

# Kenai Peninsula Borough

*144 North Binkley Street*

*Soldotna, AK 99669*



## Meeting Agenda

**Tuesday, October 22, 2024**

**6:00 PM**

**Meeting ID: 895 1103 3332 Passcode: 193069**

**Betty J. Glick Assembly Chambers**

**Meeting ID: 895 1103 3332 Passcode: 193069**

## Assembly

*Brent Johnson, President*

*Tyson Cox, Vice President*

*James Baisden*

*Kelly Cooper*

*Willy Dunne*

*Cindy Ecklund*

*Bill Elam*

*Peter Ribbens*

*Ryan Tunseth*

## 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](http://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](http://www.kpb.us) for copies of the agenda, meeting minutes, ordinances and resolutions.*



# Kenai Peninsula Borough

144 North Binkley Street  
Soldotna, AK 99669

## Meeting Minutes - Draft

### Assembly

*Brent Johnson, President*

*Tyson Cox, Vice President*

*Kelly Cooper*

*Cindy Ecklund*

*Bill Elam*

*Brent Hibbert*

*Peter Ribbens*

*Ryan Tunseth*

*Mike Tupper*

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Tuesday, October 8, 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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Meeting ID: 895 1103 3332 Passcode: 193069

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### INVOCATION

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

### ROLL CALL

**Present:** 9 - Brent Hibbert, Cindy Ecklund, Mike Tupper, Brent Johnson, Tyson Cox, Ryan Tunseth, Kelly Cooper, Peter Ribbens, and Bill Elam

Also present were:

Peter A. Micciche, Borough Mayor

Brandi Harbaugh, Finance Director

Sean Kelley, Borough Attorney

Michele Turner, Borough Clerk

Jason Kasper, Deputy Borough Clerk

### COMMITTEE REPORTS

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

*[Present: Cox (via Zoom), Cooper, Ecklund, Elam, Hibbert, Ribbens, Tunseth, Tupper, Johnson/0 Absent]*

Assembly Member Tupper stated the Policies and Procedures Committee met and

discussed its agenda items.

*[9 Present: Cox, Cooper, Ecklund, Elam, Hibbert, Ribbens, Tunseth, Tupper, Johnson/0 Absent]*

Assembly Member Elam stated the Legislative Committee met and discussed its agenda items.

*[9 Present: Cox, Cooper, Ecklund, Elam, Hibbert, Ribbens, Tunseth, Tupper, Johnson/0 Absent]*

Assembly President Johnson stated the Committee of the Whole met and discussed its agenda items.

*[9 Present: Cox, Cooper, Ecklund, Elam, Hibbert, Ribbens, Tunseth, Tupper, Johnson/0 Absent]*

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

**Cox 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-6349](#) September 17, 2024 Regular Assembly Meeting Minutes approved.

[KPB-6352](#) A Resolution Commending Matt Brown, Founder of Operation Children First for His Exceptional Commitment and Dedication to Supporting Underprivileged Children on the Kenai Peninsula (Elam, Mayor)  
**This Commending Resolution was adopted.**

The following public hearing items met the required conditions of KPB 22.40.110 and were added to the consent agenda:

[2024-19-09](#) An Ordinance Appropriating Funds for the Repair and Replacement of the Water Service Line at North Peninsula Recreational Service Area's Pool Facility (Mayor)  
**This Budget Ordinance was enacted.**

[2024-19-12](#) An Ordinance Appropriating Up To \$53,221.25 to the Disaster Response Fund for Expenditures Responding to the Recent Flooding in the Seward Bear Creek Flood Service Area (Mayor)  
**This Budget Ordinance was enacted.**

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[2024-27](#) An Ordinance Authorizing the Assessor to Accept One Late-Filed Non-Profit Exemption Application and Providing an Exception to KPB 5.12.040(B) (Mayor, Tunseth)

**This Budget Ordinance was enacted.**

New Business

[2024-040](#) A Resolution Approving the 2025 Asset Allocation for the Land Trust Investment Fund (Mayor)

[Clerk's Note: A 20 minute presentation was given during the Finance Committee meeting.]

**This Resolution was adopted.**

[2024-041](#) A Resolution Authorizing the Mayor to Execute a Computer Aided Dispatch Services Agreement with the City of Seward (Mayor)

**This Resolution was adopted.**

[2024-042](#) LAYDOWN A Resolution Certifying the Results of the October 1, 2024 Regular Election (Johnson at the request of the Borough Clerk)

**This Resolution was adopted.**

[2024-043](#) A Resolution Urging the State of Alaska to Maintain Funding for the Public Libraries Assistance Grants and the Statewide Library Electronic Doorway at FY 2024 Levels (Mayor, Johnson, Cox, Cooper, Ecklund)

**This Resolution was adopted.**

New Business

[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) (Hearing on 10/22/24)

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

[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) (Hearing on 10/22/24)

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

[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) (Hearing on 10/22/24)

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

[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)

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

[KPB-6351](#) Confirming Appointments to the Advisory Planning Commissions (Mayor)

Hope/Sunrise

Flip Foldager, Seat A, Term Expires 09/30/2027

Richard L. Hogan, Seat B, Term Expires 09/30/2027

Moose Pass

Bruce Jaffa, Seat D, Term Expires 09/30/2027

David Pearson, Seat E, Term Expires 09/30/2027

Nikiski

Lenora Niesen, Seat D, Term Expires 09/30/2027

**approved.**

Approval of the Agenda and Consent Agenda

President Johnson 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 - Hibbert, Ecklund, Tupper, Johnson, Cox, Tunseth, Cooper, Ribbens, and Elam

**VACANCY, DESIGNATION OR SEATING MEMBERS**

1. Swear-In Newly Elected Assembly Members

James Baisden, District 1- Kalifornsky

Cindy Ecklund, District 6 - East Peninsula

*[Clerk's Note: Newly elected Willy Dunne, District 9 - South Peninsula, was unable to attend and was sworn in at the Clerk's office.]*

**COMMENDING RESOLUTIONS AND PROCLAMATIONS**

[KPB-6347](#) Mayor's Proclamation Declaring October as "Domestic Violence Awareness Month"

*[Clerk's Note: Mayor Micciche presented the Mayor's proclamation to Stacie McCleod, Emergency Shelter Manager, LeeShore Center.]*

[KPB-6352](#) A Resolution Commending Matt Brown, Founder of Operation Children First for His Exceptional Commitment and Dedication to Supporting Underprivileged Children on the Kenai Peninsula (Elam, Mayor)

*[Clerk's Note: Assembly Member Elam read the Commending Resolution commending Matt Brown, Founder of Operation Children First.]*

**PRESENTATIONS WITH PRIOR NOTICE**

None.

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

President Johnson called for public comment.

The following people addressed the Assembly regarding Proposition No. 1 and South Peninsula Hospital:

- Paul Raymond**, Homer
- Phil Needham**, Homer
- Nora Raymond**, Homer

The following people addressed the Assembly regarding the drainage project on K-Beach:

- Toby Burke**, Kenai
- Lisa Gray**, Kenai

The 20 minute aggregate was reached and the public comment was closed.

**MAYOR'S REPORT**

Mayor's Report Cover Memo

[KPB-6339](#) Mayor's Cover Memo

## 1. Assembly Requests/Responses

None.

## 2. Agreements and Contracts

- a. [KPB-6340](#) Authorization to Award Contract ITB24-006 – Snow Removal and Sanding of Various Borough Schools and Facilities
  - b. [KPB-6341](#) Authorization to Award Contract ITB25-011 – Steambed Maintenance Salmon Creek at Nautical Ave
  - c. [KPB-6342](#) Authorization to Award Contract RFP25-002 – Inspection & Engineering of KPB Roads Service Area Bridges
  - d. [KPB-6343](#) Solid Waste Sole Source Waiver – Yard Tractor
3. Other
- a. [KPB-6344](#) Budget Revisions - August 2024
  - b. [KPB-6345](#) Revenue-Expenditure Report – August 2024
  - c. [KPB-6346](#) Tax Adjustment Request Approval

**ITEMS NOT COMPLETED FROM PRIOR AGENDA**

None.

**PUBLIC HEARINGS ON ORDINANCES**

- [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)

**Ribbens moved to enact Budget Ordinance 2024-19-11.**

President Johnson called for public comment with none being offered.

**Ribbens moved to postpone Budget Ordinance 2024-19-11 to 11/12/24.**

**The motion to postpone Budget Ordinance 2024-19-11 to 11//12/24 carried by the following vote:**

**Yes:** 9 - Hibbert, Ecklund, Tupper, Johnson, Cox, Tunseth, Cooper, Ribbens, and Elam

**UNFINISHED BUSINESS**

None.

## NEW BUSINESS

None.

## PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

President Johnson called for public comment.

The following people addressed the Assembly regarding South Peninsula Hospital concerns:

**Martha Cotton**, Homer

**Paul Raymond**, Homer

**Guy Rosey**, Homer

**Jenny Neyman**, Tsalteshi Trails Administrative Coordinator, invited the public to the Tsalteshi Trails Association open house at their new maintenance building on Saturday October 12, 2024 from 1 to 4 p.m.

**Mary Knox Dodge** addressed the Assembly regarding the drainage project on K-Beach.

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

## ASSEMBLY COMMENTS

Assembly Member Elam stated he appreciated the public testimony and thanked the speakers for attending.

Assembly Member Ribbens congratulated the newly elected assembly members and thanked the departing members.

Assembly Member Hibbert thanked the Borough employees. He thanked the Mayor for his leadership and Assembly Member Cooper for her mentorship.

Assembly Member Tunseth stated that he appreciated community members for their testimony. He thanked the newly elected assembly members for running for office and stated he was going to miss the departing assembly members. He thanked everyone for attending.

Assembly Member Cooper congratulated the newly elected assembly members and



stated she was going to miss the departing assembly members. She stated that she appreciated the public testimony.

Assembly Member Tupper stated that communities should voice concerns to the Service Area Boards since they were advisory to the Assembly. He stated that he was going to miss the assembly members and thanked them for their leadership.

Assembly Member Ecklund stated she appreciated the public testimony. She thanked the departing Assembly members. She stated that the Seward Girls Cross Country team were champions for the third year in a row and academic champions for this year. She thanked Rachel Dow and the Seward Athletic Booster Club for their support. She also thanked Athletic Director Ron Himstock for his efforts. She stated the Seward High School football team was playing against the Nikiski High School football team on October 12, 2024 for the State Championship. She thanked the staff for all of their hard work.

Vice President Cox stated the Seward Cross County team were the ones to watch in the next few years. He stated he was disappointed in the lack of people running for municipal offices and boards. He welcomed the newly elected Assembly members. He thanked the departing Assembly members.

President Johnson thanked the departing members for their service. He congratulated the newly elected Assembly members. He stated he attended a running race where Lee Fry and Elizabeth Hardee took first in their age class. He stated he appreciated the public testimony.

## INFORMATIONAL MATERIALS AND REPORTS

1. [KPB-6354](#) Update Regarding Ordinance 2024-16 Approving the Use of Funds for Promotion of KPB Proposition No. 1

## ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

October 22, 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

With no further business to come before the assembly, President Johnson adjourned the meeting at 7:58 p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of October 8, 2024.

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

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

**Kenai Peninsula Borough  
Alaska  
Proclamation**

WHEREAS, Alzheimer's disease, the most common form of dementia, is a progressive and degenerative brain disorder that causes memory loss and affects self-care, decision-making, and behavior; and

WHEREAS, there are 8,400 Alaskans now living with Alzheimer's disease; and

WHEREAS, there are currently 25,000 unpaid caregivers providing 39 million hours of support to their loved ones with Alzheimer's disease each year, valued at \$796 million annually; and

WHEREAS, dementia is a leading cause of death in Alaska and the only leading cause of death in the country with no known treatments to prevent, cure, or even delay the onset or slow the progression of the disease; and

WHEREAS, with early detection and diagnosis, individuals and families can gain access to medications and support services which promote quality of life; fully participate in planning for the future; and enroll in critical research trials; and

WHEREAS, the State of Alaska recognizes the effort of the Alzheimer's Association to promote awareness of Alzheimer's disease and other dementias, and provide care and support to unpaid caregivers, thereby improving the quality of life for individuals living with dementia; and

WHEREAS, every November, National Family Caregivers Month (NFCM) is a time to recognize and honor family caregivers across the country, offering an opportunity to raise awareness of caregiving issues, educate communities, and increase support for caregivers; and

WHEREAS, it is important to recognize the stories, strengths, and efforts of the individuals, families, friends and caregivers impacted by dementia, as well as the tireless work of the researchers who are seeking a cause and cure:

NOW THEREFORE, I, Mayor Peter Micciche, do hereby proclaim November 2024 as

*National Family Caregiver Month*

And we further urge all residents to support caregivers in our community by volunteering with organizations like the Alzheimer's Association. Time and compassion can lighten the load for those providing care to loved ones, and every effort makes a meaningful difference. Together, we can ensure that caregivers and those they care for receive the care, dignity, and respect they deserve.

  
Peter A. Micciche  
Kenai Peninsula Borough Mayor

# Kenai Peninsula Borough School District Quarterly Report to the KPB Borough Assembly

10-22-2024

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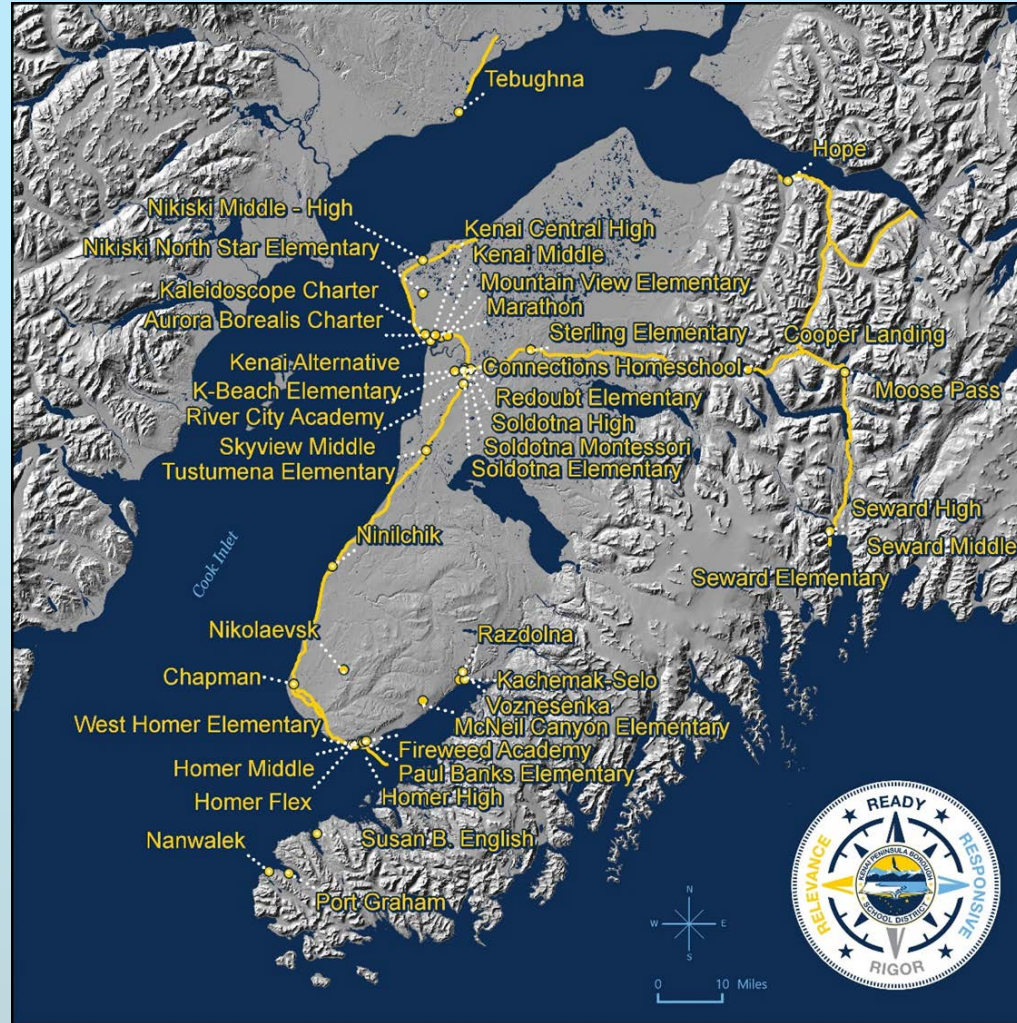
CLAYTON HOLLAND, SUPERINTENDENT

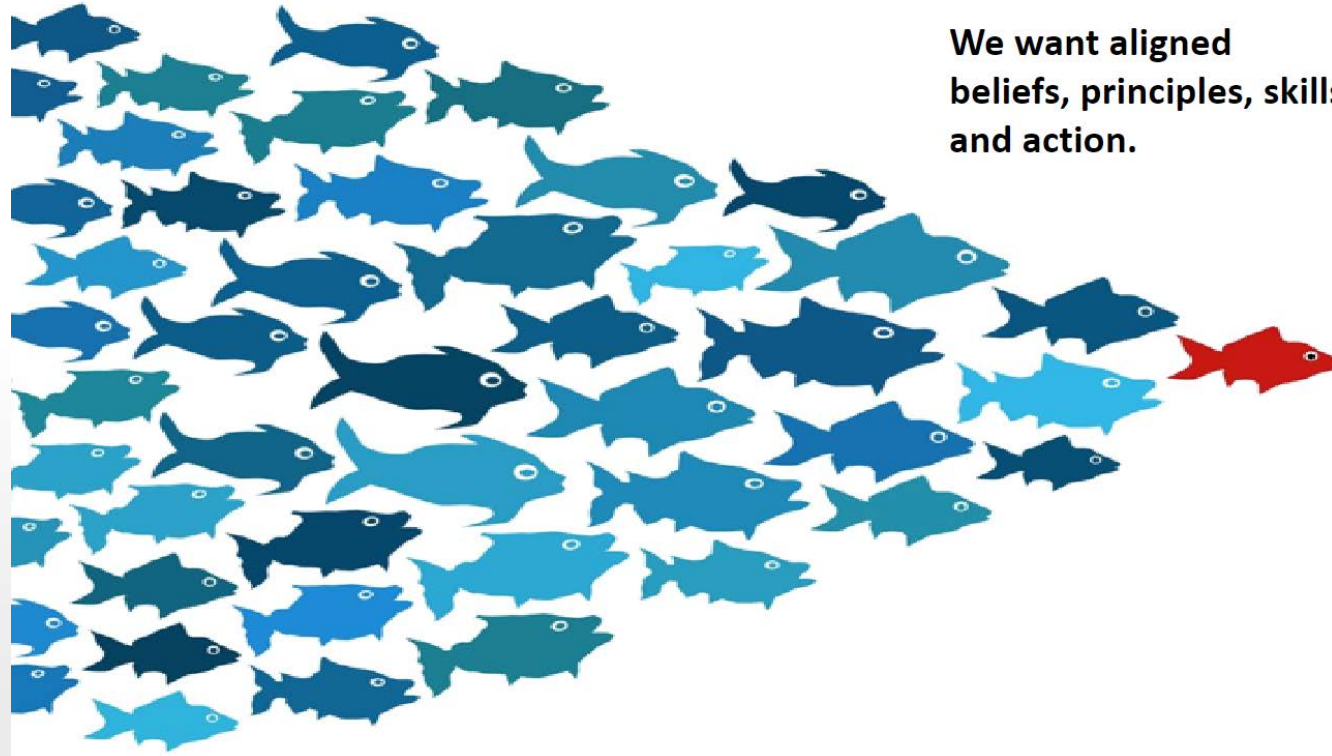


42 Unique Schools

17 Diverse  
Communities

Mission: Supporting  
Students in Life  
Success





**We want aligned  
beliefs, principles, skills  
and action.**

## CELEBRATIONS AND GRATITUDE

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# Congrats Andrew Scrivo

## GOLDEN APPLE AWARD



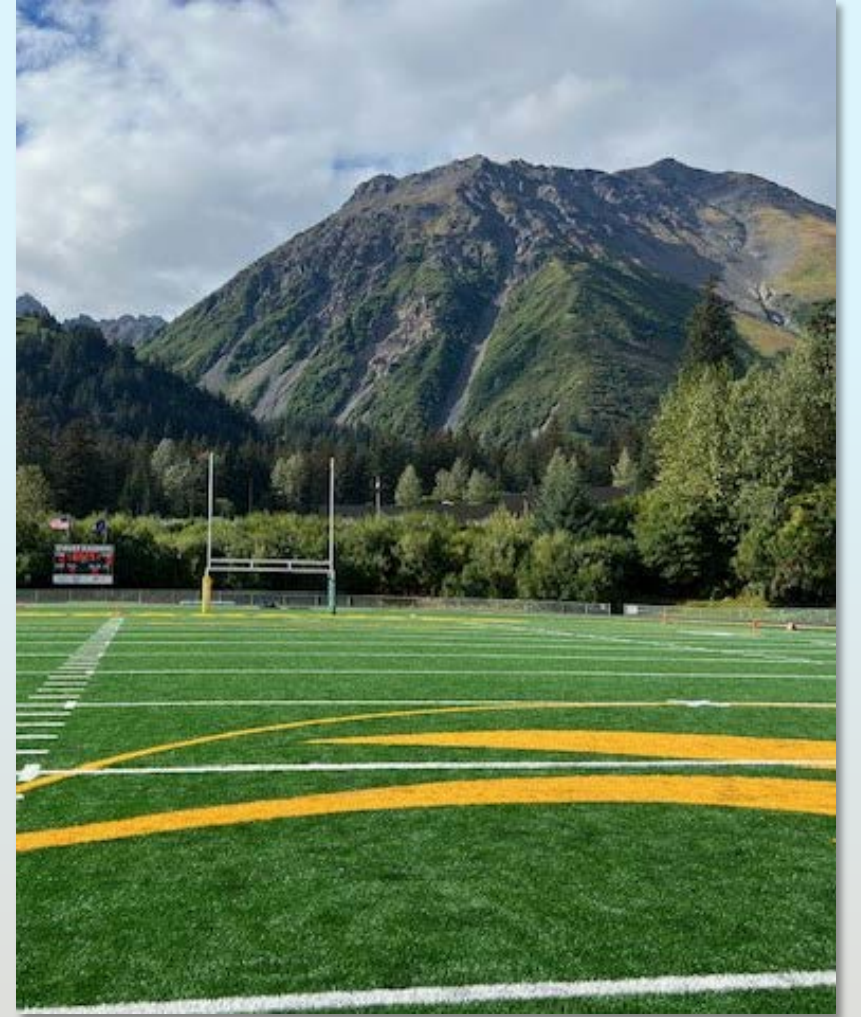
ons to Soldotna High School Principal Tabitha Blades on being named the F  
Alaska Assistant Principal of the Year! This achievement reflects her dedicat  
ff, and school community. Please join us in celebrating her well-deserved re  
id #LeadershipInAction



# MOST WINS IN ALASKA HISTORY





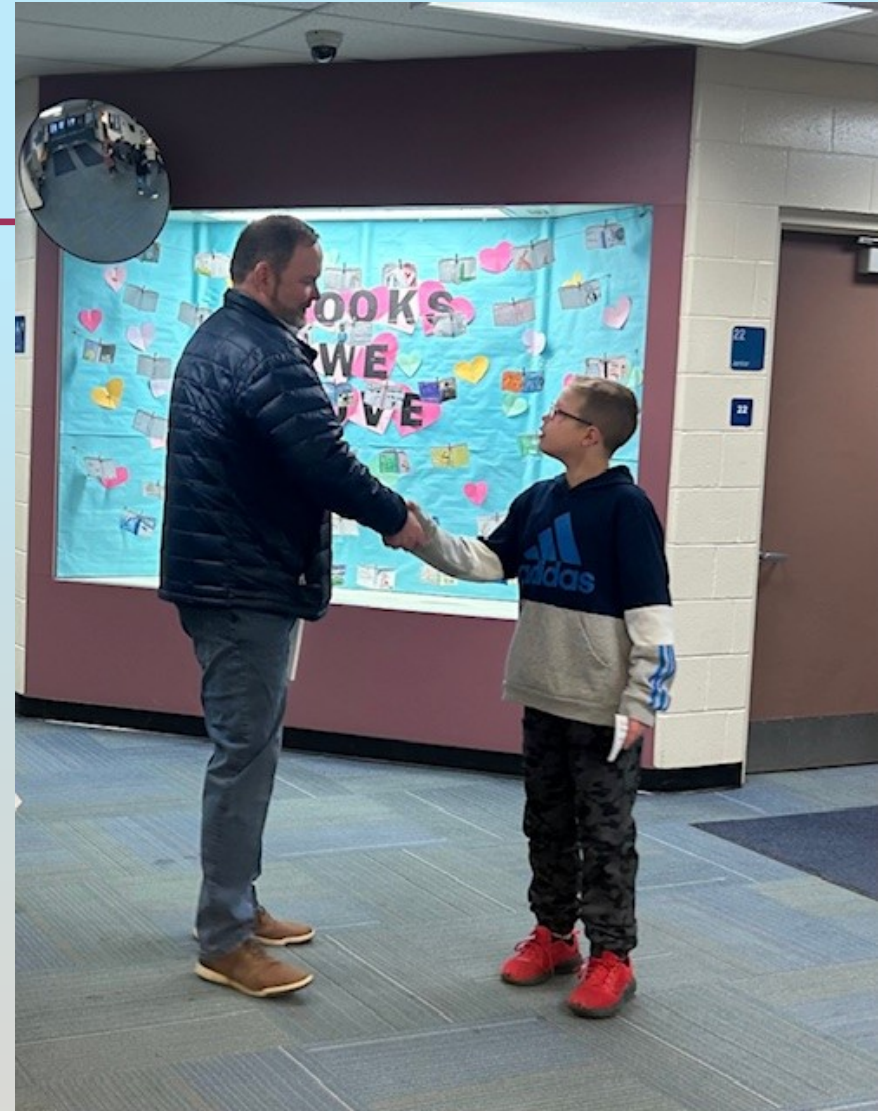






# KPBSD CORE VALUES

- Community
- Perseverance
- Academic Excellence
- Integrity



## KEY PRIORITIES

"THE BEST WAY TO PREDICT THE FUTURE IS TO CREATE IT." – PETER DRUCKER

---

- Family and Community Engagement
- Student Success: Attendance, Graduation Rate, Academic Progress, CTE/College Credit
- School Climate and Safety
- District Culture



# COMMUNITY AND FAMILY ENGAGEMENT

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- Positive student outcomes
- Decreased disciplinary issues
- Improved school environment
- Improved teacher-parent relations and teacher-student relations



# SCHOOL SAFETY

---



- 
- Relationships
  - Single Point of Entry/Locked Doors
  - ALICE Drills
  - School Safety Hotline
  - Open Lines of Communication with Staff, DO, Law Enforcement
  - Behavior Threat Assessments (BTA)
  - Suicide Risk Assessments
  - Family/Community
  - Team Approach

# CULTURE

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- Culture is a set of living relationships working toward a shared goal. It's not something that you are. It is something you do.  
-Daniel Coyle, Culture Code Playbook

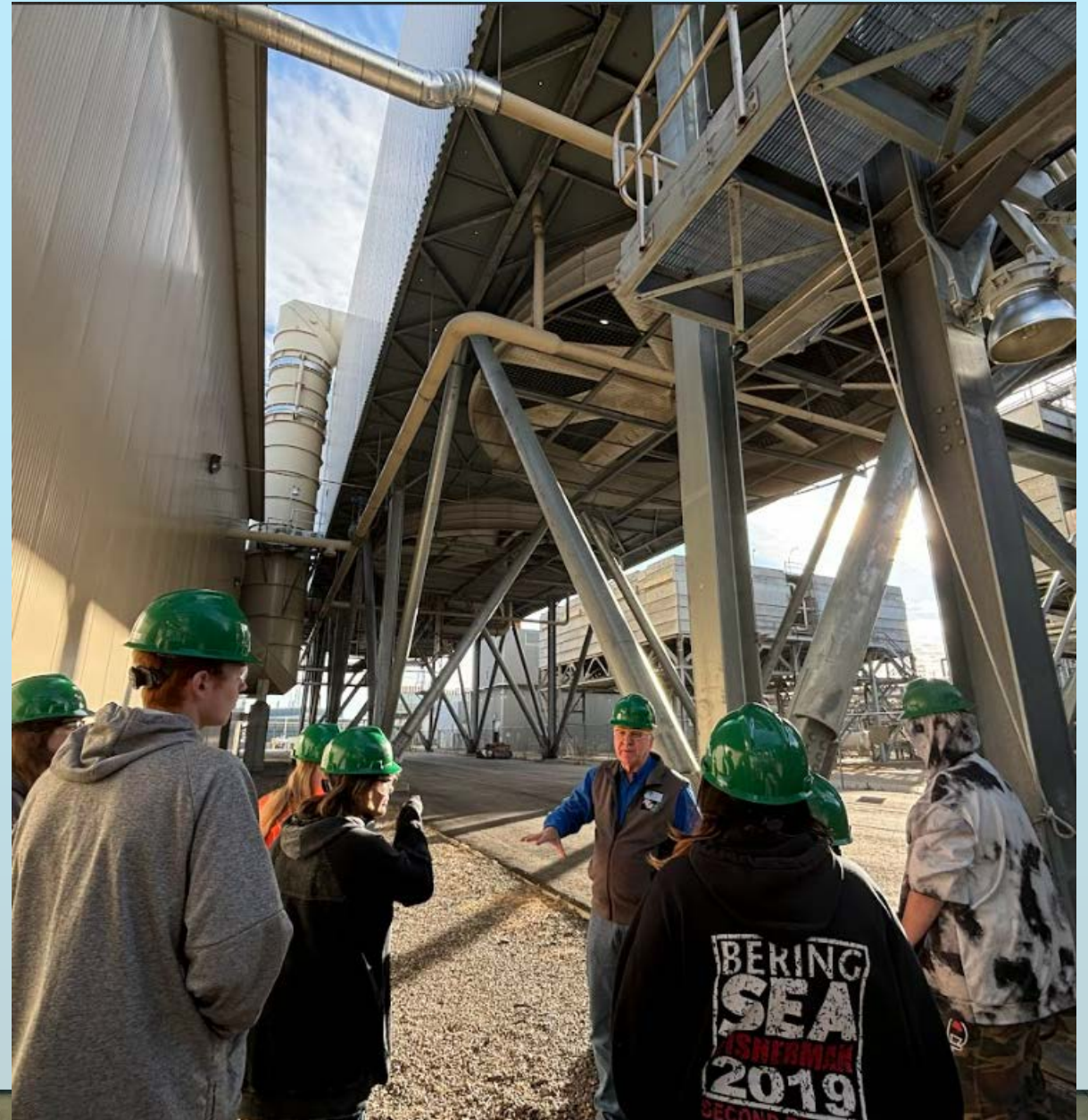


# CAREER AND TECHNICAL EDUCATION (CTE)

---

- Two years ago- 0 industry certifications
- Last year-228 industry certifications
- CTE concentrators- 96% graduation Rate
- Continue the upward trend with the number of industry certifications and CTE concentrators







# MIDDLE COLLEGE

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- 126 Students Enrolled last year
- 1620 College Credits
- Additionally, students in EMT/CNA, Microsoft Office, Medical Terminology, and Communications earned dual credits through their local high school classes and KPC. KPBSD students also completed courses utilizing JumpStart for additional credits.

# Assessments-mCLASS



# HOW WE COMPARE

Grade	Percent of Students in Each Performance Level at EOY 2023-24											
	Students at <u>Well Below Benchmark Level</u>			Students at <u>Below Benchmark Level</u>			Students at <u>Benchmark Level</u>			Students at <u>Above Benchmark Level</u>		
	Kenai	AK	Nat	Kenai	AK	Nat	Kenai	AK	Nat	Kenai	AK	Nat
Grade K	21%	27%	21%	15%	13%	11%	34%	30%	31%	30%	30%	37%
Grade 1	16%	25%	20%	17%	14%	13%	35%	30%	29%	32%	31%	38%
Grade 2	24%	29%	25%	15%	15%	13%	26%	29%	29%	35%	27%	33%
Grade 3	24%	33%	28%	19%	16%	16%	18%	18%	20%	39%	33%	36%
Grade 4*	27%	-	29%	26%	-	21%	23%	-	25%	24%	-	25%
Grade 5*	30%	-	36%	11%	-	10%	19%	-	18%	40%	-	36%

# AK STAR

% of Students Proficient or Above on AK STAR		
	FY23 3rd grade	FY24 4th grade
ELA	29%	26%
Math	34%	32%
	FY23 4th grade	FY24 5th grade
ELA	32%	42%
Math	36%	41%
	FY23 5th grade	FY24 6th grade
ELA	38%	44%
Math	43%	39%
	FY23 6th grade	FY24 7th grade
ELA	44%	33%
Math	38%	40%
	FY23 7th grade	FY24 8th grade
ELA	40%	37%
Math	41%	44%
	FY23 8th grade	FY24 9th grade
ELA	34%	35%
Math	41%	20%

1. The percent of students moving from 8<sup>th</sup> to 9<sup>th</sup> grade who are proficient or above dropped by 20%.
2. 4 out of 6 grade transitions showed one content area going up while the other went down.

## Celebrations:

1. The percent of students moving from 4<sup>th</sup> to 5<sup>th</sup> grade who are proficient or above went up by 12%.

