this shall not limit the liability of the buyer to the Borough.

Section 3. CUSTODY, REPORTING AND REMITTANCE. (a) All sales taxes collected are Borough monies, the seller is at all times accountable to the Borough for such monies.

(b) Taxes due the Borough collected by a seller hereunder shall be paid at the expiration of each quarter of each calendar year. Every seller liable for the collection of the tax shall file with the Borough upon forms furnished by it, a return setting forth:

- (1) Gross Sales;
- (2) The non-taxable portion, separately stating the amount of sales revenue attributable to each class of exemption;
- (3) Taxes collected;
- (4) Such other information as may be required by regulation.

The complete return, together with remittance in full for the amount of the tax due, must be transmitted to the Borough on or before the 30th day of the month succeeding the end of each quarter.

(c) If a return is filed with the taxes collected within the 30 days allowed, the seller may retain 3% of the tax collected to cover his costs of administration of the tax.

(d) Any person who filed or should have filed a sales tax return for the prior quarter shall file a return, even though no tax may be due. This return shall show why no tax is due and, if the business is sold, the name of the person to whom it was sold.

Section 4. EXEMPTIONS: The following classes of retail sales, services, and rentals are exempt:

- (a) Casual, isolated sales of property and services or the rental of personal or real property not in the regular course of the business of the seller.

- (b) Hospital services and medical services performed by licensed medical doctors, dentists, osteopaths, optometrists, and chiropractors: and retail sales of medicinal preparations, drugs or appliances under a written prescription for one of the foregoing.
- (c) Retail sales, services, and rentals to religious and charitable organizations in the conduct of their regular religious and charitable functions and activities as defined by the internal revenue laws of the United States.
- (d) Retail sales of food in college and school cafeterias which are operated primarily for teachers or students and which are not operated for profit.
- (e) Subscriptions to newspapers and periodicals.
- (f) Retail sales, services and rentals to the United States, the State of Alaska, or any instrumentality or political subdivision of either.
- (g) Dues or fees to clubs, labor unions, and fraternal organizations.
- (h) Sales of animal food, seed, plants, and fertilizers to farmers using such commodities to produce goods for sale.
- (i) Retail sales of real property. Services performed by a real estate broker or agent are not exempt under this section.
- (j) Retail sales or rents which the Borough is prohibited from taxing by the constitution or laws of the United States or the State of Alaska.

Section 5. MAXIMUM TAX. The tax shall be applied only to the first \$500.00 of each separate sale, rent, or service transaction. The payment of rent, whether for real or personal property, in excess of \$500.00 and for more than one month shall be treated as several separate transactions covering the rental for one month each. A transaction involving payment for services or personal property to be rendered or delivered over a period of more than one month for a consideration in excess of \$500.00 shall be treated as several separate transactions occurring one each month over the period of time that the service or property is rendered or delivered.

Section 6. DEFINITIONS. When not clearly otherwise indicated by the context, the following words and phrases, as used in this ordinance, have the following meanings:

- (a) "Sale" or "Retail Sale" shall include:
  - (1) Every sale of services;
  - (2) Every rental of real or personal property
  - (3) Every sale of the use or play of a coin-operated machine; and
  - (4) Every sale of tangible personal property, regardless of quantity or price, whether sold by coin-operated machine or otherwise, except:

A. Sales to a wholesale or retail dealer in the property sold, for the purpose of resale by him:

B. Sale of personal property as raw material to a person engaged in manufacturing for sale, when the property becomes an ingredient or component part of the manufactured product or a container thereof or is consumed in the manufacturing process.

(b) "Sale" includes every sale or exchange of services, use or title in property.. Installment, credit and conditional sales are included in the term. The point of delivery is the place of sale.

(c) "Sales Price" means consideration paid by the buyer in terms of money and, in the case of a sale involving an exchange of property, the fair market value of the property exchanged, including delivery or installation costs, taxes or any other expenses whatsoever, measured by the gross sales of the seller.

(d) "Buyer" includes persons who are purchasers of personal property, rental space or services.

(e) "Seller" includes persons who are vendors of property, persons furnishing services, the lessors of rental space or goods, and all persons making sales.

(f) "Coin-operated machine" means a slot machine, marble machine, juke box, merchandising vending machine, laundry, dry cleaning and any other service dispensing machine or amusement device of any kind which requires the insertion of a coin to make it operative.

(g) "Services" includes all services of every manner and description which are performed or furnished for compensation, except services rendered to an employer by an employee, including but not limited to:

- (1) Professional services;
- (2) Services in which a product or sale of property may be involved, including personal property made to order;
- (3) Utilities and utility services, except those provided by a municipality, not constituting a sale of personal property, including sewer, water, electrical and telephone services and repair;
- (4) The sale of transportation services;
- (5) Services rendered for compensation by any person who furnishes any such services in the course of his business or occupation;
- (6) Services wherein labor and materials are used to accomplish a specified result.
- (7) and any other services including advertising, maintenance, recreation, amusement and craftsmen's services;

(h) "Person" includes individuals and every person recognized in law and every group of persons who act as a unit.

(i) "Chairman" or "Borough" means the Chairman of the Kenai Peninsula Borough or his designee.

Section 7. **INSTALLMENT SALES.** When a sale is made on an installment basis, the sales tax shall be collected from the down payment, or, if none, from the first installment, or, if the installment or down payment is less than the tax, then from as many installments as is necessary to pay the tax.

Section 8. **DEDICATION.** The net proceeds from the taxes levied by this ordinance shall be used exclusively for Borough school purposes.

Section 9. **RULINGS AND REGULATIONS.** (a) The Chairman may take any action necessary or appropriate to the implementation of this ordinance, by promulgating regulations, which may include the adoption of forms. Such regulations or any procedures adopted by the Chairman are effective at the time indicated by him, but are subject to revision or repeal by the Borough Assembly at the next meeting following their effective date or at any time that the Assembly acts thereon.

(b) Should a tax payer under this ordinance or a seller obliged to collect the tax be in doubt as to the application of the ordinance to an actual situation facing him or about to face him, he may apply to the Chairman for an informal ruling on the issue. Rulings having general application may, at the discretion of the Chairman, be promulgated as regulations.

Section 10. **REGISTRATION OF SELLERS AS TAX COLLECTORS: CERTIFICATE OF REGISTRATION.** (a) All sellers shall file with the Borough an application for a Certificate of Registration, on a form prescribed by the Borough, not more than ten (10) days after the effective date of this ordinance, the date of commencing business, or the opening of an additional place of business.

(b) Upon receipt of a properly executed application, the Chairman will issue, without charge to the seller, a Certificate of Registration, stating the address of the place of business to which it is applicable and authorizing the seller to collect the tax. The certificate must be prominently displayed at the place of business named therein. A seller who has no regular place of business shall attach such Certificate to his stand, truck, or other merchandising device.

(c) The Certificate of Registration is non-assignable and non-transferable and must be surrendered to the Chairman by the seller to whom it was issued upon his ceasing to do business at the location named therein. If the business is continued at the same location, but there is a change in its form of organization, such as from a single proprietorship to a partnership or a corporation, the admission or withdrawal of a partner, or any other change, the seller making such change shall surrender his old Certificate to the Chairman for cancellation. The successor seller is required to file a new application for a Certificate of Registration. Upon receipt of such application, properly executed, a new Certificate will be issued to such successor seller.

(d) When there is a change of location for the seller's place of business, a new Certificate of Registration is required showing the new address.

Section 11. **SELLER NOT TO ASSUME TAX.** A seller shall not advertise or hold out or state to the public or to any buyer, directly or indirectly, that the tax or any part thereof imposed by this ordinance will be assumed or absorbed

by the seller or that it will not be added to the sales price or that it will be refunded or assumed, in whole or in part. The seller shall, whenever feasible, separately state the tax to the buyer on each taxable transaction. When not feasible to state separately, the seller shall prominently display a sign provided by the Borough indicating the imposition of the tax.

Section 12. TAX SCHEDULE (a) The tax to be added to the sale price, charge or rental shall be in accordance with the following schedule:

<u>Price</u>	<u>Tax</u>
\$ .01 - .13	.00
\$ .14 - .46	.01
\$ .47 - .79	.02
\$ .80 -1.16	.03

For sales above \$1.16, the tax shall be determined by applying 3% to the sale price, charge or rental rounded off to the nearest cent, by eliminating any fraction less than  $\frac{1}{2}$  cent and by increasing any fraction of  $\frac{1}{2}$  cent or over to the next higher cent. Each seller shall be furnished the schedule of tax payable on each taxable amount from dollars \$0.01 to \$100.00. Any one sale of items separately priced shall be taxed upon the aggregate amount.

(b) The revenue from a coin-operated machine shall be treated in gross on a monthly basis, without reference to the amount paid or played on a particular transaction.

Section 13. PROTEST OF TAX. (a) A seller shall determine in the first instance whether a retail sale is exempt under this ordinance. However, if a seller incorrectly determines that a sale is exempt, then the seller is liable to the Borough for the tax, just as if he had collected it.

(b) In the event that the seller determines that a transaction is not exempt, but the buyer believes the transaction to be exempt, then the seller will furnish to the buyer a form of Certificate of Protest, supplied by the Borough, which shall be filled out by the buyer and delivered to the seller with the disputed tax. The Certificate shall show the respective names and addresses of the seller and the buyer, the nature of the claim of exemption and such other information as may be prescribed by the Borough.

(c) The seller shall remit to the Borough all Certificates of Protest delivered to him as promptly as possible, but in any event no later than 30 days after delivery of a Certificate to him, together with any additional information which the seller believes to be pertinent to the determination of the issue.

(d) The Chairman will rule on each protest and send to the buyer a notice that his claim has been allowed or disallowed, within 30 days of receipt of the Certificate by the Borough. If the claim has been allowed, a refund will be remitted with the notice.

(e) In the event that the claim is disallowed, the buyer may, within 30 days, request that the claim be referred to the Borough attorney for review

and then to the Chairman for reconsideration. The decision of the Chairman on reconsideration shall be rendered in writing and shall be final, subject to judicial review where applicable.

Section 14. REGISTRATION OF BUYERS ENTITLED TO EXEMPTION. (a) The Borough may require by regulation that the seller collect the tax on sales from any class of buyer allegedly exempt under Section 4 (c) or 4 (h), unless the buyer is registered under paragraph (b) of this section. An unregistered buyer may file a Certificate of Protest under Section 13.

(b) The Borough may by regulation require that any class of buyer exempt under Section 4 (c) or 4 (h) register with the Borough as an exempted buyer to avoid payment of tax. Registration shall be upon forms provided by the Borough and shall include a brief statement of the reason for exemption and such other information as the Borough may require. Upon registration, the buyer shall be issued a Certificate or Certificates of Exemption which the buyer must show seller to avoid initial payment of the sales tax.

Section 15. CONFIDENTIAL MATERIAL. (a) Returns filed with the Borough for the purpose of complying with the terms of this ordinance and all data obtained from such returns are hereby declared to be confidential and such returns and data obtained therefrom shall be kept from inspection by all private persons except as necessary to investigate and prosecute violations of the ordinance.

(b) Nothing contained in this section shall be construed to prohibit the delivery to a person, or his duly authorized representative, of a copy of any return or report filed by him, nor to prohibit the publication of statistics so classified as to prevent the identification of particular buyers or sellers, nor to prohibit the furnishing of information on a reciprocal basis to other agencies of the State or the United States concerned with the enforcement of tax laws.

Section 16. DUTY TO KEEP BOOKS. (a) Every seller engaged in activity subject to this ordinance shall keep and preserve suitable records of all sales made by him and such other books or accounts as may be necessary to determine the amount of tax which he is obliged to collect. Every seller shall preserve suitable records of sales for a period of 4 years from the date of the return reporting such sales, and shall preserve for a period of four years, all invoices of goods and merchandise purchased for resale, and all such other books, invoices, and records as may be necessary to accurately determine the amount of taxes which the seller was obliged to collect under this ordinance.

(b) For the purpose of ascertaining the correctness of a return, or for the purpose of determining the amount of tax collected or which should have been collected by any seller, the Chairman may hold investigations and hearings concerning any matters covered by this ordinance and may examine any relevant books, papers, records or memoranda of any seller and may require the attendance of any seller or buyer, or any officer or employee of a seller or buyer at the hearing.

Section 17. OMISSIONS AND CIVIL PENALTIES: (a) Failure to obtain Certificate. A seller who is obliged to obtain a Certificate of Registration but fails to do so within the time prescribed herein is subject to civil penalty of five times

the amount of any tax due. A seller who, after notice, continues to conduct business without obtaining a Certificate, is subject to a penalty of ten times the amount of any tax due.

(b) Failure to file a return. A seller who fails to file a return as required by this ordinance or who fails to remit taxes collected by him, or which should have been collected by him, is subject to a penalty of five percent of the taxes collected, or which should have been collected, per month to a maximum of the higher of 25% or \$300.00. The filing of an incomplete return is the equivalent of filing no return.

(c) Falsification. Falsification or knowing misrepresentation of any record required hereunder subjects the person making such falsification or misrepresentation to a penalty of 100 times any tax due or lost because of such falsification or misrepresentation to a maximum of \$1,000.00.

(d) Failure to separately state the tax. A seller who fails to separately state the tax due in any sales transaction shall be subject to a penalty equal to the amount collected as a tax.

(e) Inspection. The failure of a seller to allow the inspection at reasonable times of records required to be kept by this ordinance subjects the seller to a penalty of three times any deficiency found or estimated to have occurred by the Borough in the tax accounting of the seller.

