



Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Agenda Assembly

Brent Johnson, President

Tyson Cox, Vice President

James Baisden

Kelly Cooper

Willy Dunne

Cindy Ecklund

Bill Elam

Peter Ribbens

Ryan Tunseth

Tuesday, October 22, 2024

6:00 PM

Betty J. Glick Assembly Chambers

Meeting ID: 895 1103 3332 Passcode: 193069

[https://yourkpb.zoom.us/j/89511033332?](https://yourkpb.zoom.us/j/89511033332?pwd=GThg6CA4QuaaPihm3rpMKljbZoy5ZG.1)

[pwd=GThg6CA4QuaaPihm3rpMKljbZoy5ZG.1](https://yourkpb.zoom.us/j/89511033332?pwd=GThg6CA4QuaaPihm3rpMKljbZoy5ZG.1)

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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 6375: October 8, 2024 Regula Assembly Meeting Minutes

Resolution 2024-044: Authorizing a Sole Source Contract Award for Testing and Repairs to Fire Alarm Systems

Resolution 2024-045: Accepting \$200,000 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management for Emergency Management Operations

Resolution 2024-046: Recommending Support for Homer Wilderness Leaders Grant Application for the Youth Trail Maintenance Initiative in Kachemak Bay State Park, the Kenai National Wildlife Refuge and the Chugach National Forest

Resolution 2024-047: Authorizing the Mayor to Issue a Letter in Support of South Kenai Peninsula Hospital Service Area Board Resolution 2024-09 Supporting an Alaska Clean Water Act Grant Application for Planning and Design of a Trail within the Anchor River State Recreational Area

Ordinance 2024-19-16: Appropriating Funds from the School Maintenance Fund for Buildings and Grounds Contracts (Mayor) (Hearing on 11/12/24) (Referred to Finance Committee)

Ordinance 2024-19-17: Appropriating Supplemental Funds for Required Audit Fees Due to Additional Single Audit Programs that Have Met the Major Program Thresholds (Mayor)

Ordinance 2024-19-18 Authorizing the Acquisition of Real Property Located Adjacent to the Chapman School Campus in Anchor Point for Future School Use, and Appropriating \$850,000 from the General Fund for the Purchase (Mayor)

KPB 6378: Authorizing the Issuance of a Non-Objection Letter to the Alcoholic Beverage Control Board Regarding the Transfer of Location from The Ancient Mariner, Inc. dba The Albatross to John Neland dba Beverage Barn, License No. 3079

KPB 6379: Authorizing the Issuance of a Non-Objection Letter to the Alcoholic Beverage Control Board Regarding the New Brewery Manufacturer License Requested by Rachel Gilliland dba MuddyBrews Too, License No. 6187

KPB 6380: Authorizing the Issuance of a Non-Objection Letter to the Alcoholic Beverage Control Board Regarding the New Brewery Retail License Requested by Rachel Gilliland dba MuddyBrews Too, License No. 6223

KPB 6382: Authorizing the Issuance of a Non-Objection Letter to the Alcoholic Beverage Control Board Regarding the New Winery Manufacturer License Requested by The Rustic Peony, LLC dba Swamp Donkey Beverage Company, License No. 6172

KPB 6383: Authorizing the Issuance of a Non-Objection Letter to the Alcoholic Beverage Control Board Regarding the New Winery Retail License Requested by The Rustic Peony, LLC dba Swamp Donkey Beverage Company, License No. 6173

KPB 6384: Amendment to the 2024 Assembly Meeting Schedule (Johnson at the request of the Borough Clerk)

ACTION ITEM ELIGIBLE TO BE ADDED TO THE CONSENT AGENDA:

Ordinance 2024-19-13: Appropriating \$256,275 from the Land Trust Fund to be Transferred to the Land Trust Investment Fund Representing the Physical Year 2024 Transfer of Land Sales Revenue to the Land Trust Investment Fund Per KPB 5.20.080(B)

Ordinance 2024-19-14: Accepting and Appropriating Grant Funds and Capital Project Funds Balance for the Purchase of One Slip-On Tanker Unit

Ordinance 2024-19-15: Appropriating Funds from the South Peninsula Hospital Plant Replacement and Expansion Fund for the Women's Health Center Project at South Peninsula Hospital

ASSEMBLY REORGANIZATION

1. Election of President and Vice President

APPROVAL OF MINUTES

- *1. [KPB-6375](#) October 8, 2024 Regular Assembly Meeting Minutes

Attachments: [100824 DRAFT Minutes](#)

COMMENDING RESOLUTIONS AND PROCLAMATIONS

1. [KPB-6385](#) Mayor's Proclamation Declaring November as "National Family Caregiver Month"

Attachments: [Proclamation](#)

PRESENTATIONS WITH PRIOR NOTICE

(20 minutes total)

1. [KPB-6376](#) Kenai Peninsula Borough School District Quarterly Report, Clayton Holland, Superintendent (10 Minutes)