## Student Participation in Spring 2024 Assessments

AK STAR English  
language arts

**80.2%**

**94.4%**

**14.7%**

AK STAR  
mathematics

**80.0%**

**94.2%**

**14.6%**

Alaska Science  
assessment

**74.8%**

**89.9%**

**10.5%**

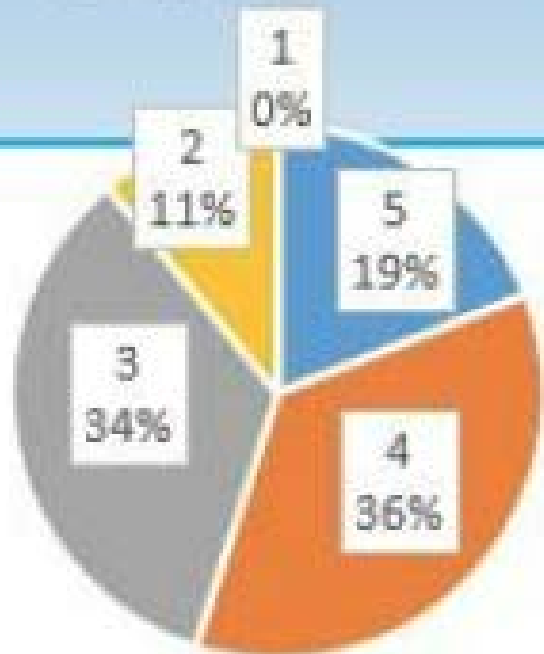
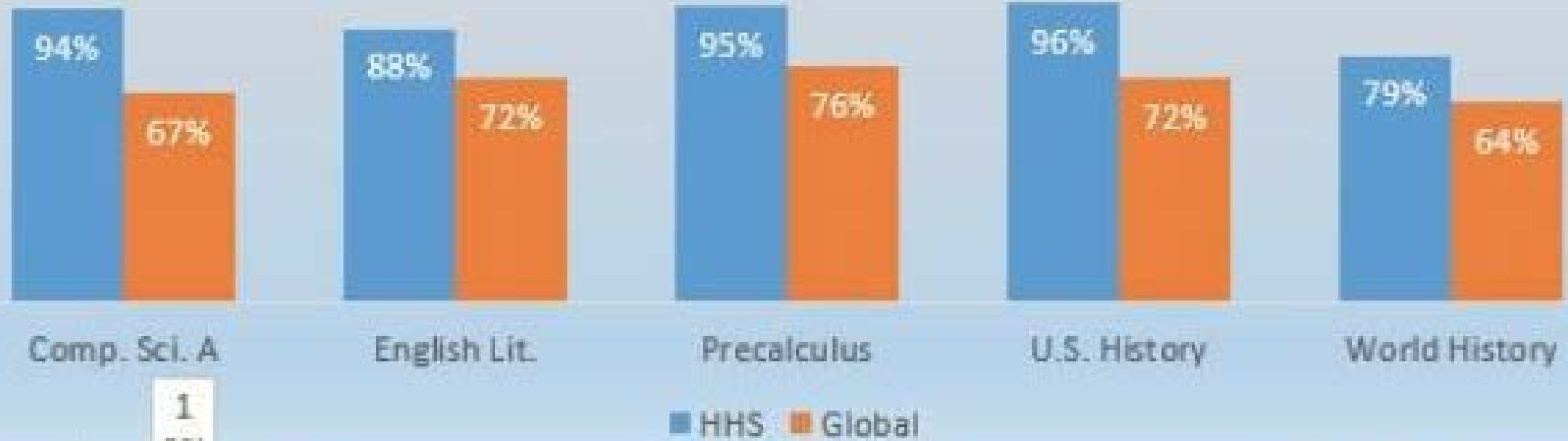
- All Alaska schools
- Non-correspondence schools
- Correspondence schools

Full assessment results can be viewed here  
<https://education.alaska.gov/assessments/results>



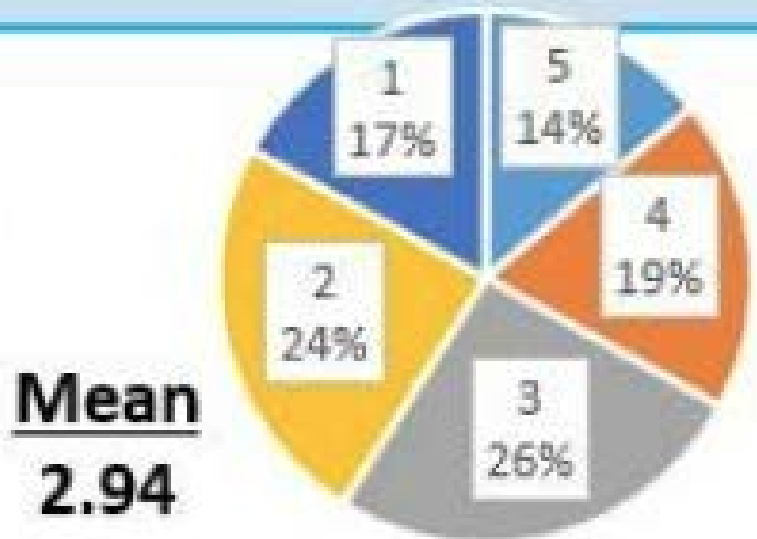


# % Students Scoring 3+ by AP Exam - 2024



**Mean**  
**3.64**

## AP Score Distribution



**Mean**  
**2.94**

# KPBSD SCHOOL FINANCES

## UNDERSTANDING SCHOOL FIN

School Finances can seem complicated



four-part

### Budget 101 Series

discussing school finance basics



[Watch the Foundation Formula Video](#)

## 2. IN KIND

Services provided by KPB. ie, Facilities, Insurance

[Watch the In-Kind Video](#)

## 3. FUND BALANCE

Fund Balance and the District Savings Accounts

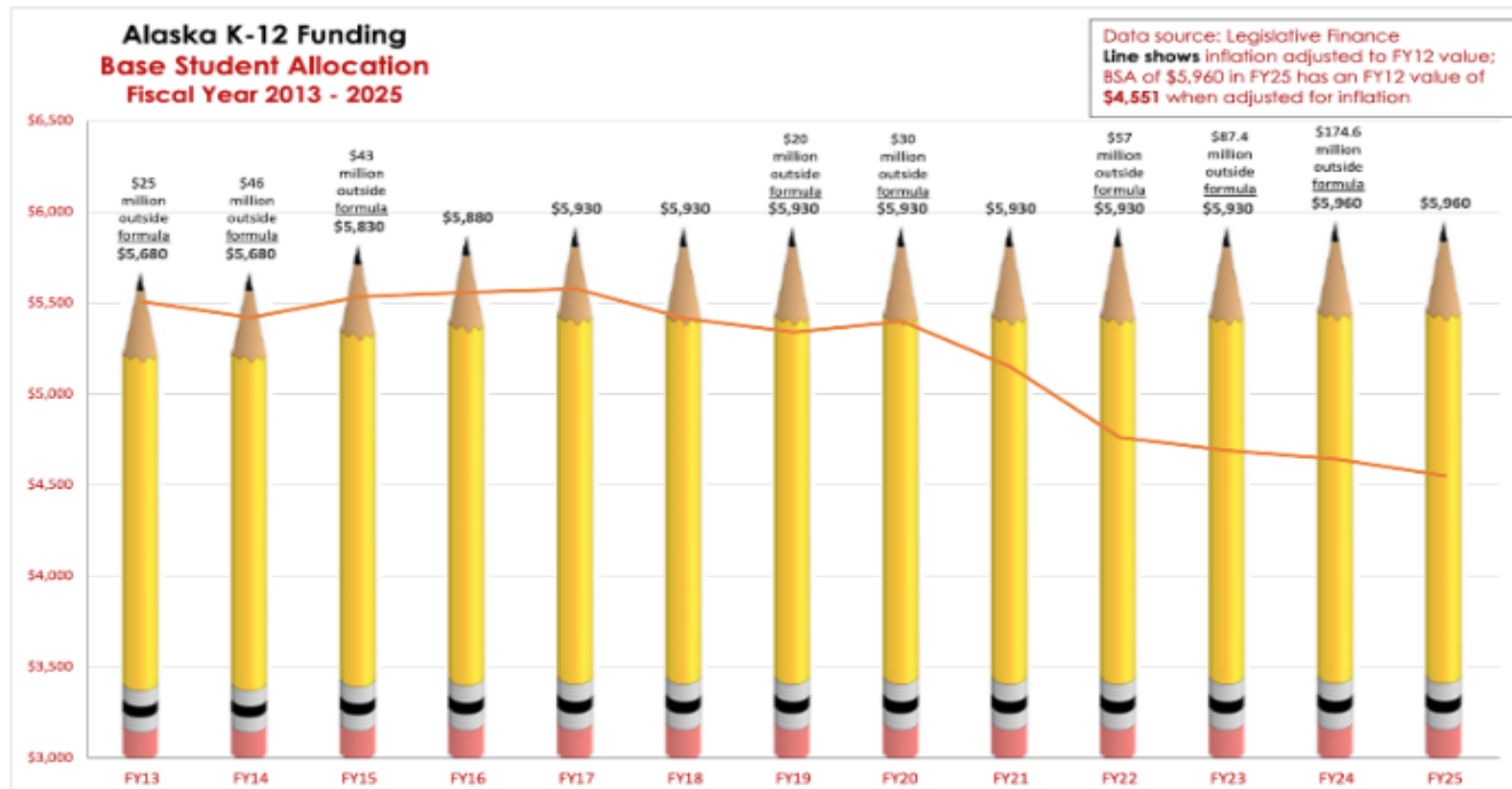
[Watch the Fund Balance Video](#)

## 4. CHART OF ACCOUNTS

How the District records financial transactions and how the funding is spent

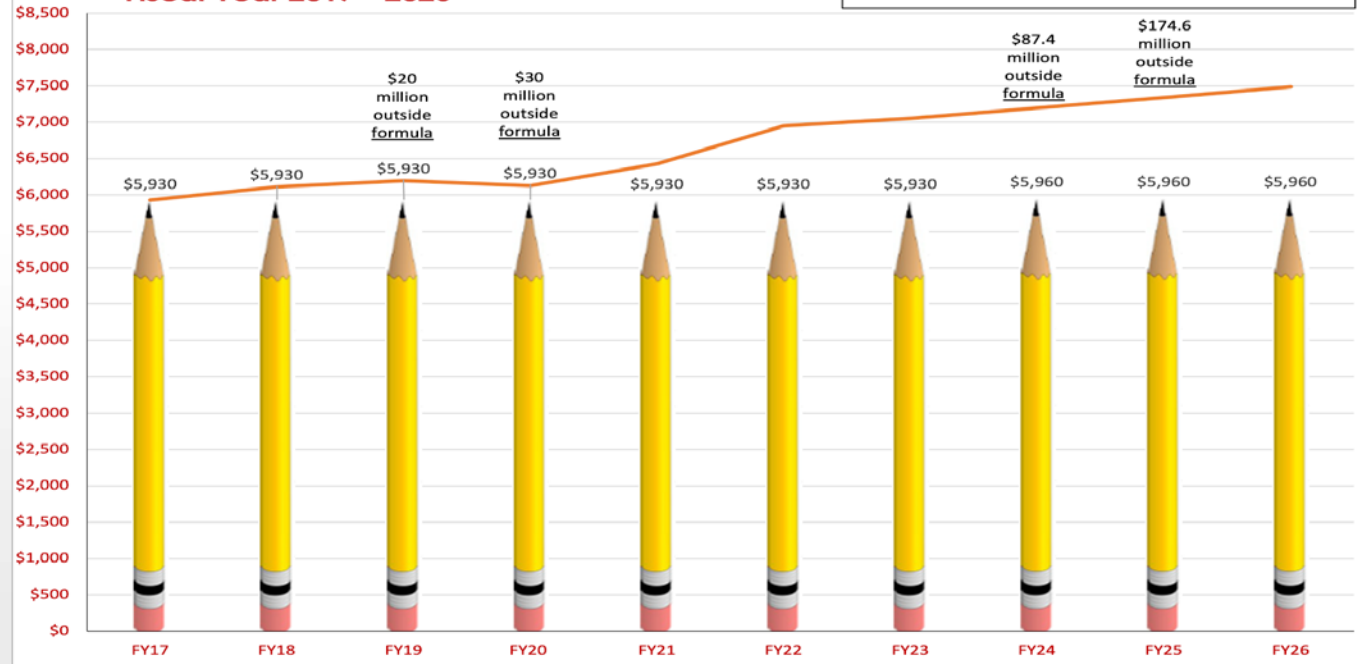
## Priority Funding for Public Education

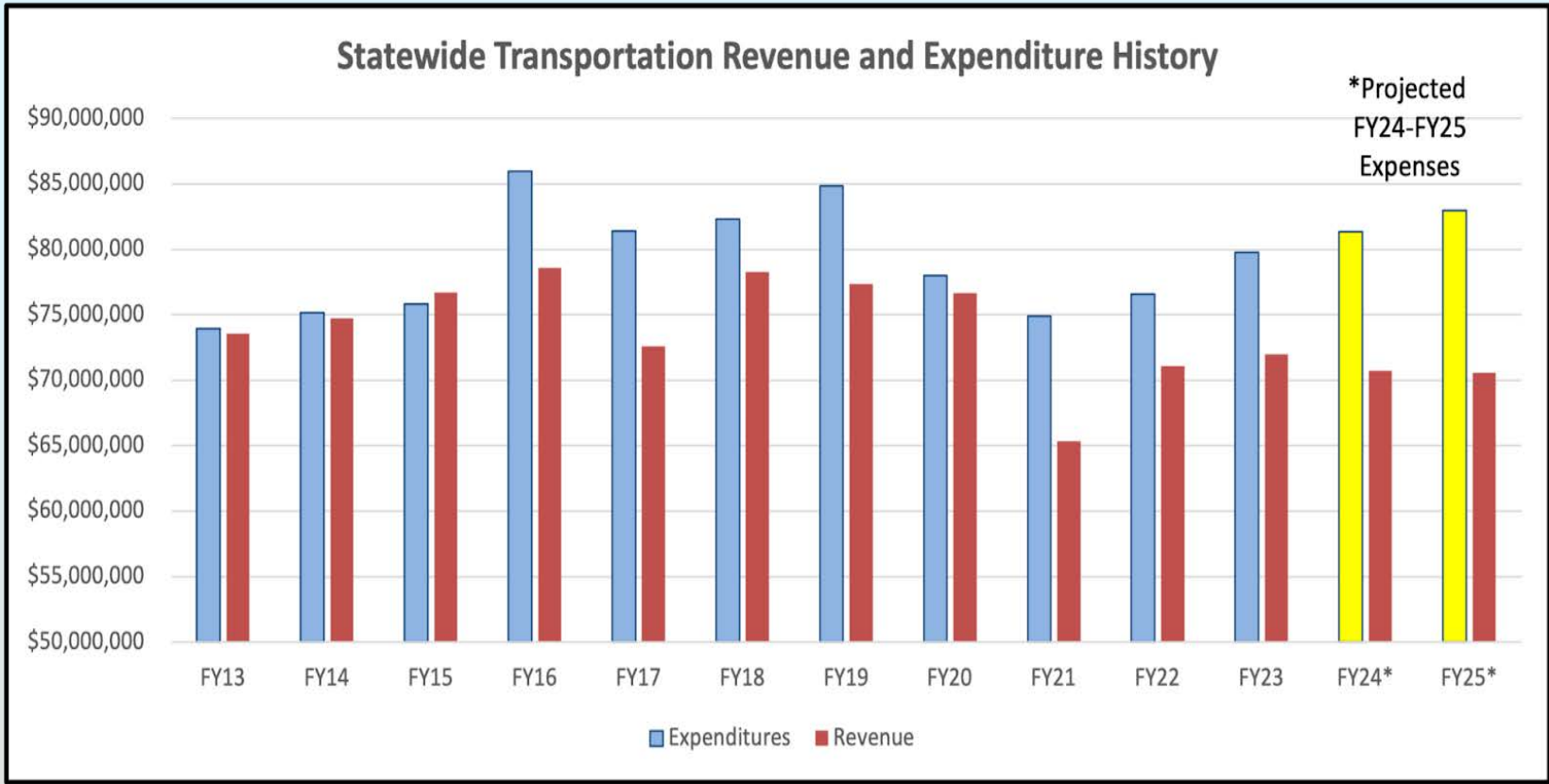
The State of Alaska has a constitutional responsibility to provide timely, reliable, and predictable revenue for schools, funding the actual cost of education in all districts and to provide full and equitable funding for all initiatives, laws, and mandates that require additional resources. **Early notification of funding and predictable funding are crucial to sound financial management, as well as recruitment and retention of quality educators.**



## Alaska K-12 Funding Base Student Allocation Fiscal Year 2017 - 2026

Data source: Urban Alaska Annual CPI-U  
Line shows what the BSA would have been if  
inflation adjusted since 2017 - FY26 = **\$7,486**





## “The Main Thing is the Main Thing”

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- We must strive for excellence at all levels and in all things we do.
- Our focus must be on the needs of our students.





**THANK YOU!**

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# Kenai Public Health Center Updates

Julie Bunch, PHN 3, Team Lead  
10/22/2024



# Agenda

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Introduction

Pertussis

Project Hope

Immunizations





# Section of Public Health Nursing

**Vision:** *Alaskans Thriving Across Generations*

## **Mission:**

*Partnering with Alaskans to protect and improve the health  
and wellbeing of communities*



# Pertussis

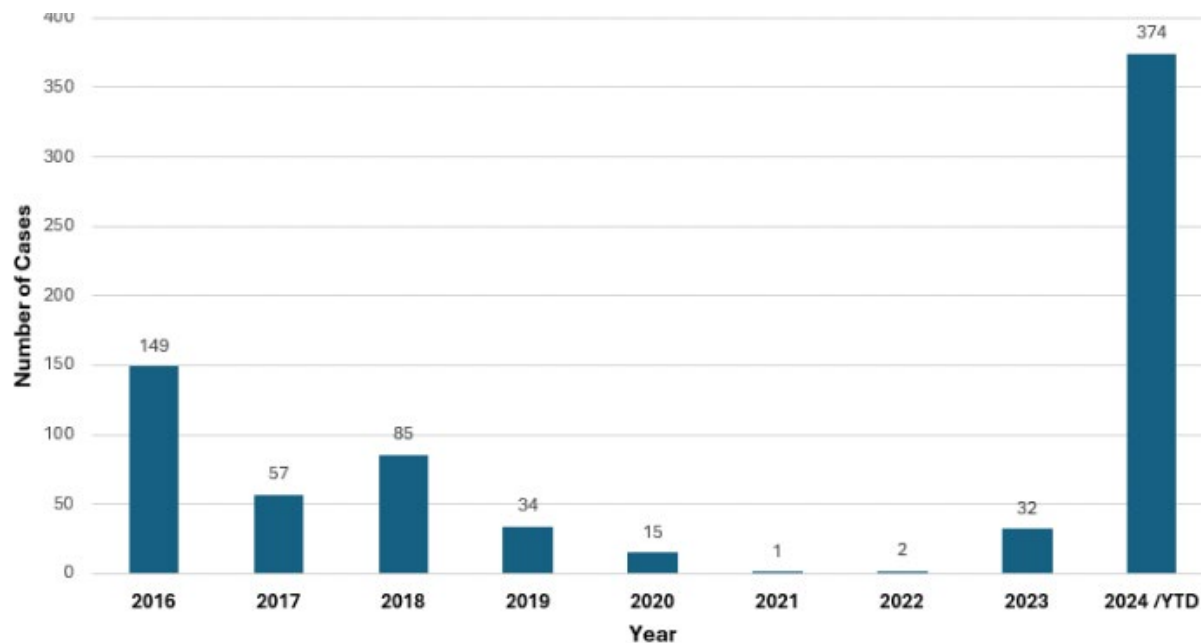
A Public Health Reportable  
Condition

- Alaska case rates
  - ❖ Cyclic in nature
  - ❖ Cases in unvaccinated and vaccinated population
  - ❖ Protection wanes over time

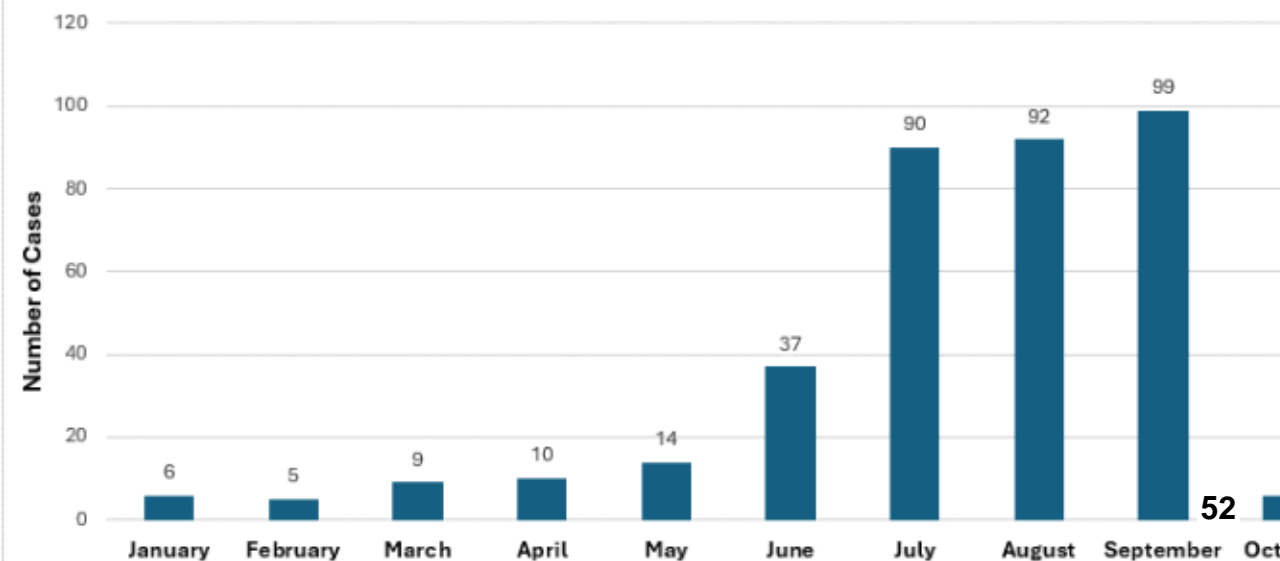
<https://health.alaska.gov/dph/Epi/id/Pages/dod/pertussis/pertussis.aspx>

[https://health.alaska.gov/dph/Epi/Documents/phan/AKPHAN\\_20240805\\_Pertussis.pdf](https://health.alaska.gov/dph/Epi/Documents/phan/AKPHAN_20240805_Pertussis.pdf)

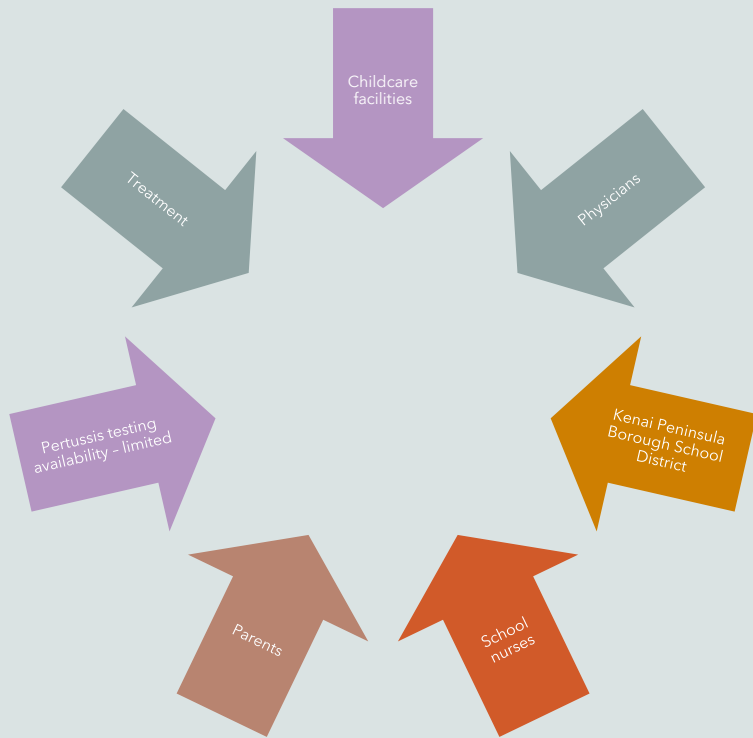
## Reports of Pertussis by Year-Alaska



## Reports of Pertussis by Month- Alaska 2024



# Outreach - Engaging the community



KPBSD posts flyers as a community service. Such posting does not constitute an endorsement for or against the materials and viewpoints expressed in them.



Pertussis can be very serious, especially in infants. The most common complication of pertussis is pneumonia. Seizures, swelling of the brain, and death are rare but possible.

## TREATMENT

Pertussis can be treated with antibiotics, which are most effective when started early. Pertussis can spread from an infected person to others until five days of antibiotics are completed. If you do not take antibiotics, avoid close contact with others for 21 days. This includes staying home from daycare, school, work, or events.



[cdc.gov/pertussis](https://cdc.gov/pertussis)



Pertussis spreads from person-to-person through the air by droplets, usually by coughing or sneezing.

## SIGNS & SYMPTOMS



Runny Nose



Cough, Starting Mild and Worsening Over Time



Vomiting or Gagging After Coughing



Exhaustion, or Feeling Very Tired

## PERTUSSIS VACCINE

Vaccination is the best way to prevent pertussis. Pregnant women should also receive the Tdap vaccine in their third trimester of pregnancy. Talk to your healthcare provider to make sure you are up-to-date. People vaccinated for pertussis can still get sick, but it is usually a milder illness. Vaccinated people are less likely to be hospitalized or die from pertussis.

## OTHER PREVENTION



Wash Your Hands Often



Cover Coughs With a Tissue or Your Sleeve



Stay Home When Sick



Avoid Close Contact With Sick People

Call Kenai Public Health Center @ 907-335-3400 for questions or immunization

# Project Hope Community Schools

## HB 202 highlights

- Training individual on site
- Main school building of each school has two doses of naloxone nasal spray available on site
- One dose available during a school sponsored event - on or off school grounds.
- School bus drivers trained

## Project Hope

- Coordinating with school administrators
- Providing supplies
- Video training available



# Kenai Public Health Center....

*Tis the Season*

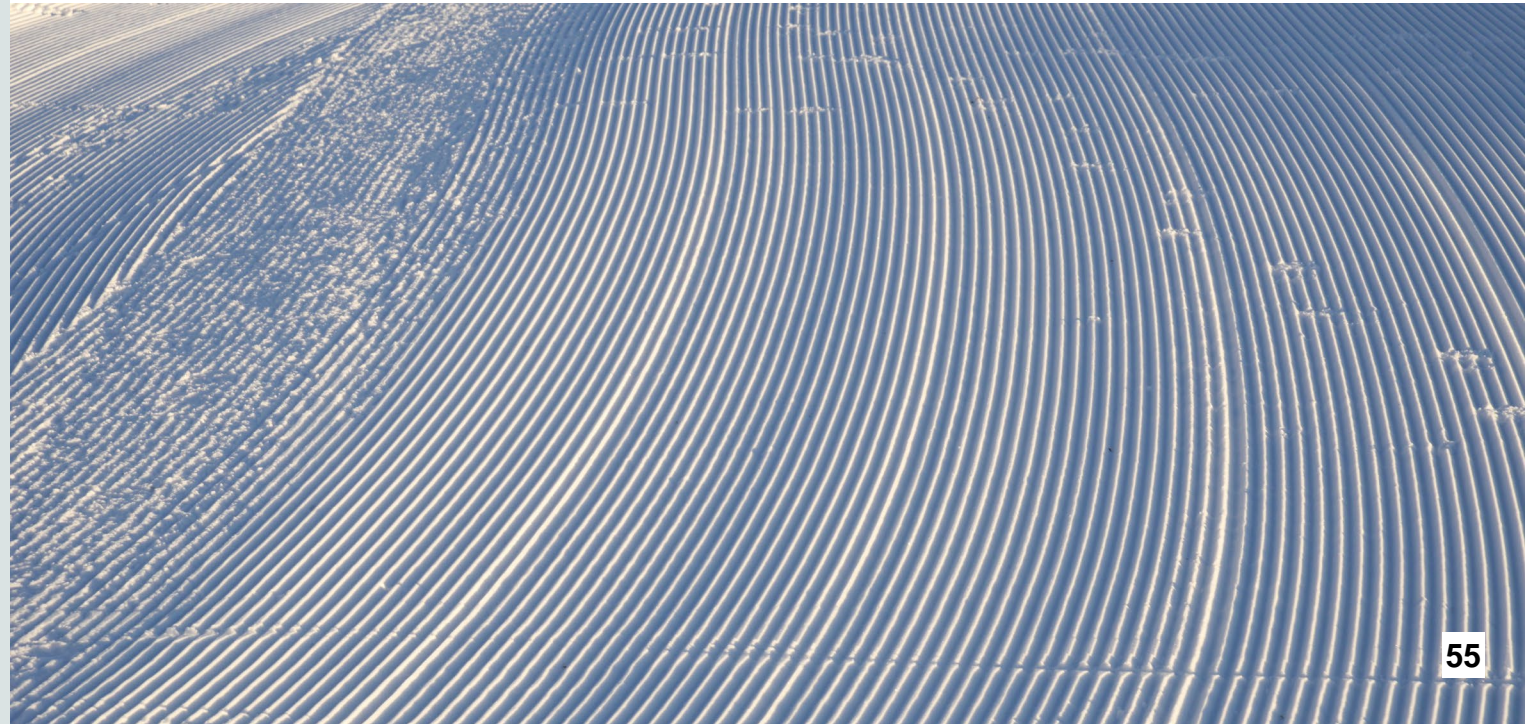
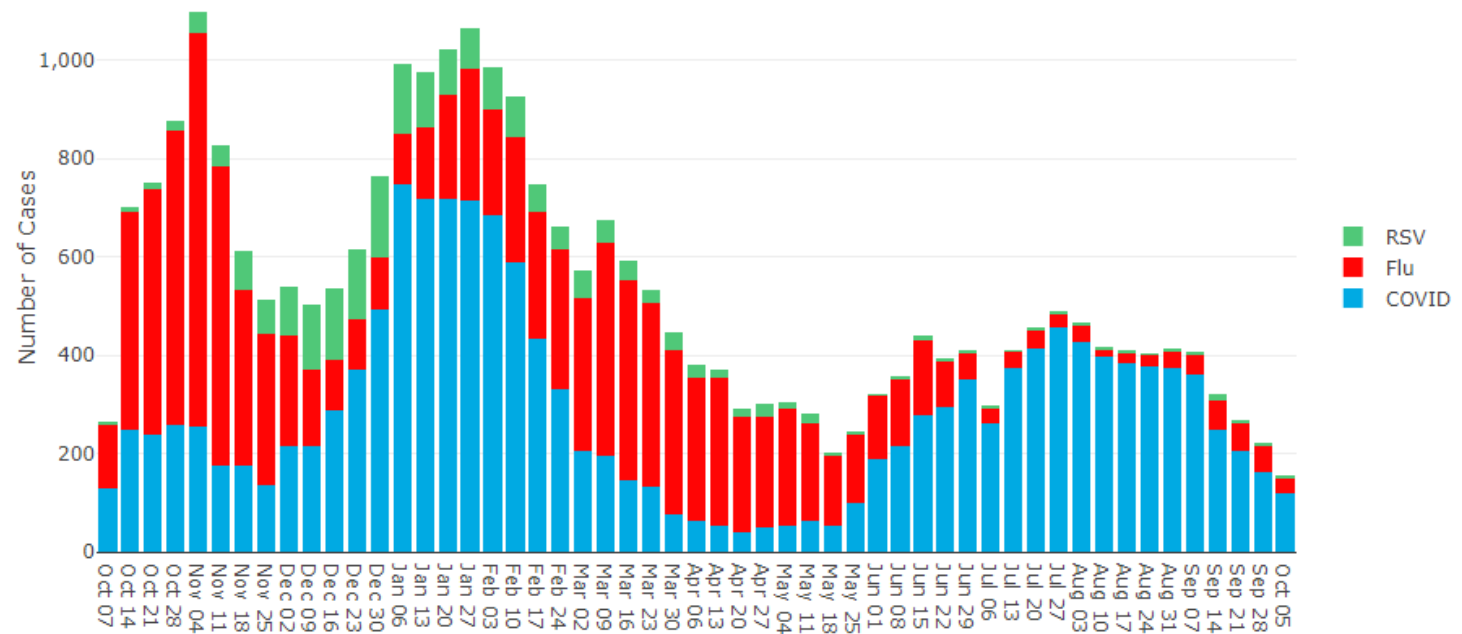
## Influenza Vaccine

Fluzone - Regular, and High Dose for 65+

## Covid Vaccines

Moderna Monovalent 6+ months

Pfizer-BioNTech 12+





Questions

Thank you

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[Julie.bunch@alaska.gov](mailto:Julie.bunch@alaska.gov)

907-335-3400




Kenai Peninsula Borough  
Office of the Borough Mayor

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MAYOR'S REPORT TO THE ASSEMBLY

TO: Brent Johnson, Assembly President  
Members, Kenai Peninsula Borough Assembly

FROM: Peter A. Micciche, Kenai Peninsula Borough Mayor 

DATE: October 22, 2024

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Assembly Request / Response

*None*

Agreements and Contracts

- a. Authorization to Award Contract RFP25-005 Kenai River Center Roof Rehabilitation Design Services
- b. Authorization to Award Contract ITB25-015 Homer Transfer Facility Paving Repair
- c. Authorization to Award Contract Snow Removal & Sanding of Various Borough Schools & Facilities C1 Metco Seward

Other

- a. Budget Revisions – September 2024
- b. Investment Report - Quarter Ended 06.30.24
- c. Revenue-Expenditure Report – September 2024
- d. Tax Adjustment Request Approval

# Kenai Peninsula Borough Purchasing & Contracting

## MEMORANDUM

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

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

**FROM:** Tim Scher, Project Manager *TS*

**DATE:** September 25, 2024

**RE:** Authorization to Award a Contract for RFP25-005 Kenai River Center Roof Rehabilitation Design Services

On August 14, 2024, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP25-005 Kenai River Roof Rehabilitation Design Services. The request for proposals was advertised on Bid Express on August 14, 2024.

The project consists of providing professional architectural / engineering design and construction administrative services for the purpose of preparing comprehensive construction documents. This includes, but is not limited to, professional design services for the building roof and gutter system rehabilitation, energy conservation recommendations / options and install of shingle / EPDM roofing and gutter/drainage system, etc.

On the due date of September 4, 2024, two (2) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
K+A designstudios PC	Soldotna, Alaska	263
Walker Consultants, Inc.	Seattle, Washington	222

The highest-ranking proposal, which includes a cost factor, was submitted by K+A designstudios PC with a lump sum cost proposal of \$67,537.00. The proposal review committee 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 number 407-21135-25471-49311.

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

9/26/2024  
\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	407-21135-25471-49311
Amount	<del>XXXXXX</del> \$67,537.00
By: <i>CJ BH</i>	Date: 9/26/2024

NOTES: NA

# Kenai Peninsula Borough Purchasing & Contracting

## MEMORANDUM

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

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

**FROM:** Lee Frey, Solid Waste Director *LF*

**DATE:** October 2, 2024

**RE:** Authorization to Award a Contract for ITB25-015 Homer Transfer Facility Paving Repair

The Purchasing and Contracting Office formally solicited and received bids for the ITB25-015 Homer Transfer Facility Paving Repair. Bid packets were released on September 10, 2024 and the Invitation to Bid was advertised on Bid Express on September 10, 2024.

The project consists of removing and replacing approximately 975 SY of asphalt paving at the Homer Transfer Facility.

On the due date of September 25, 2024, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$45,929.00 was submitted by Gregoire Construction, Homer, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 411-32310-24492-43011.



Peter A. Micciche, Borough Mayor

10/7/2024

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. _____	411-32310-24492-43011
Amount _____	\$45,929.00
By: <i>CJF BH</i>	Date: 10/3/2024
NOTES: NA	

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB25-015 Homer Transfer Facility Paving Repair**

<b>CONTRACTOR</b>	<b>LOCATION</b>	<b>BASE BID</b>
Gregoire Construction	Homer, Alaska	\$45,929.00
East Road Services, Inc.	Homer, Alaska	\$58,210.00
Hot Rocks Asphalt Paving LLC	Soldotna, Alaska	\$94,414.00

**DUE DATE: September 25, 2024**

**KPB OFFICIAL:**



John Hedges, Purchasing & Contracting Director

# Kenai Peninsula Borough Purchasing & Contracting

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## MEMORANDUM

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

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

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

**DATE:** August 24, 2024

**RE:** Authorization to Award a Contract for Snow Removal & Sanding of Various Borough Schools & Facilities – Section C, Group 1

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The Maintenance Department formally solicited and received quotes for Snow Removal & Sanding of Various Borough Schools & Facilities in Section C, Group 1.

The project consists of providing all labor, materials and equipment for Snow Removal and Sanding of Various Borough Schools and Facilities. The facilities where work shall be performed are broken down into the following section, as follows: **SECTION C: SEWARD AREA.**

On the due date of September 17, 2024, two (2) quotes were received and reviewed to ensure that all the specifications and delivery schedules were met. Your approval for this bid award to Metco Alaska, LLC, Seward Alaska is hereby requested.

Funding for this project is in account number 241-41010-00000-43764.



Peter A. Micciche, Borough Mayor

9/26/2024

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	241-41010-00000-43764
Amount	\$50,000.00
By: <i>CF BH</i>	Date: 9/24/2024
NOTES: NA	


# Kenai Peninsula Borough


Finance Department


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## MEMORANDUM

**TO:** Brent Johnson, Assembly President  
Members of the Kenai Peninsula Borough Assembly

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

**THRU:** Brandi Harbaugh, Finance Director 

**FROM:** Sara Dennis, Controller 

**DATE:** October 9, 2024

**RE:** Budget Revisions – September 2024

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Attached is a budget revision listing for September 2024. 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.

**KACHEMAK EMERGENCY SERVICE AREA**

Funds for purchase of a plow used by the ATV at Station 1.

212-51810-00000-43780 (Building/Grounds Maintenance)		\$936.85
212-51810-00000-48740 (Minor Machines & Equipment)	\$936.85	

**MAINTENANCE**

Move funds for needed windsheild replacements.

241-41010-00000-42310 (Repair/Maintenance Supplies)		\$8,262.86
241-41010-00000-43750 (Vehicle Maintenance)	\$8,262.86	

**NIKISKI FIRE SERVICE AREA**

Purchase of a fire safety hose for public demonstrations.

206-51110-00000-42210 (Operating Supplies)		\$8,500.00
206-51110-00000-48519 (Training Equipment)	\$8,500.00	

**PURCHASING DEPARTMENT**

Purchase of a server for Poppy Lane. This is Purchasing's portion.

100-11227-00000-43310 (Advertising)		\$1,629.82
100-11227-00000-48120 (Office Machines)	\$1,629.82	

**RISK MANAGEMENT**

Funds needed for purchase of additional shelving and storage for safety supplies.

700-11234-00000-43210 (Transport/Subsistence)		\$875.00
700-11234-00000-42410 (Small Tools And Minor Equipment)	\$875.00	

Funds needed for purchase of traction devices for area schools.