(f) Estimation. In the event that the Borough is unable to ascertain the tax due to be remitted by a seller by reason of the failure of the seller to keep accurate books, allow inspection, failure to file a return, or falsification of records, the Borough may make an estimate of the tax due based on any information available to it. Notice of the estimate of taxes due shall be furnished the seller and shall become final for the purposes of determining liability of seller to the Borough in thirty days unless the seller earlier files an accurate return, supported by satisfactory records, indicating a lesser liability.

(g) Loss of Records. A seller shall immediately notify the Borough of any fire, theft, or other casualty which would prevent his complying with this ordinance. Such casualty constitutes a defense to any penalty provided in this ordinance, but does not excuse the seller from liability for taxes due. Accidental loss of funds or records is not a defense hereunder.

(h) Maintenance of Suits. Nothing in this section shall prevent the Borough from filing and maintaining an action to collect any taxes collected on which should have been collected in addition to any penalty assessed.

Section 18. EXTENSIONS. For good cause shown, the Borough may grant extensions on any time limitation described in this ordinance. Any application for an extension must be filed before the date specified as the original time limitation.

Section 19. CRIMINAL PENALTIES. (a) Each of the following acts, when intentional, constitutes a misdemeanor and is punishable by imprisonment for up to thirty days and by a fine of up to \$300.00, in addition to any civil penalty assessed:



1. Failure to obtain a Certificate of Registration;
2. Failure to file a return;
3. Falsification or misrepresentation of any record filed with the Borough hereunder or required to be kept hereby, if used to mislead Borough tax authorities.

(b) Each act hereunder constitutes a separate offense and each day constitutes a separate offense for continuing crimes of omission or concealment.

Section 20. EFFECTIVE DATE AND TERM. This ordinance shall be effective 12:01 o'clock A.M., July 1, 1965. One hundred days after the legislature of the State of Alaska authorizes the levy of a compensating use tax by the Borough, this Ordinance shall be repealed and no longer of any effect, if a compensating use tax is not then enacted by the Borough.

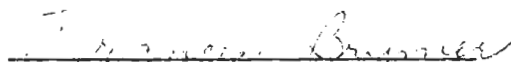
Section 21. PUBLICATION. Publication shall be made, by causing this ordinance to be inserted one time in a newspaper of general circulation in the Borough, by mailing a copy of the ordinance to the City Clerk of each city in the Borough with a request that it be posted on the city hall bulletin board for ten days immediately following receipt, and by mailing a copy of the ordinance to each post office in the Borough, with a request that it be posted on the post office lobby bulletin board for ten days immediately following receipt.

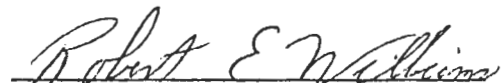
Section 22. SEVERABILITY. If any section, sub-section, paragraph, sentence or clause of this ordinance is declared invalid by a court of competent jurisdiction the remainder of the ordinance shall remain in full force and effect.

Adopted by the Assembly of the Kenai Peninsula Borough

April 20, 1965

ATTEST

  
Frances Brymer, Assembly Clerk

  
Robert E. Williams, President  
of the Assembly

Introduced by:	Cooper, Mayor
Date:	07/08/25
Hearing:	08/05/25
Action:	
Vote:	

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-15**

**AN ORDINANCE AMENDING KPB 5.18.100 TO LEVY A SEASONAL  
SALES TAX RATE, RESULTING IN A NET-NEUTRAL CHANGE FOR  
RESIDENTS, SUBJECT TO VOTER APPROVAL**

- WHEREAS,** in 2024, the Assembly established the Tourism Industry Working Group (TIWG) to evaluate tourism benefits and impacts on current Kenai Peninsula Borough (KPB) revenue, costs, and services; and
- WHEREAS,** the TIWG reviewed comprehensive data on tourism-related sales tax contributions, emergency services usage, solid waste volume, and public infrastructure demands during peak visitor months—particularly June through August, when tourism activity, waste generation, and emergency service calls significantly increase; and
- WHEREAS,** analysis by the TIWG found that tourism generates between \$5.6 million and \$10.3 million in annual sales tax revenue—significantly exceeding the combined seasonal costs of increased emergency services and solid waste and demonstrating that visitors contribute more than their fair share toward public services; and
- WHEREAS,** switching to the proposed seasonal sales tax—2% from October through March, and 4% from April through September—is projected to raise about \$4 million more per year, primarily due to increased visitor spending during the busy summer months; and
- WHEREAS,** for permanent residents of the KPB, if approved by the voters, this seasonal sales tax structure is expected to result in a likely reduction, or at worst net-neutral change in the total annual sales tax paid, as many residents will benefit from a lower 2% rate during the winter months, when household spending typically increases on essentials such as heating and vehicle fuel, utilities, holiday spending and other household and business expenses; and
- WHEREAS,** implementing a seasonal sales tax avoids the administrative and fiscal costs and challenges associated with a separate lodging tax, which the TIWG unanimously opposed due to its inefficiencies and inequities; and

**WHEREAS,** the additional revenue would provide for a reduction in the borough-wide property tax mill rate by approximately 0.3 to 0.4 mills, providing financial relief to residents while maintaining high service standards, and allow additional sales tax/less property tax covering the KPB's local match for KPBSD education; and

**WHEREAS,** due to the time required to implement a change in the applicable software and the KPB's sales tax return forms, this change, if approved, will be effective April 1, 2026;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this ordinance amends KPB Code and will be codified.

**SECTION 2.** That KPB 5.18.100 is hereby repealed and replaced to read as follows:

5.18.100. Levy of Tax.

A. To the fullest extent permitted by law, a sales tax of two percent on sales made during the period of October 1st through March 31st, and a sales tax of four percent on sales made during the period of April 1st through September 30th, is hereby assessed and levied on the following sales, measured by the gross sales price of the seller, except as otherwise specifically exempted under this chapter:

(1) All retail sales;

(2) All services; and

(3) All rents and fees paid for the use of real and personal property.

B. The seasonal rate of levy under subsection (A) is depicted by quarter in the below table:

<u>1<sup>st</sup> Quarter (Jan 1 – March 31)</u>	<u>2%</u>
<u>2<sup>nd</sup> Quarter (April 1 – June 30)</u>	<u>4%</u>
<u>3<sup>rd</sup> Quarter (July 1 – September 30)</u>	<u>4%</u>
<u>4<sup>th</sup> Quarter (October 1 – December 31)</u>	<u>2%</u>

C. In addition to the tax levied by the borough, any municipality within the borough may levy a consumer's sales tax as provided by Alaska Statute which shall be reported, collected, and enforced according to the terms of this chapter.

[REPEALED: 5.18.100. GENERAL—LEVIED—AMOUNT.

- A. THERE IS LEVIED BY THE BOROUGH A CONSUMER'S SALES TAX OF UP TO 3 PERCENT MAXIMUM RATE ON ALL RETAIL SALES, ON ALL RENTS, AND ON ALL SERVICES MADE OR RENDERED WITHIN THE BOROUGH, MEASURED BY THE GROSS SALES PRICE OF THE SELLER.
- B. IN ADDITION TO THE TAX LEVIED BY THE BOROUGH, ANY MUNICIPALITY WITHIN THE BOROUGH MAY LEVY A CONSUMER'S SALES TAX AS PROVIDED BY ALASKA STATUTE WHICH SHALL BE REPORTED, COLLECTED, AND ENFORCED ACCORDING TO THE TERMS OF THIS CHAPTER.]

**SECTION 3.** That if any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 4.** That this ordinance shall take effect only upon approval by a majority of the voters in the borough qualified to vote on the question and who vote on the question during the regular KPB election scheduled for October 7, 2025, and, if approved, will take effect April 1, 2026.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Assembly

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## MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**FROM:** Kelly Cooper, Assembly Vice-President *KE*  
Peter A. Micciche, Mayor *PMM*

**DATE:** June 26, 2025

**RE:** Ordinance 2025-15, Amending KPB 5.18.100 to Levy a Seasonal Sales Tax Rate, Resulting in a Net-Neutral Change for Residents, Subject to Voter Approval (Cooper, Mayor)

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In the fall of 2024, the Assembly approved the creation of a Tourism Industry Working Group (TIWG) to focus on evaluating tourism benefits and impacts on current Borough revenue, costs, and services, and discussing potential options or ideas and associated data for ensuring that visitors are paying their fair share for services they use. The working group was comprised of industry representatives and members of the public, and considered input from representatives of cities within the borough. A final report was provided to the Assembly summarizing the group's work. Among the key recommendations in the report is the implementation of a seasonal sales tax structure.

The TIWG reviewed comprehensive data on tourism-related sales tax contributions, emergency services usage, solid waste volume, and public infrastructure demands during peak visitor months—particularly June through August, when tourism activity, waste generation, and emergency service calls significantly increase.

Analysis by the TIWG found that tourism generates between \$5.6 million and \$10.3 million in annual sales tax revenue—significantly exceeding the combined seasonal costs of increased emergency services and solid waste and demonstrating that visitors contribute more than their fair share toward public services.

This ordinance proposes replacing the current flat 3% sales tax with a seasonal rate of 2% in the winter (October–March) and 4% in the summer (April–September). This structure is projected to generate approximately \$4 million in additional annual revenue, primarily from increased visitor spending during peak months.

For residents, this seasonal sales tax structure is expected to result in a likely reduction, or at worst net-neutral change in the total annual sales tax paid, as many residents will benefit from a lower 2% rate during the winter months, when household spending typically increases on essentials such as heating and vehicle fuel, utilities, holiday spending, and other household and business expenses.

Page -2-  
June 26, 2025  
RE: O2025-15

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This approach ensures visitors contribute more during high-demand months without increasing the annual tax burden on locals.

Public input during the FY26 budget process highlighted growing concern over property taxes and the need to sustain education funding. Since Borough sales tax is dedicated to education, this seasonal model increases education revenue while reducing reliance on property taxes—allowing a 0.3 to 0.4 mill rate reduction on property taxes. If approved by voters, the seasonal sales tax would take effect April 1, 2026.

Fiscal Note	
Kenai Peninsula Borough Fiscal Year 2026	Ordinance/Resolution: Ord 2025-15 Fiscal Note Number: 2026-001 Publish Date: 6/27/2025
Title: moving to a seasonal sales tax wherein the rate of levy would be 2% during the 1st and 4th quarter of the calendar year and 4% in the 2nd and 3rd quarter of the calendar year. Effective April 1, 2026.	Department: Assembly, Mayor

Sponsor: Cooper, Mayor

### Expenditures/Revenues

Note: Amounts do not include inflation unless otherwise noted below.

	Current Year Estimate	Out-Year Cost Estimates	
	Current Year	Year2	Year 3
Operating Expenditures	2026	2027	2028
Personnel	\$ 45,000	\$ -	\$ -
Supplies	500		
Services	20,000	2,500	2,625
Capital Outlay	10,000		
Other	7,550		
<b>Total Operating</b>	<b>83,050</b>	<b>2,500</b>	<b>2,625</b>

Revenue Sources			
Borough wide	3.1-3.8 million	3.9-4.5 million	3.9-4.5 million
<b>Total</b>	<b>3.1-3.8 million</b>	<b>3.9-4.5 million</b>	<b>3.9-4.5 million</b>

Number of Positions			
Full-Time			
Part-Time			
Temporary	1.5		

### Estimated Supplemental

Funding: 83,050

### ASSOCIATED REGULATIONS

☒ Y ☐ N (circle one)

Will the legislation result in procedural or regulation changes within a department?

If yes, by what date are the regulations to be adopted, amended or repealed? 4/1/2026

Supplemental appropriation will be needed to change the sales tax form, make changes to the sales tax software, train staff and taxpayers and other implementation cost

Prepared By: Brandi Harbaugh, Finance Director

Harbaugh, Brandi

Digitally signed by Harbaugh,  
Brandi  
Date: 2025.06.27 13:21:39 -08'00'



# TOURISM INDUSTRY WORKING GROUP

## FINAL REPORT

MAY 2025

### MEMBERS

#### **Industry Representatives:**

Carol Fraser, Duane Bannock, Tom Tougas,  
Jonathan Faulkner, Alternate

#### **Community Members:**

Denis Hippert, Donna Hall, Larry Opperman,  
Sargeant Truesdell, Donald St. John,  
Alternate

#### **Ex-Officio Members:**

Borough Mayor Peter A. Micciche-Chair,  
Assembly Vice President Kelly Cooper-Vice  
Chair, Assembly Member Cindy Ecklund



# Goals and Objectives

The Tourism Industry Working Group (TIWG) was formed to assess the economic and operational impacts of tourism in the Kenai Peninsula Borough (KPB) and explore revenue mechanisms that ensure a fair distribution of costs associated with visitor activity. Over the winter season, the TIWG analyzed data related to the overall benefits and perceived KPB-related impacts, including sales tax revenue, emergency services, solid waste management, direct economic and employment benefits, current trends related to tourism on the Kenai, and the cruise industry's role in our local economy. The following report outlines our findings and recommendations for your consideration.



## KEY PRESENTATIONS

TIWG had the opportunity to explore a range of topics through insightful presentations. Below is a list of the key presentations delivered during our meetings.