Attachments: [KPBSD Presentation](#)

2. [KPB-6377](#) Public Health Updates, Julie Bunch, Public Health Nurse, Alaska Department of Public Health (10 Minutes)

Attachments: [Public Health Presentation 102224](#)

MAYOR'S REPORT

[KPB-6393](#) Mayor's Report Cover Memo

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

1. Assembly Requests/Responses
2. Agreements and Contracts
 - a. [KPB-6386](#) Authorization to Award Contract RFP25-005 Kenai River Center Roof Rehabilitation Design Services
Attachments: [Authorization to Award Contract - RFP25-005](#)
 - b. [KPB-6387](#) Authorization to Award Contract ITB25-015 Homer Transfer Facility Paving Repair
Attachments: [Authorization to Award Contract - ITB25-015](#)
 - c. [KPB-6388](#) Authorization to Award Contract Snow Removal & Sanding of Various Borough Schools & Facilities C1 Metco Seward
Attachments: [Authorization to Award Contract Snow Removal & Sanding of Various Borough](#)
3. Other
 - a. [KPB-6389](#) Budget Revisions – September 2024
Attachments: [Budget Revisions - September 2024](#)
 - b. [KPB-6390](#) Investment Report – Quarter Ended 06-30-24
Attachments: [Investment Report Quarter Ended 06-30-24](#)
 - c. [KPB-6391](#) Revenue – Expenditure Report – September 2024
Attachments: [Revenue-Expenditure Report - September 2024](#)

- d. [KPB-6392](#) Tax Adjustment Request Approval

Attachments: [Tax Adjustment Request Approval](#)

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

(3 minutes per speaker; 20 minutes aggregate)

ITEMS NOT COMPLETED FROM PRIOR AGENDA

PUBLIC HEARINGS ON ORDINANCES

(Testimony limited to 3 minutes per speaker)

Ordinances referred to Finance Committee

1. [2024-19-13](#) An Ordinance Appropriating \$256,275 from the Land Trust Fund to be Transferred to the Land Trust Investment Fund Representing the Fiscal Year 2024 Transfer of Land Sales Revenue to the Land Trust Investment Fund per KPB 5.20.080(B) (Mayor)

Attachments: [Ordinance 2024-19-13](#)
[Memo](#)

2. [2024-19-14](#) An Ordinance Accepting and Appropriating Grant Funds and Capital Project Fund Balance for the Purchase of one Slip-On Tanker Unit (Mayor)

Attachments: [Ordinance 2024-19-14](#)
[Memo](#)

3. [2024-19-15](#) An Ordinance Appropriating Funds from the South Peninsula Hospital Plant Replacement and Expansion Fund for the Women's Health Center Project at South Peninsula Hospital (Mayor)

Attachments: [Ordinance 2024-19-15](#)
[Memo](#)
[Reference Copy 2024-08](#)
[Reference Copy 2024-18](#)

UNFINISHED BUSINESS

NEW BUSINESS

1. Resolutions

Resolutions referred to Finance Committee

- *a. [2024-044](#) A Resolution Authorizing a Sole Source Contract Award for Testing and Repairs to Fire Alarm Systems (Mayor)
- Attachments:* [Resolution 2024-044](#)
[Memo](#)
- *b. [2024-045](#) A Resolution Accepting \$200,000 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management for Emergency Management Operations (Mayor)
- Attachments:* [Resolution 2024-045](#)
[Memo](#)
[R2024-045 EMPG Awards by Jurisdiction](#)

Resolutions referred to Legislative Committee

- *c. [2024-046](#) A Resolution Recommending Support for Homer Wilderness Leaders Grant Application for the Youth Trail Maintenance Initiative in Kachemak Bay State Park, the Kenai National Wildlife Refuge and the Chugach National Forest (Cooper)
- Attachments:* [Resolution 2024-046](#)
[Memo](#)
- *d. [2024-047](#) A Resolution Authorizing the Mayor to Issue a Letter in Support of South Kenai Peninsula Hospital Service Area Board Resolution 2024-09 Supporting an Alaska Clean Water Act Grant Application for Planning and Design of a Trail within the Anchor River State Recreational Area (Cooper, Dunne)
- Attachments:* [Resolution 2024-047](#)
[Memo](#)
[Reference SKPSAR2024-09](#)

2. Ordinances for Introduction

Ordinances for Introduction and referred to Finance Committee

- *a. [2024-19-16](#) An Ordinance Appropriating Funds from the School Maintenance Fund for Buildings and Grounds Contracts (Mayor) (Hearing on 11/12/24)
- Attachments:* [Ordinance 2024-19-16](#)
[Memo](#)
- *b. [2024-19-17](#) An Ordinance Appropriating Supplemental Funds for Required Audit Fees Due to Additional Single Audit Programs that Have Met the Major Program Thresholds (Mayor) (Hearing on 11/12/24)