700-11234-00000-43210 (Transport/Subsistence)		\$2,120.00
700-11234-00000-42210 (Operating Supplies)	\$2,120.00	

Funds needed to cover the cost of the Cyber Liability policies newly added to FY25 insurance coverage

700-11237-00000-43511 (Fire And Extended Coverage)		\$42,322.00
700-11238-00000-43529 (Other Misc Coverage)	\$21,633.00	
700-11238-00000-43515 (Cgl Excess Liability)	\$20,689.00	

SEPTEMBER 2024 CONTINUED

INCREASE DECREASE

**SEWARD BEAR CREEK FLOOD SERVICE AREA**

Funds for board approved drone purchase, for the Program Manager to be able to see areas that are dangerous or hard to reach.

259-21212-00000-43011 (Contractual Services)		\$1,500.00
259-21212-00000-48740 (Minor Machinery And Equipment)	\$1,500.00	

**SOLID WASTE - ADMINISTRATION**

Funds needed for Solid Waste portion of new server for Poppy.

290-32010-00000-43210 (Transport/Subsistence)		\$3,194.35
290-32010-00000-48120 (Office Machines)	\$1,629.82	
290-32010-00000-48710 (Minor Office Equipment)	\$1,564.53	

Funds needed for Solid Waste portion of new server for Poppy.

290-32010-00000-48710 (Minor Office Equipment)		\$16.12
290-32010-00000-43210 (Transport/Subsistence)	\$16.12	

**SOLID WASTE - AREA WIDE**

Funds needed for a rural refrigerant recovery unit.

290-32570-00000-43765 (Policing Sites)		\$1,150.00
290-32570-00000-48740 (Minor Machines & Equipment)	\$1,150.00	

**SOLID WASTE - HOMER TRANSFER SITE**

Funds for gas alert microclip confined space kit.

290-32310-00000-43310 (Advertising)		\$812.04
290-32310-00000-48740 (Minor Machines & Equipment)	\$812.04	



Kenai Peninsula Borough  
 Finance Department

**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
 Members of the Kenai Peninsula Borough Assembly

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

**FROM:** Christina Griffith, Grants/Treasury Accountant *Clg*

**DATE:** October 10, 2024

**RE:** Investment Report quarter ended 6/30/24

Attached is the Quarterly Investment Report of the Kenai Peninsula Borough for the quarter ending June 30, 2024.

Portfolio Statistics	Quarter Ended 3/31/2024	Quarter Ended 6/30/2024
Average Daily Balance	\$394,648,817	\$377,168,479
Earned Interest Yield	3.988%	4.128%
Duration in Years	2.01	2.04
Book Value	\$389,007,221	\$375,420,935
Market Value	\$385,761,979	\$373,213,567
Percent % of Market Value	100.84%	100.59%

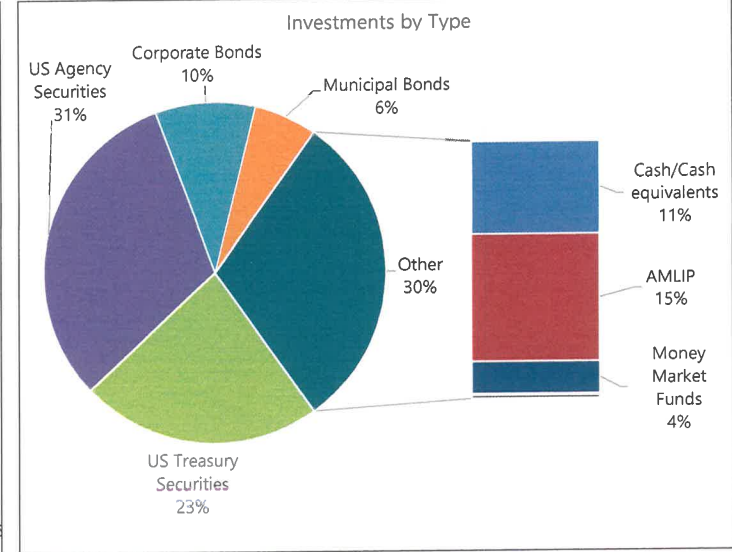
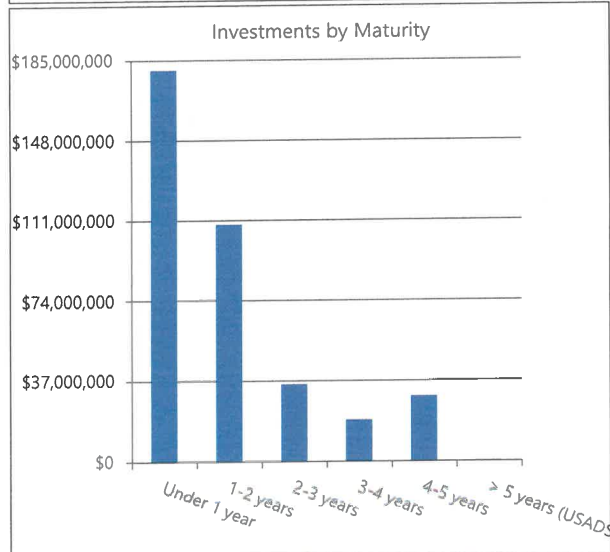
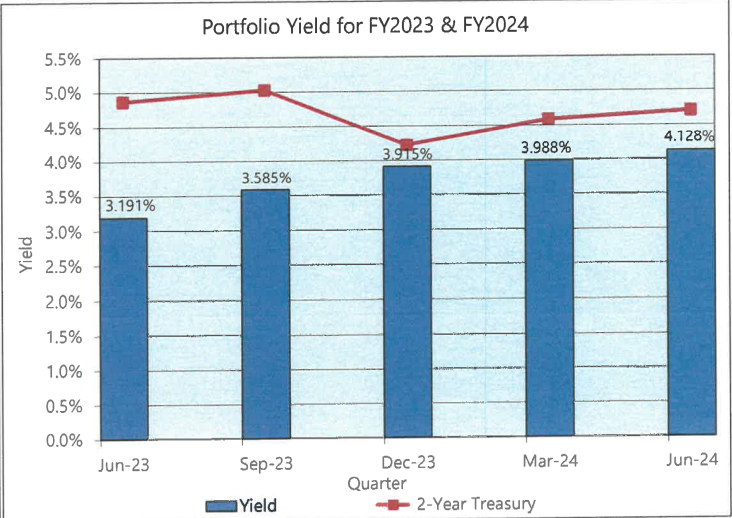
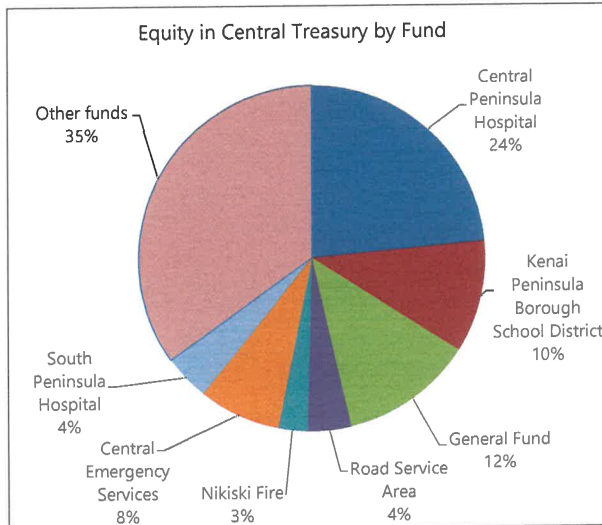
Investment Description	Yield Quarter Ended 3/31/24	Yield Quarter Ended 6/30/24	Market Value Quarter Ended 6/30/24
Cash and Cash Equivalents	3.76%	3.77%	40,918,394
AMLIP	5.33%	5.30%	56,389,449
U.S. Treasury Securities	4.10%	4.13%	84,885,042
US Agencies	4.09%	4.21%	117,359,970
Corporate Bonds	4.24%	4.29%	35,035,928
Municipal Bonds	2.38%	2.76%	22,071,355
Money Market Mutual Funds	5.20%	5.20%	14,449,229
Special Assessments	8.24%	8.19%	628,702
Commercial Paper	5.53%	0.00%	--
CDs	5.27%	5.27%	1,475,498
<b>Total</b>			<b>\$373,213,567</b>

Major Categories:	Percentage of Portfolio	Book Value quarter ending 6/30/24
Bond related funds	16.03%	60,178,040
Hospital service area funds & plant/equipment replacement funds (PREF)	21.99%	82,539,957
School District	10.45%	39,239,634
Capital Project fund restrictions	12.41%	46,603,590
Special Revenue funds restrictions	14.75%	55,376,431
Internal Service/Agency fund restrictions	6.49%	24,377,503
General Fund	17.88%	67,105,780
<b>Total</b>	<b>100.00%</b>	<b>\$375,420,935</b>

**INVESTMENT PORTFOLIO**  
June 30, 2024

	Par Value	Purchase Price	Fair Value 6/30/24
<b>Investments by Borough Finance Director</b>			
CORPORATE	7,362,000	7,123,880	7,225,110
CDs	1,473,000	1,473,000	1,475,498
MUNICIPAL	11,855,000	11,446,984	11,638,979
AGENCY	89,496,000	87,791,591	88,245,063
US TREASURY	29,000,000	28,117,216	28,485,550
<b>Total Investment by Borough Finance Director:</b>	<b>139,186,000</b>	<b>135,952,670</b>	<b>137,070,200</b>
<b>Investment with External Manager:</b>			
CORPORATE	28,285,000	28,384,208	27,810,818
MUNICIPAL	10,766,176	11,057,632	10,432,376
AGENCY	30,292,055	30,048,654	29,114,907
US TREASURY	60,650,000	57,591,996	56,399,492
<b>Total Security Investment with External Manager:</b>	<b>129,993,232</b>	<b>127,082,491</b>	<b>123,757,592</b>
<b>TOTAL SECURITY INVESTMENTS</b>	<b>269,179,232</b>	<b>263,035,161</b>	<b>260,827,793</b>
CASH & CASH EQUIVALENTS	111,757,072	111,757,072	111,757,072
SPECIAL ASSESSMENTS	628,702	628,702	628,702
<b>TOTAL PORTFOLIO</b>	<b>381,565,006</b>	<b>375,420,935</b>	<b>373,213,567</b>

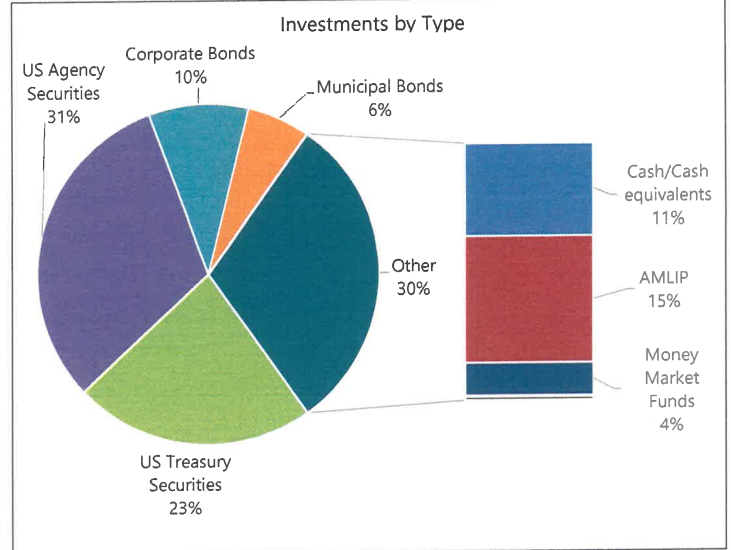
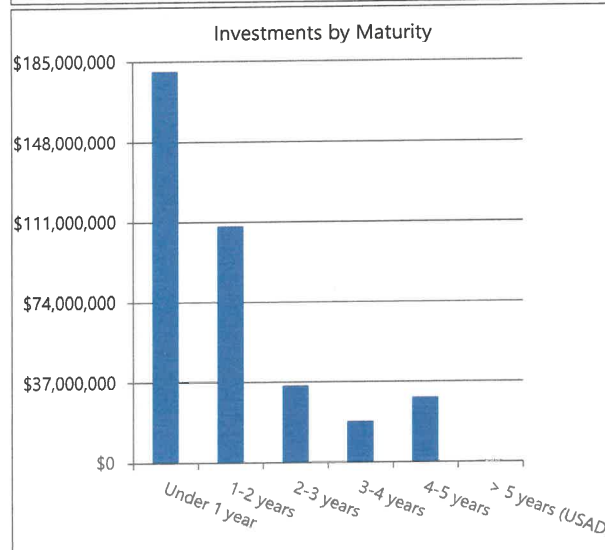
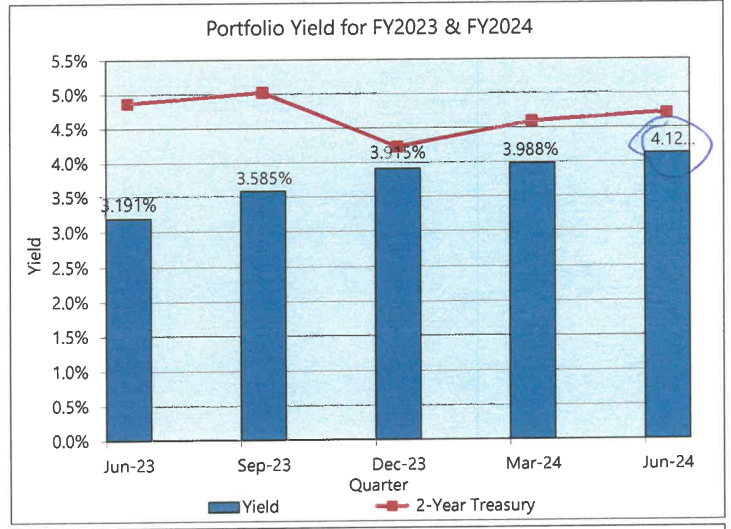
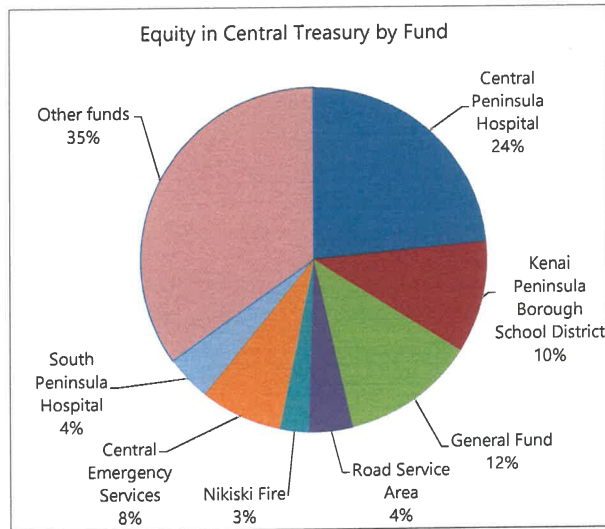
Security Portfolio - Purchase Price	\$ 263,373,304.47
Security Portfolio - Fair Value 6/30/24	261,165,936.30
<b>Fair Value Adjustment - 6/30/24</b>	<b>(2,207,368.17)</b>
Fair Value Adjustment - 6/30/23	(8,524,021.75)
Change in Fair Value FY2024	\$ <b>6,316,653.58</b>



**INVESTMENT PORTFOLIO**  
June 30, 2024

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<b>Investments by Borough Finance Director</b>			
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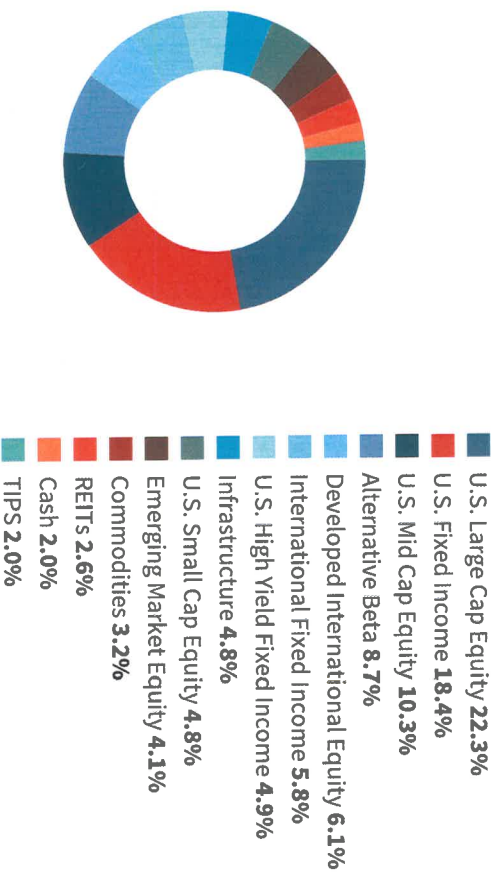
# Portfolio Overview

BEGINNING VALUE + ACCRUED	\$15,456,255
TRANSFERS IN/OUT	-\$3,182
REALIZED GAINS/LOSSES	\$6,009
CHANGE IN MARKET VALUE	-\$498,502
INTEREST INCOME	\$5,090
DIVIDEND INCOME	\$10,117
ENDING VALUE + ACCRUED	\$14,975,787

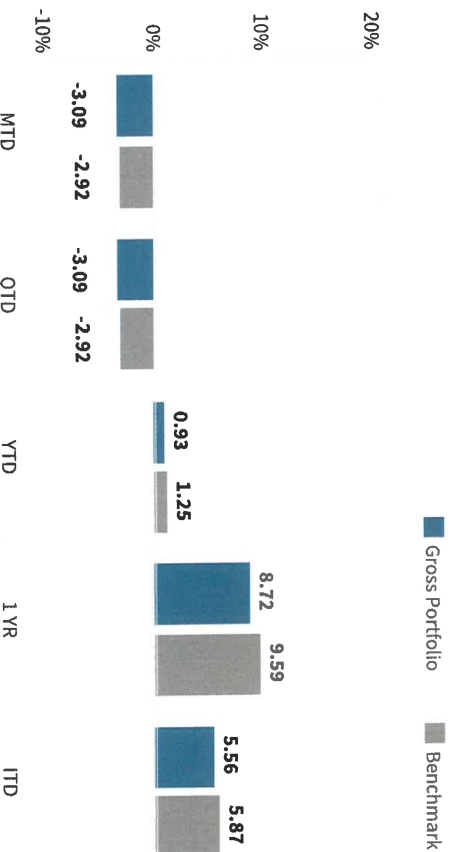
2 | TRUSTED ADVISORS · MORE EXPERTS · BETTER ACCESS



## Portfolio Composition



## Investment Performance

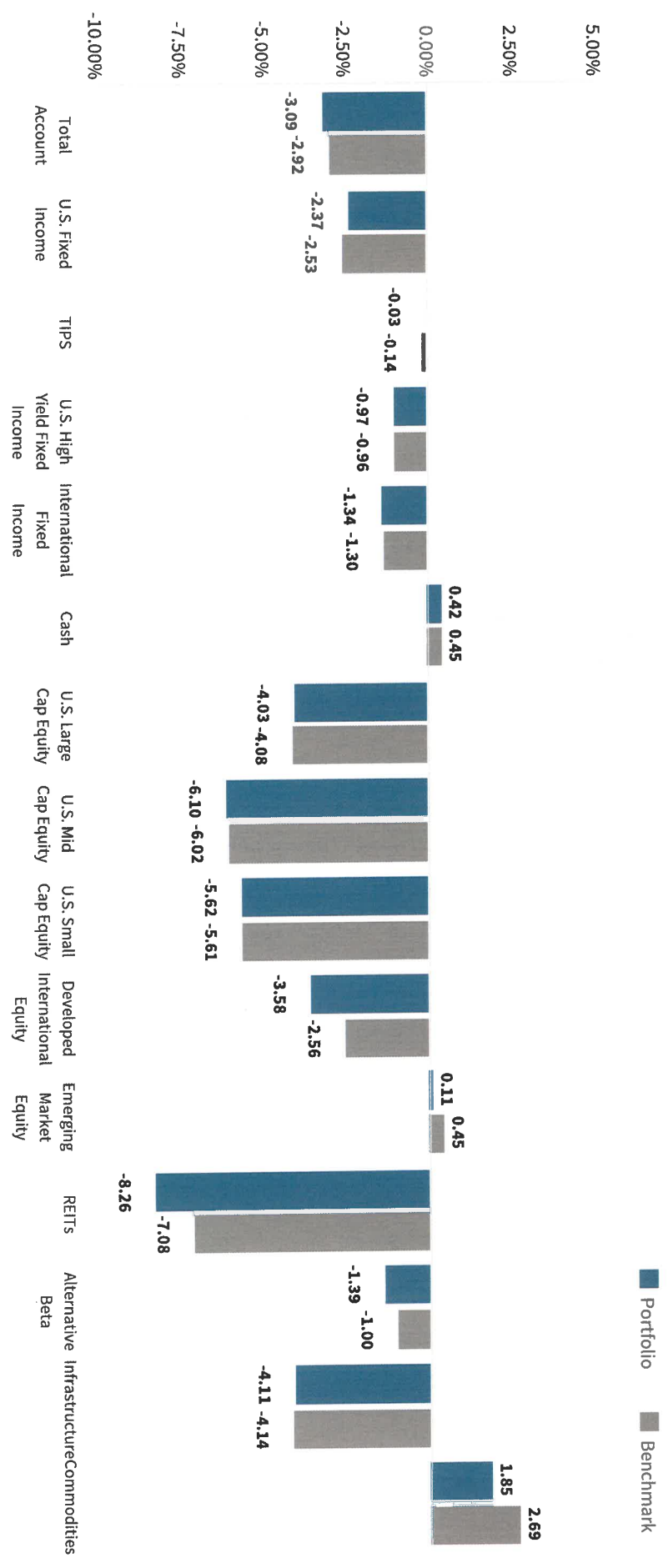


Performance is annualized for periods greater than one year. Inception to date performance begins July 01, 2019. Past performance is not indicative of future results.

# Performance



## Asset Class Performance (Monthly)



Past performance is not indicative of future results.

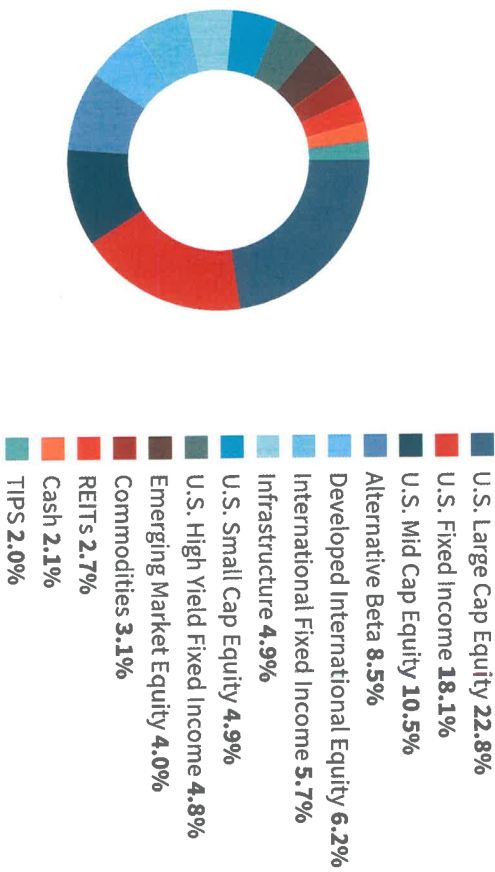
3 | TRUSTED ADVISORS · MORE EXPERTS · BETTER ACCESS

# Portfolio Overview

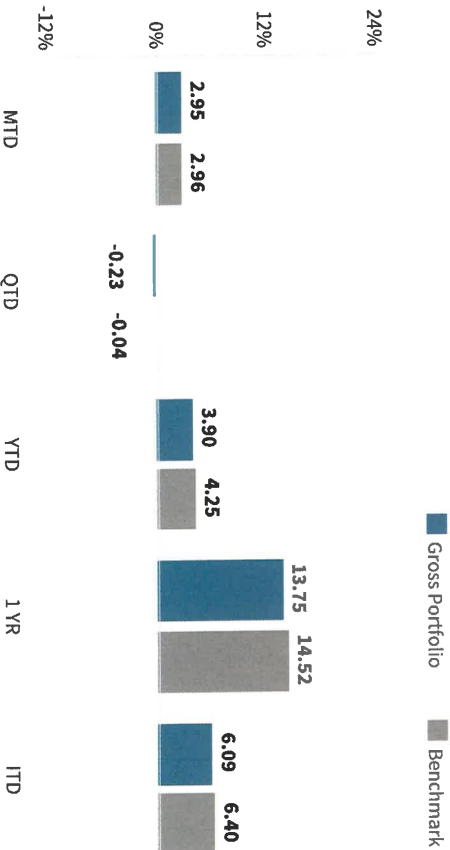
BEGINNING VALUE + ACCRUED	\$14,975,787
TRANSFERS IN/OUT	-\$3,122
REALIZED GAINS/LOSSES	\$0
CHANGE IN MARKET VALUE	\$426,279
INTEREST INCOME	\$5,240
DIVIDEND INCOME	\$9,937
ENDING VALUE + ACCRUED	\$15,414,120

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## Portfolio Composition



## Investment Performance

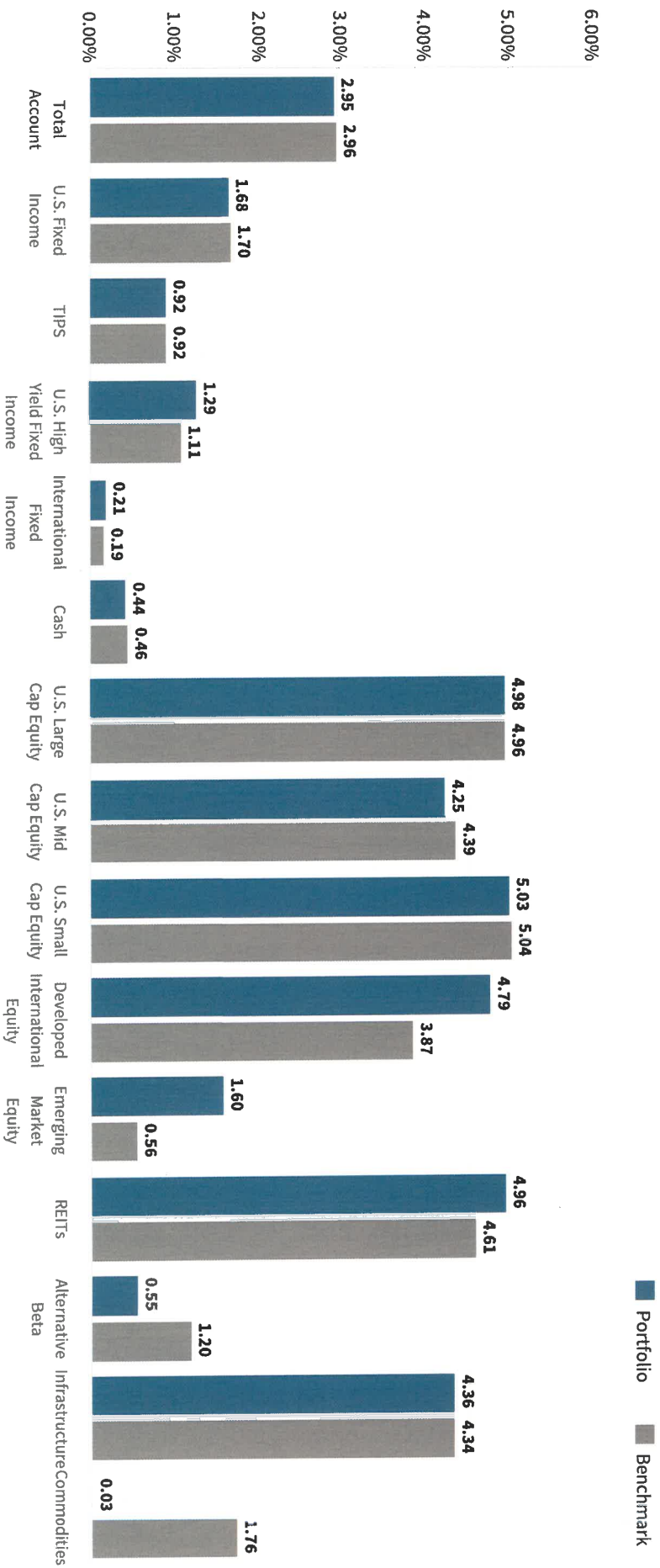


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# Performance



## Asset Class Performance (Monthly)



Past performance is not indicative of future results.

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# Portfolio Overview

BEGINNING VALUE + ACCRUED **\$15,414,120**

TRANSFERS IN/OUT **-\$3,177**

REALIZED GAINS/LOSSES **\$37,311**

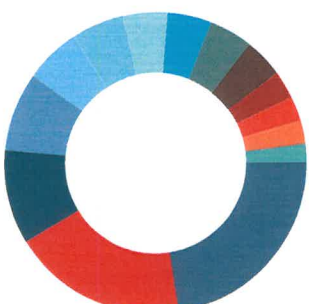
CHANGE IN MARKET VALUE **\$7,222**

INTEREST INCOME **\$6,116**

DIVIDEND INCOME **\$60,912**

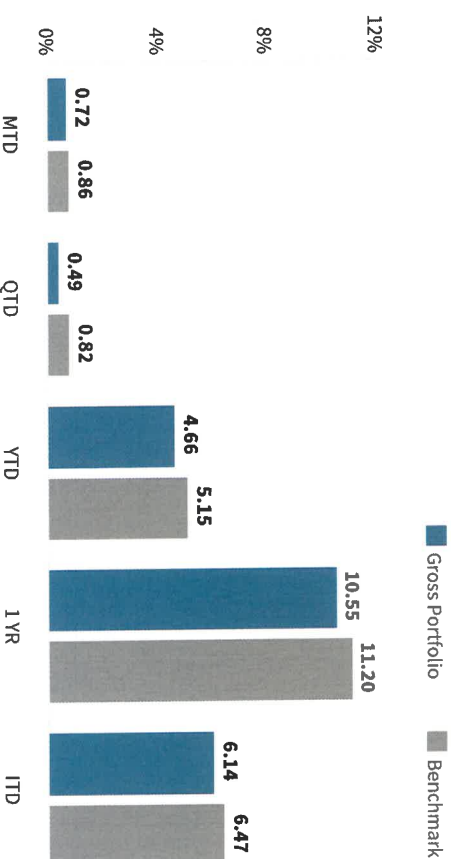
ENDING VALUE + ACCRUED **\$15,522,504**

## Portfolio Composition



- U.S. Large Cap Equity **22.6%**
- U.S. Fixed Income **18.8%**
- U.S. Mid Cap Equity **10.1%**
- Alternative Beta **8.5%**
- Developed International Equity **5.9%**
- International Fixed Income **5.6%**
- U.S. High Yield Fixed Income **4.7%**
- Infrastructure **4.7%**
- U.S. Small Cap Equity **4.7%**
- Emerging Market Equity **4.1%**
- Commodities **3.0%**
- REITs **2.7%**
- Cash **2.5%**
- TIPS **1.9%**

## Investment Performance



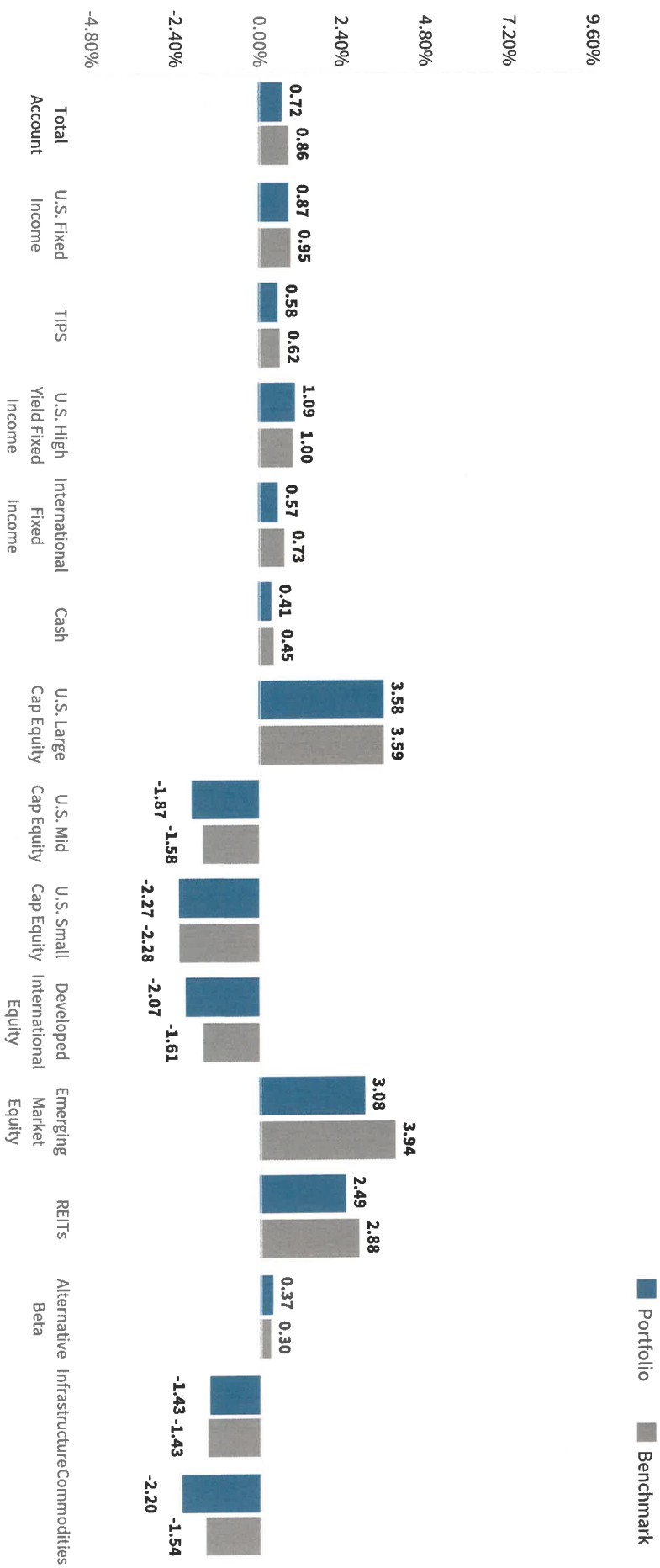
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# Performance



## Asset Class Performance (Monthly)



Past performance is not indicative of future results.

3 | TRUSTED ADVISORS • MORE EXPERTS • BETTER ACCESS

# Kenai Peninsula Borough

Finance Department

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## MEMORANDUM

**TO:** Brent Johnson, Assembly President  
Members of the Kenai Peninsula Borough Assembly

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

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

**FROM:** Sara Dennis, Controller *SD*

**DATE:** October 9, 2024

**RE:** Revenue-Expenditure Report – September 2024

---

Attached is the Revenue-Expenditure Report of the General Fund for the month of September 2024. Please note that 25% of the year has elapsed, 32.83% of budgeted revenues have been collected, and 7.41% of budgeted expenditures have been made.