- 1/29/2025: KPB Sales Tax and Tourism – Brandi Harbaugh, Finance Director
- 1/29/2025: KPB Solid Waste – Data provided by Tim Crumrine, Acting Director
- 1/29/2025: Tourism in the KPB – Cassidi Cameron, KPEDD Executive Director; Caitlin Coreson, KPEDD Program Manager; Andy Wink, Wink research and Consulting
- 2/26/2025: KPB Emergency Services – Brandi Harbaugh, Finance Director
- 2/26/2025: Seasonal Sales Tax, 2% and 4% Model – Brandi Harbaugh, Finance Director
- 2/26/2025: Cruise Lines International Association in Alaska – Renee Reeve, Government & Community Relations

# Tourism Economic Contributions

- Not including indirect benefits associated with gig employment and property value investment increases due to tourism related infrastructure, tourism contributes nominally 11% of the borough's economy.
- An estimated 5,900 direct tourism jobs exist in the private sector, accounting for 21% of the total.
- Tourism earnings in KPB are valued at \$152.3 million annually, with major sectors including:
  - Restaurants & Bars: \$57.8M
  - Accommodations: \$42.8M
  - Water Transport & Sightseeing: \$26.4M
- Sales tax revenue generated from tourism-related businesses is estimated between \$5.6M-\$10.3M annually (12-22%).
- Historically, a significant proportion of KPB residents are former tourists to the region who chose to become residents and join our workforce.
- Cruise passengers significantly contribute to local economies; analysis of visitor spending in Juneau estimates visitors spend \$232 each and expectations are likely similar on the Kenai, although have not been directly studied.

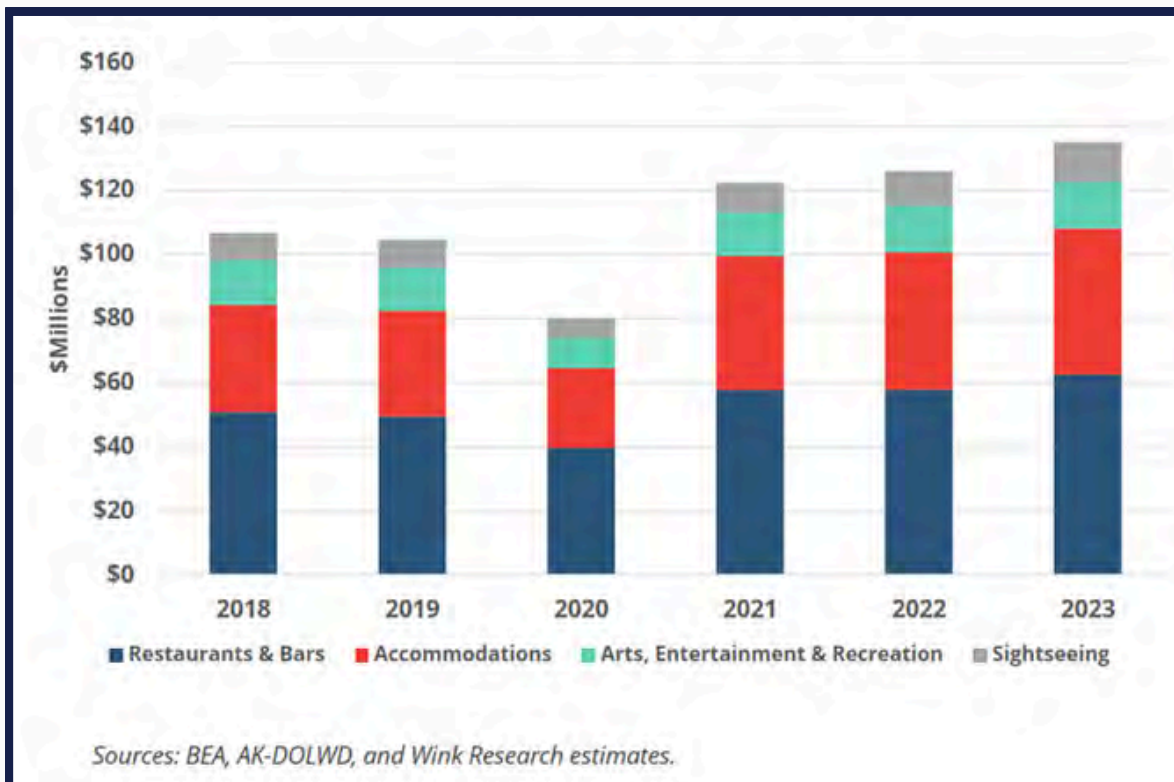
## Tourism Direct Economic Contribution to KPB Economy - 2022

Tourism Sectors	Peak Employment	Avg. Monthly Employment	Earnings (\$M)
Specialty Retail Trade*	528	440	\$10.6
Water Transport & Sightseeing	710	335	\$26.4
Arts, Entertainment & Recreation	901	541	\$14.7
Accommodations	1,552	912	\$42.8
Restaurants & Bars	2,231	1,631	\$57.8
<b>Tourism Sector Total</b>	<b>5,922</b>	<b>3,859</b>	<b>\$152.3</b>
<b>KPB Private Sector Total</b>	<b>28,472</b>	<b>-</b>	<b>\$1,423.0</b>
<b>KPB Tourism Pct.</b>	<b>21%</b>		<b>11%</b>

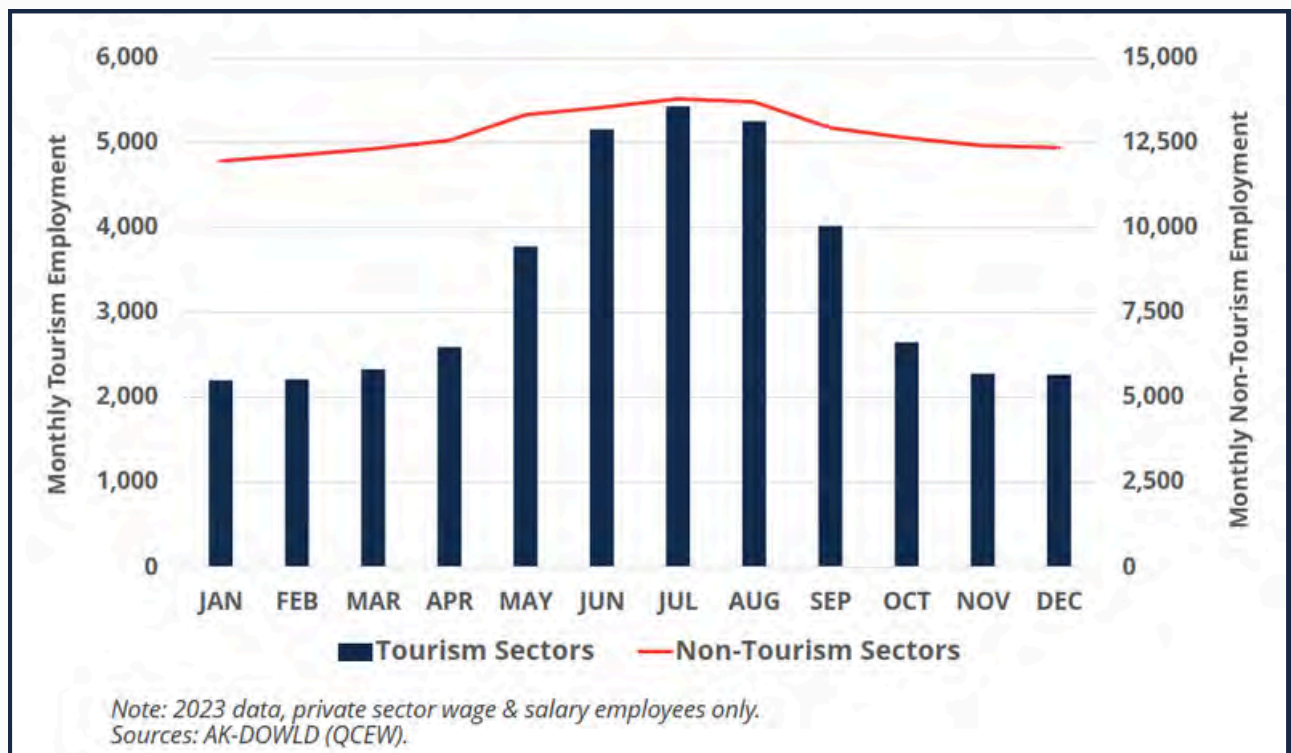
\*Clothing, Accessories, Sporting, Hobby & Musical Instrument retailers.

Sources: BEA, AK-DOLWD & Wink Research estimates.

## KPB TOURISM EARNINGS BY SECTOR



## SEASONALITY OF TOURISM EMPLOYMENT



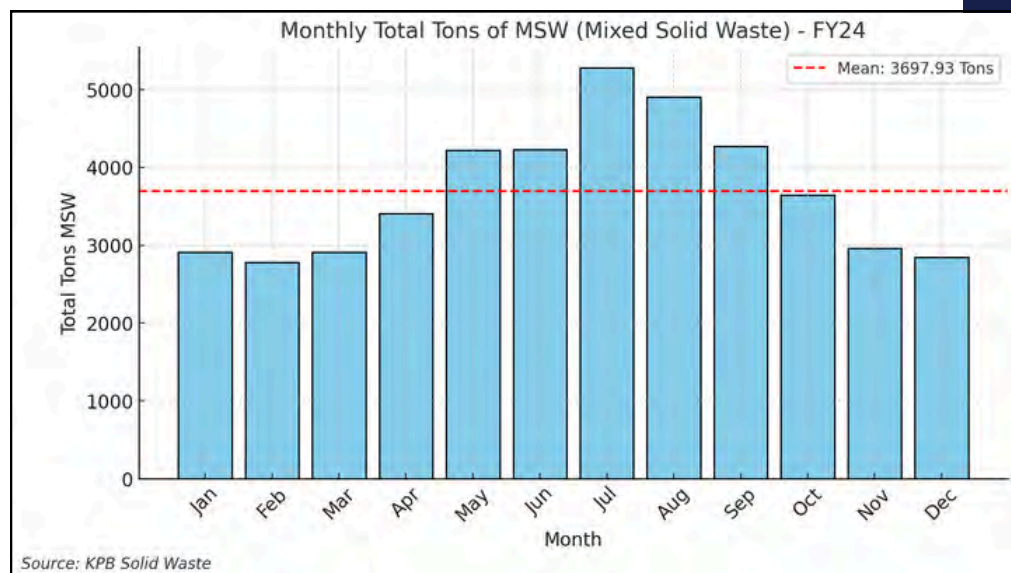
# Public Services- High Seasonality

Seasonal fluctuations in service demand occur naturally, with the summer months also bringing increased resident activity across the region. These increases reflect a combination of factors, including seasonal employment, construction, outdoor recreation, and overall population movement. Emergency services experience a 5% seasonal increase, resulting in an estimated \$1.38 million in expenditures, while solid waste management sees a 10% seasonal rise, with expenditures estimated at \$1.29 million. At the same time, tourism-related businesses generate an estimated \$5.6 million to \$10.3 million annually in sales tax revenue—representing 12% to 22% of total collections—which significantly exceeds the combined seasonal costs of emergency services and solid waste.

Bottom line: The Kenai Peninsula Borough does not subsidize tourism. Rather, tourism supports the overall economic health of the region in direct cash infusion for KPB services through sales tax; into general private sector infrastructure investment, which results in additional property tax; and through a significant proportion of private sector employment.

## SOLID WASTE

- Solid Waste FY25 Total Expenditures and Operating Transfers: \$12,931,000.
- KPB Solid Waste processes 44,375.17 tons of mixed solid waste annually.
- Waste generation peaks during the summer months of July (5,282.72 tons) and August (4,906.78 tons).
- While tourism is a contributing factor, it is not the sole driver of increased waste. The upward trend begins in April (3,408.86 tons), followed by a significant jump in May (4,219.51 tons)—well before the peak tourism months of June, July, and August.
- The average monthly tonnage is 3,697.93.
- **4,418.28 tons are above the mean, reflecting a 10% seasonal increase—\$1.29M estimated expenditure with all dollars above the mean being conservatively applied specifically to tourism.**





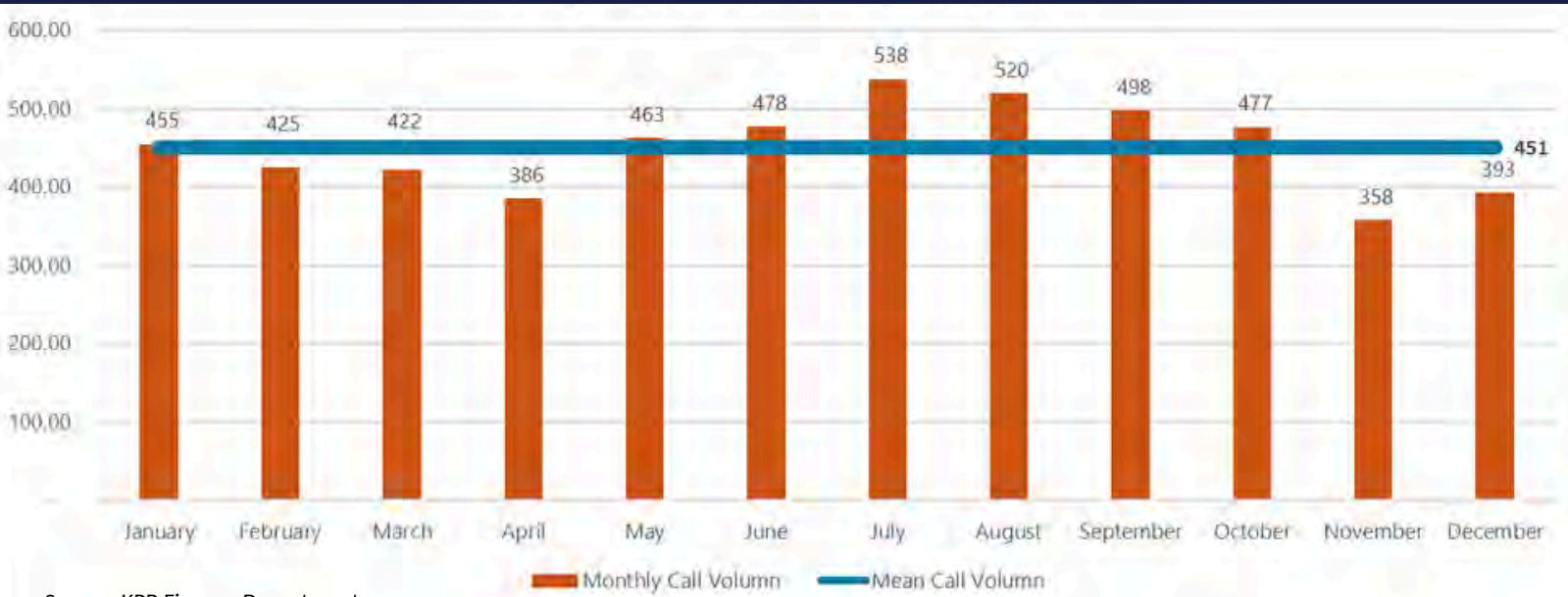
# EMERGENCY SERVICES

- Total Annual Call Volume: The total number of EMS and Fire calls for the year is 5,400.
  - \$27.39M expenditure annually
- Bear Creek Emergency Services (BC): 142 calls annually
  - \$1.65M expenditure annually
- Western Emergency Services (WES): 652 calls annually
  - \$3.1M expenditure annually
- Central Emergency Services (CES): 3,164 calls annually
  - \$13.57M expenditure annually
- Kachemak Emergency Services (KESA): 265 calls annually
  - \$1.98M expenditure annually
- Eastern Peninsula Highway Emergency Services Area (EPHESA): 85 calls annually
  - \$366.9K expenditure annually
- Nikiski Fire Service Area (NFSA): 1,105 calls annually
  - \$6.72M expenditure annually