Attachments: [Ordinance 2024-19-17](#)
[O2024-19-17 Memo](#)

- *c. [2024-19-18](#) An Ordinance Authorizing the Acquisition of Real Property Located Adjacent to the Chapman School Campus in Anchor Point for Future School Use, and Appropriating \$850,000 from the General Fund for the Purchase (Mayor) (Hearing on 11/12/24)

Attachments: [Ordinance 2024-19-18](#)
[Memo](#)
[O2024-19-18 Purchase Agreement](#)
[O2024-19-18 Backup Map 1](#)

3. Other

Other items referred to Finance Committee

- *a. [KPB-6378](#) Authorizing the Issuance of a Non-Objection Letter to the Alcoholic Beverage Control Board Regarding the Transfer of Location from The Ancient Mariner, Inc. dba The Albatross to John Neland dba Beverage Barn, License No. 3079

Attachments: [Memo to Assembly Lic. 3079](#)
[Application Full Lic. 3079](#)
[Finance Review Lic. 3079](#)
[Memo Planning Review Lic. 3079](#)

- *b. [KPB-6379](#) Authorizing the Issuance of a Non-Objection Letter to the Alcoholic Beverage Control Board Regarding the New Brewery Manufacturer License Requested by Rachel Gilliland dba MuddyBrews Too, License No. 6187

Attachments: [Memo to Assembly Lic. 6187](#)
[Application Full Lic. 6187](#)
[Finance Review Lic. 6187](#)
[Memo Planning Review Lic. 6187](#)

- *c. [KPB-6380](#) Authorizing the Issuance of a Non-Objection Letter to the Alcoholic Beverage Control Board Regarding the New Brewery Retail License Requested by Rachel Gilliland dba MuddyBrews Too, License No. 6223

Attachments: [Memo to Assembly Lic. 6223](#)
[Application Full Lic. 6223](#)
[Finance Review Lic. 6223](#)
[Memo Planning Review Lic. 6223](#)

- *d. [KPB-6382](#) Authorizing the Issuance of a Non-Objection Letter to the Alcoholic Beverage Control Board Regarding the New Winery Manufacturer License Requested by The Rustic Peony, LLC dba Swamp Donkey Beverage Company, License No. 6172

Attachments: [Memo to Assembly Lic. 6172](#)
[Application Full Lic. 6172](#)
[Finance Review Lic. 6172](#)
[Memo Planning Review Lic. 6172](#)

- *e. [KPB-6383](#) Authorizing the Issuance of a Non-Objection Letter to the Alcoholic Beverage Control Board Regarding the New Winery Retail License Requested by The Rustic Peony, LLC dba Swamp Donkey Beverage Company, License No. 6173

Attachments: [Memo to Assembly Lic. 6173](#)
[Application Full Lic. 6173](#)
[Finance Review Lic. 6173](#)
[Memo Planning Review Lic. 6173](#)

Other Items referred to Policies and Procedures Committee

- *f. [KPB-6384](#) Amendment to the 2024 Assembly Meeting Schedule (Johnson at the request of the Borough Clerk)

Attachments: [Memo Request to Amend 2024 Assembly Meeting Schedule](#)

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

ASSEMBLY COMMENTS

PENDING LEGISLATION

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

1. [2024-28](#) An Ordinance Adopting the Updated 2024 Kenai Peninsula Borough Hazard Mitigation Plan, a Multi-Jurisdictional Plan Including the Cities of Seldovia and Seward (Mayor) (Hearing on 11/12/24)

Attachments: [Ordinance 2024-28](#)
[Memo](#)
[Reference Copy O2004-33](#)

2. [2024-19-11](#) An Ordinance Deobligating Some or All In-Kind Services by the Cities of Kenai, Soldotna, and Homer and Appropriating their Cash Contributions as Required Match Funds for the Safe Streets and Roads for All Grant Project (Mayor) (Hearing on 11/12/24)

Attachments: [Ordinance 2024-19-11](#)
[Memo](#)
[Reference Copy O22-19-50](#)
[Request for Postponement \(Dealt with of 10/08/24\)](#)

INFORMATIONAL MATERIALS AND REPORTS

ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

1. November 12, 2024 6:00 PM
Regular Assembly Meeting
Betty J. Glick Assembly Chambers
Borough Administration Building
Remote participation available through Zoom
Meeting ID: 895 1103 3332 Passcode: 193069

ADJOURNMENT

This meeting will be broadcast on KDLL-FM 91.9 (Central Peninsula), KBBI-AM 890 (South Peninsula), K201AO(KSKA)-FM 88.1 (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: 895 1103 3332 Passcode: 193069. Detailed instructions will be posted on at the Kenai Peninsula Borough's main page at www.kpb.us: "Borough Assembly Meeting Notices" "Assembly Meeting Calendar".

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 www.kpb.us for copies of the agenda, meeting minutes, ordinances and resolutions.