KENAI PENINSULA BOROUGH  
Revenue Report  
For the Period  
September 1 through September 30 2024

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	YEAR TO DATE RECEIPTS	MONTH TO DATE RECEIPTS	VARIANCE	% COLLECTED
31100	Real Property Tax	\$ 36,244,128	\$ 19,011,694	\$ 11,374,220	\$ (17,232,434)	52.45%
31200	Personal Property Tax	2,101,066	1,094,930	620,266	(1,006,137)	52.11%
31300	Oil Tax	6,958,780	6,878,344	38	(80,436)	98.84%
31400	Motor Vehicle Tax	642,580	53,205	53,205	(589,375)	8.28%
31510	Property Tax Penalty & Interest	746,815	30,117	9,968	(716,698)	4.03%
31610	Sales Tax	47,400,000	5,752,066	2,690,803	(41,647,934)	12.14%
33110	In Lieu Property Tax	3,100,000	-	-	(3,100,000)	0.00%
33117	Other Federal Revenue	51,456	-	-	(51,456)	0.00%
33120	Forestry Receipts	500,000	-	-	(500,000)	0.00%
34110	School Debt Reimbursement	1,795,641	-	-	(1,795,641)	0.00%
34221	Electricity & Phone Revenue	155,000	-	-	(155,000)	0.00%
34222	Fish Tax Revenue Sharing	500,000	-	-	(500,000)	0.00%
34210	Revenue Sharing	850,000	-	-	(850,000)	0.00%
37350	Interest on Investments	812,722	582,852	217,662	(229,870)	71.72%
39000	Other Local Revenue	297,235	100,275	49,977	(196,960)	33.74%
290	Solid Waste	1,027,000	371,182	190,710	(655,818)	36.14%
Total Revenues		\$ 103,182,423	\$ 33,874,664	\$ 15,206,850	\$ (69,307,759)	32.83%

**KENAI PENINSULA BOROUGH**  
**Expenditure Report**  
For the Period  
September 1 through 30 2024

DESCRIPTION	REVISED BUDGET	YEAR TO DATE EXPENDED	MONTH TO DATE EXPENDED	AMOUNT ENCUMBERED	AVAILABLE BALANCE	%	EXPENDED
Assembly:							
Administration	\$ 646,838	\$ 222,700	\$ 22,436	\$ 105,600	\$ 318,539		34.43%
Clerk	664,699	126,257	55,042	11,508	526,933		18.99%
Elections	202,992	49,584	8,796	33,419	119,989		24.43%
Records Management	479,206	119,289	29,438	22,971	336,945		24.89%
Mayor Administration	1,108,382	171,667	54,912	724	935,990		15.49%
Purch/Contracting/Cap Proj	848,452	199,402	69,148	20,648	628,402		23.50%
Human Resources:							
Administration	913,368	218,116	56,526	6,444	688,808		23.88%
Print/Mail	220,493	64,165	14,855	36,312	120,016		29.10%
Custodial Maintenance	146,585	32,501	11,025	51	114,033		22.17%
Information Technology	2,963,502	808,878	192,352	22,242	2,132,382		27.29%
Emergency Management	1,079,815	254,047	67,585	91,502	734,266		23.53%
Legal Administration	1,205,372	222,841	75,376	22,353	960,177		18.49%
Finance:							
Administration	651,983	166,376	58,022	1,025	484,582		25.52%
Services	1,309,861	301,571	91,283	12,441	995,849		23.02%
Property Tax	1,223,836	355,594	72,817	10,897	857,345		29.06%
Sales Tax	1,209,309	282,528	98,631	6,006	920,775		23.36%
Assessing:							
Administration	1,695,147	431,511	107,474	53,651	1,209,985		25.46%
Appraisal	1,881,755	374,628	129,797	1,289	1,505,838		19.91%
Resource Planning:							
Administration	1,773,705	247,942	86,795	15,034	1,510,729		13.98%
GIS	922,674	275,661	49,760	8,251	638,762		29.88%
River Center	869,856	193,321	54,774	33,079	643,456		22.22%
Senior Citizens Grant Program	843,878	-	-	843,878	-		0.00%
School District	65,175,258	-	-	-	65,175,258		0.00%
Solid Waste Operations	13,102,843	2,134,220	503,865	4,470,688	6,497,936		16.29%
Economic Development	584,000	53,466	53,466	396,519	134,015		9.16%
Non-Departmental	1,436,656	337,776	9,983	27,878	1,071,002		23.51%
<b>Total Expenditures</b>	<b>\$ 103,160,465</b>	<b>\$ 7,644,041</b>	<b>\$ 1,974,157</b>	<b>\$ 6,254,412</b>	<b>\$ 89,262,011</b>		<b>7.41%</b>

Kenai Peninsula Borough  
Assessing Department

---

**MEMORANDUM**

**TO:** Peter A. Micciche, Borough Mayor  
**FROM:** Adeena Wilcox, Borough Assessor *AW*  
**DATE:** October 10, 2024  
**RE:** Tax Adjustment Request Approval

---

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: October 10, 2024

Adeena Wilcox  
Borough Assessor

**APPROVED**

*[Handwritten Signature]*  
\_\_\_\_\_  
Peter A. Micciche  
Borough Mayor

# OCTOBER TARS

	2024	2023	2022	2021	2020
TAG 10 (assessed)					
(taxable)					
TAG 11 (assessed)					
(taxable)					
TAG 20 (assessed)	(\$118,000)				
(taxable)	(\$97,500)				
TAG 21 (assessed)					
(taxable)					
TAG 30 (assessed)	(\$22,800)				
(taxable)	(\$630,000)				
TAG 40 (assessed)	(\$6,660)	\$832,600			
(taxable)	(\$8,887)	\$824,255			
TAG 41 (assessed)					
(taxable)					
TAG 42 (assessed)					
(taxable)					
TAG 43 (assessed)					
(taxable)					
TAG 52 (assessed)					
(taxable)					
TAG 53 (assessed)	\$0				
(taxable)	(\$93,631)				
TAG 54 (assessed)					
(taxable)					
TAG 55 (assessed)	\$0				
(taxable)	\$95,460				
TAG 57 (assessed)					
(taxable)					
TAG 58 (assessed)	\$0				
(taxable)	\$472,300				
TAG 59 (assessed)					
(taxable)					
TAG 61 (assessed)					
(taxable)					
TAG 63 (assessed)	\$0				
(taxable)	\$5,500				
TAG 64 (assessed)					
(taxable)					
TAG 65 (assessed)					
(taxable)					
TAG 67 (assessed)	\$0	\$9,144,553			
(taxable)	(\$91,113)	\$9,052,898			
TAG 68 (assessed)	\$0				
(taxable)	(\$57,829)				
TAG 69 (assessed)					
(taxable)					
TAG 70 (assessed)					
(taxable)					
TAG 80 (assessed)					
(taxable)					
TAG 81 (assessed)	\$0				
(taxable)	\$230,900				
<b>TOTAL ASSESSED</b>	<b>(\$147,460)</b>	<b>\$9,977,153</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL TAXABLE</b>	<b>(\$174,800)</b>	<b>\$9,877,153</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>KPB FLAT TAX</b>	<b>(\$4,690)</b>				

## OCTOBER TARS CITY VALUES

	2024	2023	2022	2021	2020
TAG 10 (assessed)					
(taxable)					
Seldovia Flat Tax					
TAG 20 (assessed)	(\$118,000)				
(taxable)	(\$97,500)				
Homer Flat Tax	(\$50)				
TAG 21 (assessed)					
(taxable)					
TAG 30 (assessed)	\$252,900				
(taxable)	(\$622,770)				
Disability Tax Credit					
TAG 40 (assessed)	(\$6,660)				
(taxable)	(\$6,660)				
TAG 41 (assessed)					
(taxable)					
TAG 70 (assessed)					
(taxable)					
Soldotna Flat Tax	(\$50)				
TAG 80 (assessed)					
(taxable)					
<b>TOTAL ASSESSED</b>	<b>\$128,240</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL TAXABLE</b>	<b style="color: red;">(\$726,930)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>KPB FLAT TAX</b>	<b style="color: red;">(\$100)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 30-24-009  
 PARCEL ID 91212  
 PRIMARY OWNER F/V BEAGLE LLC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>30</u>	<u>30</u>
BOAT CLASS/COUNT	<u>                    </u>	<u>                    </u>
PLANE CLASS/COUNT	<u>                    </u>	<u>                    </u>
KPB ASSESSED (VT 1001)	<u>\$15,570</u>	<u>\$15,570</u>
KPB TAXABLE (VT 1003)	<u>\$15,570</u>	<u>\$15,570</u>
CITY ASSESSED (VT 1011)	<u>\$267,743</u>	<u>\$267,743</u>
CITY TAXABLE (V 1013)	<u>\$267,743</u>	<u>\$252,173</u>

EXPLANATION MAIN ROLL FILER, (1) RECD 1/24/24 BY EMAIL, THIS ACCT NOT PRINTED OUT NOR  
ENTERED IN MPPV. ON SUPP ROLL IN ERROR. REMOVE LATE FILNG PENATLY. (2) CITY OF KENAI  
EXEMPTION NOT APPLIED FOR EQUIP IN TAG 30, -\$15,570.

		CHANGE SUMMARY
		KPB ASSESSED <u>\$0</u>
DATE	<u>09/17/24</u>	KPB TAXABLE <u>\$0</u>
SUBMITTED BY	<u>M PAYFER</u>	CITY ASSESSED <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY TAXABLE <u>(\$15,570)</u>
		KPB FLAT TAX <u>\$0</u>
		CITY FLAT TAX <u>\$0</u>



Cadastral Values		Expand to Filter Values	
Class	Value Type	Attribute	Secondary Attribute
		Previous Amount	Amount
<b>Default - Default Value Group</b>			
	Boat Class 4 Count	3.00	3.00
	Boat Class 5 Count	1.00	1.00
	Boat Class 6 Count	2.00	2.00
Appraised	Boat Personal Class 3 Count	2.00	2.00
	Improvement Market Value	\$267,743.00	\$267,743.00
	TAG	30.00	30.00
	TAG-Id	30.00	30.00
Assessed	Boat Assessed Value	\$252,173.00	\$252,173.00
	Boat Class 4	\$22,763.00	\$22,763.00
	Boat Class 5	\$13,579.00	\$13,579.00
	Boat Class 6	\$203,431.00	\$203,431.00
	Boat Personal Class 3	\$12,400.00	\$12,400.00
	Furniture, Fixtures & Equipment	\$15,570.00	\$15,570.00
	Personal Property Assessed Value	\$15,570.00	\$15,570.00
	Total Assessed Value - City	\$267,743.00	\$267,743.00
	Total Borough Optional Exempt Value	\$15,570.00	\$15,570.00
	Total City Optional Exempt Value	0	\$15,570.00
	Total Assessed Value - Borough	\$15,570.00	\$15,570.00
Taxable	City Taxable Value	\$267,743.00	\$252,173.00
	Taxable Value - Borough	0	0
Exemption	Exemption Value City	0	\$15,570.00
	OP PP Bor \$100K Exe Value	\$15,570.00	\$15,570.00 *
	OP PP Kenal \$100K Exe Value		\$15,570.00 *
	OP PPV 100K Borough Contig Exemption	\$100,000.00	\$100,000.00
	OP PPV Borough \$100K Exemptions	\$100,000.00	\$100,000.00
	Penalty Flag	\$1.00	\$1.00
	PP Boro Contig Flag	1.00	1.00
	PP Contiguous Boro Parcel Group	20050685.00	
	PP Contiguous Boro Parcel Sequence in Group	1.00	
Date	Exemption Value Borough	\$15,570.00	\$15,570.00
	Year of Cadastre	2024.0000000000	2024.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 20-24-024  
 PARCEL ID 98020  
 PRIMARY OWNER REUTOV MAVRIK

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC6 - 1</u>	<u>BC5 - 1</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION MANIFEST CLERICAL ERROR. BOAT ON THE ACCOUNT IS A REGISTERED 46FT  
FISHING VESSEL. DMV REGISTERED LENGTH OF 97 FEET IS INCORRECT. BOAT LENGTH WAS  
INCORRECTLY UPDATED TO 97FT ON THE ACCOUNT FOR 2024.

		CHANGE SUMMARY
DATE	<u>09/16/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</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>(\$250)</u>
		CITY FLAT TAX <u>(\$50)</u>

Cadastral Values		Expand to Filter Values	
Site	Class	Value Type	Amount
Default - Default Value Group	Appraised	Boat Personal Class 5 Count	1.00
		Boat Personal Class 6 Count	1.00
	Assessed	Improvement Market Value	\$99,000.00
		TAG	20.00
	Assessed	TAG.1d	20.00
		Boat Assessed Value	\$99,000.00
	Assessed	Boat Personal Class 5	\$99,000.00
		Boat Personal Class 6	\$99,000.00
	Taxable	Personal Property Assessed Value	0
		Total Assessed Value - City	0
	Exemption	Total City Optional Exempt Value	0
		Total Assessed Value - Borough	0
	Exemption	City Taxable Value	0
		Taxable Value - Borough	0
	Exemption	Exemption Value City	0
		OP PP Bor \$100K Exe Value	0
	Exemption	OP PPV 100K Exemption	\$100,000.00
		OP PPV Borough \$100K Exemption	\$100,000.00
	Exemption	OP PPV City \$100K Exemption	\$100,000.00
		Penalty Flag	\$1.00
	Date	Exemption Value Borough	0
		Year of Cadastre	2024.0000000000
		Effective date of value change	2024.0101.0000000000

## 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 # 00098020

- X  Typographical, computational or other similar error?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. BOAT ON THE ACCOUNT IS A REGISTERED 46FT FISHING VESSEL. DMV REGISTERED LENGTH OF 97FT IS INCORRECT. BOAT LENGTH WAS INCORRECTLY UPDATED TO 97FT ON THE ACCOUNT FOR 2024.
- X  Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. BOAT ON THE ACCOUNT IS A REGISTERED 46FT FISHING VESSEL. DMV REGISTERED LENGTH OF 97FT IS INCORRECT. BOAT LENGTH WAS INCORRECTLY UPDATED TO 97FT ON THE ACCOUNT FOR 2024.
- X  Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. BOAT ON THE ACCOUNT IS A REGISTERED 46FT FISHING VESSEL. DMV REGISTERED LENGTH OF 97FT IS INCORRECT. BOAT LENGTH WAS INCORRECTLY UPDATED TO 97FT ON THE ACCOUNT FOR 2024.

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

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

Prepared by Clyde Johnson 9/16/2024  
 Date

Approved by Adam Swartz 9/17/24  
 Department Director Date

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 40-24-006  
 PARCEL ID 99056  
 PRIMARY OWNER HILL-ROM COMPANY INC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>40</u>	<u>40</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$8,599</u>	<u>\$1,939</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$0</u>
CITY ASSESSED (VT 1011)	<u>\$8,599</u>	<u>\$1,939</u>
CITY TAXABLE (V 1013)	<u>\$8,599</u>	<u>\$1,939</u>

EXPLANATION 2024 SUPP ROLL. SELECTED ASSETS REPORTED AS DISPOSED ON 2025 FILING  
MANIFEST CLERICAL ERROR

		CHANGE SUMMARY
DATE	<u>09/25/24</u>	KPB ASSESSED <u>(\$6,660)</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>(\$6,660)</u>
		CITY TAXABLE <u>(\$6,660)</u>
		KPB FLAT TAX <u>\$0</u>
		CITY FLAT TAX <u>\$0</u>

Cadastral Values		Expand to Filter Values	
Site	Class	Value Type	Amount
Default - Default Value Group	Appraised	Improvement Market Value	Previous Amount
		TAG	\$8,599.00
		TAG.Ld	40.00
		Furniture, Fixtures & Equipment	40.00
	Assessed	Personal Property Assessed Value	\$8,599.00
		Total Assessed Value - City	\$8,599.00
		Total Borough Optional Exempt Value	\$8,599.00
		Total City Optional Exempt Value	0
	Taxable	Total Assessed Value - Borough	\$8,599.00
		City Taxable Value	\$8,599.00
	Exemption	Taxable Value - Borough	0
		Exemption Value City	0
		OP PP Bldg \$100K Exe Value	\$8,599.00
		OP PPV 100K Exemption	\$100,000.00
		OP PPV Borough \$100K Exemption	\$100,000.00
		OP PPV City \$100K Exemption	\$100,000.00
		Penalty Flag	\$1.00
		Exemption Value Borough	\$8,599.00
	Date	Year of Cadastre	2024.0000000000
		Effective date of value change	2024.0101.0000000000



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 53-24-004

PARCEL ID 100962

PRIMARY OWNER WESTERN OILFILED SUPPLY CO - RAIN4RENT

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>53</u>	<u>53</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$969,023</u>	<u>\$969,023</u>
KPB TAXABLE (VT 1003)	<u>\$969,023</u>	<u>\$875,392</u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION MAIN ROLL FILER 2024. KPB \$100K CONTIG EXEMPTION DID NOT APPLY

CORRECTLY TO PINS: 100962 (53), 103149 (55), 103150 (68)

### CHANGE SUMMARY

DATE	<u>10/08/24</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE	<u>(\$93,631)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u>\$0</u>
		CITY FLAT TAX	<u>\$0</u>



Cadastral Values		Value Type		Attribute	Secondary Attribute	Expand to Filter Values	
Site	Class	Value Type	Improvement Market value	Attribute	Secondary Attribute	Previous Amount	Amount
Default - Default Value Group	Appraised	Improvement Market value				\$969,023.00	\$969,023.00
		TAG				53.00	53.00
		TAG.Id				53.00	53.00
	Assessed	Furniture, Fixtures & Equipment				\$969,023.00	\$969,023.00
		Personal Property Assessed Value				\$969,023.00	\$969,023.00
		Total Assessed Value - City				0	0
		<b>Total Borough Optional Exempt Value</b>					<b>\$93,631.00</b>
		Total City Optional Exempt Value				0	0
		Total Assessed Value - Borough				\$969,023.00	\$969,023.00
	Taxable	City Taxable Value		53 - NIKISKI FIRE		0	0
		<b>Taxable Value - Borough</b>				<b>\$969,023.00</b>	<b>\$875,392.00</b>
	Exemption	Exemption Value City		53 - NIKISKI FIRE		0	0
		<b>OP PP Borr \$100K Exc Value</b>					<b>\$93,631.00 *</b>
		Penalty Flag				\$1.00	\$1.00
		PP Borr Contig Flag				1.00	1.00
		<b>Exemption Value Borough</b>				<b>0</b>	<b>\$93,631.00</b>
		<b>Year of Cadastre</b>				2024.000000000000	2024.000000000000
	Date	Effective date of value change				20240101.0000000000	20240101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 55-24-006  
 PARCEL ID 102727  
 PRIMARY OWNER PIMM AARON

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>55</u>	<u>55</u>
BOAT CLASS/COUNT	<u>BC3 - 1</u>	<u>BC3 - 0</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL ROLLOVER ACCOUNT.  
OWNER NOTIFIED KPB BOAT WAS REPOSSESSED IN DEC 2023. ACCOUNT SHOULD HAVE BEEN  
CLOSED FOR 2024.

		CHANGE SUMMARY
DATE	<u>09/16/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</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>(\$50)</u>
		CITY FLAT TAX <u>\$0</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 3 Count			1.00	
		Improvement Market Value			\$31,500.00	
		TAG			55.00	
		TAG.Id			55.00	
	Assessed	Boat Assessed Value			\$31,500.00	
		Boat Personal Class 3			0	
		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		55 - NIKISKI SN.	0	0
		Taxable Value - Borough			0	0
	Exemption	Exemption Value City		55 - NIKISKI SN.	0	0
		OP PP Bor \$100K Exe Value			0	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	\$100,000.00	
	OP PPV City \$100K Exemption		55 - NIKISKI SN.	\$100,000.00	\$100,000.00	
	Penalty Flag			\$1.00	\$1.00	
	Exemption Value Borough			0	0	
Date	Year of Cadastre			2024.0000000000	2024.0000000000	
	Effective date of value change			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 # 00102727

X Typographical, computational or other similar error?  
*Identify & Describe:*  
**MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL ROLLOVER ACCOUNT. OWNER NOTIFIED KPB THAT BOAT WAS REPOSSESSED IN DEC 2023. ACCOUNT SHOULD HAVE BEEN CLOSED FOR 2024.**

X Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
**MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL ROLLOVER ACCOUNT. OWNER NOTIFIED KPB THAT BOAT WAS REPOSSESSED IN DEC 2023. ACCOUNT SHOULD HAVE BEEN CLOSED FOR 2024.**

X Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
**MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL ROLLOVER ACCOUNT. OWNER NOTIFIED KPB THAT BOAT WAS REPOSSESSED IN DEC 2023. ACCOUNT SHOULD HAVE BEEN CLOSED FOR 2024.**

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

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

Prepared by Clyde Johnson 9/16/2024

Approved by *Adeley Dwyer* 9/17/2024  
 Department Director Date

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 55-24-007  
 PARCEL ID 103149  
 PRIMARY OWNER WESTERN OILFILED SUPPLY CO - RAIN4RENT

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>55</u>	<u>55</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$53,196</u>	<u>\$53,196</u>
KPB TAXABLE (VT 1003)	<u>\$53,196</u>	<u>\$48,056</u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION MAIN ROLL FILER 2024. KPB \$100K CONTIG EXEMPTION DID NOT APPLY  
CORRECTLY TO PINS: 100962 (53), 103149 (55), 103150 (68)

		CHANGE SUMMARY
DATE	<u>10/08/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE <u>(\$5,140)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>\$0</u>
		CITY FLAT TAX <u>\$0</u>

Cadastral Values		Expand to Filter Values	
Site	Value Type	Attribute	Secondary Attribute
Default - Default Value Group	Improvement Market value		
Class	Value Type	Attribute	Amount
Appraised	Improvement Market value		\$53,196.00
Assessed	TAG		55.00
	TAG.id		55.00
	Furniture, Fixtures & Equipment		\$53,196.00
	Personal Property Assessed Value		\$53,196.00
	Total Assessed Value - City		0
	<b>Total Borough Optional Exempt Value</b>		<b>\$5,140.00</b>
	Total City Optional Exempt Value		0
	Total Assessed Value - Borough		\$53,196.00
Taxable	City Taxable Value	55 - NIKISKI SN.	0
Exemption	<b>Taxable Value - Borough</b>		<b>\$48,056.00</b>
	Exemption Value City	55 - NIKISKI SN.	0
	<b>OP PP Bor \$100K Exe Value</b>		<b>\$5,140.00 *</b>
	PP Boro Contig Flag		1.00
	<b>Exemption Value Borough</b>		<b>0</b>
Date	Year of Cadastre		2024.0000000000
	Effective date of value change		2024.01.01.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 68-24-013

PARCEL ID 103150

PRIMARY OWNER WESTERN OILFILED SUPPLY CO - RAIN4RENT

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$12,724</u>	<u>\$12,724</u>
KPB TAXABLE (VT 1003)	<u>\$12,724</u>	<u>\$11,495</u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION MAIN ROLL FILER 2024. KPB \$100K CONTIG EXEMPTION DID NOT APPLY

CORRECTLY TO PINS: 100962 (53), 103149 (55), 103150 (68)

### CHANGE SUMMARY

DATE	<u>10/08/24</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE	<u>(\$1,229)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u>\$0</u>
		CITY FLAT TAX	<u>\$0</u>

Cadastral Values		Expand to filter values	
Site	Class	Value Type	Attribute
Default - Default Value Group	Appraised	Improvement Market value	Secondary Attribute
		TAG	Amount
		TAG.Id	Amount
	Assessed	Furniture, Fixtures & Equipment	Amount
		Personal Property Assessed Value	Amount
		Total Assessed Value - City	Amount
		<b>Total Borough Optional Exempt Value</b>	<b>\$1,279.00</b>
		Total City Optional Exempt Value	0
		Total Assessed Value - Borough	\$12,724.00
	Taxable	City Taxable Value	0
		<b>Taxable Value - Borough</b>	<b>\$12,724.00</b>
	Exemption	Exemption Value City	0
		<b>OP PP Bor \$100K Exe Value</b>	<b>\$1,279.00</b>
		PP Boro Contig Flag	1.00
		<b>Exemption Value Borough</b>	<b>\$1,279.00</b>
	Date	Year of Cadastre	2024.0000000000
		Effective date of value change	20240101.0000000000



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 30-24-010  
 PARCEL ID 103465  
 PRIMARY OWNER BETTIS DANIEL PATRICK & MICHELLE LEE

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>30</u>	<u>30</u>
BOAT CLASS/COUNT	<u>BC3 - 1</u>	<u>BC3 - 0</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u>\$22,800</u>	<u>\$0</u>
CITY TAXABLE (V 1013)	<u>\$22,800</u>	<u>\$0</u>

EXPLANATION MANIFEST CLERICAL ERROR. SUPPLEMENTAL ACCOUNT FORCE CREATED FOR  
2024 ON 7/2/24. RCVD BOAT INFO FORM FROM OWNER ON 7/5/24 BOAT LOCATED IN FAIRBANKS  
ON 1/1/2024. ACCOUNT SHOULD HAVE BEEN DEACTIVATED FOR 2024.

		CHANGE SUMMARY
DATE	<u>09/16/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>(\$22,800)</u>
		CITY TAXABLE <u>(\$22,800)</u>
		KPB FLAT TAX <u>(\$50)</u>
		CITY FLAT TAX <u>\$0</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 3 Count			1.00	
		Improvement Market Value			\$22,800.00	
	Assessed	TAG			30.00	
		TAG.Id			30.00	
			Boat Assessed Value			\$22,800.00
			Boat Personal Class 3			\$22,800.00
			Personal Property Assessed Value			0
			Total Assessed Value - City			\$22,800.00
			Total City Optional Exempt Value			0
			Total Assessed Value - Borough			0
			City Taxable Value	30 - KENAI CITY		\$22,800.00
			Taxable Value - Borough			0
		Exemption	Exemption Value City	30 - KENAI CITY		0
			OP PP Bor \$100K Exe Value			0
			OP PPV 100K Exemption			\$100,000.00
		OP PPV Borough \$100K Exemption			\$100,000.00	
		OP PPV City \$100K Exemption			\$100,000.00	
		OP PPV City \$100K Exemption	30 - KENAI CITY		\$100,000.00	
		Penalty Flag			\$1.00	
		Exemption Value Borough			0	
	Date	Year of Cadastre			2024.000000000000	
		effective date of value change			2024.01.01.0000000000	

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 70-24-003  
 PARCEL ID 103506  
 PRIMARY OWNER GARDNER DEREK LEE

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>70</u>	<u>70</u>
BOAT CLASS/COUNT	<u>BC3 - 1</u>	<u>BC3 - 0</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL FORCE CREATED ACCOUNT.  
OWNER HAD NOTIFIED KPB IN APRIL BOAT LOCATED IN WASHINGTON STATE AS OF 1/1/24. ACCOUNT  
SHOULD NOT HAVE BEEN CREATED FOR 2024.

		CHANGE SUMMARY
DATE	<u>09/18/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</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>(\$50)</u>
		CITY FLAT TAX <u>(\$50)</u>

Cadastral Values		Attribute		Secondary Attribute		Expend to Filter Values	
Site	Class	Value Type	Amount	Previous Amount	Amount	Amount	Amount
Default - Default Value Group	Appraised	Boat Personal Class 3 Count	1.00				
		Improvement Market Value		\$28,500.00			
		TAG		70.00			
		TAG.Id		70.00			
	Assessed	Boat Assessed Value			\$28,500.00		
		Boat Personal Class 3			\$28,500.00		
		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		70 - SOLDOTNA CITY	0		0
		Taxable Value - Borough		70 - SOLDOTNA CITY	0		0
	Exemption	Exemption Value City		70 - SOLDOTNA CITY	0		0
		OP PP Bor \$100K Exe Value			\$100,000.00		\$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			\$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			0		0	
Date	Year of Cadastre			2024.000000000000		2024.000000000000	
	Effective date of value change			20240101.000000000000		20240101.000000000000	

## 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 # 00103506

X Typographical, computational or other similar error?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL FORCE CREATED ACCOUNT. OWNER HAD NOTIFIED KPB IN APRIL BOAT LOCATED IN WASHINGTON STATE AS OF 1/1/24. ACCOUNT SHOULD NOT HAVE BEEN CREATED FOR 2024.

X Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL FORCE CREATED ACCOUNT. OWNER HAD NOTIFIED KPB IN APRIL BOAT LOCATED IN WASHINGTON STATE AS OF 1/1/24. ACCOUNT SHOULD NOT HAVE BEEN CREATED FOR 2024.

X Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL FORCE CREATED ACCOUNT. OWNER HAD NOTIFIED KPB IN APRIL BOAT LOCATED IN WASHINGTON STATE AS OF 1/1/24. ACCOUNT SHOULD NOT HAVE BEEN CREATED FOR 2024.

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

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

Prepared by Clyde Johnson 9/18/2024

Approved by *Adamowitz* 9/18/24  
 Department Director Date

## TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 58-24-036  
 PARCEL ID 103511  
 PRIMARY OWNER FICKES FISHING LLC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
BOAT CLASS/COUNT	<u>                    </u>	<u>                    </u>
PLANE CLASS/COUNT	<u>                    </u>	<u>                    </u>
KPB ASSESSED (VT 1001)	<u>\$0</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 2024 SUPP ROLL, FORCED ACCT, NO RESP FROM OWNER. DF PIN 103511 AS  
VESSEL ON ACCT, AK1755AX, IS SAME VESSEL CURR ON PIN102536 AS AK3902AB. OWNER STATES  
ERROR AT DMV DURING RE-REGISTRATION OF AK3902AB (TYPO WITH SERIAL #)

	CHANGE SUMMARY
DATE <u>10/08/24</u>	KPB ASSESSED <u>\$0</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>(\$50)</u>
	CITY FLAT TAX <u>\$0</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 3 Count			1.00		
		Improvement Market Value			\$9,500.00		
		TAG			58.00		
		TAG.Id			58.00		
		Boat Assessed Value			\$9,500.00		
		Boat Personal Class 3			\$9,500.00		
		Personal Property Assessed Value			0		
		Total Assessed Value - City			0		
		Total City Optional Exempt Value			0		
		Total Assessed Value - Borough			0		
		City Taxable Value			58 - CENTRAL EMERGENCY SERVICES		0
		Taxable Value - Borough			58 - CENTRAL EMERGENCY SERVICES		0
		Exemption			58 - CENTRAL EMERGENCY SERVICES		0
		OP PP Bor \$100K Exe Value					0
		OP PPV 100K Exemption					\$100,000.00
OP PPV Borough \$100K Exemption					\$100,000.00		
OP PPV City \$100K Exemption					\$100,000.00		
OP PPV City \$100K Exemption			58 - CENTRAL EMERGENCY SERVICES		\$100,000.00		
Penalty Flag					\$1.00		
Exemption Value Borough					0		
Date					2024.000000000000		
Year of Cadastre					20240101.0000000000		
Effective date of value change					20240101.0000000000		

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 58-24-037  
 PARCEL ID 103629  
 PRIMARY OWNER TRAWINSKI JOSEPH M

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
BOAT CLASS/COUNT	<u>BC4 - 1</u>	<u>BC4 - 0</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL FORCE CREATED ACCOUNT.  
BOAT LOCATED IN FLORIDA PER OWNER. ACCOUNT SHOULD NOT HAVE BEEN CREATED FOR 2024.

		CHANGE SUMMARY
DATE	<u>09/18/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>C. JOHNSON</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>\$0</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			\$53,200.00		
		TAG			58.00		
		TAG.Id			58.00		
	Assessed	Boat Assessed Value			\$53,200.00		
		Boat Personal Class 4					
		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		58 - CENTRAL EMERGENCY SERVICES		0	0
		Taxable Value - Borough				0	0
	Exemption	Exemption Value City		58 - CENTRAL EMERGENCY SERVICES		0	0
		OP PP Bor \$100K Exe Value				0	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	\$100,000.00	
	OP PPV City \$100K Exemption		58 - CENTRAL EMERGENCY SERVICES		\$100,000.00	\$100,000.00	
	Penalty Flag				\$1.00	\$1.00	
	Exemption Value Borough				0	0	
Date	Year of Cadastre				2024.000000000000		
	Effective date of value change				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 # 00103629

X Typographical, computational or other similar error?

*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL FORCE CREATED ACCOUNT.  
 BOAT IS LOCATED IN FLORIDA PER OWNER. ACCOUNT SHOULD NOT HAVE BEEN  
 CREATED FOR 2024.

X Readily apparent from the assessment notice, tax statement or other borough tax record?

*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL FORCE CREATED ACCOUNT.  
 BOAT IS LOCATED IN FLORIDA PER OWNER. ACCOUNT SHOULD NOT HAVE BEEN  
 CREATED FOR 2024.

X Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?

*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL FORCE CREATED ACCOUNT.  
 BOAT IS LOCATED IN FLORIDA PER OWNER. ACCOUNT SHOULD NOT HAVE BEEN  
 CREATED FOR 2024.

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

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

Prepared by Clyde Johnson 9/18/2024

Date

Approved by

*Robert D. Smith*

9/30/24

Department Director

Date

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 67-24-003  
 PARCEL ID 103638  
 PRIMARY OWNER BANC OF AMERICA LEASING & CAPITAL LLC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>67</u>	<u>67</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$18,289,337</u>	<u>\$18,289,337</u>
KPB TAXABLE (VT 1003)	<u>\$18,289,337</u>	<u>\$18,198,224</u>
CITY ASSESSED (VT 1011)	<u>\$0</u>	<u>\$0</u>
CITY TAXABLE (V 1013)	<u>\$0</u>	<u>\$0</u>

EXPLANATION AUDIT 2023-2024: ADJUSTMENTS TO PINS 103638 & 103639 FOR 2024  
FOR \$100K NOT APPLIED CORRECTLY

		CHANGE SUMMARY
DATE	<u>09/17/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE <u>(\$91,113)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>\$0</u>
		CITY FLAT TAX <u>\$0</u>

Cadastre Values		Expand to Filter Values	
Site	Class	Value Type	Previous Amount
Default - Default Value Group	Appraised	Improvement Market value	
	Assessed	Attribute	Secondary Attribute
	TAG		
	TAG.Id		
	Furniture, Fixtures & Equipment		
	Personal Property Assessed Value		
	Total Assessed Value - City		
	Total Borough Optional Exempt Value		
	Total City Optional Exempt Value		
	Total Assessed Value - Borough		
	City Taxable Value		
	Taxable Value - Borough	67 - KPB ROAD MAINTENANCE	
	Exemption Value City	67 - KPB ROAD MAINTENANCE	
	OP PP Bor \$100K Exc Value		
	PP Bor Contig Flag		
	Exemption Value Borough		
	Year of Cadastre		
	Date		
	Effective date of value change		
			\$18,289,337.00
			67.00
			67.00
			\$18,289,337.00
			\$18,289,337.00
			0
			\$91,113.00
			0
			\$18,289,337.00
			0
			\$18,198,224.00
			0
			\$91,113.00 *
			1.00
			\$91,113.00
			2024.000000000000
			20240101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2023 TAR NUMBER 67-23-004  
 PARCEL ID 103638  
 PRIMARY OWNER BANC OF AMERICA LEASING & CAPITAL LLC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>67</u>	<u>67</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$0</u>	<u>\$9,144,553</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$9,052,898</u>
CITY ASSESSED (VT 1011)	<u>\$0</u>	<u>\$0</u>
CITY TAXABLE (V 1013)	<u>\$0</u>	<u>\$0</u>

EXPLANATION AUDIT 2023-2024: ASSETS REPT FOR 2023 TO MOA, NOT KPB. ADJUSTMENTS TO ADD UNREPORTED ASSETS FOR 2023 TO TAGS 67 (103638) AND TAG 40 (103639).

		CHANGE SUMMARY
		KPB ASSESSED <u>\$9,144,553</u>
DATE	<u>09/17/24</u>	KPB TAXABLE <u>\$9,052,898</u>
SUBMITTED BY	<u>M PAYFER</u>	CITY ASSESSED <u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>\$0</u>
		CITY FLAT TAX <u>\$0</u>

Cadastra Values		Expand to Filter Values	
Site	Class	Value Type	Amount
Default - Default Value Group	Appraised	Improvement Market value	Previous Amount
		TAG	\$9,144,553.00
		TAG.Ld	67.00
		Furniture, Fixtures & Equipment	67.00
	Assessed	Personal Property Assessed Value	\$9,144,553.00
		Total Assessed Value - City	\$9,144,553.00
		Total Borough Optional Exempt Value	0
		Total City Optional Exempt Value	0
		Total Assessed Value - Borough	\$9,144,553.00
	Taxable	City Taxable Value	0
		Taxable Value - Borough	\$9,052,898.00
	Exemption	Exemption Value City	0
		OP PP Bor \$100K Exc Value	\$91,655.00 *
		PP Boro Contig Flag	1.00
		Exemption Value Borough	\$91,655.00
	Date	Year of Cadastre	2023.0000000000
		Effective date of value change	20230101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2023 TAR NUMBER 40-23-005  
 PARCEL ID 103639  
 PRIMARY OWNER BANC OF AMERICA LEASING & CAPITAL LLC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>40</u>	<u>40</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$0</u>	<u>\$832,600</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$824,255</u>
CITY ASSESSED (VT 1011)	<u>\$0</u>	<u>\$0</u>
CITY TAXABLE (V 1013)	<u>\$0</u>	<u>\$0</u>

EXPLANATION AUDIT 2023-2024: ASSETS REPT FOR 2023 TO MOA, NOT KPB. ADJUSTMENTS TO  
ADD UNREPORTED ASSETS FOR 2023 TO TAGS 67 (103638) AND TAG 40 (103639).