- Mean Call Volume: The average (mean) monthly call volume is 451.
- **Annual call volume includes 272 calls above the monthly average, reflecting a 5% seasonal increase—\$1.38M expenditure with all dollars above the mean being conservatively applied specifically to tourism.**

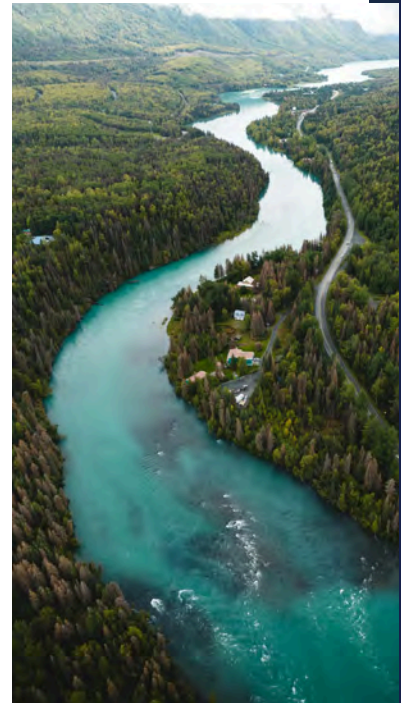
KPB Fire & EMS Call Monthly Volume- Actual vs. Seasonal



Source: KPB Finance Department

# Lodging Tax Implications

- Lodging establishments and many tourism-related services already pay a premium of sales taxes to the KPB due to the per unit/per night tax cap, versus other services paying on a total bill \$500 cap basis. That value is not included in the previous numbers, according the KPB Finance amount up to approximately \$3.5 Million annually.
- Lodging taxes increase accommodation costs for guests, potentially discouraging visitors—especially in competitive or price-sensitive markets.
- Small lodging providers may struggle to absorb or pass on the cost of the tax, unlike larger hotel chains. Destinations with higher taxes risk losing tourists to nearby areas with lower rates. Although there are KPB cities that have chosen to tax lodging, the KPB has no responsibility to level a playing field laced with negative impacts.
- KPB cities that have chosen to adopt lodging taxes provide direct tourism-related services such as parks, boat launches, campgrounds, river walks, etc. The 2nd Class Kenai Peninsula Borough does not have the recreation powers to provide such services.
- The Kenai Peninsula Borough would incur significant costs for new software to track and manage this new tax stream as well as additional personnel to handle the increased workload in this very lean municipal operation.
- Hotels, lodges, and short-term rentals would face extra administrative burdens, including completing both traditional sales tax forms and separate forms for the lodging tax.
- Travelers staying in regions with multiple overlapping tax zones may be confused by their billing.
- Businesses located in multiple overlapping tax zones will experience a greater tax reporting burden.
- Taxing a single industry—particularly lodging—more heavily than others may create an imbalance, especially when tourism activity supports a wide range of businesses, with retail being among the largest during peak seasons.
- Becoming overly reliant on bed tax revenue, which can fluctuate significantly due to seasonal trends, economic downturns, or unexpected disruptions in the tourism industry, presents risks to reliable budging.
- Finally, and most importantly, the KPB cannot justify the need for more revenue. In fact, the reverse is true since the KPB currently holds over \$10 Million in excess unreserved general funds above the \$32 Million maximum reserves; tax dollars that should be gradually returned to taxpayers. However, there are other options to consider that will offset revenue, provide for economic development and allow significant tax reductions to our residents.



# Seasonal Sales Tax Benefits

## 2% Winter, 4% Summer Model

The KPB Administration has been evaluating options available to protect residents from rapidly rising real property valuation and the resulting tax burden. One option that delivers value to locals while not penalizing visitors and the tourist industry includes implementing a seasonal sales tax structure. Under evaluation is revising a 3% sales tax all year to a 2% October to March and 4% April to September to sales tax, which provides several financial and economic advantages for Borough residents.



# Current Model

SalesTax - TXBL Sales			down (0.03)	SalesTax - TAX		
Reported Txbl	FY24	FY25		Reported Txbl	FY24	FY25
July-Sep 23	552,664,728.00	538,677,066.00		July-Sep 23	16,579,941.84	16,160,311.98
Oct-Dec 23	258,532,402.00	250,776,429.94		Oct-Dec 23	7,755,972.06	7,523,292.90
Jan-Mar 24	233,803,744.00	226,789,631.68		Jan-Mar 24	7,014,112.32	6,803,688.95
Apr-Jun 24	397,650,641.00	385,721,121.77		Apr-Jun 24	11,929,519.23	11,571,633.65
	1,442,651,515.00	1,401,964,249.39			43,279,545.45	42,058,927.48
				Remote	4,000,000.00	
						46,058,927.48

## 2% Oct-Mar, 4% Apr-Sep

SalesTax - TXBL Sales			down (0.03)	SalesTax - TAX		
Reported Txbl	FY24	FY25		Reported Txbl	FY24	FY25
July-Sep 23	552,664,728.00	538,677,066.00		July-Sep 23	16,579,941.84	21,547,082.64
Oct-Dec 23	258,532,402.00	250,776,429.94		Oct-Dec 23	7,755,972.06	5,015,528.60
Jan-Mar 24	233,803,744.00	226,789,631.68		Jan-Mar 24	7,014,112.32	4,535,792.63
Apr-Jun 24	397,650,641.00	385,721,121.77		Apr-Jun 24	11,929,519.23	15,428,844.87
	1,442,651,515.00	1,401,964,249.39			43,279,545.45	46,527,248.74
				Remote	4,000,000.00	
						50,527,248.74
				Additional Rev		4,468,321.26

Source: KPB Finance Department

### Increase Revenue Generation

- The current year-round 3% model generates \$46.06 million in total sales tax revenue.
- The proposed seasonal 2-4% model increases revenue to \$50.53 million, resulting in an additional \$4.47 million annually.
- Higher tax collection in the summer months aligns with peak tourism, ensuring that visitors contribute proportionally higher and fairly to public services.

### Fair Tax Distribution

- A higher summer rate (4%) ensures that the bulk of revenue is generated when tourism activity is at its highest.
- A lower winter rate (2%) reduces the tax burden on year-round residents, making the aggregate annual tax impact easier for locals.

### Alignment with Seasonal Demand for Services

- Peak summer months (July-September) bring increased activity for emergency services and waste management, as well as heavier traffic.
- A higher sales tax during these months ensures that visitors are paying more than their share for the services they use.

### Local Benefits for Residents

- Lower winter sale tax costs
- Lower property taxes
- No need for new KPB Tax Personnel
- No burdensome accounting for business owners
- KPB already has adequate revenue, but this proposal allows for tax reductions and an offset to local taxpayers.





## Recommendations/Conclusion

After a winter of expert presentations, careful evaluation, analysis of factual data, and extensive discussion, the Tourism Industry Working Group unanimously supports this report and the following three recommendations for the Kenai Peninsula Borough (KPB) Assembly to consider:

- The first recommendation is that a bed/lodging tax is not supported by members of the TIWG. The two primary reasons given by Assembly sponsors of this tax were that more revenue was needed and that tourism is subsidized by KPB taxpayers. Neither of these assertions proved to be true. KPB taxpayers do not subsidize tourism (in fact the reverse is true), and the KPB does not need additional revenue at this time or for the foreseeable future (see page 7).
- The second recommendation is for the Assembly to evaluate and consider a seasonal sales tax (see page 8 of the report) for placing the question on the ballot for KPB voters. Tourism plays a crucial role in KPB's economy, generating substantial revenue and employment opportunities. Implementing the 2% winter and 4% summer seasonal sales tax would ensure that visitors contribute more than their fair share without placing undue strain on the tourism industry. A seasonal sales tax model would either maintain or lower the sales tax burden on residents, and capitalize on the economic contributions of tourism in providing for the financial needs of residents through the funding of public services. By leveraging higher visitor spending in the summer while relieving financial pressure on locals in the winter, this structure generates a sustainable and equitable revenue solution for residents and the KPB. Adjusting the tax rate during peak tourism months would provide at least \$4.5 million in revenue that should be shared with residents through property tax reductions. Aside from property tax relief, a portion of these funds could be employed to further promote KPB as a travel destination.
- The third recommendation is a "no action" alternative. The no-action alternative reflects the view that visitors to the Kenai Peninsula Borough are already contributing significantly more toward KPB services than they use. Under this option, the Assembly would not pursue a targeted new tax, recognizing that current contributions from the tourism sector are more than sufficient to support existing public services.

In conclusion, the Tourism Industry Working Group respectfully presents these options for the Assembly's consideration: No bed/lodging tax; implementation of a seasonal sales tax; or take no action at this time. These options are grounded in thorough analysis and diverse, informed perspectives within the tourism sector and the broader community. The group encourages the Assembly to weigh these findings carefully and, if appropriate, allow voters to decide on the seasonal sales tax proposal in a future election.



Introduced by: Baisden  
Date: 07/08/25  
Hearing: 08/05/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-16**

**AN ORDINANCE AMENDING KPB 5.18.115 TO INCREASE THE  
RESIDENTIAL PROPERTY TAX EXEMPTION FROM \$50,000 TO \$75,000  
SUBJECT TO VOTER APPROVAL**

- WHEREAS,** in 2022, the Alaska State Legislature passed House Bill 411, which increased the optional property tax exemption for primary residential properties from \$50,000 to \$75,000; and
- WHEREAS,** this ordinance amends KPB Code to increases the residential property tax exemption to \$75,000 subject to voter approval; and
- WHEREAS,** these amendments do not change eligibility requirements related to the exemption and, if approved by the voters, the increased exemption amount will take effect in 2026 for Fiscal Year 2027;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this ordinance amends KPB Code and will be codified.

**SECTION 2.** That KPB 5.18.115 is hereby amended as follows:

**5.12.115. Real property tax—Exemptions—Residential real property.**

- A. The [FIRST \$50,000 OF] assessed valuation of \$75,000 of a single parcel of residential real property owned and occupied by the owner of record as the owner's permanent place of residence in the borough, [SHALL] may be exempt from the borough tax levy on real property within the Kenai Peninsula Borough in accordance with this section.

The assessor may presume that the property has not been occupied as the owner of record's primary residence and permanent place of abode, if the owner of record occupied it for less than 185 days during the previous year. If the current owner of record can provide the assessor with satisfactory evidence that the lack of occupancy was for medical reasons, the exemption may be granted.

- B. No exemption under this section may be granted except upon written application on a form prescribed by the assessor. The owner of record must file the application for this exemption with the assessor no later than January 15th of the assessment year for which the exemption is sought. The owner of record shall not be required to file an updated application for successive years unless there is a change in ownership or occupancy of the residence.
- C. An applicant under this section is ineligible to receive the exemption if the applicant has applied for or received a similar residency-based exemption for the same year for property located in another jurisdiction outside the borough.

**SECTION 3.** That a ballot proposition shall be placed before borough voters at the regular election on October 7, 2025 to read as follows:

Shall Ordinance 2025-\_\_\_\_ be approved?

Ordinance 2025-\_\_\_\_ :

- Increases the residential property tax exemption from \$50,000 to \$75,000.
- Becomes effective January 1, 2026 for Fiscal Year 2027.

Yes \_\_\_\_ A “yes” vote means you approve increasing the residential real property tax exemption from \$50,000 to \$75,000.

No \_\_\_\_ A “no” vote means you oppose increasing the residential real property tax exemption from \$50,000 to \$75,000.

**SECTION 4.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 5.** That this ordinance shall take effect only upon approval by a majority of the voters in the borough qualified to vote on the question and who vote on the question during the regular KPB election scheduled for October 7, 2025 and effective January 1, 2026 for Fiscal Year 2027.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY  
OF \* 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Assembly

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## MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**FROM:** James Baisden, Assembly Member *grb*

**DATE:** June 26, 2025

**RE:** Ordinance 2025-16, Amending KPB 5.18.115 to Increase the Residential Property Tax Exemption from \$50,000 to \$75,000 Subject to Voter Approval (Baisden)

---

This ordinance will increase the residential property tax exemption to reflect the increase to the optional exemption approved by the Alaska Legislature in 2022. If approved by the voters, the increase in the available exemption will not impact the current mill rate as it would take effect next year. This ordinance does not change any eligibility requirements related to the exemption.

Your consideration is appreciated.

Fiscal Note	
Kenai Peninsula Borough Fiscal Year 2026	Ordinance/Resolution: Ord 2025- 16 Fiscal Note Number: 2026-003 Publish Date:
Title: AMENDING KPB 5.18.115 TO INCREASE THE RESIDENTIAL PROPERTY TAX EXEMPTION FROM \$50,000 TO \$75,000 SUBJECT TO VOTER APPROVAL. Effective January 1, 2026.	Department: Assembly

Sponsor: Baisden

### Expenditures/Revenues

Note: Amounts do not include inflation unless otherwise noted below.

	Current Year Estimate	Out-Year Cost Estimates	
	Current Year	Year2	Year 3
Operating Expenditures	TY2025 (FY26)	TY2026 (FY27)	TY2027 (FY28)
Personnel	\$ 9,500	\$ -	\$ -
Supplies	-		
Services/Postage	21,840	-	-
Capital Outlay	-		
Other	-		
<b>Total Operating</b>	<b>\$ 31,340</b>	<b>\$ -</b>	<b>\$ -</b>

Revenue Sources			
Borough wide	See Separate Chart		
<b>Total</b>	<b>\$ -</b>	<b>\$ (1,941,746)</b>	<b>\$ (1,941,746)</b>

Number of Positions			
Full-Time			
Part-Time			
Temporary	1		

### Estimated Supplemental

Funding: 31,340

### ASSOCIATED REGULATIONS

☒ Y ☐ N (circle one)

Will the legislation result in procedural or regulation changes within a department?

If yes, by what date are the regulations to be adopted, amended or repealed? 1/1/2026

Prepared By: Brandi Harbaugh, Finance Director

Harbaugh, Brandi  
Digitally signed by Harbaugh, Brandi  
Date: 2025.07.01 16:19:49 -08'00'

**KENAI PENINSULA BOROUGH**  
**ESTIMATED IMPACT OF INCREASING RESIDENTIAL EXEMPTION FROM 50K to 75K**

Service Area	Total Taxable Value before change in residential exemption	Reduction in Taxable Value as a result of increasing residential exemption from 50K to 75K	FY2026 Mill Rate	Estimated Reduction in Revenue as a result of increasing residential exemption from 50K to 75K
Bear Creek Fire SA	289,777,415	8,055,600	3.25	\$ 26,180.70
Central Emergency Services Area	4,044,827,535	118,178,900	2.95	348,627.76
Central Kenai Peninsula Hospital SATax Year 2018 & Prior Debt	7,187,361,776	163,403,600	-	-
Central Kenai Peninsula Hospital SATax Year 2019 & Future	7,352,960,965	165,000,100	0.01	1,650.00
Central Peninsula Emergency Med	9,690,647	25,000	1.00	25.00
Kachemak Emergency Service Area	643,620,514	23,111,600	3.26	75,343.82
Road Service Area	7,842,017,660	182,528,400	1.30	237,286.92
Nikiski Fire SA	2,146,581,768	21,770,700	2.45	53,338.22
Nikiski Senior SA	2,023,321,143	18,949,200	0.25	4,737.30
North Peninsula Recreation Area	2,196,796,978	21,770,700	1.15	25,036.31
Seward/Bear Creek Flood SA	695,050,295	14,004,300	1.00	14,004.30
South Kenai Peninsula Hospital SATax Year 2018 & Prior Debt	2,935,173,627	72,765,700	0.34	24,740.34
South Kenai Peninsula Hospital SATax Year 2019 & Future	2,869,433,866	72,078,200	1.12	80,727.58
Seldovia RSA	93,203,281	1,408,400	1.00	1,408.40
Western Emergency Services Area	901,373,197	20,120,700	3.15	63,380.21
General Fund	11,271,548,986	255,911,400	3.85	985,258.89
				<b>\$ 1,941,745.73</b>

July 1, 2025, based on TY25 (FY26) Certified Values

Introduced by:	Johnson
Date:	07/08/25
Hearing:	08/05/25
Action:	
Vote:	

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-17**

**AN ORDINANCE ESTABLISHING THE NINILCHIK RECREATIONAL  
SERVICE AREA UPON VOTER APPROVAL**

**WHEREAS,** on June 4, 2025, pursuant to KPB Chapter 16.04, the Borough Clerk certified the petition establishing the Ninilchik Recreational Service Area as sufficient; and

**WHEREAS,** the above mentioned petition was signed by more than 15 percent of the eligible voters who voted in the last regular borough election and within the area comprising the establishment of a Ninilchik recreational service area; and

**WHEREAS,** members of the Ninilchik community have been working to find a way to keep the Ninilchik School pool open; and

**WHEREAS,** members of the Ninilchik community have expressed interest in providing other recreational opportunities; and

**WHEREAS,** due to the size and population of the area, the lack of needs for city government in the area and certain character, resource, population, boundary, and standards for annexation to cities as described in 3 AAC 110.090 – 150, such services cannot be provided by an existing service area, by annexation to a city, or by incorporation as a city;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That this ordinance amends KPB Code and will be codified.

**SECTION 2.** That the Kenai Peninsula Borough Code of Ordinances is hereby amended by adding a new chapter to be numbered KPB 16.90, Ninilchik Recreational Service Area, and which shall read as follows:

**CHAPTER 16.90. – NINILCHIK RECREATIONAL SERVICE AREA**

**16.90.010 Established—Boundaries.**

There is established a service area within the borough, designated the “Ninilchik Recreational Service Area” including that portion of the borough described as follows:

All of the following referenced to the Seward Base Line and Seward Meridian, Alaska:

Commencing at the section corner common to Sections 4 and 5, Township 1 North, Range 11 West, and Sections 32 and 33, Township 2 North, Range 11 West;

Thence west along the township line common to Township 1 North and Township 2 North, crossing Ranges 12 West and 13 West, to the northwest section corner of Section 6, Township 1 North, Range 14 West (protracted);

Thence south along the range line common to Range 14 West and Range 15 West to the southwest section corner of Section 31, Township 1 North, Range 14 West (protracted);

Thence west along the Seward Base Line to the northwest section corner of Section 6, Township 1 South, Range 15 West (protracted);

Thence south along the protracted range line common to Range 15 West and Range 16 West, crossing Township 2 South, to the section corner common to Sections 1 and 12, Township 3 South, Range 16 West (protracted), and Sections 6 and 7, Township 3 South, Range 15 West (protracted);

Thence west along the section line to the section corner common to Sections 2, 3, 10, and 11, Township 3 South, Range 16 West (protracted);

Thence south along the section line to the section corner common to Sections 34 and 35, Township 3 South, Range 16 West (protracted), and Sections 2 and 3, Township 4 South, Range 16 West (protracted);

Thence east along the township line common to Township 3 South and Township 4 South, Range 16W (protracted), crossing Ranges 15 West, 14 West, and 13 West;

Thence continuing east along said township line to the section corner common to Section 36, Township 3 South, Range 12 West; Section 31, Township 3 South, Range 11 West; Section 1, Township 4 South, Range 12 West; and Section 6, Township 4 South, Range 11 West;

Thence north along the range line common to Range 12 West and Range 11 West to the section corner common to Section 1, Township 3 South, Range 12 West; Section 6, Township 3 South, Range 11 West; Section 36, Township 2 South, Range 12 West; and Section 31, Township 2 South, Range 11 West;



Thence east along the township line common to Township 2 South and Township 3 South to the section corner common to Sections 35 and 36, Township 2 South, Range 11 West, and Sections 1 and 2, Township 3 South, Range 11 West;

Thence north along the section line, crossing the township line common to Townships 2 South and 1 South, to the northeast corner of Section 2, Township 1 South, Range 11 West;

Thence west along the Seward Base Line to the southeast corner of Section 32, Township 1 North, Range 11 West;

Thence north along the section line to the section corner common to Sections 4 and 5, Township 1 North, Range 11 West, and Sections 32 and 33, Township 2 North, Range 11 West, the true point of beginning.

**16.90.020. Mill levy.**

In accordance with state law, the assembly will set the mill levy during the annual budgetary process.

**16.90.030. Board of directors.**

There is established a board of directors (board), appointed by the mayor and confirmed by the assembly, composed of five members. The board will be responsible for legislative oversight of the Ninilchik Recreational Service Area.

**16.90.040. Board—Meetings—Quorum.**

- (A) The board will meet periodically, no less than quarterly, at a regularly scheduled time and place designated by the board.
- (B) The notice for all meetings must provide the date, time and place of the meeting and provided to each board member. All meetings are open to the public as provided by law.
- (C) Three board members constitute a quorum.
- (D) Special meetings of the board may be called by the chair of the board or by any two members upon compliance with brough code and state law and identifying all matters to be discussed at the special meeting.

**16.90.050. Board—Election of officers.**

Each year at the first regular meeting in November, or as soon thereafter as possible, the board will elect, by majority vote of the board members, and from the board members, a board chair, a vice-chair, and such other officers as the board

determines to be desirable who will hold office until resignation or a successor is elected.

**16.90.060. Board—Terms of office.**

Each member of the board will serve for a term of three year and may be appointed to successive terms. Each member of the board will serve until a successor has been appointed, confirmed and sworn to assume the duties of the office or until the seat is vacant as provided in this chapter.

**16.90.070. Board—Vacancies.**

- (A) Vacancies on the board are created upon declaration of vacancy by the board if a member:
  - (1) Fails to qualify or take office within 30 days of appointment and confirmation;
  - (2) Is physically absent from the service area for a 90-day period, unless excused by the board;
  - (3) Changes residency for a period longer than 60 days to a location outside of the jurisdiction from which the board is elected;
  - (4) Resigns;
  - (5) Is physically or mentally unable to perform the duties of office;
  - (6) Misses three consecutive regular meetings unless excused;
  - (7) Removal; or
  - (8) Is convicted of a felony or of an offense involving a violation of their oath of office.
- (B) Vacancies on the board will be filled by appointment by the mayor and confirmed by the assembly to fill the unexpired term or for a three-year term if no unexpired term remains. The clerk will provide at least twenty-one days' advance public notice of the vacancy prior to appointment by the mayor. Public notice may be provided by posting on the borough's website, at the primary service area office or at the borough administration building, and such other publication as the service area board deems appropriate.

**16.90.080. Board—Powers and duties.**

Subject to KPB 16.04.001, and assembly approval and appropriation of funds, the board shall have the power to supervise the furnishing of recreational services within the service area. The board shall promptly provide accurate and complete copies of minutes of all board meetings to the mayor and assembly. The board shall be responsible for developing, implementing, and updating a plan for furnishing recreational services which shall be subject to assembly approval.

#### **16.90.090. Administrative officers.**

The mayor, after considering the recommendation of the board, may appoint such administrative officers as the mayor deems necessary. In accordance with KPB 3.04.070, administrative personnel are at-will employees and may be removed by the mayor.

#### **16.90.100. Bylaws.**

The board may adopt bylaws governing the conduct of its affairs so long as such bylaws are procedural in nature and do not conflict with the substantive rules and regulations governing the board in its delegated powers.

#### **16.90.110. Personnel system—Rules and regulations.**

Employees of the Ninilchik Recreational Service Area are employees of the borough, and as such, are required at all times to conduct themselves in an exemplary manner befitting the public service in which they are employed. Unless specifically provided otherwise, the borough personnel system and Title 3 of the Kenai Peninsula Borough Code of Ordinances apply to personnel, if any, employed by the Ninilchik Recreational Service Area.

#### **16.90.120. Budget and fiscal control.**

- (A) Budget and fiscal control. The formulation of a budget and fiscal control of expenditures of public moneys of the Ninilchik Recreational Service Area are under the supervision and direction of the mayor and the assembly. The finance director of the borough will provide the board with the rules and regulations governing the appropriation of funds, the budgeting of funds, the authorization of expenditures, and borough fiscal policy rules and regulations of the borough which the service area is subject. The board will arrange for the preparation of a budget and capital program, which must be submitted to the mayor for approval. The budget and capital expenditure proposals are subject to the procedures for adopting the borough budget and capital expenditures program and final approval by the assembly.
- (B) Accounting. All accounting functions for the service area fall under the supervision of the borough finance director who will provide rules, regulations, and procedures governing the issuance and payment of vouchers, the issuance and payment of checks, the use of the central treasury of the borough, and the manner in which all bonds, contracts, leases or other obligations requiring the payment of funds from the appropriations in the service area budget are to be processed and administered.

**16.90.130. Purchasing and contracting.**

- (A) The purchasing agent for the service area is the borough purchasing and contracts director. All purchases of supplies, materials, equipment, and contractual services will be made in accordance with the rules and regulations adopted by the assembly.
- (B) All contracts for capital improvements and maintenance performed in connection with the service area will be bid and administered by the borough purchasing and contracting department in accordance with the department's normal procedure for letting of contracts.