		CHANGE SUMMARY
DATE	<u>09/17/24</u>	KPB ASSESSED <u>\$832,600</u>
SUBMITTED BY	<u>M PAYFER</u>	KPB TAXABLE <u>\$824,255</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u>\$0</u>
		CITY FLAT TAX <u>\$0</u>

Cadastral Values		Expand to Filter Values	
Site	Class	Value Type	Amount
Default - Default Value Group		Attribute	Previous Amount
	Appraised	Improvement Market Value	\$832,600.00
	Assessed	TAG	40.00
		TAG.Id	40.00
		Furniture, Fixtures & Equipment	\$832,600.00
		Personal Property Assessed Value	\$832,600.00
		Total Assessed Value - City	\$832,600.00
		Total Borough Optional Exempt Value	\$8,345.00
		Total City Optional Exempt Value	0
		Total Assessed Value - Borough	\$832,600.00
	Taxable	City Taxable Value	\$824,255.00
		Taxable Value - Borough	40 - SEWARD CITY
	Exemption	Exemption Value City	40 - SEWARD CITY
		Op PP Bor \$100K Exe Value	0
		PP Boro Conting Flag	1.00
		Exemption Value Borough	\$8,345.00
	Date	Year of Cadastre	2023.0000000000
		Effective date of value change	20230101.0000000000



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 55-24-008

PARCEL ID 012-060-23

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>55</u>	<u>55</u>
CLASS CODE	<u>130</u>	<u>130</u>
LAND ASSESSED (VT4)	<u>4,200</u>	<u>4,200</u>
IMPROVEMENT ASSESSED (VT5)	<u>9,500</u>	<u>9,500</u>
KPB ASSESSED (VT 1001)	<u>13,700</u>	<u>13,700</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>13,700</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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		CHANGE SUMMARY
DATE	<u>09/19/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE <u>\$13,700</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

Cadastral Values		Expand to Filter Values					
Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount	
Default - Default Value Group	Appraised	Legal Acres			.17 Acres	.17 Acres	
		Improvement Market value			\$9,500.00	\$9,500.00	
		Land Market value			\$4,200.00	\$4,200.00	
		TAG			55.00	55.00	
		TAG.Id			55.00	55.00	
	Assessed	Improvements				\$9,500.00	\$9,500.00
		Land				\$4,200.00	\$4,200.00
		Parcel Assessed Value				\$13,700.00	\$13,700.00
		Personal Property Assessed Value				0	0
		Qualified for Exemption				\$13,700.00	\$13,700.00
			Total Assessed Value - City			0	0
			Total City Optional Exempt Value			0	0
			<b>Total Mandatory Exempt Value</b>			<b>\$13,700.00</b>	<b>\$13,700.00</b>
	Taxable	Land Assessed Value				\$4,200.00	\$4,200.00
		Improvement Assessed Value				\$9,500.00	\$9,500.00
Total Assessed Value - Borough				\$13,700.00	\$13,700.00		
City Taxable Value			55 - NIKISKI SN.	0	0		
<b>Taxable Value - Borough</b>				<b>0</b>	<b>\$13,700.00</b>		
Exemption	Clerks Deed				\$13,700.00	\$13,700.00	
	Exemption Value City			55 - NIKISKI SN.	0	0	
	Working Improvement Assessed Value				\$9,500.00	\$9,500.00	
		<b>Exemption Value Borough</b>			<b>\$13,700.00</b>	<b>0</b>	
Date	Year of Cadastre				2024.0000000000	2024.0000000000	
	Effective date of value change				20240101.0000000000	20240101.0000000000	

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 55-24-009

PARCEL ID 012-060-24

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>55</u>	<u>55</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>4,200</u>	<u>4,200</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>4,200</u>	<u>4,200</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>4,200</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

\_\_\_\_\_  
 \_\_\_\_\_

**CHANGE SUMMARY**

	KPB ASSESSED	<u>\$0</u>
	KPB TAXABLE	<u>\$4,200</u>
	CITY ASSESSED	<u>\$0</u>
	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u></u>
	CITY FLAT TAX	<u></u>

DATE 09/19/24

SUBMITTED BY L. CRANE

VERIFIED BY C. FINLEY

Cadastral Values		Expand to Filter Values	
Site	Class	Value Type	Attribute
Default - Default Value Group		Value Type	Secondary Attribute
			Amount
	Appraised	Legal Acres	.17 Acres
		Land Market value	\$4,200.00
		TAG	55.00
		TAG.Id	55.00
	Assessed	Land	\$4,200.00
		Parcel Assessed Value	\$4,200.00
		Personal Property Assessed Value	0
		Qualified for Exemption	0
		Total Assessed Value - City	\$4,200.00
		Total City Optional Exempt Value	0
		<b>Total Mandatory Exempt Value</b>	<b>\$4,200.00</b>
		Land Assessed Value	\$4,200.00
		Total Assessed Value - Borough	\$4,200.00
	Taxable	City Taxable Value	0
		<b>Taxable Value - Borough</b>	<b>0</b>
	Exemption	<b>Clerks Deed</b>	<b>\$4,200.00</b>
		Exemption Value City	0
		<b>Exemption Value Borough</b>	<b>0</b>
	Date	Year of Cadastre	2024.0000000000
		Effective date of value change	2024.01.01.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 55-24-010

PARCEL ID 012-220-12

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>55</u>	<u>55</u>
CLASS CODE	<u>130</u>	<u>130</u>
LAND ASSESSED (VT4)	<u>14,000</u>	<u>14,000</u>
IMPROVEMENT ASSESSED (VT5)	<u>42,900</u>	<u>42,900</u>
KPB ASSESSED (VT 1001)	<u>56,900</u>	<u>56,900</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>56,900</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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		CHANGE SUMMARY
DATE	<u>09/19/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE <u>\$56,900</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

Cadastral Values		Value Type		Attribute	Secondary Attribute	Previous Amount	Amount
Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount	Expend to Filter Values
Default - Default Value Group		Legal Acres			1.28 Acres	1.28 Acres	
	<b>Appraised</b>	Improvement Market value			\$42,900.00	\$42,900.00	
		Land Market value			\$14,000.00	\$14,000.00	
		TAG			55.00	55.00	
		TAG.1d			55.00	55.00	
	<b>Assessed</b>	Improvements			\$42,900.00	\$42,900.00	
		Land			\$14,000.00	\$14,000.00	
		Parcel Assessed Value			\$56,900.00	\$56,900.00	
		Personal Property Assessed Value			0	0	
		Qualified for Exemption			0	0	
		Total Assessed Value - City			\$56,900.00	\$56,900.00	
		Total City Optional Exempt Value			0	0	
		<b>Total Mandatory Exempt Value</b>			<b>\$56,900.00</b>	<b>\$56,900.00</b>	
		Land Assessed Value			\$14,000.00	\$14,000.00	
		Improvement Assessed Value			\$42,900.00	\$42,900.00	
		Total Assessed Value - Borough			\$56,900.00	\$56,900.00	
	Taxable	City Taxable Value		55 - NIKISKI SN.	0	0	
		<b>Taxable Value - Borough</b>			<b>0</b>	<b>\$56,900.00</b>	
	<b>Exemption</b>	<b>Clerks Deed</b>			<b>\$56,900.00</b>	<b>\$56,900.00</b>	
		Exemption Value City		55 - NIKISKI SN.	0	0	
		Working Improvement Assessed Value			\$42,900.00	\$42,900.00	
		<b>Exemption Value Borough</b>			<b>\$56,900.00</b>	<b>0</b>	
	Date	Year of Cadastre			2024.000000000000	2024.000000000000	
		Effective date of value change			20240101.000000000000	20240101.000000000000	

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 55-24-011

PARCEL ID 012-270-19

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>55</u>	<u>55</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>9,700</u>	<u>9,700</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>9,700</u>	<u>9,700</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>9,700</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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		CHANGE SUMMARY
DATE	<u>09/19/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE <u>\$9,700</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

Cadastral Values		Expand to Filter Values	
Site	Class	Value Type	Amount
Default - Default Value Group		Attribute	Secondary Attribute
		Previous Amount	Amount
	Appraised	Legal Acres	1.00 Acres
		Land Market Value	\$9,700.00
		TAG	55.00
		TAG.Jd	55.00
	Assessed	Land	\$9,700.00
		Parcel Assessed Value	\$9,700.00
		Personal Property Assessed Value	0
		Qualified for Exemption	0
		Total Assessed Value - City	\$9,700.00
		Total City Optional Exempt Value	0
		<b>Total Mandatory Exempt Value</b>	<b>\$9,700.00</b>
		Land Assessed Value	\$9,700.00
		Total Assessed Value - Borough	\$9,700.00
	Taxable	City Taxable Value	0
		<b>Taxable Value - Borough</b>	<b>0</b>
	Exemption	<b>Clerks Deed</b>	<b>\$9,700.00</b>
		Exemption Value City	0
		<b>Exemption Value Borough</b>	<b>0</b>
	Date	Year of Cadastre	2024.0000000000
		Effective date of value change	2024.01.01.0000000000



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 55-24-012

PARCEL ID 017-323-11

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>55</u>	<u>55</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>16,100</u>	<u>16,100</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>16,100</u>	<u>16,100</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>16,100</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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### CHANGE SUMMARY

DATE	<u>09/19/24</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE	<u>\$16,100</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>

Cadastral Values		Value Type		Attribute	Secondary Attribute	Previous Amount	Amount
Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount		
Default - Default Value Group	Legal Acres			39.99 Acres		39.99 Acres	
Appraised	Land Market value			\$16,100.00		\$16,100.00	
	TAG			55.00		55.00	
Assessed	TAG-Id			55.00		55.00	
	Land			\$16,100.00		\$16,100.00	
	Parcel Assessed Value			\$16,100.00		\$16,100.00	
	Personal Property Assessed Value			0		0	
	Qualified for Exemption			\$16,100.00		\$16,100.00	
	Total Assessed Value - City			0		0	
	Total City Optional Exempt Value			\$16,100.00		\$16,100.00	
	<b>Total Mandatory Exempt Value</b>			<b>\$16,100.00</b>		<b>\$16,100.00</b>	
	Land Assessed Value			\$16,100.00		\$16,100.00	
	Total Assessed Value - Borough			\$16,100.00		\$16,100.00	
Taxable	City Taxable Value			0		0	
	<b>Taxable Value - Borough</b>			<b>0</b>		<b>0</b>	
<b>Exemption</b>	<b>Clerks Deed</b>			<b>\$16,100.00</b>		<b>\$16,100.00</b>	
	Exemption Value City	55 - NIKISKI SH.		0		0	
	<b>Exemption Value Borough</b>	55 - NIKISKI SH.		<b>\$16,100.00</b>		<b>\$16,100.00</b>	
	Year of Cadastre			2024.000000000000		2024.000000000000	
Date	Effective date of value change			2024.01.01.0000000000		2024.01.01.0000000000	

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 30-24-011

PARCEL ID 039-130-02

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>30</u>	<u>30</u>
CLASS CODE	<u>350</u>	<u>350</u>
LAND ASSESSED (VT4)	<u>19,200</u>	<u>19,200</u>
IMPROVEMENT ASSESSED (VT5)	<u>106,000</u>	<u>106,000</u>
KPB ASSESSED (VT 1001)	<u>125,200</u>	<u>125,200</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>125,200</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>125,200</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>125,200</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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### CHANGE SUMMARY

KPB ASSESSED	<u>\$0</u>
KPB TAXABLE	<u>\$125,200</u>
CITY ASSESSED	<u>\$125,200</u>
CITY TAXABLE	<u>\$125,200</u>
KPB FLAT TAX	<u></u>
CITY FLAT TAX	<u></u>

DATE 09/19/24

SUBMITTED BY L. CRANE

VERIFIED BY C. FINLEY

Cadastral Values		Expand to Filter Values				
Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount
Default - Default Value Group						
	Appraised	Legal Acres			.31 Acres	.31 Acres
		Improvement Market Value			\$106,000.00	\$106,000.00
		Land Market Value			\$19,200.00	\$19,200.00
		TAG			30.00	30.00
		TAG.Id			30.00	30.00
	Assessed	Improvements			\$106,000.00	\$106,000.00
		Land			\$19,200.00	\$19,200.00
		Parcel Assessed Value			\$125,200.00	\$125,200.00
		Personal Property Assessed Value			0	0
		Qualified for Exemption			\$125,200.00	\$125,200.00
		Total Assessed Value - City			\$125,200.00	\$125,200.00
		Total City Optional Exempt Value			0	0
		<b>Total Mandatory Exempt Value</b>			<b>\$125,200.00</b>	<b>\$125,200.00</b>
		Land Assessed Value			\$19,200.00	\$19,200.00
		Improvement Assessed Value			\$106,000.00	\$106,000.00
		Total Assessed Value - Borough			\$125,200.00	\$125,200.00
	Taxable	City Taxable Value	30 - KENAI CITY		0	\$125,200.00
		Taxable Value - Borough			0	\$125,200.00
	Exemption	Clerks Deed			\$125,200.00	0
		Exemption Value City	30 - KENAI CITY		\$125,200.00	0
		Working Improvement Assessed Value			\$106,000.00	\$106,000.00
		Exemption Value Borough			\$125,200.00	0
	Date	Year of Cadastre			2024.0000000000	2024.0000000000
		Effective date of value change			2024101.0000000000	2024101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 30-24-012

PARCEL ID 045-090-16

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>30</u>	<u>30</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>32,300</u>	<u>32,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>95,400</u>	<u>95,400</u>
KPB ASSESSED (VT 1001)	<u>127,700</u>	<u>127,700</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>127,700</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>127,700</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>127,700</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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### CHANGE SUMMARY

	KPB ASSESSED	<u>\$0</u>
DATE <u>09/19/24</u>	KPB TAXABLE	<u>\$127,700</u>
SUBMITTED BY <u>L. CRANE</u>	CITY ASSESSED	<u>\$127,700</u>
VERIFIED BY <u>C. FINLEY</u>	CITY TAXABLE	<u>\$127,700</u>
	KPB FLAT TAX	<u></u>
	CITY FLAT TAX	<u></u>

Cadastral Values		Expand to Filter Values	
Site	Class	Value Type	Amount
Default - Default Value Group	Appraised	Legal Acres	.88 Acres
		Improvement Market Value	\$95,400.00
		Land Market Value	\$32,300.00
		TAG	30.00
		TAG.Ld	30.00
	Assessed	Improvements	\$95,400.00
		Land	\$32,300.00
		Parcel Assessed Value	\$127,700.00
		Personal Property Assessed Value	0
		Qualified for Exemption	\$127,700.00
	Total Assessed Value - City		\$127,700.00
	Total City Optional Exempt Value		0
	<b>Total Mandatory Exempt Value</b>		<b>\$127,700.00</b>
	Land Assessed Value		\$32,300.00
	Improvement Assessed Value		\$95,400.00
Total Assessed Value - Borough		\$127,700.00	
Taxable	City Taxable Value	30 - KENAI CITY	0
Exemption	Taxable Value - Borough		\$127,700.00
	Clerks Deed		0
	Exemption Value City	30 - KENAI CITY	\$127,700.00
Working Improvement Assessed Value			\$95,400.00
<b>Exemption Value Borough</b>		<b>\$127,700.00</b>	<b>0</b>
Date	Year of Cadastre	2024-0000000000	2024.0000000000
	Effective date of value change	20240101.0000000000	20240101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 30-24-013

PARCEL ID 047-112-08

PRIMARY OWNER KENAI METHODIST CHURCH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>30</u>	<u>30</u>
CLASS CODE	<u></u>	<u></u>
LAND ASSESSED (VT4)	<u>344,100</u>	<u>344,100</u>
IMPROVEMENT ASSESSED (VT5)	<u>605,100</u>	<u>605,100</u>
KPB ASSESSED (VT 1001)	<u>949,200</u>	<u>949,200</u>
KPB TAXABLE (VT 1003)	<u>949,200</u>	<u>89,100</u>
CITY ASSESSED (VT 1011)	<u>949,200</u>	<u>949,200</u>
CITY TAXABLE (VT 1013)	<u>949,200</u>	<u>89,100</u>

EXPLANATION APPROVED THROUGH ORDINANCE 2024-27

### CHANGE SUMMARY

KPB ASSESSED \$0

KPB TAXABLE (\$860,100)

CITY ASSESSED \$0

CITY TAXABLE (\$860,100)

KPB FLAT TAX

CITY FLAT TAX

DATE 09/18/24

SUBMITTED BY TAYLOR ECKERT

VERIFIED BY C. FINLEY

Cadastral Values	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount
Site					1.16 Acres	1.16 Acres
Default - Default Value Group	Appraised	Legal Acres			\$605,100.00	\$605,100.00
		Improvement Market Value			\$344,100.00	\$344,100.00
		Land Market Value			30.00	30.00
		TAG			30.00	30.00
		TAG.Id			\$522,900.00	\$522,900.00
	Assessed	Improvements			\$337,200.00	\$337,200.00
		Land			\$949,200.00	\$949,200.00
		Parcel Assessed Value			0	0
		Personal Property Assessed Value			\$860,100.00	\$860,100.00
		Qualified for Exemption			\$949,200.00	\$949,200.00
		Total Assessed Value - City			0	0
		Total City Optional Exempt Value			0	0
		<b>Total Mandatory Exempt Value</b>			<b>\$860,100.00</b>	<b>\$860,100.00</b>
		Unqualified Improvements			\$82,200.00	\$82,200.00
		Unqualified Land			\$6,900.00	\$6,900.00
		Land Assessed Value			\$344,100.00	\$344,100.00
		Improvement Assessed Value			\$605,100.00	\$605,100.00
		Total Assessed Value - Borough			\$949,200.00	\$949,200.00
	Taxable	City Taxable Value	30 - KENAI CITY		\$949,200.00	\$89,100.00
		Taxable Value - Borough			\$949,200.00	\$89,100.00
	Exemption	Exemption Value City	30 - KENAI CITY		0	\$860,100.00
		Religious Exemption				\$860,100.00
		Working Improvement Assessed Value			\$605,100.00	\$605,100.00
		<b>Exemption Value Borough</b>			<b>0</b>	<b>\$860,100.00</b>
	Date	Year of Cadastre			2024.000000000000	2024.000000000000
		Effective date of value change			2024.01.01.000000000000	2024.01.01.000000000000



## 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 # 047-112-08

X      Typographical, computational or other similar error?  
*Identify & Describe:*  
 APPROVED THROUGH ORDINANCE 2024-27.

X      Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 APPROVED THROUGH ORDINANCE 2024-27.

X      Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 APPROVED THROUGH ORDINANCE 2024-27.

Certified Value	Land	\$344,100	
	Improvements	\$605,100	
	Personal Property	\$0	
	Total	\$949,200	

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

Prepared by TAYLOR ECKERT      9/18/2024  
Date

Approved by *Oliver Smith*      10/8/24  
Date  
 Department Director

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 81-24-007

PARCEL ID 055-190-03

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>81</u>
CLASS CODE	<u>100</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>1,400</u>	<u>1,400</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>1,400</u>	<u>1,400</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>1,400</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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### CHANGE SUMMARY

	KPB ASSESSED	<u>\$0</u>
DATE <u>09/19/24</u>	KPB TAXABLE	<u>\$1,400</u>
SUBMITTED BY <u>L. CRANE</u>	CITY ASSESSED	<u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u></u>
	CITY FLAT TAX	<u></u>

Cadastral Values		Attribute		Secondary Attribute		Expand to Filter Values	
Class	Value Type	Amount	Previous Amount	Amount	Previous Amount	Amount	Previous Amount
<b>Default - Default Value Group</b>							
Appraised	Legal Acres	.97 Acres	.97 Acres				
	Land Market Value	\$1,400.00	\$1,400.00				
	TAG	58.00	58.00				
	TAG.Id	58.00	58.00				
Assessed	Land	\$1,400.00	\$1,400.00				
	Parcel Assessed Value	\$1,400.00	\$1,400.00				
	Personal Property Assessed Value	0	0				
	Qualified for Exemption	0	0				
	Total Assessed Value - City	\$1,400.00	\$1,400.00				
	Total City Optional Exempt Value	0	0				
	<b>Total Mandatory Exempt Value</b>	<b>\$1,400.00</b>	<b>\$1,400.00</b>				
	Land Assessed Value	\$1,400.00	\$1,400.00				
	Total Assessed Value - Borough	\$1,400.00	\$1,400.00				
Taxable	City Taxable Value	0	0				
	<b>Taxable Value - Borough</b>	<b>0</b>	<b>0</b>				
Exemption	Checks Deed	\$1,400.00	\$1,400.00				
	Exemption Value City	0	0				
	<b>Exemption Value Borough</b>	<b>\$1,400.00</b>	<b>\$1,400.00</b>				
Date	Year of Cadastre	2024.000000000000	2024.000000000000				
	Effective date of value change	20240101.000000000000	20240101.000000000000				

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 58-24-038  
 PARCEL ID 063-451-31  
 PRIMARY OWNER CRAMER CHRISTINA

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>16,900</u>	<u>16,900</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>16,900</u>	<u>16,900</u>
KPB TAXABLE (VT 1003)	<u>16,900</u>	<u>11,800</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION MANIFEST CLERICAL ERROR - APPLICANT EMAILED HER PROOF OF VETERAN  
DISABILITY TO finance@kpb.us AND THE EMAIL WAS NOT FORWARDED UP TO ASSESSING

		CHANGE SUMMARY
DATE	<u>08/28/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>S NOTTER</u>	KPB TAXABLE <u>(\$5,100)</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>

Cadastral Values		Expand to Filter Values	
Site	Class	Value Type	Attribute
Default - Default Value Group	Appraised	Legal Acres	Previous Amount
		Land Market value	Amount
		TAG	.26 Acres
		TAG:ld	\$16,900.00
	Assessed	Land	58.00
		Parcel Assessed Value	58.00
		Personal Property Assessed Value	58.00
		Qualified for Exemption	\$8,500.00
		Total Assessed Value - City	\$16,900.00
		<b>Total Borough Optional Exempt Value</b>	<b>\$8,500.00</b>
		Total City Optional Exempt Value	0
		Unqualified Land	0
		Land Assessed Value	\$8,400.00
		Total Assessed Value - Borough	\$16,900.00
		City Taxable Value	\$16,900.00
	Taxable		0
		<b>Taxable Value - Borough</b>	<b>\$16,900.00</b>
	<b>Exemption</b>	<b>Cap for Veteran Exemption</b>	<b>\$11,800.00</b>
		<b>DisVet Contig Parcel</b>	<b>\$150,000.00</b>
		Exemption Value City	1.00
		<b>OP Senior Resident &gt; 150k Exempt Value</b>	<b>\$5,100.00 =</b>
		<b>Exemption Value Borough</b>	<b>\$5,100.00</b>
	Date	Year of Cadastre	2024.0000000000
		Effective date of value change	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 # 06345131

X Typographical, computational or other similar error?  
*Identify & Describe:*  
 YES, PROOF OF DISABILITY WAS EMAILED TO THE FINANCE DEPARTMENT AND THE EMAIL WAS NOT FORWARDED TO ASSESSING

X Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 YES, EXEMPTION WAS NOT REFLECTED ON ANY KPB DOCUMENTS

X Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 YES, FINANCE CLERK DID NOT FORWARD THE EMAIL TO THE ASSESSING DEPARTMENT

Certified Value	Land	<u>\$16,900</u>
	Improvements	<u>                    </u>
	Personal Property	<u>\$0</u>
	Total	<u>\$16,900</u>

Adjusted Value	Land	<u>\$16,900</u>
	Improvements	<u>                    </u>
	Personal Property	<u>\$0</u>
	Total	<u>\$16,900</u>

Prepared by S NOTTER 8/28/2024  
Date

Approved by *Adam Dwork* 8/28/24  
Date  
 Department Director

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 58-24-039

PARCEL ID 063-451-32

PRIMARY OWNER CRAMER, CHRISTINA

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>16,900</u>	<u>16,900</u>
IMPROVEMENT ASSESSED (VT5)		
KPB ASSESSED (VT 1001)	<u>16,900</u>	<u>16,900</u>
KPB TAXABLE (VT 1003)	<u>16,900</u>	<u>11,800</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION MANIFEST CLERICAL ERROR - APPLICANT EMAILED HER PROOF OF VETERAN  
DISABILITY TO finance@kpb.us AND THE EMAIL WAS NOT FORWARDED UP TO ASSESSING

		CHANGE SUMMARY
DATE	<u>08/28/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>S NOTTER</u>	KPB TAXABLE <u>(\$5,100)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

Cadastral Values		Value Type		Attribute	Secondary Attribute	Expand to Filter Values	
Site	Class	Legal Acres	Land Market Value	Amount	Previous Amount	Amount	
<b>Default - Default Value Group</b>							
	Appraised	Legal Acres	Land Market Value	.26 Acres	\$16,900.00	\$16,900.00	
		TAG		58.00	58.00	58.00	
	Assessed	TAG-Id		58.00	\$8,500.00	\$8,500.00	
		Land		58.00	\$16,900.00	\$16,900.00	
		Parcel Assessed Value		0	0	0	
		Personal Property Assessed Value		0	0	0	
		Qualified for Exemption		0	0	0	
		Total Assessed Value - City		0	0	0	
		<b>Total Borough Optional Exempt Value</b>				<b>\$5,100.00</b>	
		Total City Optional Exempt Value		0	0	0	
		Unqualified Land		\$8,400.00	\$8,400.00	\$8,400.00	
		Land Assessed Value		\$16,900.00	\$16,900.00	\$16,900.00	
		Total Assessed Value - Borough		0	0	0	
	Taxable	City Taxable Value		0	0	0	
		Taxable Value - Borough		\$16,900.00	\$16,900.00	\$16,900.00	
	Exemption	Cap for Veteran Exemption		0	0	0	
		DisVet Contig Parcel		1.00	1.00	1.00	
		Exemption Value City		0	0	0	
		OP Senior Resident >150k Exempt Value		0	0	0	
		Exemption Value Borough		0	0	0	
	Date	Year of Cadastre		2024.0000000000	2024.0000000000	2024.0000000000	
		Effective date of value change		20241011.0000000000	20241011.0000000000	20241011.0000000000	



## 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 # 06345132

X  Typographical, computational or other similar error?  
*Identify & Describe:*  
 YES, PROOF OF DISABILITY WAS EMAILED TO THE FINANCE DEPARTMENT AND THE EMAIL WAS NOT FORWARDED TO ASSESSING

X  Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 YES, EXEMPTION WAS NOT REFLECTED ON ANY KPB DOCUMENTS

X  Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 YES, FINANCE CLERK DID NOT FORWARD THE EMAIL TO THE ASSESSING DEPARTMENT

Certified Value	Land		\$16,900
	Improvements		
	Personal Property		\$0
	Total		\$16,900

Adjusted Value	Land		\$16,900
	Improvements		
	Personal Property		\$0
	Total		\$16,900

Prepared by S NOTTER 8/28/2024  
Date

Approved by *[Signature]* 8/28/24  
Date  
 Department Director

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 58-24-040  
 PARCEL ID 065-075-30  
 PRIMARY OWNER SIMPSON, MARK

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>105</u>	<u>105</u>
LAND ASSESSED (VT4)	<u>37,400</u>	<u>37,400</u>
IMPROVEMENT ASSESSED (VT5)	<u>2,000</u>	<u>2,000</u>
KPB ASSESSED (VT 1001)	<u>39,400</u>	<u>39,400</u>
KPB TAXABLE (VT 1003)	<u>39,400</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 STATUS

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		CHANGE SUMMARY
DATE	<u>10/01/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>S NOTTER</u>	KPB TAXABLE <u>(\$39,400)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

Cadastral Values		Expand to Filter Values	
Site	Value Type	Attribute	Secondary Attribute
Class	Legal Acres	Previous Amount	Amount
<b>Default - Default Value Group</b>		2.50 Acres	
<b>Appraised</b>	Improvement Market Value	\$2,000.00	\$2,000.00
	Land Market Value	\$37,400.00	\$37,400.00
	TAG	58.00	58.00
	TAG.Id	58.00	58.00
<b>Assessed</b>	Improvements	\$2,000.00	\$2,000.00
	Land	\$37,400.00	\$37,400.00
	Parcel Assessed Value	0	0
	Personal Property Assessed Value	\$39,400.00	\$39,400.00
	Qualified for Exemption	0	0
	Total Assessed Value - City	\$39,400.00	\$39,400.00
	Total City Optional Exempt Value	0	0
	<b>Total Mandatory Exempt Value</b>	<b>\$39,400.00</b>	<b>\$39,400.00</b>
	Land Assessed Value	\$37,400.00	\$37,400.00
	Improvement Assessed Value	\$2,000.00	\$2,000.00
	Total Assessed Value - Borough	\$39,400.00	\$39,400.00
	City Taxable Value	0	0
<b>Taxable</b>	Taxable Value - Borough	\$39,400.00	0
	BOROUGH SENIOR Exempt Value	\$39,400.00	\$39,400.00
	Cap for Senior Exemption	\$150,000.00	\$150,000.00
	Exemption Value City	0	0
	Residential Exemption	\$50,000.00	\$50,000.00
	Senior Citizen Exemption	\$39,400.00	\$39,400.00
	Senior Mandatory Exempt Value	\$39,400.00	\$39,400.00
	Senior MandatoryImp	\$2,000.00	\$2,000.00
	Senior MandatoryLand	\$2,000.00	\$2,000.00
	Working Improvement Assessed Value	0	0
	Exemption Value Borough	2024.0000000000	2024.0000000000
<b>Date</b>	Year of Cadastre	20240101.0000000000	20240101.0000000000
	Effective date of value change	20240101.0000000000	20240101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 58-24-041

PARCEL ID 065-321-15

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>27,300</u>	<u>27,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>27,300</u>	<u>27,300</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>27,300</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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### CHANGE SUMMARY

DATE	<u>09/19/24</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE	<u>\$27,300</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>

Cadastral Values		Attribute		Expand to Filter Values	
Site	Class	Value Type	Secondary Attribute	Previous Amount	Amount
Default - Default Value Group					
	Appraised	Legal Acres		.95 Acres	.95 Acres
		Land Market value		\$27,300.00	\$27,300.00
		TAG		58.00	58.00
	Assessed	TAG:Id		58.00	58.00
		Parcel Assessed Value		\$27,300.00	\$27,300.00
		Personal Property Assessed Value		\$27,300.00	\$27,300.00
		Qualified for Exemption		0	0
		Total Assessed Value - City		\$27,300.00	\$27,300.00
		Total City Optional Exempt Value		0	0
		<b>Total Mandatory Exempt Value</b>		<b>\$27,300.00</b>	<b>\$27,300.00</b>
		Land Assessed Value		\$27,300.00	\$27,300.00
		Total Assessed Value - Borough		\$27,300.00	\$27,300.00
	Taxable	City Taxable Value	58 - CENTRAL EMERGENCY SERVICES	0	0
	<b>Exemption</b>	<b>Taxable Value - Borough</b>		<b>\$27,300.00</b>	<b>\$27,300.00</b>
		Clerks Deed		0	0
		Exemption Value City	58 - CENTRAL EMERGENCY SERVICES	0	0
		<b>Exemption Value Borough</b>		<b>\$27,300.00</b>	<b>0</b>
	Date	Year of Cadastre		2024.0000000000	2024.0000000000
		Effective date of value change		2024.01.01.0000000000	2024.01.01.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 58-24-042

PARCEL ID 065-440-20

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>14,000</u>	<u>14,000</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>14,000</u>	<u>14,000</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>14,000</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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## CHANGE SUMMARY

DATE	<u>09/19/24</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE	<u>\$14,000</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>

Cadastral Values		Expand to Filter Values	
Site	Class	Value Type	Attribute
Default - Default Value Group		Legal Acres	Secondary Attribute
		Amount	Amount
	Appraised	Land Market value	.28 Acres
		TAG	\$14,000.00
		TAG:Id	58.00
	Assessed	Land	58.00
		Parcel Assessed Value	\$14,000.00
		Personal Property Assessed Value	\$14,000.00
		Qualified for Exemption	\$14,000.00
		Total Assessed Value - City	0
		Total Assessed Value - Borough	\$14,000.00
		Total City Optional Exempt Value	0
		Total City Optional Exempt Value	0
		<b>Total Mandatory Exempt Value</b>	<b>\$14,000.00</b>
		Land Assessed Value	\$14,000.00
		City Assessed Value	\$14,000.00
	Taxable	City Taxable Value	0
		Total Assessed Value - Borough	58 - CENTRAL EMERGENCY SERVICES
		City Taxable Value	0
		<b>Taxable Value - Borough</b>	<b>0</b>
	Exemption	Clerks Deed	\$14,000.00
		Exemption Value City	0
		<b>Exemption Value Borough</b>	<b>0</b>
	Date	Year of Cadastre	2024.0000000000
		Effective date of value change	2024.0101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 58-24-043  
 PARCEL ID 131-520-55  
 PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>105</u>	<u>105</u>
LAND ASSESSED (VT4)	<u>16,200</u>	<u>16,200</u>
IMPROVEMENT ASSESSED (VT5)	<u>12,500</u>	<u>12,500</u>
KPB ASSESSED (VT 1001)	<u>28,700</u>	<u>28,700</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>28,700</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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### CHANGE SUMMARY

DATE	<u>09/19/24</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE	<u>\$28,700</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>



Cadastral Values		Attribute		Expand to Filter Values	
Site	Class	Value Type	Attribute	Previous Amount	Amount
Default - Default Value Group					
	Appraised	Legal Acres		.94 Acres	
		Improvement Market Value		\$12,500.00	\$12,500.00
		Land Market Value		\$16,200.00	\$16,200.00
		TAG		58.00	58.00
		TAG.Jd		58.00	58.00
	Assessed	Improvements		\$12,500.00	\$12,500.00
		Land		\$16,200.00	\$16,200.00
		Parcel Assessed Value		\$28,700.00	\$28,700.00
		Personal Property Assessed Value		0	0
		Qualified for Exemption		0	0
		Total Assessed Value - City		\$28,700.00	\$28,700.00
		Total City Optional Exempt Value		0	0
		<b>Total Mandatory Exempt Value</b>		<b>\$28,700.00</b>	<b>\$28,700.00</b>
		Land Assessed Value		\$16,200.00	\$16,200.00
		Improvement Assessed Value		\$12,500.00	\$12,500.00
		Total Assessed Value - Borough		\$28,700.00	\$28,700.00
	Taxable	City Taxable Value	58 - CENTRAL EMERGENCY SERVICES	0	0
		<b>Taxable Value - Borough</b>		<b>0</b>	<b>\$28,700.00</b>
	Exemption	<b>Clerks Deed</b>		<b>\$28,700.00</b>	<b>0</b>
		Exemption Value City	58 - CENTRAL EMERGENCY SERVICES	0	0
		Working Improvement Assessed Value		\$12,500.00	\$12,500.00
		<b>Exemption Value Borough</b>		<b>\$28,700.00</b>	<b>0</b>
	Date	Year of Cadastre		2024.000000000000	2024.000000000000
		Effective date of value change		2024.01.01.0000000000	2024.01.01.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 58-24-044  
 PARCEL ID 131-610-14  
 PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>105</u>	<u>105</u>
LAND ASSESSED (VT4)	<u>16,100</u>	<u>16,100</u>
IMPROVEMENT ASSESSED (VT5)	<u>12,500</u>	<u>12,500</u>
KPB ASSESSED (VT 1001)	<u>28,600</u>	<u>28,600</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>28,600</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024  
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		CHANGE SUMMARY
DATE	<u>09/19/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE <u>\$28,600</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

Cadastral Values		Attribute		Secondary Attribute		Expand to Filter Values	
Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount	
Default - Default Value Group							
	Appraised	Legal Acres			1.57 Acres	1.57 Acres	
		Improvement Market Value			\$12,500.00	\$12,500.00	
		Land Market Value			\$16,100.00	\$16,100.00	
		TAG			58.00	58.00	
		TAG.Id			58.00	58.00	
	Assessed	Improvements			\$12,500.00	\$12,500.00	
		Land			\$16,100.00	\$16,100.00	
		Parcel Assessed Value			\$28,600.00	\$28,600.00	
		Personal Property Assessed Value			0	0	
		Qualified for Exemption			0	0	
		Total Assessed Value - City			\$28,600.00	\$28,600.00	
		Total City Optional Exempt Value			0	0	
		<b>Total Mandatory Exempt Value</b>			<b>\$28,600.00</b>	<b>\$28,600.00</b>	
		Land Assessed Value			\$16,100.00	\$16,100.00	
		Improvement Assessed Value			\$12,500.00	\$12,500.00	
		Total Assessed Value - Borough			\$28,600.00	\$28,600.00	
	Taxable	City Taxable Value		58 - CENTRAL EMERGENCY SERVICES	0	0	
		<b>Taxable Value - Borough</b>			<b>0</b>	<b>\$28,600.00</b>	
	Exemption	<b>Clerks Deed</b>			<b>\$28,600.00</b>	<b>\$28,600.00</b>	
		Exemption Value City		58 - CENTRAL EMERGENCY SERVICES	0	0	
		Working Improvement Assessed Value			\$12,500.00	\$12,500.00	
		<b>Exemption Value Borough</b>			<b>\$28,600.00</b>	<b>0</b>	
	Date	Year of Cadastre			2024.000000000000	2024.000000000000	
		Effective date of value change			2024.01.01.0000000000	2024.01.01.0000000000	