**SECTION 3.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 4.** That this ordinance shall take effect only upon approval by a majority of the voters residing within the proposed Ninilchik Recreational Service Area who vote on the question during the regular KPB election scheduled for October 7, 2025.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2025.**

---

Peter Ribbens, Assembly President

ATTEST:

---

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Assembly

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## MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**FROM:** Brent Johnson, Assembly Member BJ

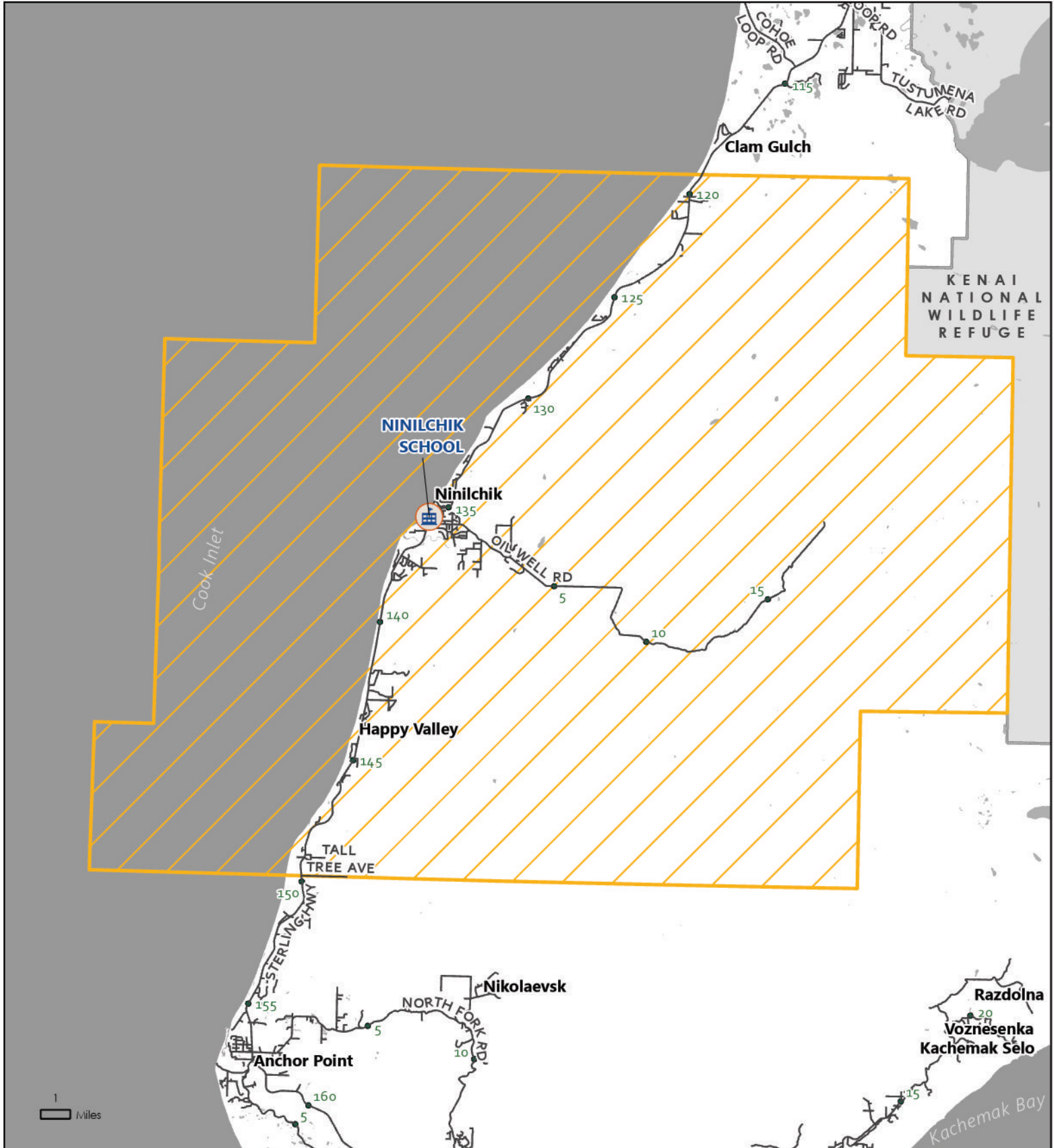
**DATE:** June 26, 2025

**RE:** O2025-17, Establishing the Ninilchik Recreational Service Area Upon Voter Approval (Johnson)

---


Several members of the Ninilchik community want to keep the school pool open. So strong is their desire that a member of that community has donated \$30,000 to help keep the pool open through the summer. They note that the pool is used by members of the public of all ages and that learning to swim is a skill that can save lives. The group hopes to also provide other recreational opportunities to the Ninilchik area, a town isolated by being 37 miles from Homer and 39 miles from Soldotna.

Your consideration is appreciated.



MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members of the Borough Assembly

**FROM:** Peter A. Micciche, Borough Mayor 

**DATE:** June 25, 2025

**RE:** Appointment to Service Area Board

---

In accordance with KPB 16.24.70, appointments from the borough to the Service Area Board are appointed by the Mayor and confirmed by the Assembly. The following appointment is forwarded to the Assembly for consideration and confirmation:

**SOUTH KENAI PENINSULA HOSPITAL SERVICE AREA BOARD**  
Erin Workman                                      Seat D                      Term Expires 10/2026

# Kenai Peninsula Borough

## Office of the Borough Clerk

---

### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor  
**THRU:** Michele Turner, Borough Clerk *(MT)*  
**FROM:** Sue Ellen Essert, Deputy Borough Clerk *SEE*  
**DATE:** June 16, 2025  
**RE:** Service Area Board Application for Appointment

---

A notice of vacancy for the South Peninsula Hospital Service Area Seat D was advertised on May 16, 2025. The vacancy notice was posted on the Borough's website, Facebook page and in the borough administration building. The application period closed on June 6, 2025.

In accordance with KPB 16.24.050, the applicant listed below has been verified as a qualified voter of the borough and resident of the service area. The application is submitted herewith for your consideration.

#### South Peninsula Hospital Service Area

Erin Workman

Seat D

Thank you for your consideration.



---

**From:** Kenai Peninsula Borough <webmaster@kpb.us>  
**Sent:** Saturday, May 17, 2025 4:54 PM  
**To:** G\_Notify\_AssemblyClerk  
**Subject:** Service Area Appointment Application received

**Select One**

South Kenai Peninsula Hospital, Seat D (Term Expires 10/2026)

**Applicant Name**

Erin Workman

**Physical Residence Address**

900 Father Dean Ct.

**City**

Homer

**State**

AK

**Zip**

99603

**Mailing Address**

**City**

**State**

**Zip**

**Email**

eworkman57@yahoo

**Daytime Phone**

5416201017

**Voter #**

**SSI #**

**Date of Birth**

██████████

I have been a Resident of the Kenai Peninsula Borough for:

Kenai Peninsula Borough  
Office of the Borough Mayor

---

MEMORANDUM

TO: Peter Ribbens, Assembly President  
Members of the Borough Assembly

FROM: Peter A. Micciche, Borough Mayor



DATE: June 19, 2025

RE: Appointment to Service Area Board

---

In accordance with KPB 16.20.080, Service Area Board members are appointed by the Borough mayor and confirmed by the Assembly. The following appointment is forwarded to the Assembly for consideration and confirmation:

**KACHEMAK EMERGENCY SERVICE AREA BOARD**

Jeff Serio

Seat B

Term Expires 10/2027

Thank you for your consideration.

Kenai Peninsula Borough  
Office of the Borough Clerk

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**MEMORANDUM**

**TO:** Peter A. Micciche, Borough Mayor  
**THRU:** Michele Turner, Borough Clerk *MT*  
**FROM:** Sue Ellen Essert, Deputy Borough Clerk *SE*  
**DATE:** June 17, 2025  
**RE:** Service Area Board Application for Appointment

---

A notice of vacancy for the Kachemak Emergency Service Area Seat B was advertised on September 27, 2024. The vacancy notice was posted on the Borough's website, Facebook page, in the borough administration building and was provided to the service area. The application period closed on October 18, 2024, and has remained open until filled.

In accordance with KPB 16.20.080, the applicant listed below has been verified as a qualified voter of the borough and resident of the service area. The application is submitted herewith for your consideration.

**Kachemak Emergency Service Area**

Jeff Serio

Seat B

Thank you for your consideration.

---

**From:** Kenai Peninsula Borough <webmaster@kpb.us>  
**Sent:** Tuesday, June 17, 2025 10:00 AM  
**To:** G\_Notify\_AssemblyClerk  
**Subject:** Service Area Appointment Application received

**Select One**

Kachemak Emergency, Seat B (Term Expires 10/2027)

**Applicant Name**

Jeff Serio

**Physical Residence Address**

34668 Lusky Rd.

**City**

Homer

**State**

Alaska

**Zip**

99603

**Mailing Address**

**City**

**State**

**Zip**

**Email**

jserio84@gmail.com

**Daytime Phone**

9077381188

**Voter #**

**SS #**

[REDACTED]

**Date of Birth**

[REDACTED]

I have been a Resident of the Kenai Peninsula Borough for:

Kenai Peninsula Borough  
Office of the Borough Mayor

---

**MEMORANDUM**

**TO:** Peter Ribbens, Assembly President  
Members of the Borough Assembly

**FROM:** Peter A. Micciche, Borough Mayor *AM*

**DATE:** June 19, 2025

**RE:** Appointment to Resilience and Security Advisory Commission

---

Pursuant to Ordinance 2025-04, commissioners shall be appointed by the mayor and approved by the assembly.

I hereby submit my recommendation for confirmation.

**RESILIENCE AND SECURITY ADVISORY COMMISSION**

**NORTHWEST BOROUGH SEAT**

Peter Crimp (at-large applicant)      Term Expires 09/30/2026

Thank you for your consideration.

# Kenai Peninsula Borough

## Office of the Borough Clerk

---

### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor  
**THRU:** Michele Turner, Borough Clerk (MT)  
**FROM:** Sue Ellen Essert, Deputy Borough Clerk SEE  
**DATE:** June 16, 2025  
**RE:** Verification of Resilience and Security Advisory Commission Applicant

---

A notice of vacancy for the Northwest Borough Seat on the Resilience and Security Advisory Commission was advertised on May 16, 2025. The vacancy notice was posted on the Borough's website, Facebook page and in the borough administration building. The filing period closed on June 6, 2025.

Per Ordinance 2025-04, appointed members shall have experience in at least one of the eight areas defining the scope of the commission, must be registered to vote, and must physically reside within the boundaries of the Kenai Peninsula Borough. If no qualified applicant from the geographic area applies, the seat may be filled by a qualified at-large applicant. Prospective members shall submit a resume with their application to be appointed by the mayor and approved by the assembly.

The following applicant's application and resume are submitted herewith for your consideration.

### NORTHWEST BOROUGH SEAT

Peter Crimp (at-large applicant)

Thank you for your consideration.

---

**From:** Kenai Peninsula Borough <webmaster@kpb.us>  
**Sent:** Thursday, May 29, 2025 7:28 PM  
**To:** G\_Notify\_AssemblyClerk  
**Subject:** Resilience & Security Advisory Commission Application Submission

Hello,

An application has been submitted by Peter Crimp. Information from the submission is shown below.

## Resilience & Security Advisory Commission Application

**Seat: Northwest Borough Seat – Term Expires 09/30/2026**

**Name:**

Peter Crimp

**Mailing Address:**

4950 Craftsman Rd Homer, AK 99603

**Residential Address (if different from mailing address):**

,

**Email:**

petercrimp@gmail.com

**Mobile:**

907-440-6709

**Home Phone:**

**How long have you lived in the borough?**

4 + 3/4 years

**In which of the [8 areas defining the scope of the commission](#) do you have experience?**

Following are areas in which I have skills and experience:

Landfill Material Diversion (1). As manager of the state's biomass energy program at AEA, I developed a substantial developing community-scale wood, garbage, and biofuel energy projects. Project areas included developing wood- of fish oil and processed biodiesel blends in gensets, and assessing economics of JBER landfill gas electricity product

Improve Cost and Energy Efficiency of Buildings (2). While I have not worked as an energy auditor, I have a solid b efficiency measures, ranking metrics, and developing programs to fund and implement retrofits. Examples: establish AEA, which funds rural school and other facility EE based on economic payback, and assessing facility efficiency opp Anchorage.

Evaluate the Use of Local, Clean Energy (4) and Conduct Cost-Benefit Analyses (7). I have a deep background in en Energy Fund at AEA, I was one of three technical staff that reviewed feasibility, costs, resource availability, risks, m

300 proposed projects over the first four annual cycles. Projects were in the areas of biofuels, biomass thermal, geo wind. We ranked proposals by the ratio of present value of total savings (benefit) to that of installation and O&M (cost) of the Legislature, which allocated over \$200 million for 204 projects. (By 2023 the Fund had grown to over \$300 million.)

Research Funding to Support the Work of the RSAC (8). I have substantial knowledge and experience in seeking grants through 20 years of growing programs at AEA.

**Comments (areas of interest, additional experience or qualifications, etc.):**  
My main area of interest is to work with others to identify and evaluate projects and programs that save money and



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**From:** Peter and Paula <crimpcullenberg@gmail.com>  
**Sent:** Thursday, May 29, 2025 8:04 PM  
**To:** G\_Notify\_AssemblyClerk  
**Subject:** <EXTERNAL-SENDER>Application for RSAC seat  
**Attachments:** Crimp Resume 2025.docx

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CAUTION: This email originated from outside of the KPB system. Please use caution when responding or providing information. Do not click on links or open attachments unless you recognize the sender, know the content is safe and were expecting the communication.

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Dear Mayor Micciche and Ms. Cannava,  
I have applied online to serve on the Borough's Resilience and Security Advisory Commission. Attached, as requested, is my resume. My understanding is that the Northwest Borough and a Central seat are vacant, thus may be filled by an at-large member

As I mention in the online application, my main area of interest is to work with others to identify and evaluate projects and programs that save money and make Borough residents more secure. I would hope that my background in energy project evaluation, biomass energy, and project development in general might be of use.

Please let me know if I can provide any more information.

Best regards,

Peter Crimp

--

907-440-6709

**RESUME OF**  
**PETER M. CRIMP**

**Contact**      4950 Craftsman Road  
Homer, Alaska 99603  
Ph (907) 440-6709  
[petercrimp@gmail.com](mailto:petercrimp@gmail.com)

**Education**    1982 M.S. Forest Science, University of Washington, Seattle,  
Washington.  
1976 B.A. Biology, Brown University, Providence, Rhode Island.

**Experience**

***Energy and Natural Resource Development***

**Current**      ***Crimp Energy Consulting.*** Energy project planning, development and management. Representative projects:

- Choggiung Ltd. Forest plan for Dillingham-area Native corporation.
- DeerStone Consulting: Develop biomass district heating business plan for Pt. Graham. Assessment of clean energy and resiliency opportunities for Municipality of Anchorage.
- Southwest Alaska Municipal Conference: Technical assistance in biomass energy and energy planning for Kodiak, Bristol Bay, and Aleutian regions
- Saylor & Associates: Assessment of energy and economic impacts of RurAL CAP's Energy Wise program.
- Dalson Energy LLC: Project development for Galena biomass district heating project.
- Information Insights LLC: Economic analysis of Alaska Renewable Energy Fund proposals 2013 and 2014.

**1993-2012**      ***Alaska Energy Authority / Division of Energy, Anchorage:***

**2010-12**      ***Deputy Director***

**2003-10**      ***Project Manager***

- Managed eleven engineers and planners responsible for statewide hydroelectric, ocean and river, energy conservation, heat recovery, geothermal, biomass, wind, energy inventory, and emerging energy technology development programs.
- Initiated and managed the Alaska Renewable Energy Fund grant recommendation program based on authorizing legislation: Co-designed process, led technical and economic review of proposals by agency and contractors, coordinated interaction with Governor-appointed advisory committee, prepared AEA recommendations to Legislature for funding, coordinated staff to provide technical oversight of 204 projects totaling \$202 million in state funding, and prepared progress and performance metric reports.
- Led preparation of the Alaska Renewable Energy Atlas.


1993-2003	<p><b>Development Specialist</b></p> <ul style="list-style-type: none"> <li>Established AEA's Alternative Energy &amp; Energy Efficiency section.</li> <li>Managed the state/federal biomass energy program, that developed community-scale wood, garbage, and biofuels projects.</li> <li>Identified and secured funding for additional staff in energy conservation, wind energy and other sectors.</li> </ul>
1988-90	<p><b>Senior Planner, Bristol Bay Coastal Resource Service Area, Dillingham, Alaska.</b> Project manager for the Nushagak and Mulchatna Rivers Management Plan, a joint state and coastal zone program effort that guides land use of 6 million acres. Oversaw process to develop policies to minimize conflicts among private, commercial, and Native users of a river system. Assessed supply and demand of fish, wildlife, and other resources as related to public concerns. Coordinated work of interagency planning team and citizen advisory board. Organized and chaired numerous public hearings and planning staff meetings. Wrote or co-wrote plan documents, including resource assessment and final plan. Work resulted in adoption and enforcement of plan by government agencies.</p>
1984-88	<p><b>Forester, Alaska DNR Division of Forestry, Fairbanks, Alaska.</b> Project manager for the Tanana Valley State Forest Management Plan, guiding timber activities and multiple uses on 1.8 million acres. Coordinated work of interagency team and chaired public hearings and planning team meetings. Developed model for projecting future sawtimber and fiber volume yields. Co-developed model for assessing economic feasibility of developing primary timber access. Projected sustained yield timber harvest levels under various policy scenarios. Wrote plan documents, including resource assessment and final plan. Work resulted in adoption and enforcement of plan by Alaska DNR.</p>
	<p><b>Forestry Consulting / Short-term.</b></p>
1996-97	<ul style="list-style-type: none"> <li>Led team preparing timber inventory of 2.9 million acres of public land in Interior Alaska.</li> </ul>
1991	<ul style="list-style-type: none"> <li>Analyzed potential for special (minor) forest products industry, Columbia-Pacific RCD Council, Aberdeen, Washington.</li> </ul>
1993	<ul style="list-style-type: none"> <li>Managed forest inventory data from Native land holdings across the state for Bureau of Indian Affairs, Anchorage, Alaska.</li> </ul>
1983	<ul style="list-style-type: none"> <li>Timber inventory of 80,000 acre, Ninilchik Native Corporation, Alaska.</li> </ul>
1981-83	<ul style="list-style-type: none"> <li>Forestry Technician, U.S. Forest Service. Alaska and Washington: Timber inventory, reforestation, thinning, and sale layout.</li> </ul>
	<p><b>Other</b></p>
2020-present	<p><b>Treasurer and/or Director, Kachemak Nordic Ski Club (KNSC)</b> Board of Directors, Homer, Alaska.</p>
1986-present	<p><b>Commercial Salmon Fisherman,</b> Family skiff setnet and direct market operation in Bristol Bay and Lower Yukon River, Alaska.</p>
2013-2021	<p><b>Chair and/or Director, Renewable Energy Alaska Project (REAP)</b> Board of Directors, Anchorage, Alaska.</p>

Kenai Peninsula Borough  
Office of the Borough Mayor

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MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members of the Borough Assembly

**FROM:** Peter A. Micciche, Borough Mayor 

**DATE:** June 25, 2025

**RE:** Planning Commission Application for Appointment

---

Per KPB 2.40.015, appointments to at-large districts of the Borough Planning Commission are appointed by the Borough Mayor and confirmed by the Assembly. The applicants listed below have been verified as qualified voters of the Borough and residents within the districts to which they have applied.

I hereby submit to the Assembly my recommendations for confirmation of the following appointments to the Kenai Peninsula Borough Planning Commission:

**SOUTH PENINSULA SEAT**

Dawson Slaughter

**COOPER LANDING/HOPE/EASTERN PENINSULA SEAT**

Virginia Morgan

Thank you.

# Kenai Peninsula Borough

## Office of the Borough Clerk

---

### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** Robert Ruffner, Planning Director *RR*

**THRU:** Michele Turner, Borough Clerk *(MT)*

**FROM:** Sue Ellen Essert, Deputy Borough Clerk *SEE*

**DATE:** June 16, 2025

**RE:** Planning Commission Applications for Appointment

---

Pursuant to KPB 2.40.015(E), the annual vacancies on the Planning Commission were noticed for 30-days. The vacancy notice was posted on the Borough's website, Facebook page and in the borough administration building. The application period closed on June 16, 2025.

The applicants have been verified as qualified voters of the borough and resident of the districts. Their applications are submitted herewith for your consideration.

#### South Peninsula Seat

Dawson Slaughter  
James Logan Piercefield

#### Cooper Landing/Hope Eastern Peninsula Seat

Virginia Morgan

Thank you for your consideration.



---

**From:** Kenai Peninsula Borough <webmaster@kpb.us>  
**Sent:** Wednesday, May 28, 2025 5:47 PM  
**To:** Mayor's Department  
**Cc:** Ruffner, Robert; Shirnberg, Ann; G\_Notify\_AssemblyClerk  
**Subject:** PC Application submitted South Peninsula District Seat

Name: Dawson Slaughter

Selected Seat:South Peninsula District Seat

Mailing Address:  
PO BOX 1065  
Anchor Point, AK 99556

My Residence Address is DIFFERENT from my Mailing Address

Residence Address:  
34290 Eason Lane  
Anchor Point, AK 99556

Email: slaughterdawson1@gmail.com

Home Phone:

Mobile Phone: 907-299-4775

What knowledge, experience, or expertise will you bring to the Planning Commission?  
I am currently serving on the planning commission and have served proudly for past 3 years. I continue to provide my local knowledge of the area and with my expertise in real estate as an agent. I humbly ask to continue serving the lower peninsula. Thank you.

Voter #

SSN

Date of Birth  


---

**From:** Kenai Peninsula Borough <webmaster@kpb.us>  
**Sent:** Thursday, May 29, 2025 12:15 PM  
**To:** Mayor's Department  
**Cc:** Ruffner, Robert; Shirnberg, Ann; G\_Notify\_AssemblyClerk  
**Subject:** PC Application submitted Cooper Landing/Hope Eastern Peninsula District Seat

Name: Virginia Morgan

Selected Seat: Cooper Landing/Hope Eastern Peninsula District Seat

Mailing Address:  
PO Box 657  
Cooper Landing, AK 99572

My Residence Address is DIFFERENT from my Mailing Address

Residence Address:  
18285 Lisa Ave  
Cooper Landing, AK 99572

Email: tommyginny@gmail.com


Home Phone: 907-595-3094

Mobile Phone: 907-598-3094

What knowledge, experience, or expertise will you bring to the Planning Commission?  
Currently serving on the commission and have held the seat since 2016.

Voter #

SSN

Date of Birth  


# Kenai Peninsula Borough

## Purchasing & Contracting

---

### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director JH

**FROM:** Carmen Vick, Project Manager CV

**DATE:** June 10, 2025

**RE:** Authorization to Award a Contract for RFP25-024 Skyview Middle School & Nikiski High School Boiler Replacement

---

On April 15, 2025, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP25-024 Skyview Middle School & Nikiski High School Boiler Replacement Project. The request for proposals was advertised on Bid Express from April 15, 2025 through May 7, 2025.

The project consists of professional engineering (all disciplines) services. This is to include design, estimating, and CA services for the purpose of developing design, estimates and bid documents in support of completing boiler replacement at Skyview Middle School (46188 Sterling Hwy, Soldotna, AK 99669) and Nikiski High School (52275 Education Dr, Nikiski, AK 99611).


On the due date of May 7, 2025, three (3) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Central Alaska Engineering Company	Soldotna, Alaska	304
MBA Consulting Engineers, Inc.	Eagle River, Alaska	296
HZA Engineering, LLC	Anchorage, Alaska	274



The highest-ranking proposal, which includes a cost factor, was submitted by Central Alaska Engineering Company with a lump sum cost proposal of \$59,553. The proposal review committee recommends award of a contract to Central Alaska Engineering Company, Soldotna, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 400-71180-25DSG-49311 and 400-71082-25DSG.49311.



  
\_\_\_\_\_  
Peter A. Micciche, Borough Mayor

6/12/2025  
\_\_\_\_\_  
Date

FINANCE DEPARTMENT	
FUNDS VERIFIED	
Acct. No.	<u>400-71180-25DSG-49311 \$32,985</u>
Acct. No.	<u>400-71082-25DSG-49311 \$26,568</u>
By:  	Date: <u>6/10/2025</u>

NOTES: NA

# Kenai Peninsula Borough

## Purchasing & Contracting

### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Patti Hartley, Purchasing Assistant *PH*

**DATE:** June 9, 2025

**RE:** Authorization to Award a Contract for RFO25-016 Janitorial Services  
*Poppy Lane, OEM & River Center*

On April 7, 2025, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP25-016 Janitorial Services. The request for proposals was advertised on Bid Express from April 7 through May 1, 2025.

The project consists of providing janitorial services for facilities within the Soldotna area that require outsourced janitorial services: Poppy Lane Location (Purchasing, Maintenance, Solid Waste & Roads), Office of Emergency Management located at 253 Wilson Avenue and the Donald E Gilman River Center offices located 514 Funny River Road.

On the due date of May 1, 2025, two (2) proposals were received and reviewed by a review committee as follows:

POPPY LANE LOCATION		
<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
<b>Touch of Gold Cleaning, LLC</b>	<b>Nikiski, Alaska</b>	<b>276</b>
Xpert Cleaning, LLC	Fairbanks, Alaska	201
OEM / 911 BUILDING		
<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
<b>Xpert Cleaning, LLC</b>	<b>Fairbanks, Alaska</b>	<b>252</b>
Touch of Gold Cleaning, LLC	Nikiski, Alaska	230
RIVER CENTER BUILDING		
<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
<b>Touch of Gold Cleaning, LLC</b>	<b>Nikiski, Alaska</b>	<b>276</b>
Xpert Cleaning, LLC	Fairbanks, Alaska	247

The highest-ranking proposal, which includes a cost factor for the **Poppy Lane Location** was submitted by Touch of Gold Cleaning, LLC with a monthly lump sum cost proposal of \$2,100.00

(\$25,200.00/year). The proposal review committee recommends award of a contract to Touch of Gold Cleaning, LLC, Nikiski, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 100-11227-00000-43011; 241-41010-00000-43011; 236-33950-00000-43011 and 290-32010-00000-43011.

The highest-ranking proposal, which includes a cost factor for the **OEM / 911 Building** was submitted by Xpert Cleaning, LLC with a monthly lump sum cost proposal of \$1,451.45 (\$17,417.40/year). The proposal review committee recommends award of a contract to Xpert Cleaning, LLC, Fairbanks, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 100-11250-00000-43011; 211-51610-00000-43011 and 264-11255-00000-43011.

The highest-ranking proposal which includes a cost factor for the **River Center Building** was submitted by Touch of Gold Cleaning, LLC with a yearly lump sum of \$22,800.00. The proposal review committee recommends award of a contract to Touch of Gold Cleaning, LLC, Nikiski, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 100-21135-00000-43011.

  
Peter A. Micciche, Borough Mayor

6/10/2025  
Date

POPPY LANE LOCATION

FINANCE DEPARTMENT  
FUNDS VERIFIED

Acct. No. 100-11227-00000-43011 - \$4,200.00

Acct. No. 241-41010-00000-43011 - \$12,600.00

Acct. No. 236-33950-00000-43011 - \$4,200.00

Acct. No. 290-32010-00000-43011 - \$4,200.00

By: C J BH Date: 6/9/2025

NOTES: FY26 Contingent Upon  
Assembly Appropriation. Contract  
statrs 7/1/25.

OEM / 911 BUILDING

FINANCE DEPARTMENT  
FUNDS VERIFIED

Acct. No. 100-11250-00000-43011 - \$5,805.80

Acct. No. 211-51610-00000-43011 - \$5,805.80

Acct., No. 264-11255-00000-43011 - \$5,805.80

By: C J BH Date: 6/9/2025

NOTES: FY26 Contingent Upon  
Assembly Appropriation. Contract  
statrs 7/1/25.