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 58-24-045  
 PARCEL ID 133-010-41  
 PRIMARY OWNER OSMAR DEAN

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>321,300</u>	<u>321,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>629,500</u>	<u>629,500</u>
KPB ASSESSED (VT 1001)	<u>950,800</u>	<u>950,800</u>
KPB TAXABLE (VT 1003)	<u>600,800</u>	<u>600,800</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION SENIOR HARDSHIP EXEMPTION APPROVED

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		CHANGE SUMMARY
DATE	<u>10/10/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>S NOTTER</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>(\$4,089.95)</u>
		CITY FLAT TAX <u></u>

Default - Default Value Group	Appraised	Legal Acres	45.33 Acres
Improvement Market Value			\$629,500.00
Land Market Value			\$321,300.00
TAG		58.00	58.00
TAG-1d		58.00	58.00
<b>Assessed</b>			<b>\$603,600.00</b>
Parcel Assessed Value			\$629,500.00
Personal Property Assessed Value			\$321,300.00
<b>Qualified for Exemption</b>			<b>\$950,800.00</b>
Total Assessed Value - City			\$950,800.00
Total Borough Optional Exempt Value			\$950,800.00
Total City Optional Exempt Value			\$950,800.00
Total Mandatory Exempt Value			\$950,800.00
<b>Unqualified Improvements</b>			<b>\$25,700.00</b>
<b>Unqualified Land</b>			<b>\$106,000.00</b>
Land Assessed Value			\$321,300.00
Improvement Assessed Value			\$629,500.00
Total Assessed Value - Borough			\$950,800.00
City Taxable Value			\$950,800.00
Taxable			\$950,800.00
Taxable Value - Borough			\$950,800.00
BOROUGH SENIOR Exempt Value			\$600,800.00
Cap for Senior Exemption			\$300,000.00
Exemption			\$150,000.00
Exemption Value City			\$150,000.00
OP Senior Resident >150k Exempt Value			\$50,000.00
Residential Exemption			\$50,000.00
Senior Citizen Exemption			\$50,000.00
<b>Senior Hardship Credit Amount</b>			<b>\$4,089.95</b>
Senior Mandatory Exempt Value			\$150,000.00
Senior Mandatory Imp			\$150,000.00
Working Improvement Assessed Value			\$629,500.00
Exemption Value Borough			\$350,000.00
Date			2024.000000000000
Year of Cadastre			2024.000000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 58-24-046

PARCEL ID 133-032-38

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>36,200</u>	<u>36,200</u>
IMPROVEMENT ASSESSED (VT5)	<u>102,900</u>	<u>102,900</u>
KPB ASSESSED (VT 1001)	<u>139,100</u>	<u>139,100</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>139,100</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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### CHANGE SUMMARY

	KPB ASSESSED	<u>\$0</u>
DATE	KPB TAXABLE	<u>\$139,100</u>
SUBMITTED BY	CITY ASSESSED	<u>\$0</u>
VERIFIED BY	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u></u>
	CITY FLAT TAX	<u></u>

Cadastral Values		Expand to Filter Values	
Site	Value Type	Attribute	Amount
<b>Default - Default Value Group</b>			
Class	Legal Acres	4.61 Acres	4.61 Acres
Appraised	Improvement Market Value	\$102,900.00	\$102,900.00
	Land Market Value	\$36,200.00	\$36,200.00
	TAG	58.00	58.00
	TAG.Id	58.00	58.00
Assessed	Improvements	\$102,900.00	\$102,900.00
	Land	\$36,200.00	\$36,200.00
	Parcel Assessed Value	\$139,100.00	\$139,100.00
	Personal Property Assessed Value	0	0
	Qualified for Exemption	0	0
	Total Assessed Value - City	0	0
	Total City Optional Exempt Value	0	0
	<b>Total Mandatory Exempt Value</b>	<b>\$139,100.00</b>	<b>\$139,100.00</b>
	Land Assessed Value	\$36,200.00	\$36,200.00
	Improvement Assessed Value	\$102,900.00	\$102,900.00
	Total Assessed Value - Borough	\$139,100.00	\$139,100.00
Taxable	City Taxable Value	0	0
	Taxable Value - Borough	0	\$139,100.00
Exemption	Clerks Dred	59 - CENTRAL EMERGENCY SERVICES	
	Exemption Value City	59 - CENTRAL EMERGENCY SERVICES	
	Working Improvement Assessed Value	\$102,900.00	\$102,900.00
	Exemption Value Borough	\$139,100.00	0
Date	Year of Cadastre	2024.000000000000	2024.000000000000
	Effective date of value change	2024.01.01.0000000000	2024.01.01.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 58-24-047

PARCEL ID 133-032-39

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>105</u>	<u>105</u>
LAND ASSESSED (VT4)	<u>54,100</u>	<u>54,100</u>
IMPROVEMENT ASSESSED (VT5)	<u>2,000</u>	<u>2,000</u>
KPB ASSESSED (VT 1001)	<u>56,100</u>	<u>56,100</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>56,100</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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### CHANGE SUMMARY

	KPB ASSESSED	<u>\$0</u>
DATE <u>09/19/24</u>	KPB TAXABLE	<u>\$56,100</u>
SUBMITTED BY <u>L. CRANE</u>	CITY ASSESSED	<u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u></u>
	CITY FLAT TAX	<u></u>



Cadastral Values		Expand to filter Values	
Site	Value Type	Attribute	Secondary Attribute
Class	Value Type	Attribute	Secondary Attribute
Default - Default Value Group	Value Type	Attribute	Secondary Attribute
Class	Value Type	Attribute	Secondary Attribute
Appraised	Value Type	Attribute	Secondary Attribute
Assessed	Value Type	Attribute	Secondary Attribute
Taxable	Value Type	Attribute	Secondary Attribute
Exemption	Value Type	Attribute	Secondary Attribute
Date	Value Type	Attribute	Secondary Attribute
Effective date of value change	Value Type	Attribute	Secondary Attribute
	Legal Acres		8.82 Acres
	Improvement Market value		\$2,000.00
	Land Market value		\$54,100.00
	TAG		58.00
	TAG.Id		58.00
	Improvements		\$2,000.00
	Land		\$54,100.00
	Parcel Assessed Value		\$56,100.00
	Personal Property Assessed Value		0
	Qualified for Exemption		0
	Total Assessed Value - City		\$56,100.00
	Total City Optional Exempt Value		0
	<b>Total Mandatory Exempt Value</b>		<b>\$56,100.00</b>
	Land Assessed Value		\$54,100.00
	Improvement Assessed Value		\$2,000.00
	Total Assessed Value - Borough		\$56,100.00
	City Taxable Value		0
	<b>Taxable Value - Borough</b>		<b>0</b>
	<b>Clerks Deed</b>		<b>\$56,100.00</b>
	Exemption Value City		0
	Working Improvement Assessed Value		\$2,000.00
	<b>Exemption Value Borough</b>		<b>\$56,100.00</b>
	Year of Cadastre		2024.0000000000
	Effective date of value change		20240101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 58-24-048

PARCEL ID 133-073-31

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>27,800</u>	<u>27,800</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>27,800</u>	<u>27,800</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>27,800</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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### CHANGE SUMMARY

DATE	<u>09/19/24</u>	KPB ASSESSED	<u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE	<u>\$27,800</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>

Cadastral Values		Expand to Filter Values	
Site	Class	Value Type	Attribute
Default - Default Value Group		Legal Acres	Previous Amount
	Appraised	Land Market Value	1.91 Acres
		TAG	\$27,800.00
	Assessed	TAG.Id	58.00
		Land	58.00
		Parcel Assessed Value	\$27,800.00
		Personal Property Assessed Value	\$27,800.00
		Qualified for Exemption	\$27,800.00
		Total Assessed Value - City	0
		Total City Optional Exempt Value	\$27,800.00
		Total City Optional Exempt Value	0
		Total City Optional Exempt Value	0
		<b>Total Mandatory Exempt Value</b>	<b>\$27,800.00</b>
		Land Assessed Value	\$27,800.00
		Total Assessed Value - Borough	\$27,800.00
	Taxable	City Taxable Value	0
		58 - CENTRAL EMERGENCY SERVICES	0
	Exemption	Taxable Value - Borough	0
		Clerks Deed	\$27,800.00
		Exemption Value City	0
		Exemption Value Borough	\$27,800.00
		58 - CENTRAL EMERGENCY SERVICES	0
	Date	Year of Cadastre	2024.0000000000
		Effective date of value change	2024.01.01.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 58-24-049

PARCEL ID 133-200-24

PRIMARY OWNER BAIRD, RICHARD

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>130</u>	<u>130</u>
LAND ASSESSED (VT4)	<u>28,300</u>	<u>28,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>32,200</u>	<u>32,200</u>
KPB ASSESSED (VT 1001)	<u>60,500</u>	<u>60,500</u>
KPB TAXABLE (VT 1003)	<u>10,500</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 CITIZEN EXEMPTION APPROVED AFTER PFD CONFIRMED ELIGIBLE

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		CHANGE SUMMARY
DATE	<u>09/27/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>S NOTTER</u>	KPB TAXABLE <u>(\$10,500)</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>

Class	Value Type	Attribute	Secondary Attributes	Previous Amount	Amount
Default - Default Value Group	Legal Acres			2.31 Acres	2.31 Acres
	Appraised	Improvement Market Value		\$32,200.00	\$32,200.00
		Land Market Value		\$28,300.00	\$28,300.00
		TAG		58.00	58.00
		TAG.Id		58.00	58.00
	Assessed	Improvements		\$32,200.00	\$32,200.00
		Land		\$28,300.00	\$28,300.00
		Parcel Assessed Value		\$60,500.00	\$60,500.00
		Personal Property Assessed Value		0	0
		Qualified for Exemption		\$60,500.00	\$60,500.00
		Total Assessed Value - City		0	0
		<b>Total Borough Optional Exempt Value</b>		<b>\$50,000.00</b>	<b>0</b>
		<b>Total City Optional Exempt Value</b>		<b>0</b>	<b>0</b>
		<b>Total Mandatory Exempt Value</b>		<b>\$28,300.00</b>	<b>\$60,500.00</b>
		Land Assessed Value		\$32,200.00	\$32,200.00
		Improvement Assessed Value		\$60,500.00	\$60,500.00
		Total Assessed Value - Borough		0	0
Taxable		City Taxable Value	58 - CENTRAL EMERGENCY SERVICES	0	0
Exemption		<b>Taxable Value - Borough</b>		<b>\$10,500.00</b>	<b>0</b>
		<b>BOROUGH SENIOR Exempt Value</b>		<b>\$60,500.00</b>	<b>\$60,500.00</b>
		<b>Cap for Senior Exemption</b>		<b>0</b>	<b>\$150,000.00</b>
		Exemption Value City	58 - CENTRAL EMERGENCY SERVICES	0	0
		<b>OP Residential Burm Exemption</b>		<b>\$50,000.00</b>	<b>0</b>
		Residential Exemption		\$50,000.00	\$50,000.00
		Senior Citizen Exemption		\$60,500.00	\$60,500.00
		Senior Mandatory Exempt Value		\$60,500.00	\$60,500.00
		Senior Mandatory Imp		\$32,200.00	\$32,200.00
		Senior Mandatory Land		\$28,300.00	\$28,300.00
		Working Improvement Assessed Value		\$32,200.00	\$32,200.00
		<b>Exemption Value Borough</b>		<b>\$50,000.00</b>	<b>\$60,500.00</b>
Date		Year of Cadastre		2024.000000000000	2024.000000000000
		Effective date of value change		20240101.0000000000	20240101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 58-24-050  
 PARCEL ID 133-200-33  
 PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>114,100</u>	<u>114,100</u>
IMPROVEMENT ASSESSED (VT5)	<u>60,000</u>	<u>60,000</u>
KPB ASSESSED (VT 1001)	<u>174,100</u>	<u>174,100</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>174,100</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024  
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		CHANGE SUMMARY
DATE	<u>09/19/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE <u>\$174,100</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

Cadastral Values		Attribute		Expand to Filter Values	
Site	Class	Value Type	Secondary Attribute	Previous Amount	Amount
<b>Default - Default Value Group</b>					
	Appraised	Legal Acres		5.00 Acres	5.00 Acres
		Improvement Market value		\$60,000.00	\$60,000.00
		Land Market value		\$114,100.00	\$114,100.00
		TAG		58.00	58.00
		TAG.Id		58.00	58.00
	Assessed	Improvements		\$60,000.00	\$60,000.00
		Land		\$114,100.00	\$114,100.00
		Parcel Assessed Value		\$174,100.00	\$174,100.00
		Personal Property Assessed Value		0	0
		Qualified for Exemption		0	0
		Total Assessed Value - City		\$174,100.00	\$174,100.00
		Total City Optional Exempt Value		0	0
		<b>Total Mandatory Exempt Value</b>		<b>\$174,100.00</b>	<b>\$174,100.00</b>
		Land Assessed Value		\$114,100.00	\$114,100.00
		Improvement Assessed Value		\$60,000.00	\$60,000.00
		Total Assessed Value - Borough		\$174,100.00	\$174,100.00
	Taxable	City Taxable Value		0	0
		<b>Taxable Value - Borough</b>		<b>0</b>	<b>\$174,100.00</b>
	Exemption	Clerks Decd		0	0
		Exemption Value City		\$60,000.00	\$60,000.00
		Working Improvement Assessed Value		0	0
		<b>Exemption Value Borough</b>		<b>\$174,100.00</b>	<b>\$174,100.00</b>
	Date	Year of Cadastre		2024.0000000000	2024.0000000000
		Effective date of value change		20240101.0000000000	20240101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 63-24-001  
 PARCEL ID 135-051-62  
 PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>63</u>	<u>63</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>5,500</u>	<u>5,500</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>5,500</u>	<u>5,500</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>5,500</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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		CHANGE SUMMARY
DATE	<u>09/19/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE <u>\$5,500</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____



Cadastral Values		Expand to Filter Values	
Site	Value Type	Attribute	Amount
Default - Default Value Group	Legal Acres	Previous Amount	.65 Acres
	Land Market Value	Amount	\$5,500.00
	TAG		63.00
	Parcel Assessed Value		\$5,500.00
	Personal Property Assessed Value		0
	Qualified for Exemption		0
	Total Assessed Value - City		\$5,500.00
	Total City Optional Exempt Value		0
	<b>Total Mandatory Exempt Value</b>		<b>\$5,500.00</b>
	Land Assessed Value		\$5,500.00
Taxable		\$5,500.00	
City Taxable Value		0	
<b>Taxable Value - Borough</b>		<b>0</b>	
<b>Exemption</b>		<b>\$5,500.00</b>	
Clerks Deed		0	
Exemption Value City		0	
Exemption Value Borough		\$5,500.00	
Date		2024-0000000000	
Year of Cadastre		2024-0000000000	
Effective date of value change		2024-01-01-0000000000	

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 58-24-051  
 PARCEL ID 137-331-04  
 PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>15,700</u>	<u>15,700</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>15,700</u>	<u>15,700</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>15,700</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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		CHANGE SUMMARY
DATE	<u>09/19/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE <u>\$15,700</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

Cadastral Values		Attribute		Expand to Filter Values	
Site	Value Type	Secondary Attribute	Previous Amount	Amount	
Default - Default Value Group	Legal Acres		.93 Acres	.93 Acres	
Appraised	Land Market value		\$15,700.00	\$15,700.00	
	TAG		58.00	58.00	
Assessed	TAG-Id		58.00	58.00	
	Land		\$15,700.00	\$15,700.00	
	Parcel Assessed Value		\$15,700.00	\$15,700.00	
	Personal Property Assessed Value		0	0	
	Qualified for Exemption		0	0	
	Total Assessed Value - City		\$15,700.00	\$15,700.00	
	Total City Optional Exempt Value		0	0	
	<b>Total Mandatory Exempt Value</b>		<b>\$15,700.00</b>	<b>\$15,700.00</b>	
	Land Assessed Value		\$15,700.00	\$15,700.00	
	Total Assessed Value - Borough		\$15,700.00	\$15,700.00	
Taxable	City Taxable Value	58 - CENTRAL EMERGENCY SERVICES	0	0	
Exemption	<b>Taxable Value - Borough</b>		<b>0</b>	<b>\$15,700.00</b>	
	Clerks Deed		0	0	
	Exemption Value City	58 - CENTRAL EMERGENCY SERVICES	0	0	
Date	<b>Exemption Value Borough</b>		<b>\$15,700.00</b>	<b>0</b>	
	Year of Cadastre		2024.0000000000	2024.0000000000	
	Effective date of value change		2024.01.01.0000000000	2024.01.01.0000000000	

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 68-24-014

PARCEL ID 159-230-64

PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>81</u>
CLASS CODE	<u>100</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>400</u>	<u>400</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>400</u>	<u>400</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>400</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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### CHANGE SUMMARY

	KPB ASSESSED	<u>\$0</u>
DATE <u>09/19/24</u>	KPB TAXABLE	<u>\$400</u>
SUBMITTED BY <u>L. CRANE</u>	CITY ASSESSED	<u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u></u>
	CITY FLAT TAX	<u></u>

Cadastral Values		Expand to Filter Values	
Class	Value Type	Attribute	Amount
Default - Default Value Group			
Appraised	Legal Acres	5.00 Acres	5.00 Acres
	Land Market Value	\$400.00	\$400.00
	TAG	68.00	68.00
	TAG.Ld	68.00	68.00
Assessed	Land	\$400.00	\$400.00
	Parcel Assessed Value	\$400.00	\$400.00
	Personal Property Assessed Value	0	0
	Qualified for Exemption	0	0
	Total Assessed Value - City	\$400.00	\$400.00
	Total City Optional Exempt Value	0	0
	<b>Total Mandatory Exempt Value</b>	<b>\$400.00</b>	<b>\$400.00</b>
	Land Assessed Value	\$400.00	\$400.00
	Total Assessed Value - Borough	\$400.00	\$400.00
Taxable	City Taxable Value	0	0
	<b>Taxable Value - Borough</b>	<b>0</b>	<b>\$400.00</b>
<b>Exemption</b>	<b>Clerks Bend</b>	<b>68 - WESTERN EMERGENCY SYS</b>	
	Exemption Value City	0	0
	<b>Exemption Value Borough</b>	<b>68 - WESTERN EMERGENCY SYS</b>	
Date	Year of Cadastre	2024.0000000000	2024.0000000000
	Effective date of value change	20240101.0000000000	20240101.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 68-24-016

PARCEL ID 159-471-06

PRIMARY OWNER ROSS, MAGGIE

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>7,000</u>	<u>7,000</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>7,000</u>	<u>7,000</u>
KPB TAXABLE (VT 1003)	<u>7,000</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 KPB SPLIT THE ORIGINAL PIN - IT SHOULD HAVE RECEIVED THE SENIOR EXEMPTION

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### CHANGE SUMMARY

	KPB ASSESSED	<u>\$0</u>
DATE	KPB TAXABLE	<u>(\$7,000)</u>
SUBMITTED BY	CITY ASSESSED	<u>\$0</u>
VERIFIED BY	CITY TAXABLE	<u>\$0</u>
	KPB FLAT TAX	<u></u>
	CITY FLAT TAX	<u></u>

Cadastral Values		Expand to Filter Values		
Site	Class	Value Type	Attribute	
Default - Default Value Group			Secondary Attribute	
			Previous Amount	
			Amount	
	Appraised	Legal Acres	.30 Acres	.30 Acres
		Land Market Value	\$7,000.00	\$7,000.00
		TAG	68.00	68.00
		TAG.Id	68.00	68.00
	Assessed	Land	\$7,000.00	\$7,000.00
		Parcel Assessed Value	\$7,000.00	\$7,000.00
		Personal Property Assessed Value	0	0
		Qualified for Exemption	0	0
		Total Assessed Value - City	\$7,000.00	\$7,000.00
		Total City Optional Exempt Value	0	0
		<b>Total Mandatory Exempt Value</b>	<b>\$7,910.00</b>	<b>\$7,910.00</b>
		Land Assessed Value	\$7,000.00	\$7,000.00
		Total Assessed Value - Borough	\$7,000.00	\$7,000.00
	Taxable	City Taxable Value	0	0
		<b>Taxable Value - Borough</b>	<b>\$7,000.00</b>	<b>0</b>
	Exemption	Cap for Senior Exemption	\$150,000.00	\$150,000.00
		Senior Contig Exemption Parcel	0	0
		Exemption Value City	1.00	1.00
		<b>Senior Contiguous Parcel Group</b>	<b>5108.00</b>	<b>5108.00</b>
		<b>Senior Contiguous Parcel Group Sequence</b>	<b>2.00</b>	<b>2.00</b>
		<b>Senior Mandatory Exempt Value</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>
		<b>Exemption Value Borough</b>	<b>0</b>	<b>\$7,000.00</b>
	Date	Year of Cadastre	2024.000000000000	2024.000000000000
		Effective date of value change	20241011.000000000000	20241011.000000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 68-24-015  
 PARCEL ID 165-610-98  
 PRIMARY OWNER JERDE, AMANDA

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>25,600</u>	<u>25,600</u>
IMPROVEMENT ASSESSED (VT5)	<u>239,100</u>	<u>239,100</u>
KPB ASSESSED (VT 1001)	<u>264,700</u>	<u>264,700</u>
KPB TAXABLE (VT 1003)	<u>264,700</u>	<u>214,700</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION MANIFEST CLERICAL ERROR - 50K APPLICATION APPROVED BUT FAILED TO ENTER

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		CHANGE SUMMARY
DATE	<u>10/01/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>S NOTTER</u>	KPB TAXABLE <u>(\$50,000)</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>



Cadastral Values		Expand to Filter Values				
Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount
Default - Default Value Group						
	Appraised	Legal Acres			1.44 Acres	1.44 Acres
		Improvement Market Value			\$239,100.00	\$239,100.00
		Land Market Value			\$25,600.00	\$25,600.00
		TAG			68.00	68.00
		TAG:Id			68.00	68.00
	Assessed	Improvements			\$239,100.00	\$239,100.00
		Land			\$25,600.00	\$25,600.00
		Parcel Assessed Value			\$264,700.00	\$264,700.00
		Personal Property Assessed Value			0	0
		Qualified for Exemption			0	0
		Total Assessed Value - City			\$264,700.00	\$264,700.00
		<b>Total Borough Optional Exempt Value</b>			<b>\$50,000.00</b>	<b>\$50,000.00</b>
		Total City Optional Exempt Value			0	0
		Land Assessed Value			\$25,600.00	\$25,600.00
		Improvement Assessed Value			\$239,100.00	\$239,100.00
		Total Assessed Value - Borough			\$264,700.00	\$264,700.00
	Taxable	City Taxable Value	68 - WESTERN EMERGENCY SVS		0	0
		<b>Taxable Value - Borough</b>			<b>\$264,700.00</b>	<b>\$214,760.00</b>
	Exemption	Exemption Value City	68 - WESTERN EMERGENCY SVS		0	0
		<b>or Residential Boro Exemption</b>			<b>\$50,000.00</b>	<b>\$50,000.00</b>
		<b>Residential Exemption</b>			<b>\$50,000.00</b>	<b>\$50,000.00</b>
		Working Improvement Assessed Value			\$239,100.00	\$239,100.00
		<b>Exemption Value Borough</b>			<b>0</b>	<b>\$50,000.00</b>
	Date	Year of Cadastre			2024.0000000000	2024.0000000000
		Effective date of value change			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 # 16561098

X  Typographical, computational or other similar error?  
*Identify & Describe:*  
**YES, THE EXEMPTION DID NOT GET ENTERED INTO AUMENTUM CORRECTLY**

X  Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
**YES, THE TAX RECORDS AND ASSESSMENT NOTICES DID NOT REFLECT AN EXEMPTION**

X  Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
**YES, THE EXEMPTION EXAMINER DID NOT COMPLETE THE ENTRY PROCESS COMPLETELY**

Certified Value	Land	\$25,600	
	Improvements	\$239,100	
	Personal Property	\$0	
	Total	\$264,700	

Adjusted Value	Land	\$25,600	
	Improvements	\$239,100	
	Personal Property	\$0	
	Total	\$264,700	

Prepared by S NOTTER 10/1/2024  
Date

Approved by *Adrian C. Willy* 10/1/24  
Date  
 Department Director

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 81-24-008  
 PARCEL ID 172-240-18  
 PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>81</u>	<u>81</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>78,600</u>	<u>78,600</u>
IMPROVEMENT ASSESSED (VT5)	<u>44,000</u>	<u>44,000</u>
KPB ASSESSED (VT 1001)	<u>122,600</u>	<u>122,600</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>122,600</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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		CHANGE SUMMARY
DATE	<u>09/19/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE <u>\$122,600</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

Cadastral Values		Value Type		Attribute		Expand to Filter Values	
Site	Class	Value Type	Attribute	Amount	Previous Amount	Area	Amount
Default - Default Value Group							
	Appraised	Legal Acres		2.27 Acres			
		Improvement Market Value		\$44,000.00			\$44,000.00
		Land Market Value		\$78,600.00			\$78,600.00
		TAG		81.00			81.00
		TAG.Id		81.00			81.00
	Assessed	Improvements		\$44,000.00			\$44,000.00
		Land		\$78,600.00			\$78,600.00
		Parcel Assessed Value		\$122,600.00			\$122,600.00
		Personal Property Assessed Value		0			0
		Qualified for Exemption		\$122,600.00			\$122,600.00
		Total Assessed Value - City		0			0
		Total City Optional Exempt Value		0			0
		<b>Total Mandatory Exempt Value</b>		<b>\$122,600.00</b>			<b>\$122,600.00</b>
		Land Assessed Value		\$78,600.00			\$78,600.00
		Improvement Assessed Value		\$44,000.00			\$44,000.00
		Total Assessed Value - Borough		\$122,600.00			\$122,600.00
	Taxable	City Taxable Value		0			0
		<b>Taxable Value - Borough</b>		<b>0</b>			<b>\$122,600.00</b>
	<b>Exemption</b>	<b>Clerks Deed</b>		<b>\$122,600.00</b>			<b>\$122,600.00</b>
		Exemption Value City		0			0
		Working Improvement Assessed Value		\$44,000.00			\$44,000.00
		<b>Exemption Value Borough</b>		<b>\$122,600.00</b>			<b>0</b>
	<b>Date</b>	Year of Cadastre		2024.0000000000			2024.0000000000
		Effective date of value change		2024.01.01.0000000000			2024.01.01.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 81-24-009  
 PARCEL ID 172-400-01  
 PRIMARY OWNER KENAI PENINSULA BOROUGH

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>81</u>	<u>81</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>104,900</u>	<u>104,900</u>
IMPROVEMENT ASSESSED (VT5)	<u>2,000</u>	<u>2,000</u>
KPB ASSESSED (VT 1001)	<u>106,900</u>	<u>106,900</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>106,900</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Property sold at KPB Land Auction 10/5/2024

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		CHANGE SUMMARY
DATE	<u>09/19/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>L. CRANE</u>	KPB TAXABLE <u>\$106,900</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX _____
		CITY FLAT TAX _____

Cadastral Values		Expand to Filter Values	
Site	Class	Value Type	Attribute
Default - Default Value Group		Previous Amount	Amount
	Appraised	Legal Acres	7.00 Acres
		Improvement Market Value	\$2,000.00
		Land Market Value	\$104,900.00
	Assessed	TAG	81.00
		TAG.Id	81.00
		Improvements	\$2,000.00
		Land	\$104,900.00
		Parcel Assessed Value	\$106,900.00
		Personal Property Assessed Value	0
		Qualified for Exemption	0
		Total Assessed Value - City	\$106,900.00
		Total City Optional Exempt Value	0
		<b>Total Mandatory Exempt Value</b>	<b>\$106,900.00</b>
		Land Assessed Value	\$104,900.00
		Improvement Assessed Value	\$2,000.00
		Total Assessed Value - Borough	\$106,900.00
	Taxable	City Taxable Value	0
		<b>Taxable Value - Borough</b>	<b>0</b>
	<b>Exemption</b>	<b>Clerks Deed</b>	<b>\$106,900.00</b>
		Exemption Value City	0
		Working Improvement Assessed Value	\$2,000.00
		<b>Exemption Value Borough</b>	<b>0</b>
	Date	Year of Cadastre	2024.0000000000
		Effective date of value change	2024.01.01.0000000000

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 20-24-025  
 PARCEL ID 175-270-46  
 PRIMARY OWNER STEVEN 1957 LLC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u></u>
CLASS CODE	<u>110</u>	<u></u>
LAND ASSESSED (VT4)	<u>37,400</u>	<u>37,400</u>
IMPROVEMENT ASSESSED (VT5)	<u>120,800</u>	<u>2,000</u>
KPB ASSESSED (VT 1001)	<u>158,200</u>	<u>39,400</u>
KPB TAXABLE (VT 1003)	<u>158,200</u>	<u>39,400</u>
CITY ASSESSED (VT 1011)	<u>158,200</u>	<u>39,400</u>
CITY TAXABLE (VT 1013)	<u>158,200</u>	<u>39,400</u>

EXPLANATION Structure added to this parcel in error. Should be on parcel 175-270-45.

Correct parcel will be a 2024 supp.

		CHANGE SUMMARY
		KPB ASSESSED <u>(\$118,800)</u>
		KPB TAXABLE <u>(\$118,800)</u>
		CITY ASSESSED <u>(\$118,800)</u>
		CITY TAXABLE <u>(\$118,800)</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>
DATE	<u>08/19/24</u>	
SUBMITTED BY	<u>SR</u>	
VERIFIED BY	<u>C. FINLEY</u>	

Cadastral Values	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount
Site						
Default - Default Value Group						
	<b>Appraised</b>	Legal Acres			.31 Acres	.31 Acres
		Improvement Market value			\$120,800.00	\$2,000.00
		Land Market value			\$37,400.00	\$37,400.00
		TAG			20.00	20.00
		TAG.Id			20.00	20.00
	<b>Assessed</b>	Improvements			\$120,800.00	\$2,000.00
		Land			\$37,400.00	\$37,400.00
		Parcel Assessed Value			\$158,200.00	\$39,400.00
		Personal Property Assessed Value			0	0
		Qualified for Exemption			\$158,200.00	\$39,400.00
		Total Assessed Value - City			\$158,200.00	\$39,400.00
		Total City Optional Exempt Value			0	0
		Land Assessed Value			\$37,400.00	\$37,400.00
		Improvement Assessed Value			\$120,800.00	\$2,000.00
		Total Assessed Value - Borough			\$158,200.00	\$39,400.00
	<b>Taxable</b>	City Taxable Value	20 - HOMER CITY		\$158,200.00	\$39,400.00
		Taxable Value - Borough			\$158,200.00	\$39,400.00
	<b>Exemption</b>	Exemption Value City	20 - HOMER CITY		0	0
		Working Improvement Assessed Value			\$120,800.00	\$2,000.00
		Exemption Value Borough			0	0
	<b>Date</b>	Year of Cadastre			2024-0000000000	2024-0000000000
		Effective date of value change			20240101.0000000000	20240101.0000000000



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 20-24-026  
 PARCEL ID 179-133-11  
 PRIMARY OWNER HANSON, DAVID

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>20,500</u>	<u>20,500</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>20,500</u>	<u>20,500</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>20,500</u>
CITY ASSESSED (VT 1011)	<u>20,500</u>	<u>20,500</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>20,500</u>

EXPLANATION OWNER REPURCHASED PROPERTY 9/3/2024, REMOVED CLERKS DEED FLAG

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		CHANGE SUMMARY
DATE	<u>10/02/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>LCRANE</u>	KPB TAXABLE <u>\$20,500</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$20,500</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>

Cadastral Values		Expand to Filter Values	
Class	Value Type	Attribute	Secondary Attribute
		Previous Amount	Amount
Default - Default Value Group	Legal Acres	.34 Acres	.34 Acres
Appraised	Land Market value	\$20,500.00	\$20,500.00
	TAG	20.00	20.00
Assessed	Land	\$20,500.00	\$20,500.00
	Parcel Assessed Value	\$20,500.00	\$20,500.00
	Personal Property Assessed Value	0	0
	Qualified for Exemption	\$20,500.00	\$20,500.00
	Total Assessed Value - City	\$20,500.00	\$20,500.00
	Total City Optional Exempt Value	0	0
	<b>Total Mandatory Exempt Value</b>	<b>\$20,500.00</b>	<b>\$20,500.00</b>
	Land Assessed Value	\$20,500.00	\$20,500.00
	Total Assessed Value - Borough	\$20,500.00	\$20,500.00
Taxable	City Taxable Value	0	\$20,500.00
	Taxable Value - Borough	0	\$20,500.00
Exemptions	Clerks Deed	\$20,500.00	0
	Exemption Value City	\$20,500.00	0
	Exemption Value Borough	0	0
Date	Year of Cadastre	2024.0000000000	2024.0000000000
	Effective date of value change	20240101.0000000000	20240101.0000000000

Introduced by: Mayor  
Date: 10/08/24  
Hearing: 10/22/24  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 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)**

**WHEREAS,** the Land Trust Investment Fund (LTIF) was established in September 2018 per KPB Ordinance 2018-29 to manage the financial assets related to Kenai Peninsula Borough (Borough) lands for the long-term benefit of Borough residents; and

**WHEREAS,** per KPB 5.20.080(B), the net proceeds of land sales will be transferred from the Land Trust Fund (LTF) to the LTIF provided that the fund balance policy minimum requirements of the LTF are met; and

**WHEREAS,** the June 30, 2024 ledger has been closed and is currently pending completion of the fiscal year 2024 audit; and

**WHEREAS,** actual land sales revenue collected in the LTF in fiscal year 2024 was \$966,275, exceeding the budgeted amount by \$256,275 due to larger than anticipated negotiated and over the counter land sales receipts; and

**WHEREAS,** this ordinance transfers \$256,275 above the originally budgeted \$710,000 transfer amount from the LTF to the LTIF per KPB 5.20.080(B) while meeting the LTF minimum fund balance requirements;

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

**SECTION 1.** That \$256,275 is appropriated from the Land Trust Fund fund balance to be transferred from the Land Trust Fund account 250.21210.50252 to the Land Trust Investment Fund account 252.38250 per KPB 5.20.080(B).

**SECTION 2.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY  
OF \* 2024.**

\_\_\_\_\_  
Brent Johnson, Assembly President

ATTEST:

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

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Finance Department

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### MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Robert Ruffner, Planning Director *RR*  
Aaron Hughes, Land Management Officer *RR for AH*

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

**DATE:** September 26, 2024

**RE:** Ordinance 2024-19- 13, 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)

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Ordinance 2018-29, established the Land Trust Investment Fund (LTIF) to manage the financial assets related to borough lands for the long-term benefit of the borough residents.

KPB 5.20.080(B) sets out that the net proceeds of land sales will be transferred from the Land Trust Fund (LTF) to the LTIF if the fund balance policy minimum requirements of the LTF are met. The June 30, 2024 ledger has been closed and is currently pending completion of the fiscal year 2024 audit. The LTF current fund balance of \$1.9 million is within the minimum fund balance policy. The additional amount is due to a successful land sale this last spring which generated more sale revenues than originally anticipated during the preparation of the FY25 budget.

This Ordinance transfers \$256,275 above the originally anticipated land sales amount of \$710,000 from the LTF to the LTIF per KPB 5.20.080(B), representing the fiscal year 2024 land sales revenues, while meeting the LTF minimum fund balance requirements.

Your consideration is appreciated.

<b>FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED</b>	
Acct. No. <u>250.27910</u>	Amount: <u>\$256,275</u>
By: <u><i>CJ</i></u>	Date: <u>9/25/2024</u>

Introduced by: Mayor  
Date: 10/08/24  
Hearing: 10/22/24  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2024-19-14**

**AN ORDINANCE ACCEPTING AND APPROPRIATING GRANT FUNDS AND  
CAPITAL PROJECT FUNDS BALANCE FOR THE PURCHASE OF ONE SLIP-ON  
TANKER UNIT**

**WHEREAS,** the Kenai Peninsula Borough (KPB) requested grant funding for the Nikiski Fire Service Area (NFSA); and

**WHEREAS,** the Department of Interior, Office of Wildland Fire, will provide a grant award in the amount of \$30,822 to the KPB for the purpose of the purchase of one slip-on tanker unit that meets minimum specifications required by the grant; and

**WHEREAS,** the grant does not provide for the administrative service fee, therefore there is a request for an additional 1% to be appropriated from the NFSA Capital Project Fund; and

**WHEREAS,** at its regular meeting on October 9, 2024, the NFSA Board recommended \_\_\_\_\_  
\_\_\_\_\_;

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

**SECTION 1.** That the Mayor is authorized to accept a grant from the Department of Interior, Office of Wildland Fire in the amount of \$30,822 paid under PL 117-58 Infrastructure Investment and Jobs Act to the Kenai Peninsula Borough, Nikiski Fire Service Area for purchase of one slip-on tanker unit and is authorized to execute a grant agreement and any other documents deemed necessary to accept and expend the grant and to fulfill the intent and purposes of this ordinance.

**SECTION 2.** That grant funds in the amount of \$30,822 are appropriated to account no. 441.51110.25414.49999 for the Nikiski Fire Department slip-on tanker project and associated expenditures.

**SECTION 3.** That \$308.22 is appropriated from the Nikiski Fire Service Area Capital Project Fund fund balance to account no. 441.51110.25414.49999 for the Nikiski Fire Department slip-on tanker project administrative service fee.

**SECTION 4.** That the appropriations made in this ordinance are of a project length 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 \* 2024.**

\_\_\_\_\_  
Brent Johnson, Assembly President

ATTEST:

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

Yes:

No:

Absent:

# Kenai Peninsula Borough Grants Administration

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## MEMORANDUM

**TO:** Brent Johnson, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *EH*  
Trent Burnett, Chief, Nikiski Fire Department *TB*

**FROM:** Elizabeth Hardie, Grants Administrator & Community Liaison *EH*

**DATE:** September 26, 2024

**RE:** Ordinance 2024-19- 14, Accepting and Appropriating Grant Funds and Capital Project Fund Balance for the Purchase of one Slip-On Tanker Unit (Mayor)

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KPB submitted a request for funds in the amount of \$30,822 to the Department of Interior as part of the Infrastructure Investment and Jobs Act, 16 USC 6592, PL117-58, Sec. 408039(c)(5) on behalf of the Nikiski Fire Service Area (NFSA) for the purchase of one slip-on tanker unit to be installed on a vehicle already in service

The grant does not provide for the administrative service fee, therefore there is a request for an additional 1% to be appropriated from the Nikiski Fire Service Area Capital Project Fund. There is no match requirement for this grant.

The NFSA Board will consider recommending acceptance of the grant and approving the 1% admin fee from their local funds at their October 9, 2024 board meeting.

This Ordinance will authorize the mayor to accept the grant and appropriate the funds.

Your consideration is appreciated.

<b>FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED</b>	
<b>Account:</b> <u>441-51110-25414-49999</u>	<b>Amount:</b> <u>\$ 30,822.00</u>
<b>Account:</b> <u>441-27900</u>	<b>Amount:</b> <u>\$ 308.22</u>
<b>By:</b> <i>CEJ</i>	<b>Date:</b> <u>9/25/2024</u>



Introduced by: Mayor  
Date: 10/08/24  
Hearing: 10/22/24  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 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**

**WHEREAS,** the Kenai Peninsula Borough (SPH) has entered into an Operating Agreement with South Peninsula Hospital, Inc. (SPHI) for operation of the South Peninsula Hospital and other medical facilities (SPH), and to provide other healthcare programs and services, on a nonprofit basis in order to ensure the continued availability to the South Kenai Peninsula Hospital Service Area (Service Area); and

**WHEREAS,** SPH's Obstetrics, Gynecology and Midwifery services are important components of the high quality, locally coordinated care provided within the Service Area; and

**WHEREAS,** through the addition of services and providers, SPH's Obstetrics, Gynecology and Midwifery has outgrown its two existing facilities; and

**WHEREAS,** SPHI proposes to co-locate Obstetrics, Gynecology and Midwifery services in one space that will be known as the SPH Women's Health Center; and

**WHEREAS,** the estimated cost to remodel the 4,000 square foot space at 4300 Bartlett Street is \$993,661 (approximately \$250 per square foot), and \$19,873.22 for the required 2% administration fee for a total project cost of \$1,013,534.22; and

**WHEREAS,** the Service Area currently has \$6,926,833 in unobligated Plant Replacement and Expansion Funds (PREF); and

**WHEREAS,** the SPHI Board, at its July 24, 2024 regular meeting, adopted a resolution approving the use of PREF funds for the SPH Women's Health Clinic Project; and

**WHEREAS,** the South Kenai Peninsula Hospital Service Area Board, at July 8, 2204, regular meeting, recommended approval of the use of PREF for the SPH Women's Health Clinic Project;

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

**SECTION 1.** That funds in the amount of \$1,013,534.22 are appropriated from the SPH Plant, Replacement and Expansion Fund to Account 491.81210.25SHM.49999 to provide funding for design, renovation, remodel, and other construction related to the SPH Women's Health Clinic Project at South Peninsula Hospital.

**SECTION 2.** That the 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 3.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2024.**

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Brent Johnson, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Purchasing & Contracting

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### MEMORANDUM

**TO:** Brent Johnson, Assembly President  
Members, KPB Assembly

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

**FROM:** John Hedges, Purchasing & Contracting Director *JH*  
Brandi Harbaugh, Finance Director *BH*

**DATE:** September 26, 2024

**RE:** 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 (Mayor)

---

South Peninsula Hospital's (SPH) Obstetrics, Gynecology and Midwifery services are important components of the high quality, locally coordinated care provided within the South Kenai Peninsula Hospital Service Area (Service Area) that has outgrown the current facilities for these services.

South Peninsula Hospital, Inc. (SPHI) proposes to remodel the 4,000 square foot space at 4300 Bartlett Street to co-locate Obstetrics, Gynecology and Midwifery services in one space that will be known as the SPH Women's Health Center. The estimated project cost is \$1,013,534.22. This includes a 2% administrative fee pursuant to Resolution 2013-022. In concurrence with KPB Administration, SPHI will manage this project.

Your consideration is appreciated.

<b>FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED</b>	
<b>Account:</b>	<u>491.20602</u>
<b>Amount:</b>	<u>\$ 1,013,534.22</u>
<b>By:</b> <u><i>CH</i></u>	<b>Date:</b> <u>9/26/2024</u>

## **SOUTH KENAI PENINSULA HOSPITAL SERVICE AREA BOARD**

### **RESOLUTION 2024-08**

#### **A RESOLUTION OF THE SOUTH KENAI PENINSULA HOSPITAL SERVICE AREA BOARD RECOMMENDING APPROVAL OF THE USE OF \$993,661 OF PLANT REPLACEMENT AND EXPANSION FUNDS TO FUND THE RELOCATION AND CO-LOCATION OF OBSTETRICS AND GYNECOLOGY AND MIDWIFERY CLINICS WITHIN THE MAIN BUILDING OF THE SOUTH PENINSULA HOSPITAL**

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**WHEREAS** the South Peninsula Hospital's Obstetrics, Gynecology and Midwifery services are important components of the SPH mission to provide high quality, locally coordinated care; and

**WHEREAS** the South Peninsula Hospital's Obstetrics, Gynecology and Midwifery Department has outgrown its two existing facilities after adding an additional provider to meet community needs; and

**WHEREAS** the South Peninsula Hospital's 2023 Master facility plan identified co-location of physician offices on the hospital campus as a strategic priority; and

**WHEREAS** the South Peninsula Hospital currently operates two separate clinic locations offering Obstetrics/Gynecology and Midwifery/Gynecology, respectively, and co-locating these clinics will allow for greater patient convenience, provider collaboration, and better coordinated patient care; and

**WHEREAS** the Obstetrics, Gynecology and Midwifery Department now employs a total of six providers and their support teams, requiring a space with square footage that can only be located within the main SPH hospital building. Consequently, this location will allow SPH providers to be closer to laboring patients, offering greater convenience and access to emergency services; and

**WHEREAS** the proposed location for the new SPH Women's Health Center is currently occupied by South Peninsula Hospital's Rehabilitation Department; and

**WHEREAS** the estimated cost to remodel this 4,000 square foot space is \$993,661 (approximately \$250 per square foot); and

**WHEREAS** the South Peninsula Hospital currently has \$6,974,644 in unobligated Plant Replacement and Expansion Funds, which are held for the express purpose of capital repairs and replacement, and it is the intention of SPH Administration to request that an amount not to

exceed \$993,661 of these funds be obligated for the renovation and buildout of an SPH Women's Health Clinic at 4300 Bartlett Street; and

**WHEREAS** the South Peninsula Hospital, Inc., Board of Directors at its meeting of July 24, 2024, reviewed and approved Resolution 2024-18, A Resolution of the South Peninsula Hospital, Inc., Board of Directors approving the use of \$993,661 of Plant Replacement and Expansion Funds to fund the relocation and co-location of obstetrics and gynecology and midwifery clinics within the main hospital building; and

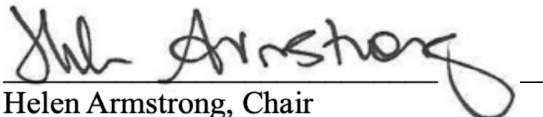
**WHEREAS** the South Peninsula Hospital, Inc. Board of Directors Finance Committee reviewed and approved this resolution at its meeting on July 18, 2024;

**NOW, THEREFORE, BE IT RESOLVED BY THE SOUTH KENAI PENINSULA HOSPITAL SERVICE AREA BOARD:**

That the South Kenai Peninsula Hospital Service Area Board hereby respectfully recommends approval of the obligation and use of Plant Replacement and Expansion Funds in an amount not to exceed \$993,661 for the renovation of space located at 4300 Bartlett Street for the creation of a South Peninsula Hospital Women's Health Clinic.

**PASSED AND ADOPTED BY THE SOUTH KENAI PENINSULA HOSPITAL SERVICE AREA BOARD AT ITS MEETING HELD ON THIS 8<sup>th</sup> DAY OF AUGUST 2024.**

ATTEST:



Helen Armstrong, Chair  
South Kenai Peninsula Hospital Service Area Board

August 8, 2024

Introduced by: Administration  
Date: July 24, 2024  
Action: Approved  
Vote: Yes-8, No-0  
Exc-3, Abst-0

**SOUTH PENINSULA HOSPITAL  
BOARD RESOLUTION  
2024-18**

**A RESOLUTION OF THE SOUTH PENINSULA HOSPITAL BOARD OF DIRECTORS  
APPROVING THE USE OF \$993,661 OF PLANT REPLACEMENT AND EXPANSION  
FUNDS TO FUND THE RELOCATION AND CO-LOCATION OF OBSTETRICS AND  
GYNECOLOGY AND MIDWIFERY CLINICS WITHIN THE MAIN HOSPITAL  
BUILDING**

**WHEREAS**, South Peninsula Hospital’s Obstetrics, Gynecology and Midwifery services are important components of our mission to provide high quality, locally coordinated care; and

**WHEREAS**, South Peninsula Hospital’s Obstetrics, Gynecology and Midwifery Department has outgrown its two existing facilities after adding an additional provider to meet community needs; and

**WHEREAS**, South Peninsula Hospital’s 2023 Master facility plan identified co-location of physician offices on the hospital campus as a strategic priority; and

**WHEREAS**, South Peninsula Hospital currently operates two separate clinic locations which offer Obstetrics/Gynecology and Midwifery/Gynecology, respectively, and co-locating these clinics will allow for greater patient convenience, provider collaboration, and better coordinated patient care and

**WHEREAS**, the Obstetrics, Gynecology and Midwifery Department now employs a total of 6 providers and their support teams, requiring a space with square footage which can only be located within the main hospital building. Consequently, this location will allow our providers to be closer to laboring patients, offering greater convenience and access to emergency services; and

**WHEREAS**, the proposed location for the new SPH Women’s Health Center is currently occupied by South Peninsula Hospital’s Rehabilitation department; and

**WHEREAS**, the estimated cost to remodel this 4,000 square foot space is \$993,661 (approximately \$250 per square foot); and

**WHEREAS**, South Peninsula Hospital currently has \$6,974,644 in unobligated Plant Replacement and Expansion Funds which are held for the express purpose of capital repairs and replacement, and it is the intention of Administration to request that an amount not to exceed \$993,661 of these funds be obligated for the renovation and buildout of an SPH Women’s Health Clinic at 4300 Bartlett Street; and

**WHEREAS**, the South Peninsula Hospital Board Finance Committee reviewed and approved this resolution at their meeting on July 18, 2024.


**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SOUTH PENINSULA HOSPITAL:**

1. That the South Peninsula Hospital Board of Directors approves the obligation and use of Plant Replacement and Expansion Funds in an amount not to exceed \$993,661 for the renovation of space located at 4300 Bartlett Street for the creation of an SPH Women’s Health Clinic.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF SOUTH PENINSULA AT ITS MEETING HELD ON THIS 24th DAY OF JULY, 2024.**

ATTEST:

DocuSigned by:  
  
CC3FBAE68D8C4FA...  
Mary E. Wythe, Board Secretary

DocuSigned by:  
  
7FEF264292014C5...  
Aaron Weisser, Board President

Introduced by: Mayor  
Date: 10/22/24  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2024-044**

**A RESOLUTION AUTHORIZING A SOLE SOURCE CONTRACT AWARD FOR  
TESTING AND REPAIRS TO FIRE ALARM SYSTEMS**

**WHEREAS,** the Kenai Peninsula Borough's Maintenance Department is requesting approval to sole source contract with Chinook Fire Protection LLC for inspection and repairs of multiple facility fire alarm systems; and

**WHEREAS,** the Maintenance Department must contract with a vendor that has both the required certifications for fire alarm inspection and repair work and is familiar with KPB facilities; and

**WHEREAS,** Chinook Fire Protection, LLC is the only vendor that meets the requirements for the work that provide a quote to perform the work; and

**WHEREAS,** approval of this resolution would allow the Maintenance Department to complete this year's inspections, reprogramming, and repairs;

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

**SECTION 1.** That the Mayor is authorized to award a sole source contract to Chinook Fire Protection, LLC, to provide maintenance and repair services for inspection and repairs of multiple fire alarm systems at KPB facilities..

**SECTION 2.** That this resolution takes effect immediately.

**SECTION 3.** That this resolution will remain in effect for 2 years from the date of its adoption.



**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 22ND DAY OF OCTOBER, 2024.**

\_\_\_\_\_  
Assembly President

ATTEST:

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

Yes:

No:

Absent:

# Kenai Peninsula Borough Maintenance

## MEMORANDUM

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

**THRU:** Peter A. Micciche, Mayor *PM*  
John Hedges, Purchasing and Contracting Director *JH*

**FROM:** Tom Nelson, Maintenance Director *TN*

**DATE:** October 10, 2024

**RE:** Resolution 2024-044, Authorizing a Sole Source Contract Award for Testing and Repairs to Fire Alarm Systems (Mayor)

The Maintenance Department is requesting approval to sole source contract with Chinook Fire Protection LLC for inspection and repairs of multiple facility fire alarm systems, for the amount of \$74,180.

Fire alarm systems require annual inspections, and those inspections and any repairs are required to be performed by personnel holding appropriate certifications – NICET II and a manufacturer certification, EST. The Maintenance Department had two personnel with the required certifications, but one retired and the second individual resigned prior to completing this year’s inspections. In addition, our fire alarm monitoring contract was bid this year, and a new vendor requires a number of facility fire alarm systems be reprogrammed to notify this new vendor, and re-tested after the program is altered. Identified repairs will also need to be addressed by this contract.

There are two known vendors with both the required certifications, and also familiar with our facilities, and quotes were requested. Chinook Fire Protection LLC was the only responsive contractor to the request for quotes..

Due to the requirements for compliance of life safety code, time is of the essence and work must be completed as soon as possible. .The Maintenance Department is pursuing training to obtain the required certifications, and plans to have multiple personnel qualified prior to next year’s inspections, but will have to rely on contractors to complete this year’s testing.

Approval of this Resolution would allow the Maintenance Department to complete this year’s inspections, reprogramming, and repairs. This office is available for any questions regarding this request.

Your consideration is appreciated.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.:	<u>241.41010.00000.43780</u>
Amount:	<u>\$74,180.00</u>
By: <i>CJ</i>	Date: <u>10/8/2024</u>
<i>BH</i>	—

Introduced by: Mayor  
Date: 10/22/24  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2024-045**

**A RESOLUTION ACCEPTING \$200,000 FROM THE STATE OF ALASKA  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, DIVISION OF  
HOMELAND SECURITY & EMERGENCY MANAGEMENT FOR EMERGENCY  
MANAGEMENT OPERATIONS**

**WHEREAS,** the Kenai Peninsula Borough’s Office of Emergency Management (“OEM”) is responsible for disaster management and activities; and

**WHEREAS,** the State of Alaska receives funding from the Federal Emergency Management Agency to support the efforts of local governments in emergency preparedness and response; and

**WHEREAS,** OEM applied for funding under the 2024 Emergency Management Performance Grant (“EMPG”) program administered by the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security & Emergency Management (“DHS & EM”); and

**WHEREAS,** the DHS & EM approved the grant award in the amount of \$200,000 through the 2024 EMPG program to support personnel and activities essential to local emergency management; and

**WHEREAS,** the grant program requires a local match of non-federal funds on a 50/50 ratio, or dollar-to-dollar match, for expenditures made from October 1, 2024, through September 30, 2025; and

**WHEREAS,** the match requirement will be met through operational expenditures of OEM’s annual budget; and

**WHEREAS,** grant funds were anticipated during the budget process and were appropriated as part of FY2025 budget;

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

**SECTION 1.** That the Mayor is authorized to accept grant funds in the amount of \$200,000 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security & Emergency Management, for emergency management operations and is authorized to execute all documents deemed necessary to accept the grant.

**SECTION 2.** That expenditures associated with the grant funds will be recorded to account 100.11250.EMP25.49999.

**SECTION 3.** That this resolution is effective retroactively to October 1, 2024.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 22ND DAY OF OCTOBER, 2024.**

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Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Office of Emergency Management

## MEMORANDUM

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

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

**FROM:** Brenda Ahlberg, Emergency Manager *BA*

**DATE:** October 10, 2024

**SUBJECT:** 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 (Mayor)

The KPB has received funding from the State of Alaska Division of Homeland Security and Emergency Management for emergency management activities. This funding is provided by the Federal Emergency Management Agency under the Emergency Management Performance Grant (“EMPG”) program. The purpose of the EMPG program is to assist in the development, maintenance and improvement of state and local emergency management capabilities in responding to disasters that may result from natural or human-caused events.

The KPB’s Office of Emergency Management (“OEM”) applied for this funding and received a notice of award in the amount of \$200,000. The grant will offset staff salary percentages directly associated with the EMPG program for fiscal year 2024/2025. There is a 50/50 matching fund ratio of non-federal funds. The match funds will be supplied from the balance of the OEM department’s FY2025 annual budget.

Eligible reimbursement costs are personnel and fringe costs associated with activities including but not limited to public outreach, individual emergency planning, improving emergency response plans, updating mitigation plans, and evacuation planning activities.

Brenda Ahlberg, Emergency Manager, will provide grant management and project completion. Project performance period ends September 30, 2025.

Your consideration is appreciated.

Attachment: Award by jurisdiction.

FINANCE DEPARTMENT MATCH ACCOUNT/FUNDS VERIFIED	
Acct. No.	<u>100.11250.EMP25.49999</u>
Amount:	<u>\$200,000.00</u>
By:	<i>BA</i> Date: <u>10/10/2024</u>

2024 Emergency Management Performance Grant (EMPG)  
Jurisdiction Total Allocations

<b>Jurisdiction</b>	<b>Funding</b>
Anchorage, Muni of	\$ 200,000.00
Cordova, City of	\$ 18,000.00
Craig, City of	\$ 20,000.00
Denali Borough	\$ 30,000.00
Fairbanks North Star	\$ 160,000.00
Juneau, City and Bor.	\$ 132,000.00
Kenai Peninsula Bor.	\$ 200,000.00
Ketchikan Gateway Bor.	\$ 20,000.00
Ketchikan, City of	\$ 20,000.00
Kodiak, City of	\$ 20,000.00
Mat-Su Borough	\$ 170,000.00
North Pole, City of	\$ 10,000.00
<b>Total Allocations</b>	<b>\$ 1,000,000.00</b>

Introduced by: Cooper  
Date: 10/22/24  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 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**

- WHEREAS,** Homer Wilderness Leaders (“HoWL”) is a Homer based nonprofit whose mission is to empower young leaders through fun and dynamic Alaskan wilderness adventures; and
- WHEREAS,** HoWL facilitates multi-day expeditions that incorporate activities such as rock climbing, kayaking and backpacking; and
- WHEREAS,** HoWL teaches youth leadership, teamwork and outdoor skills; and
- WHEREAS,** the vision HoWL hopes to foster through their program is a community in which people engage in the world joyfully, with confidence, competence and care; and
- WHEREAS,** in 2025 and 2026, HoWL will launch a Youth Trail Maintenance Initiative, which will incorporate a trail-work component into most of their expeditions for those two years; and
- WHEREAS,** through trail maintenance projects on public trails, HoWL groups give back to the outdoor spaces they enjoy, but also have the opportunities to learn about environmental protection and recreation management; and
- WHEREAS,** HoWL is applying for the Recreational Trails Program Grant offered by the Alaska Division of Parks and Natural Resources for the Youth Trail Maintenance Initiative; and
- WHEREAS,** the Recreational Trails Program awards grants to projects that improve recreational trails for the public benefit; and
- WHEREAS,** HoWL is proposing trail maintenance projects in Kachemak Bay State Park, the Kenai National Wildlife Refuge, and the Chugach National Forest and will take place on existing trails with the guidance and permission of State Park, Refuge, and National Forest staff;

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

**SECTION 1.** That the Kenai Peninsula Borough Assembly supports the application of the Homer Wilderness Leaders for the Recreational Trails Program Grant offered by the State of Alaska Division of Parks and Natural Resources for the Youth Trail Maintenance Initiative in Kachemak Bay State Park, the Kenai National Wildlife Refuge and the Chugach National Forests.

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

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 22ND DAY OF OCTOBER, 2024.**

\_\_\_\_\_  
Assembly President

ATTEST:

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

Yes:

No:

Absent:



# Kenai Peninsula Borough Assembly

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## MEMORANDUM

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

**FROM:** Kelly Cooper, Assembly Member *kc*

**DATE:** October 10, 2024

**SUBJECT:** 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 (Cooper)

---

Homer Wilderness Leaders (HoWL) is a Homer based nonprofit working with young leaders throughout the southern peninsula through Alaskan wilderness adventures. This grant will allow HoWL to continue their overall work and incorporate trail maintenance projects in three areas of the southern peninsula with guidance and permission of staff for State Parks, Kenai Peninsula Refuge, and Chugach National Forest.

Your consideration of this resolution is appreciated.

Introduced by: Cooper, Dunne  
Date: 10/22/24  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 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 FOR PLANNING AND DESIGN OF A TRAIL WITHIN THE ANCHOR RIVER STATE RECREATIONAL AREA**

**WHEREAS,** on October 10, 2024, the South Kenai Peninsula Hospital Service Area Board (the, “Board”) passed Resolution 2024-09 requesting the Kenai Peninsula Borough Assembly to authorize the Mayor to sign a letter supporting an Alaska Clean Water Act (“ACWA”) grant-funded project for the planning and design of an outdoor recreational trail within the Anchor River State Recreational Area connecting the Silverking Day Use Area to the Slidehole Day Use Area through an Alaska Clean Water Action (“ACWA”) grant; and

**WHEREAS,** the South Kenai Peninsula Hospital Service Area is authorized through KPB 16.24.015 “[T]o provide for...wellness programs and, health education programs within the service area and for the administration and operation of the service area, subject to such conditions as may be established by ordinance of the Kenai Peninsula Borough”; and

**WHEREAS,** developing outdoor recreational trails benefiting and accommodating the largest variety of users is consistent with promoting wellness throughout the Service Area; and

**WHEREAS,** an opportunity exists to support the Board’s application for an ACWA grant from the Alaska Department of Environmental Conservation that could contribute to wellness within the Service Area through collaborative planning and design of an inclusive trail serving all ages and abilities within the Anchor River State Recreation Area; and

**WHEREAS,** at its meeting held on October 10, 2024, the Board recommended approval of Board Resolution 2024-09 (attached);

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

**SECTION 1.** That the Mayor is authorized to issue a letter to the South Kenai Peninsula Hospital Service Area Board in support of its application for an Alaska Clean Water Act grant-funded project to plan and design an inclusive outdoor recreational trail serving users of all ages and abilities and connecting the Silverking Day Use Area to the Slidehole Day Use Area within the Anchor River State Recreation Area as outlined in this resolution. This letter shall be sent as soon as possible to address grant requirements

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

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 22ND DAY OF OCTOBER, 2024.**

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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:** KPB Assembly President  
Members, KPB Assembly

**FROM:** Kelly Cooper, Assembly Member *ke*  
Willy Dunne, Assembly Member *W D*

**DATE:** October 10, 2024

**SUBJECT:** 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 (Cooper, Dunne)

---

During the South Kenai Peninsula Hospital Service Area Board (SAB) meeting held on October 10, 2024, the SAB voted to support an Alaska Clean Water Act Grant from the Alaska Department of Environmental Conservation that would contribute to wellness in the service area.

This grant would provide funds to plan and design an inclusive outdoor recreational trail serving users of all ages and abilities and connecting the Silverking Day Use Area to the Slidehole Day Use Area within the Anchor River State Recreation Area as outlined in this resolution, and have requested assembly support (SAB Resolution 2024-09, attached).

Your consideration of this resolution is appreciated.

**SOUTH KENAI PENINSULA HOSPITAL SERVICE AREA BOARD  
RESOLUTION 2024-09**

**A RESOLUTION OF THE SOUTH KENAI PENINSULA HOSPITAL SERVICE  
AREA BOARD RECOMMENDING APPROVAL OF A LETTER OF SUPPORT  
FOR PLANNING AND DESIGN OF AN INCLUSIVE “DESTINATION QUALITY”  
OUTDOOR RECREATIONAL TRAIL SERVING USERS OF ALL AGES AND  
ABILITIES AND CONNECTING THE SILVERKING DAY USE AREA TO THE  
SLIDEHOLE DAY USE AREA WITHIN THE ANCHOR RIVER STATE  
RECREATION AREA**

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**WHEREAS** the wellness benefits offered by outdoor recreation in nature have been well established, and documentation of these benefits and their significance continues to accumulate; and

**WHEREAS** the South Kenai Peninsula Hospital Service Area is authorized through KPB Ordinance 16.24.015 “[T]o provide for wellness programs and health education programs within the service area ... subject to such conditions as may be established by ordinance of the Kenai Peninsula Borough; and

**WHEREAS** developing outdoor recreational trails benefiting and accommodating the largest variety of users is consistent with promoting wellness throughout the Service Area; and

**WHEREAS** an opportunity exists to support an Alaska Clean Water Action (ACWA) grant from the Alaska Department of Environmental Conservation that could contribute to wellness within the Service Area through collaborative planning and design of a trail serving all ages and abilities (wheelchair-friendly) within the Anchor River State Recreation Area; and

**WHEREAS** in accordance with ACWA goals, this trail would draw visitors away from walking along Anchor River riverbanks and trampling streambank vegetation, which both impairs salmon habitats and degrades water quality by increasing erosion; and

**WHEREAS** if awarded, this grant would accomplish essential first steps in ultimately establishing a destination-quality outdoor trail experience along the Anchor River that would promote wellness for both Service Area residents and visitors alike, while also contributing to the economic well being of nearby communities; and

**WHEREAS** a partnership of non profits and agencies is collaboratively developing a coordinated application for an ACWA grant to plan and design the inclusive outdoor trail outlined in this resolution; and

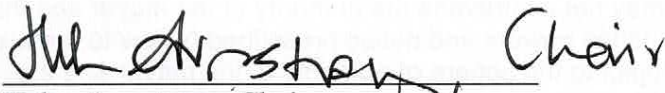
**WHEREAS** during this grant cycle, ACWA grants require no match from applicants, providing an unusual opportunity to fund the trail planning and design project outlined in this resolution;

**NOW, THEREFORE, BE IT RESOLVED THAT THE SOUTH KENAI PENINSULA HOSPITAL SERVICE AREA BOARD:**

Respectfully requests that the Kenai Peninsula Borough Assembly authorizes the Mayor of the Kenai Peninsula Borough to sign a letter in support of an ACWA-grant-funded project to plan and design an inclusive “destination quality” outdoor recreational trail serving users of all ages and abilities and connecting the Silverking Day Use Area to the Slidehole Day Use Area within the Anchor River State Recreation Area as outlined in this resolution. This letter shall be sent as soon as possible to address grant requirements.

**PASSED AND ADOPTED BY THE SOUTH KENAI PENINSULA HOSPITAL SERVICE AREA BOARD AT ITS MEETING HELD ON THIS 10<sup>th</sup> DAY OF OCTOBER 2024.**

ATTEST:

 Chair  
Helen Armstrong, Chair  
South Kenai Peninsula Hospital Service Area Board

October 10, 2024

Introduced by: Mayor  
Date: 10/22/24  
Hearing: 11/12/24  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2024-19-16**

**AN ORDINANCE APPROPRIATING FUNDS FROM THE SCHOOL MAINTENANCE  
FUND FOR BUILDINGS AND GROUNDS CONTRACTS**

**WHEREAS,** the Maintenance Department Buildings and Grounds account, object code 43780, is utilized for contracted repair services at school facilities, such as landscaping, state regulated inspections, pest control, and similar contracted services; and

**WHEREAS,** \$558,000 was appropriated through the FY2025 annual budgetary process; and

**WHEREAS,** the Maintenance Department has had two unbudgeted and unforeseen contract requirements that have significantly reduced this account, the repair of a leaking underground water line at Kenai Central High School for \$28,000, and the requirement to contract out uncompleted fire alarm inspections, reprogramming, and repairs to multiple facility fire alarm systems for \$74,180;

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

**SECTION 1.** That \$102,180 is appropriated from the School Maintenance Fund fund balance to account 241.41010.43780 to provide for building and grounds maintenance in FY2025.

**SECTION 2.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2024.**

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Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:



# Kenai Peninsula Borough Maintenance Department

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## MEMORANDUM

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

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

**FROM:** Tom Nelson, Maintenance Director *TN*

**DATE:** October 10, 2024

**RE:** Ordinance 2024-19-16, Appropriating Funds from the School Maintenance Fund for Buildings and Grounds Contracts (Mayor)

---

This Ordinance appropriates \$102,180 in the School Fund for buildings and grounds contracts at school facilities.

The Maintenance Department Buildings and Grounds account, object code 43780, is utilized for contracted repair services at school facilities, such as landscaping, state regulated inspections, pest control, and similar contracted services. The Maintenance Department has had two unbudgeted and unforeseen contract requirements that have significantly reduced this account.

The first requirement was for the repair of a leaking underground water line at Kenai Central High School at the cost of \$28,000. The second requirement is for contracting out uncompleted fire alarm inspections, reprogramming, and repairs to multiple facility fire alarm systems. The Department had two personnel with the required certifications to inspect, program and repair these systems, but a retirement and a resignation have removed our capability of performing these tasks in house. A quotation in the amount of \$74,180 has been received to have these inspections, reprogramming and repairs completed.

Approval of this ordinance is requested to ensure there are sufficient funds to provide the typically required contract services.

Your consideration is appreciated.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>241-27910</u>
Amount:	<u>\$102,180</u>
By: <i>CJF</i>	Date: <u>10/8/2024</u>

Introduced by: Mayor  
Date: 10/22/24  
Hearing: 11/12/24  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 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**

**WHEREAS,** as part of the required annual audit, the Kenai Peninsula Borough (KPB) and each of its component units often require Federal and State Single Audits; and

**WHEREAS,** the current contract between the KPB and our external independent auditors has annual allowances for these Single Audits based on historical averages on the number of programs that reach the threshold; and

**WHEREAS,** the current program threshold is \$750,000 for both State and Federal Single Audit Programs, however the Federal Major Program Threshold is increasing from \$750,000 to \$1 million in FY2025; and

**WHEREAS,** this year’s audit required audit services associated with additional single audit program fees due to having more major programs than originally budgeted for;

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

**SECTION 1.** That \$3,349 is appropriated from the General Fund fund balance to account 100.11110.43012 to provide for audit services associated with an additional major state single audit program for the Kenai Peninsula Borough.

**SECTION 2.** That \$6,598 is appropriated from the School Maintenance Fund fund balance to account 241.94910.43012 to provide for audit services associated with an additional major federal single audit program for the Kenai Peninsula Borough School District.

**SECTION 3.** That \$9,947 is appropriated from the Central Kenai Peninsula Hospital Service Area fund balance to account 600.81110.43012 to provide for audit services associated with an additional major federal single audit program for Central Peninsula Hospital Inc.

**SECTION 4.** That \$9,947 is appropriated from the South Kenai Peninsula Hospital Service Area fund balance to account 602.81210.43012 to provide for audit services associated with an additional major federal single audit program for South Peninsula Hospital Inc.

**SECTION 5.** That t this ordinance shall be effective retroactively to July 1, 2024.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2024.**

\_\_\_\_\_  
Assembly President

ATTEST:

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

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Finance Department

### MEMORANDUM

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

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

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

**DATE:** October 10, 2024

**RE:** 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)

As part of the required annual audit, the Kenai Peninsula Borough (KPB) and each of its component units often require Federal and State Single Audits. The current contract between the KPB and our external independent auditors, BDO has annual allowances for these Single Audits based on historical averages on the number of programs that reach the threshold. The current program threshold is \$750,000 for both the State and Federal Single Audit Programs. The Federal Major Program Threshold is increasing from \$750,000 to \$1 million in FY2025.

This year's audit required audit services associated with additional Single Audit Program fees due to having more major programs than originally budgeted for:

Auditee	Funding Source	Additional Federal and State Single Audit Program Fees
Kenai Peninsula Borough	Borough	\$ 3,349
Kenai Peninsula Borough School District	Kenai Peninsula Borough School District	6,598
South Peninsula Hospital, Inc.	South Kenai Peninsula Hospital Service Area	9,947
Central Peninsula Hospital, Inc.	Central Kenai Peninsula Hospital Service Area	9,947
<b>Total</b>		<b>\$ 29,841</b>

Your consideration is appreciated.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>100.27910</u>	Amount: <u>\$3,349</u>
Acct. No. <u>241.27910</u>	Amount: <u>\$6,598</u>
Acct. No. <u>600.27910</u>	Amount: <u>\$9,947</u>
Acct. No. <u>602.27910</u>	Amount: <u>\$9,947</u>
By: <i>CH</i>	Date: <u>10/9/2024</u>

Introduced by: Mayor  
Date: 10/22/24  
Hearing: 11/12/24  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 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**

**WHEREAS,** the Kenai Peninsula Borough School District (KPBSD) currently provides K-8 educational instruction at the Chapman School in Anchor Point; and

**WHEREAS,** the existing school campus consists of a 4.51- acre parcel, bounded by private land holdings, limiting future management and potential expansion of the school facility; and

**WHEREAS,** a need exists for additional land adjacent to the school for potential expansion of the campus; and

**WHEREAS,** the proposed acquisition consists of four parcels comprising a total of 6.6 acres located immediately adjacent to the Chapman School Campus; and

**WHEREAS,** acquisition of the additional properties is necessary to proactively secure adjacent lands for future management options involving this KPB-owned school facility; and

**WHEREAS,** the KPB Planning Commission, at its regular meeting of October 28, 2024, recommended \_\_\_\_\_;

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

**SECTION 1.** That pursuant to KPB 17.10.040, the assembly finds that purchasing the subject parcel, which is the following-described real property, is in KPB's best interests as it secures additional school campus utility, planning and growth:

LOT 3-A-1 AND TRACTS 3B-2, 3B-3 AND 3B-4, ANCHOR RIVER  
S.J. CHAPMAN SUBDIVISION, JEPPESEN 2021 REPLAT,  
ACCORDING TO THE OFFICIAL PLAT THEREIOF, FILED  
UNDER PLAT NUMBER 2021-41, RECORDS OF THE HOMER  
RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF  
ALASKA.

(PARCEL NO'S. 16906108, 16906109, 16906110, AND 16906111)

**SECTION 2.** That the terms and conditions substantially in the form of the Purchase Agreement accompanying this ordinance are hereby approved.