RIVER CENTER

FINANCE DEPARTMENT  
FUNDS VERIFIED

Acct. No. 100-21135-00000-43011

Amount. \$22,800.00

By: C J BH Date: 6/9/2025

NOTES: FY26 Contingent Upon  
Assembly Appropriation. Contract  
statrs 7/1/25.

Kenai Peninsula Borough  
Purchasing & Contracting

MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John D. Hedges, Purchasing & Contracting Director JH

**FROM:** Jacque Arnold, Project Manager JA

**DATE:** June 13, 2025

**RE:** Authorization to Award a Contract for RFP25-004 NPRSA Remodel


On May 5, 2025, the Kenai Peninsula Borough Purchasing and Contracting Department formally solicited proposals for RFP25-004 NPRSA Remodel. The request for proposals was advertised on Bid Express from May 5 – 28, 2025.

The project consists of providing professional design services, for the renovation of the North Peninsula Recreation Center.

On the due date of May 28, 2025, one (1) proposal was received from K+A designstudios, P.C. The proposal was received and reviewed by the Kenai Peninsula Borough Purchasing and Contracting.

The proposal, which includes a cost factor, was submitted by K+A designstudios, P.C. with a lump sum cost proposal of \$73,189.00. The Purchasing and Contracting Department recommends award of a contract to K+A designstudios, PC, Soldotna, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account numbers 459-61110-25451-49311.

  
Peter A. Micciche, Borough Mayor

6/16/2025  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	459-61110-25451-49311
Amount:	\$73,189.00
By: CJ BH	Date: 6/13/2025

NOTES: NA

Kenai Peninsula Borough  
Purchasing & Contracting

MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director JH

**FROM:** Richard Brackin, Bear Creek Fire Chief RB

**DATE:** June 24, 2025


**RE:** Authorization to Award a Contract for ITB25-077 Bear Creek Community Multi-Use Facility Parking Lot Paving

The Purchasing and Contracting Office formally solicited and received bids for the ITB25-Bear Creek Community Multi-Use Facility Parking Lot Paving. Bid packets were released on June 5, 2025 and the Invitation to Bid was advertised on Bid Express from June 5 – 19, 2025.

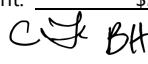
The project consists of providing all material, equipment and labor to remove the damaged asphalt and replace with new per the specifications noted in the ITB.

On the due date of June 19, 2025, one (1) bid was received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$228,900 was submitted by Metco Alaska, LLC, Seward, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 442-51210-25STA-43011.

  
Peter A. Micciche, Borough Mayor

6/25/2025  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	442-51210-25STA-43011
Amount:	\$228,900
By: 	Date: 6/24/2025

NOTES: NA

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB25-077 Bear Creek Community Multi-Use Facility Parking Lot Paving**

CONTRACTOR	LOCATION	BASE BID	ADDITIVE ALTERNATE
Metco Alaska, LLC	Seward, Alaska	\$206,000.00	\$22,900.00

DUE DATE: June 19, 2025

KPB OFFICIAL:  \_\_\_\_\_  
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough  
Purchasing & Contracting

MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Jacque Arnold, Project Manager *JA*

**DATE:** June 19, 2025

**RE:** Authorization to Award a Contract for ITB25-072 CES Station #4 (K-Beach) Septic Replacement

The Purchasing and Contracting Office formally solicited and received bids for the ITB24-072 CES Station #4 (K-Beach) Septic Replacement. Bid packets were released on May 23, 2025 and the Invitation to Bid was advertised on Bid Express on May 23 – June 11, 2025.

The project consists of providing all labor, materials, and equipment to support the septic replacement, and the floor drain wastewater discharge at Central Emergency Station #4, located at 37699 Kalifornsky Beach Road, Kenai, AK 99611.

On the due date of June 11, 2025, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$62,310.00 was submitted by CIC, Inc., Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 443-51610-25462-43011.

*A. Micciche*  
Peter A. Micciche, Borough Mayor

6/20/2025  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	443-51610-25462-43011
Amount	\$62,310.00
By: <i>CJ BH</i>	Date: 6/19/2025
NOTES: NA	

KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING

**BID TAB FOR: ITB25-072 CES Station #4 Septic Replacement**

CONTRACTOR	LOCATION	BASE BID
CIC, Inc.	Soldotna, Alaska	\$62,310.00
Steam on Wheels, LLC	Soldotna, Alaska	\$78,400.00
Peninsula Construction, Inc.	Kenai, Alaska	\$98,350.00

DUE DATE: June 11, 2025

KPB OFFICIAL: John Hedges  
John Hedges, Purchasing & Contracting Director



Kenai Peninsula Borough  
Purchasing & Contracting

MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Nick Kemp, Project Manager *NK*

**DATE:** June 5, 2025

**RE:** Authorization to Award a Contract for ITB25-071 Pest Control

The Maintenance Department formally solicited and received quotes for ITB25-071 Pest Control.

The project consists of providing all labor, material and personnel for removal and control of mice and carpenter ants within the Kenai Peninsula Borough and Kenai Peninsula School District facilities per the specifications noted in the ITB.

On the due date of May 27, 2025, one (1) bid was received and reviewed to ensure that all the specifications and delivery schedules were met. Your approval for this bid award for each group to Strategic Ecological Solutions, Soldotna, Alaska is hereby requested.

Funding for this project is in account number 241-41010-00000-43780.



Peter A. Micciche, Borough Mayor

6/5/2025

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	241-41010-00000-43780
Amount	\$40,840.00
By: <i>CJ BH</i>	Date: 6/5/2025
NOTES: FY26 Contingent Upon Assembly Appropriation.	

KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING

BID TAB FOR: ITB25-071 PEST CONTROL


CONTRACTOR	LOCATION	<u>SECTION A</u> <u>Group 1</u> Soldotna Elementary School	<u>SECTION</u> <u>Group 2</u> Kalifornsky Beach Elem Skyview Middle School Tustumena Elem	<u>SECTION A</u> <u>Group 3</u> Redoubt Elementary, Soldotna Prep, Soldotna High School	<u>SECTION A</u> <u>Group 4</u> KCHS / KCHS Vocational Building Mountain View Elem	<u>SECTION A</u> <u>Group 5</u> Kaleidoscope School Kenai Elementary School	<u>SECTION A</u> <u>Group 6</u> Nikiski North Star Elementary
Strategic Ecological Solutions	Soldotna, Alaska	\$1,200.00	\$5,550.00	\$5,500.00	\$5,670.00	\$3,200.00	\$2,000.00

DUE DATE: May 27, 2025

KPB OFFICIAL:   
John Hedges, Purchasing & Contracting Director

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING****BID TAB FOR: ITB25-071 PEST CONTROL**

<b>CONTRACTOR</b>	<b>LOCATION</b>	<b><u>SECTION B</u></b> <b><u>Group 1</u></b> Homer High School Homer Middle School West Homer Elem
Strategic Ecological Solutions	Soldotna, Alaska	\$8,620.00

**DUE DATE:** May 27, 2025**KPB OFFICIAL:**  
John Hedges, Purchasing & Contracting Director

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING****BID TAB FOR: ITB25-071 PEST CONTROL**

<b>CONTRACTOR</b>	<b>LOCATION</b>	<b><u>SECTION C</u></b> <b><u>Group 1</u></b> Seward Elementary School Seward High School
Strategic Ecological Solutions	Soldotna, Alaska	\$9,100.00

**DUE DATE:** May 27, 2025**KPB OFFICIAL:**  
John Hedges, Purchasing & Contracting Director

# Kenai Peninsula Borough

## Purchasing & Contracting

### MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Patti Hartley, Purchasing Assistant *PH*

**DATE:** June 10, 2025

**RE:** Authorization to Award a Contract for ITB25-052 Bulk Fuel Supply

The Purchasing and Contracting Office formally solicited and received bids for the ITB25-052 Bulk Fuel Supply. Bid packets were released on April 30, 2025 and the Invitation to Bid was advertised on Bid Express from April 30, 2025 – May 28, 2025.

The project consists of purchasing, supplying and delivering Heating Oil, Ultra Low Sulfur Diesel and Unleaded Gasoline to specific locations throughout the Kenai Peninsula Borough.

On the due date of May 28, 2025, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. Below are the low bids for each region and fuel type.

<u>Lot</u>	<u>Location</u>	<u>Fuel Type</u>	<u>Bidder</u>
1	Soldotna	Heating	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
1	Soldotna	ULSD	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
1	Soldotna	Unleaded	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
2	Homer	Heating	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
2	Homer	ULSD	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
2	Homer	Unleaded	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
3	Kenai/Nikiski	Heating Oil	Petro 49 Inc. dba Petro Marine & Alaska Oil Sales
4	Seward/Bear Creek	Heating	Shoreside Petroleum Inc.

Your approval for this bid award is hereby requested. Funding for this project is available in the following accounts: 211.51610.42230 / 43610 (CES); 241.41010.42230 / 43610 (Maintenance); 290.32010.42230 / 43610 / 290.32122.42230 / 43610 (Solid Waste); 206.51110.42230 / 43610 (Nikiski Fire); 207.51210.42230/ 43610 (Bear Creek Fire); 212.51810.42230 / 43610 (Kachemak Emergency Services); 236.33950.42230 / 43610 (Roads); 209.51410.42230 / 43610 (Anchor Point); 100.11250.42230 / 43610 (OEM).

*P. Micciche*

6/12/2025

Peter A. Micciche, Borough Mayor

Date

FINANCE DEPARTMENT  
FUNDS VERIFIED

Acct. No. 211.51610.42230 \$35,000 / 43610 \$2,500 (CES)  
241.41010.42230 \$30,000 / 43610 \$10,000 (Maintenance)  
290.32010.42230 \$ 2,000 / 43610 \$ 2,500 (Solid Waste)  
290.32122.42230 \$8,000 / 43610 \$10,000 (Solid Waste)  
206.51110.42230 \$10,000 / 43610 \$50,000 (Nikiski Fire)  
207.51210.42230 \$ 3,000 / 43610 \$25,000 (Bear Creek Fire)  
212.51810.42230 \$5,000 / 43610 \$20,000 (KESA)  
236.33950.42230 \$15 000 (Roads)  
209.51410.42230 \$3,000 / 43610 \$10 000 (WES)  
100.11250.42230 \$2,000 / 43610 \$5,000 (OEM)

By: *CJ BH* Date: 6/10/2025

NOTES: FY26 Contingent Upon Assembly Appropriation.  
Contract starts 7/1/25.


# KENAI PENINSULA BOROUGH PURCHASING & CONTRACTING

## BID TAB FOR: ITB25-052 BULK FUEL SUPPLY - Soldotna

CONTRACTOR	LOCATION		BASE BID
Petro 49, Inc., dba Petro Marine Services and Alaska Oil Sales	Anchorage, AK	Heating	\$6,599.60
		USLD	\$97,329.60
		Unleaded	\$80,176.20
		Total	<b>\$184,105.40</b>
Crowley Fuels	Anchorage, AK	Heating	\$8,160.00
		USLD	\$118,800.00
		Unleaded	\$95,760.00
		Total	\$222,720.00
Shoreside Petroleum, Inc.	Anchorage, AK		NO BID

DUE DATE: May 28, 2025

KPB OFFICIAL:

  
John Hedges, Purchasing & Contracting Director

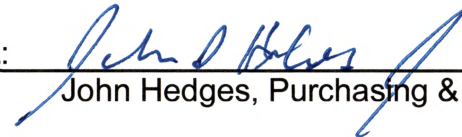
## KENAI PENINSULA BOROUGH PURCHASING & CONTRACTING

### BID TAB FOR: ITB25-052 BULK FUEL SUPPLY - Kenai / Nikiski

CONTRACTOR	LOCATION		BASE BID
Petro 49, Inc., dba Petro Marine Services and Alaska Oil Sales	Anchorage, AK	Heating	<b>\$4,949.70</b>
Crowley Fuels	Anchorage, AK	Heating	\$6,120.00
Shoreside Petroleum, Inc.	Anchorage, AK	Heating	NO BID

DUE DATE: May 28, 2025

KPB OFFICIAL:

  
John Hedges, Purchasing & Contracting Director



# KENAI PENINSULA BOROUGH PURCHASING & CONTRACTING

## BID TAB FOR: ITB25-052 BULK FUEL SUPPLY - Homer

CONTRACTOR	LOCATION		BASE BID
Petro 49, Inc., dba Petro Marine Services and Alaska Oil Sales	Anchorage, AK	Heating	\$10,284.45
		USLD	\$3,984.80
		Unleaded	\$9,944.55
		TOTAL	<b>\$24,213.80</b>
Crowley Fuels	Anchorage, AK		No Bid
Shoreside Petroleum, Inc.	Anchorage, AK		No Bid

DUE DATE: May 28, 2025

KPB OFFICIAL:

  
John Hedges, Purchasing & Contracting Director


# KENAI PENINSULA BOROUGH PURCHASING & CONTRACTING

## BID TAB FOR: ITB25-052 BULK FUEL SUPPLY - Seward Bear Creek

CONTRACTOR	LOCATION		BASE BID
Shoreside Petroleum, Inc.	Anchorage, AK	Heating	<b>\$4,175.00</b>
Petro 49, Inc., dba Petro Marine Services and Alaska Oil Sales	Anchorage, AK	Heating	No Bid
Crowley Fuels	Anchorage, AK	Heating	No Bid

DUE DATE: May 28, 2025

KPB OFFICIAL:

  
John Hedges, Purchasing & Contracting Director