**SECTION 3.** That the purchase price will be \$800,000 for the subject parcels, plus closing and due diligence costs, not to exceed \$50,000

**SECTION 4.** That the subject parcels will be classified as "Government" pursuant to KPB 17.10.080.

**SECTION 5.** That the Mayor is authorized to execute any and all documents necessary to purchase the subject parcels described in Section 1 in accordance with the terms and conditions contained in this ordinance and the accompanying Purchase Agreement, consistent with applicable provisions of KPB Chapter 17.10.

**SECTION 6.** That up to \$850,000.00 is appropriated from the General Fund fund balance to be transferred to Account No. 400.71010.CHLND.49999 for the purchase of the subject parcels located in Anchor Point, Alaska, and estimated closing costs.

**SECTION 7.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2024.**

\_\_\_\_\_  
Assembly President

ATTEST:

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

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Planning Department – Land Management Division

### MEMORANDUM

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

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *BH*  
Robert Ruffner, Planning Director *RR*

**FROM:** Aaron Hughes, Land Management Officer *AH*

**DATE:** October 10, 2024

**RE:** 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)

The Kenai Peninsula Borough School District (KPBSD) provides K-8 educational instruction at the Chapman School facility in Anchor Point. The existing school campus consists of a 4.51- acre parcel of KPB-owned land. Presently, future expansion and management of the site is limited because the campus parcel is bounded by private land holdings, and the Chapman School is experiencing new challenges related to the efficient and safe use of the existing campus. The proposed acquisition of the four parcels comprising a total of 6.6 acres would secure the additional space necessary for the proactive long-term planning for this important school site.

The proposed purchase price of \$800,000 is consistent with market comparables in the area. An additional \$50,000 is being proposed to cover due diligence costs and closing fees related to the acquisition. The Purchase Agreement provides for a closing on or before December 31, 2024.

This Ordinance would authorize the purchase of the subject parcels and appropriate \$850,000 from the Kenai Peninsula Borough General Fund to cover the costs associated with the purchase. The Ordinance also provides for the classification of the subject properties as “Government”.

Your consideration is appreciated.

<b>FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED</b>	
Account:	<u>100.27910</u>
Amount:	<u>\$850,000.00</u>
By: <i>AH</i>	Date: <u>10/10/2024</u>

**PURCHASE AGREEMENT**

This Purchase Agreement (Agreement) is made by and between WTD Properties, LLC, as seller, whose address is 3800 Sterling Highway, Homer, AK 99603, (Seller) and the Kenai Peninsula Borough, an Alaska municipal corporation, as buyer, whose address is 144 North Binkley Street, Soldotna, Alaska 99669 (KPB) (together, the Parties).

WHEREAS, Seller is the owner of that real property located in the Kenai Recording District, Third Judicial District, State of Alaska, and more particularly described as follows:

LOT 3-A-1 AND TRACTS 3B-2, 3B-3 AND 3B-4, ANCHOR RIVER S.J. CHAPMAN SUBDIVISION, JEPPESEN 2021 REPLAT, ACCORDING TO THE OFFICIAL PLAT THEREIOF, FILED UNDER PLAT NUMBER 2021-41, RECORDS OF THE HOMER RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.  
(PARCEL NO'S. 16906108, 16906109, 16906110, AND 16906111) (the Property); and

WHEREAS, KPB has offered to buy, and Seller is willing to sell the Property as evidenced by this Agreement;

NOW THEREFORE, in consideration of the conditional promises herein contained, Seller hereby agrees to sell to KPB, and KPB hereby agrees to buy from Seller, the Property on the terms and conditions as set forth below:

1. PURCHASE PRICE

The purchase price of the Property is EIGHT HUNDRED THOUSAND DOLLARS (\$800,000.00). The purchase price must be paid by KPB at time of closing. The purchase of the Property and appropriation of funding for the purchase are subject to approval by the KPB Assembly.

2. PERSONAL PROPERTY:

Existing improvements currently located on the Property identified as a coffee hut, portable office building, and shop building are to be considered personal property, with the ownership retained by Seller. Said personal property must be removed in a professional, workmanlike manner prior to closing. Any damage to the remaining real property caused by the removal of the personal property identified in this Section must be repaired by Seller at Seller's expense and to KPB's satisfaction prior to closing.

3. ACCESS EASEMENT:

As a condition of the sale, Seller requests a 20 foot access easement be retained originating



from the Sterling Highway and located along the North Property boundary of Lot 3-A-1 for the specific benefit of the existing office building improvement located on Lot 4-A-1. Seller, and its successors and/or assigns, hereby agree to terminate the access easement upon a formal road right-of-way dedication in the event of a future platting action.

4. EXPIRATION OF OFFER

Sellers must sign and return this Agreement to KPB on or before **September 20, 2024, at 11:00am**; otherwise, this offer will terminate.

5. TITLE

Title must be delivered at time of closing by statutory warranty deed, which must be issued to KPB. Sellers warrant and covenant that at the time of closing there will be no liens or judgments recorded against Sellers in the same recording district in which the Property subject to this Agreement is situated. Title must be clear of liens and encumbrances except title is subject to reservations, easements, rights-of-way, covenants, conditions and restrictions of record as agreed to by KPB.

6. ESCROW AND CLOSING COSTS

KPB agrees to pay for all buyer-related closing costs not otherwise addressed in this Agreement to include buyer closing, and recording fees. Seller agrees to pay for seller-related closing costs, not otherwise addressed in this Agreement to include the ALTA Standard Owners Title Insurance policy, and seller closing and recording fees. Property taxes for the current year, if any, will be prorated to the date of closing. Seller is responsible for realtor's commission, if any; all unpaid taxes for prior years, if any; and all unpaid outstanding assessments, if any. All costs will be paid in full at the time of closing.

7. CLOSING

Unless otherwise agreed to in writing, closing will occur on or before **December 31, 2024**, or as specifically agreed to by the Parties. At closing, KPB will pay the balance of the purchase price. The Parties will execute all documents required to complete the Agreement and, if applicable, establish an escrow account.

8. POSSESSION

Possession will be delivered to KPB at time of recording unless otherwise agreed to in writing by the Parties.

9. KENAI PENINSULA BOROUGH ASSEMBLY APPROVAL

Purchase of the Property by KPB is subject to authorization by the KPB Assembly and appropriation of funds. If the KPB Assembly fails to authorize the purchase of the Property and appropriate funds, this Agreement will terminate without penalty.

10. EXCHANGE

If Seller intends for this transaction to be part of a Section 1031 like-kind exchange, KPB agrees to cooperate in the completion of the like-kind exchange provided KPB does not incur any additional liability or cost in doing so. If Seller intends for this transaction to be part of a Section 1031 like-kind exchange, Seller may assign its rights under this Agreement to a qualified intermediary or any entity expressly created for the purposes of completing a Section 1031 like-kind exchange.

#### 11. DISCLOSURES

Seller hereby agrees to provide written property disclosures including any and all information regarding known defects, deficiencies, legal matters, environmental issues or hazards that may be personally known by Seller. If said written disclosures present a matter unsatisfactory to KPB, KPB may terminate this Agreement without penalty.

#### 12. CONTINGENT ON INSPECTION / REVIEW

Closing is contingent upon the satisfactory completion of an environment review of the Property. The review will be completed on or before **December 15, 2024**. All inspections and related due diligence required under this Section will be conducted solely at KPB's expense.

#### 13. HAZARDOUS MATERIAL

Seller covenants to the best of Seller's knowledge that, as of the date of this Agreement, except as specifically identified herein, the Property is free of all contamination from petroleum products or any hazardous substance or hazardous waste, as defined by applicable state or federal law, and there are no underground storage tanks or associated piping on the Property. Seller agrees that no hazardous substances or wastes will be located on, nor stored on the Property or any adjacent property owned or leased by Seller or its contractors, nor will any such substance be owned, stored, used, or disposed of on the Property or any adjacent property by Seller, its agents, employees, contractors, or invitees, prior to KPB's ownership, possession or control of the Property.

#### 14. ENVIRONMENTAL CONTINGENCY

If, during the course of KPB's due diligence inspection/review of the Property pursuant to Section 12, KPB discovers the presence of environmental hazards on or released from the Property in any quantity or concentration exceeding the limits allowed by applicable law, or that is deemed undesirable by KPB, KPB will have the right to give notice to Sellers accompanied by a copy or copies of the third-party report(s) disclosing and confirming the presence of such hazardous materials. The notice and accompanying third-party report must be given no later than 60 days from receipt of said report. The notice under this Section must state:

- (i) that KPB is terminating this Agreement due to the presence of such hazardous materials on or adversely affecting the Property; OR
- (ii) provide Seller 30 days from notice to provide a mitigation plan outlining steps taken by Seller to remedy said hazards to KPB's satisfaction at Seller's expense.

Following the notice and report described in this Section, the Parties may negotiate other resolutions as may be agreeable to the Parties in writing to be included as a part of this Agreement. In the event the Parties cannot agree in writing on a resolution to remedy any environmental concerns within 90 days of the notice, this Agreement will automatically terminate.

It is expressly understood that by execution of this Agreement, Seller hereby indemnifies KPB for any and all CERCLA-related claims, liabilities or matters, unless otherwise provided for in this Agreement. Said indemnification will survive closing and termination of this Agreement. Upon successful close of escrow said indemnification will continue for a period of not less than 12 months, from the date of closing unless otherwise provided for in this Agreement.

If this Agreement is terminated pursuant to any report detailing environmental conditions that may or may not exist on the Property, such report(s) will remain confidential and proprietary. The report(s) will be marked as confidential and will not be released to a private individual, entity, or non-profit without express agreement of the Parties. Notwithstanding, the report will be released pursuant to a valid court order and may be released to the State of Alaska upon request.

15. ENTIRE AGREEMENT

This Agreement and the documents referred to herein contain the entire agreement of the Parties with respect to the subject matter hereof. Any changes, additions or deletions hereto must be made in writing and signed by both KPB and Seller or their respective successors in interest. Provisions of this Agreement, unless inapplicable on their face, will be covenants constituting terms and conditions of the sale, and will continue in full force and effect until the purchase price is paid in full or this Agreement is earlier terminated.

16. BREACH REMEDY

Prior to closing of the sale, in the event that KPB or Sellers fail to make any payment required, or fail to submit or execute any and all documents and papers necessary for closing and transfer of title within the time period specified in this Agreement, the Sellers or KPB may terminate this Agreement.

17. MISCELLANEOUS

- A. Time. Time is of the essence in performance of this Agreement.
- B. Cancellation. This Agreement, while in good standing, may be canceled in whole or in part, at any time, upon mutual written agreement by Seller and the KPB Mayor. This Agreement is subject to cancellation in whole or in part if improperly issued through error in procedure or with respect to material facts. KPB may cancel this Agreement without penalty in the event additional contracts required of this project are not secured.
- C. Notice. Any notice or demand which, under the terms of this Agreement or under any statute must be given or made by the Parties, must be in writing, and

be given or made by registered or certified mail, addressed to the other Party at the address shown on the contract. However, either Party may designate in writing such other address to which such notice of demand may thereafter be so given, made or mailed. A notice given hereunder will be deemed received when deposited in a U.S. general or branch post office by the addressor.

- D. Interpretation. This Agreement will be deemed to have been jointly drafted by the Parties. It will be construed according to the fair intent of the language as a whole, not for or against either Party. The interpretation and enforcement of this Agreement will be governed by the laws of the State of Alaska. Any lawsuit brought arising from this Agreement must be filed in the superior court of the Third Judicial District, State of Alaska, located in the City of Kenai, Alaska. The titles of sections in this Agreement are not to be construed as limitations of definitions but are for identification purposes only.
- E. Condition of Property. Seller will deliver the Property in its as-is condition.
- F. Confidentiality. This Agreement will be considered proprietary to the Parties until closing occurs. Following closing, this Agreement may be considered a public record.
- G. Counterparts. This Agreement may be executed in counterpart, and may be executed by way of copy, facsimile or verified electronic signature in compliance with AS 09.80, and if so, each of which will be deemed an original but all of which together will constitute one and the same instrument

BUYER:  
KENAI PENINSULA BOROUGH:

SELLER:  
WTD PROPERTIES, LLC

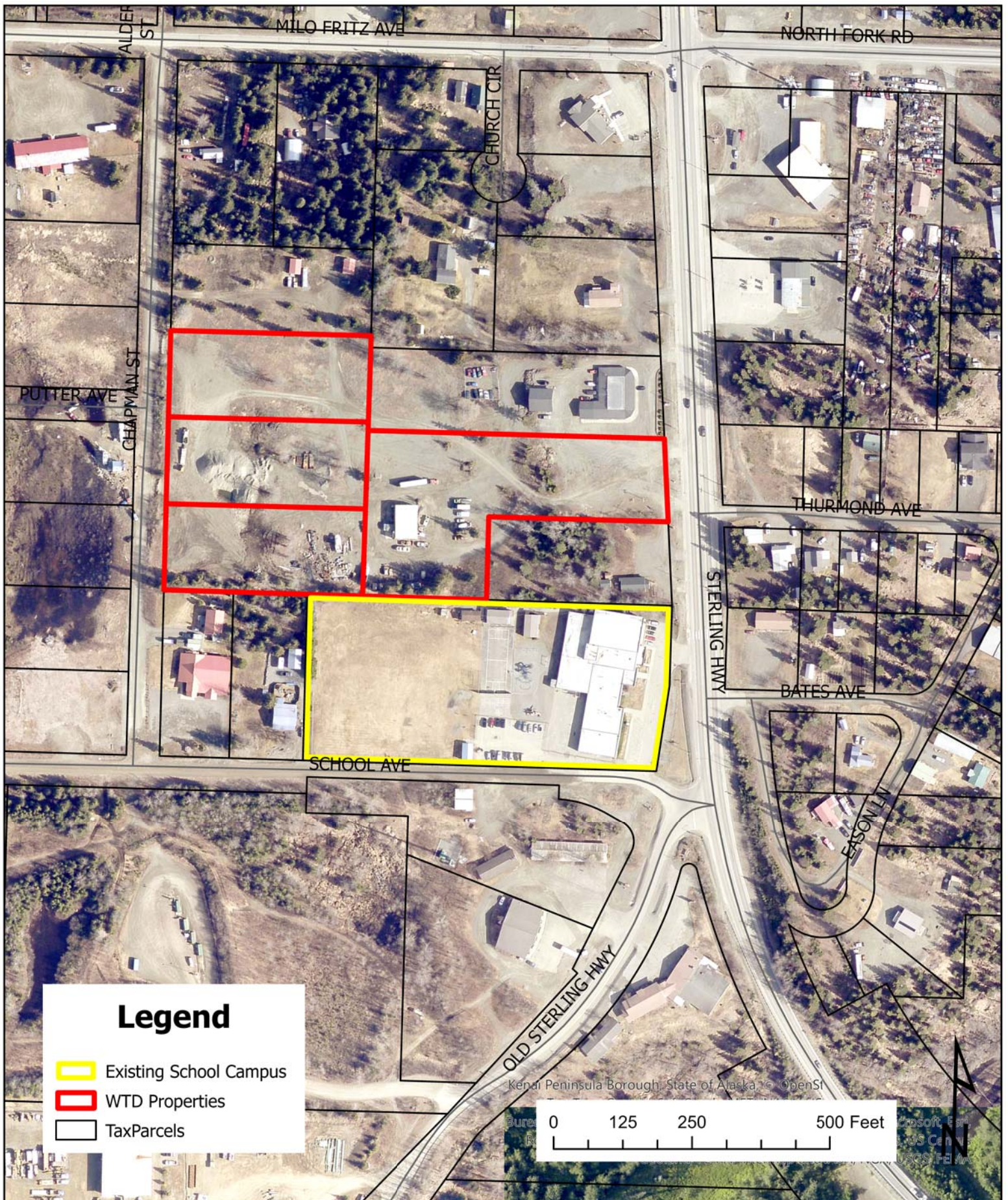
\_\_\_\_\_  
Peter A. Micciche, Mayor (Date)

*Daniel Stanislaw* 15/2024  
\_\_\_\_\_  
Daniel Stanislaw (Date)

*KaSandra Stainslaw* 15/2024  
\_\_\_\_\_  
KaSandra Stainslaw (Date)

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

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:  
  
\_\_\_\_\_  
A. Walker Steinhage  
Deputy Borough Attorney (Date)




# WTD Properties Acquisition Anchor Point, AK

Kenai Peninsula Borough  
Assembly

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**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Kenai Peninsula Borough Assembly Members

**FROM:** Michele Turner, Borough Clerk 

**DATE:** October 15, 2024

**RE:** Relocation of the Licensed Premise – Albatross Party Store – License 3079

---

KPB 7.10.010 provides for a mandatory Assembly review of applications for relocation of the licensed premise within the Borough. Accordingly, the attached application as filed by Ancient Mariners Inc. dba Albatross Party Store located in the Kenai Peninsula Borough, Alaska, is being submitted to you for review and action.

The Borough Finance Department has reviewed the application and has no objection to the relocation of the licensed premise based on unpaid taxes. The Planning Department has reviewed the application for proximity to churches and/or schools and has no objection to the relocation of the license.

---

**RECOMMENDATION:** That the Assembly approve the issuance of a non-objection letter to the Alcohol Beverage Control Board regarding location of the licensed premises as requested by Ancient Mariners Inc. dba Albatross Party Store.

cc: beveragebarnllc@gmail.com



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

August 30, 2024

Kenai Peninsula Borough

VIA Email: [micheletturner@kpb.us](mailto:micheletturner@kpb.us); [jkasper@kpb.us](mailto:jkasper@kpb.us); [sessert@kpb.us](mailto:sessert@kpb.us); [mjenkins@kpb.us](mailto:mjenkins@kpb.us); [nscalett@kpb.us](mailto:nscalett@kpb.us);  
[mboehmler@kpb.us](mailto:mboehmler@kpb.us); [rmaidmae@kpb.us](mailto:rmaidmae@kpb.us); [slopez@kpb.us](mailto:slopez@kpb.us); [bcarter@kpb.us](mailto:bcarter@kpb.us)

<b>License Type:</b>	Package Store	<b>License Number:</b>	3079
<b>Licensee:</b>	Beverage Barn, LLC		
<b>Doing Business As:</b>	Beverage Barn		
<b>Premises Address</b>	33755 Sterling Highway, Anchor Point, AK 99556		

- New Application  
 Transfer of Location Application  
 Transfer of Ownership Application  
 Transfer of Controlling Interest Application

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant’s proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Joan Wilson, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Form AB-01: Transfer License Application**

**Why is this form needed?**

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, and 3 AAC 304.105.

**This form must be completed and submitted to AMCO's Anchorage office, along with all other required forms and documents, before any license application will be considered complete.**

**Section 1 – Transferor Information**

Enter information for the **current** licensee and licensed establishment.

Licensee:	The Ancient Mariner, Inc.	License #:	3079
License Type:	Package Store	Statutory Reference:	AS 4.11.150
Doing Business As:	The Albatross		
Premises Address:	37556 Kalifornsky Beach Road		
City:	Kenai	State:	Alask
		ZIP:	99611
Local Governing Body:	Kenai Peninsula Borough		

**Transfer Type:**

- Regular transfer
- Transfer with security interest
- Involuntary retransfer

OFFICE USE ONLY			
Complete Date:		Transaction #:	100737845
Board Meeting Date:		License Years:	100737779 (not shown)
Issue Date:		Examiner:	





Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

## Form AB-01: Transfer License Application

### Section 2 – Transferee Information

Enter information for the *new* applicant and/or location seeking to be licensed.

Licensee:	Beverage Barn, LLC				
Doing Business As:	Beverage Barn				
Premises Address:	33755 Sterling Highway				
City:	Anchor Point	State:	Alaska	ZIP:	99556
Community Council:	Kenai Peninsula Borough				

Mailing Address:	P.O. Box 2123				
City:	Homer	State:	Alaska	ZIP:	99603

Designated Licensee:	John Neland				
Contact Phone:	(907) 399-0727	Business Phone:	(907) 399-0727		
Contact Email:	beveragebarnllc@gmail.com				

Seasonal License?    Yes     No     If "Yes", write your six-month operating period: \_\_\_\_\_

### Section 3 – Premises Information

Premises to be licensed is:

an existing facility     a new building     a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

2,330 feet per Kenai Peninsula Borough Basic Map Viewer

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

829 feet per Kenai Peninsula Borough Basic Map Viewer

AMCO  
 DEC 22 2023



Alaska Alcoholic Beverage Control Board

**Form AB-01: Transfer License Application**

**Section 4 – Sole Proprietor Ownership Information**

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant  affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an:  applicant  affiliate

Name:					
Address:					
City:		State:		ZIP:	

**Section 5 – Entity Ownership Information**

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6. If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer*
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more, and for each manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more, and for each general partner*.

Entity Official:	John Neland				
Title(s):	Member	Phone:	(907) 399-0727	% Owned:	25
Address:	P.O. Box 414				
City:	Anchor Point	State:	Alaska	ZIP:	99556

AMCO  
 DEC 22 2021



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Form AB-01: Transfer License Application**

Entity Official:	Erica Neland				
Title(s):	Member	Phone:	(907)299-0093	% Owned:	25
Address:	P.O. Box 414				
City:	Anchor Point	State:	Alaska	ZIP:	99556

Entity Official:	Jason Herndon				
Title(s):	Member	Phone:	(907) 399-4332	% Owned:	25
Address:	P.O. Box 1093				
City:	Homer	State:	Alaska	ZIP:	99603

Entity Official:	Amanda Herndon				
Title(s):	Member	Phone:	(907) 399-4570	% Owned:	25
Address:	P.O. Box 1093				
City:	Homer	State:	Alaska	ZIP:	99603

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	10246816	AK Formed Date:	9/27/23	Home State:	Alaska
Registered Agent:	John Neland	Agent's Phone:	(907) 399-0727		
Agent's Mailing Address:	P.O. Box 414				
City:	Anchor Point	State:	Alaska	ZIP:	99556

Residency of Agent: Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

AMCC  
 DEC 22 2023



Alaska Alcoholic Beverage Control Board

**Form AB-01: Transfer License Application**

**Section 6 – Other Licenses**

Ownership and financial interest in other alcoholic beverage businesses: Yes No

Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

**Section 7 – Authorization**

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Brian Stibitz - Attorney assisting with transfer.

AMCO  
DEC 22 2022



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
**Form AB-01: Transfer License Application**

**Section 8 – Transferor Certifications**

Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a controlling interest of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.

*Patricia Vinson*

Signature of transferor

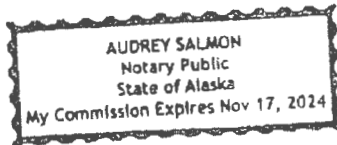
Patricia Vinson

Printed name of transferor

Subscribed and sworn to before me this 1<sup>st</sup> day of November, 2023

*Audrey Salmon*

Signature of Notary Public



Notary Public in and for the State of Alaska

My commission expires: 11-17-24

Signature of transferor

Printed name of transferor

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Signature of Notary Public

Notary Public in and for the State of \_\_\_\_\_

My commission expires: \_\_\_\_\_





Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Form AB-01: Transfer License Application**

**Section 9 – Transferee Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application

JN

I certify that all proposed licensees have been listed with the Division of Corporations.

JN

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

JN

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

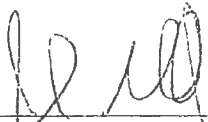
JN

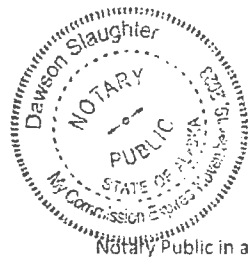
I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

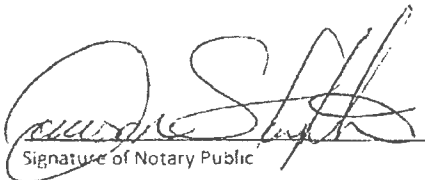
JN

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification

JN

  
 Signature of transferee  
 John Neland  
 John Neland  
 Printed name



  
 Signature of Notary Public  
 Dawson Slaughter  
 Notary Public in and for the State of Alaska

My commission expires: 10/19<sup>th</sup> 2023

Subscribed and sworn to before me this 13 day of October, 2023

DEC 22 2023



## Alaska Alcoholic Beverage Control Board

# Form AB-02: Premises Diagram

### Why is this form needed?

A detailed diagram of the proposed licensed premises is required for all alcohol license applications, per AS 04.11.260, 3 AAC 305.630 and 3 AAC 305.660. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing.

**This form must be completed and submitted to AMCO's Anchorage office before any license application will be considered complete. You may attach blueprints or other detailed drawings that meet the requirements of this form.**

### The diagram MUST include:

- You must use a solid, contiguous red line to outline the outer perimeter of your premises with no breaks or separations.
  - The red outline is required to follow a physical barrier (wall, fence and even across doorways).
  - There should be no red lines within the perimeter
- Each area should be clearly labeled in any color other than red where alcohol is:
  - Stored
  - Served/Sold
  - Manufactured
  - Consumed
- All diagrams must include:
  - Dimensions (AMCO does not accept diagrams drawn to scale)
  - Cross streets
  - Points of reference, such as a compass rose indicating True North
  - All entrances, exits, walls, bars, and fixtures
- If your premises include multiple floors, please include a separate diagram of each floor.
  - You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- If your premises includes multiple floors, please include a separate diagram of each floor. You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.
- **Any license applications that include outdoor space** are required to submit a security plan that includes information about the barriers, practices, and personnel that are to be used to ensure that alcohol is not introduced or removed from the permitted premises and to prevent the access of alcohol by a minor during the permitted event. A security plan may be requested for other proposed locations on a case-by-case basis.

## Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	BEVERAGE BARN, LLC	License Number:	3079		
License Type:	PACKAGE				
Doing Business As:	BEVERAGE BARN				
Premises Address:	33755 STERLING HIGHWAY				
City:	ANCHOR POINT	State:	AK	ZIP:	99556

AMCO  
 DEC 22 2025



Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

**Alaska Alcoholic Beverage Control Board**  
**Form AB-02: Premises Diagram**

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**Section 2 - Detailed Premises Diagram**

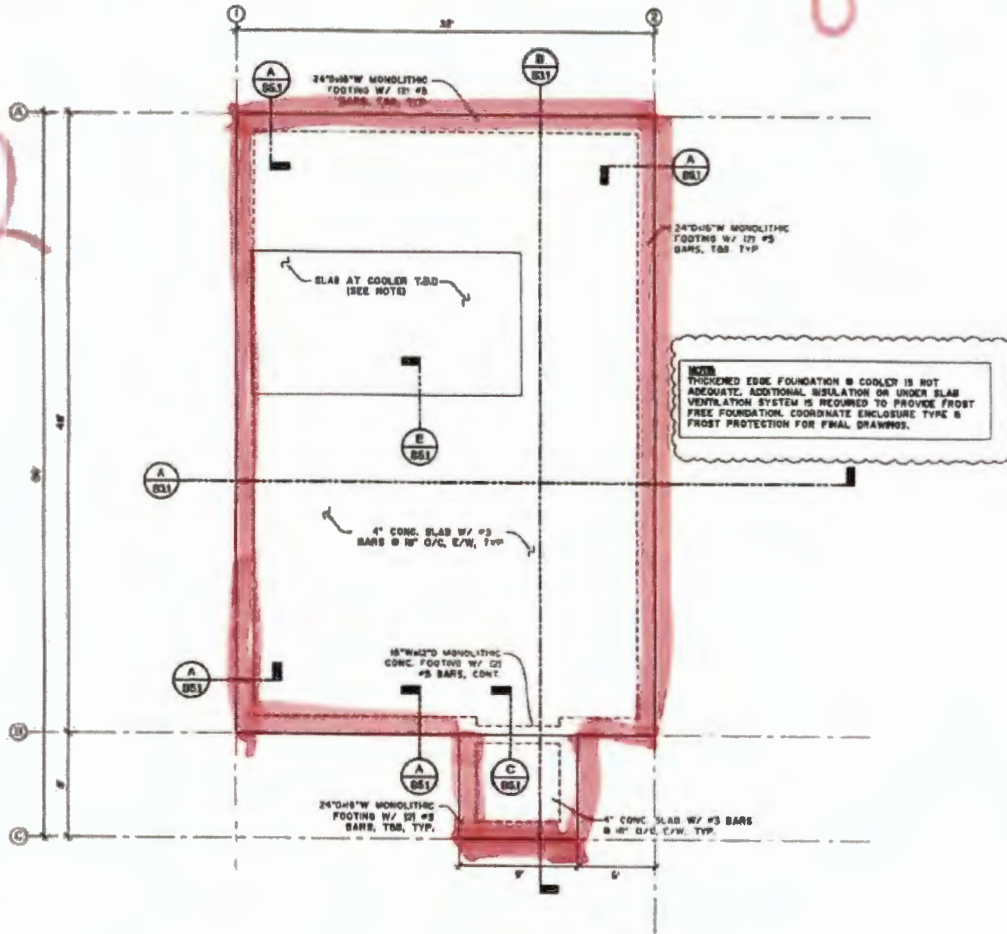
Clearly indicate the boundaries of the premises and the proposed licensed area within that property. See above for detailed instructions.

SEE ATTACHED



# Beverage Bar/Liquor Store

AB-02



- GENERAL SHEET NOTES**
- SEE SHEET S-3 FOR STRUCTURAL SCHEDULES.
  - THIS PLAN SHOWS BUILDING FOUNDATIONS & FIRST FLOOR SLAB ON GRADE. COORDINATE LOCATIONS OF HOLDINGS WITH FRAMES ABOVE.
  - PROVIDE CONTROL JOINTS @ 18' O/C PER DETAIL F/801 NOT SHOWN FOR CLARITY.

**FOUNDATION PLAN**  
 SCALE: 1/4"=1'-0" (22x34) / 1/8"=1'-0" (11x17)

GRS REVIEW 24/2024	
ADDRESS NUMBER	
ATTACHMENT NUMBER	
RECORD OF REVISIONS	
NO.	DATE / DESCRIPTION
NEULAND <b>ANCHOR POINT PACKAGE</b> KENAI PENINSULA BOROUGH ANCHOR POINT, AK	
NELSON ENGINEERING ARCHITECTURE 4400 W. BROADWAY ANCHORAGE, AK 99503	
NORTHWARD ARCHITECTS, LLC 128 SEWARD ST JUNEAU, ALASKA, 99801	
IF THE ABOVE ENGINEERING DOES NOT MEET THE ALL APPLICABLE CODES AND REGULATIONS, THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.	
DRAWN BY:	
<b>S2.1</b>	
<b>FOUNDATION PLAN</b>	
PROJECT DESIGNATION NUMBER	
DRAWING NUMBER	
STATE	YEAR
ALASKA	2024

in store sales only!



**OK**

### Liquor License Review

Municipality:  
License Years:  
Date Rec'd:  
Council/Assbly Meeting:

**Borough**  
**2024-2025 #3079**  
**August 30, 2024**  
**October 22, 2024**

Accts Ck'd by: Miranda Boehmler  
Date: September 10, 2024

**TRANSFER TO BEVERAGE BARN**

Date Due:  
Date back to Clerk:

**October 29, 2024**  
**October 10, 2024**  
Registration Type: Individual \_\_\_\_\_

Renewal   X        Continuance \_\_\_\_\_  
New App \_\_\_\_\_      Relocate \_\_\_\_\_  
Corporation   X        Partnership \_\_\_\_\_

Business Name: **Albatross, The/Albatross Party Store**

Applicant Name: Ancient Mariner, Inc.

Location Address: 37556 Kalifornsky Beach Rd., Kenai

Entity # 28095D  
Bus Lic # 72414  
Members Patricia Vinson  
Lynn Vershum

**Sales Tax Accounts**

#/Own Code	Business Name/Owner Name	Filed Thru:	MF's	BD
015384	The Albatross Opened: 04/1988    Closed:	N/A Monthly	0	\$ -
	Opened:            Closed:			

Account #	Real Property Account Name	BD	Last Yr Pd Thru
05545002	Premise: Thomas & Chevonne Clark Co	\$ -	2023
05545001	Thomas & Chevonne Clark Community P	\$ -	2023
05545003	Thomas & Chevonne Clark Community P	\$ -	2023
05545017	DeFoor, Patricia M	\$ -	2023

Account #	Personal Property Account Name	BD	Last Yr Pd Thru

**Transferred to Beverage Barn**

## Liquor License Review

**OK**

**Accts Ck'd by:** Miranda Boehmler  
**Date:** September 10, 2024

**Municipality:** **Borough**

**License Years/#:** 2024-25 #3079  
**Date Rec'd:** August 30, 2024  
**Council/Assbly Meeting:** October 22, 2024

**Transfer**  **Continuance**   
**New App**  **Relocate**   
**Registration Type:** Individual  **Corporation**  **Partnership**

**Date Due:** October 29, 2024  
**Date back to Clerk:** October 10, 2024

**Business Name:** Beverage Barn

**Entity #** 10246816  
**Bus Lic #** 2186590  
**Members** Erica Neland  
 John Neland  
**Email:** beveragebarnllc@gmail.com

**Applicant Name:** John Neland

**Location Address:** 33755 Sterling Hwy, Anchor Point, 99556  
**Mailing Address:** 33755 Sterling Hwy, Anchor Point, 99556

**Phone:** 907-399-0727

**Sales Tax Accounts**

#/Own Code	Business Name/Owner Name	Filed Thru:	MF's	BD
212891	Beverage Barn Opened: 12/01/2024 Closed:	NEW	-	\$ -
203270	Happy Valley Assisted Living Opened: 01/01/2017 Closed:	Dec-23 Annual	-	\$ -
206659	Happy Valley Assisted Living Transport Opened: 01/01/2020 Closed:	Dec-23 Annual	-	\$ -

Account #	Real Property Account Name	BD	Last Yr Pd Thru
16517004	Premise: Beverage Barn LLC	\$ -	2023
15914066	John Neland	\$ -	2023
15914131	John Neland	\$ -	2023
16546033	John Neland	\$ -	2023

Account #	Personal Property Account Name	BD	Last Yr Pd Thru
97367	John Neland	\$ -	2023

Kenai Peninsula Borough  
Planning Department

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**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Robert Ruffner, Planning Director *RR*  
Samantha Lopez, River Center Manager *SL*

**FROM:** Ryan Raidmae, Planner *RcR*

**DATE:** September 26, 2024

**RE:** Application for Transfer of Owner and Transfer of Location; **Application:** Beverage Barn; **Landowner of New Premises:** Beverage Barn; **License #:** 3079; **Parcel #:** 165-170-04; **Property Description:** T 4S R 15W SEC 34 SEWARD MERIDIAN HM 0600045 SPRUCE ACRES SUB LOT 12; **Location:** 33755 STERLING HWY, Anchor Point, Alaska 99556.

---

As requested, the Planning Department has reviewed the above application for a liquor license transfer, location and owner, that will be operated from 33755 Sterling Hwy, Anchor Point, to determine if there are any churches, schools or playgrounds within 500 feet of the subject parcel according to KPB 7.10.

A radius search identified one (1) church located within 500-feet of KPB Parcel listed above.

The shortest pedestrian route was measured using aerial imagery according to KPB 7.10.020(A)(2)(c) and the shortest pedestrian route was found to be 1,036 feet. This distance is greater than the required 500 feet and therefore a protest is not recommended to be filed with the State of Alaska Alcohol Control Board.

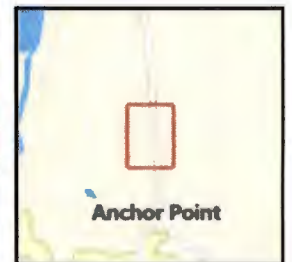
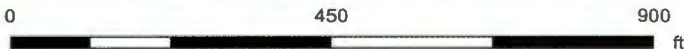
The property complies with all the requirements of KPB 7.10.020(A)(2)(a-e).

Please see the attached Planning Review map for reference.



**Legend**

- Tax Parcels
- 500-foot Parcel Radius
- Subject Parcel
- Pedestrian Route
- Intersecting Parcels
- Licensed Premises
- Church



Wednesday, September 25, 2024

Map created on 09/25/2024


The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.

Kenai Peninsula Borough  
Assembly

---

**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Kenai Peninsula Borough Assembly Members

**FROM:** Michele Turner, Borough Clerk 

**DATE:** October 15, 2024

**RE:** New Brewery Manufacturer Liquor License – MuddyBrews Too – License  
6187

---

KPB 7.10.010 provides for a mandatory Assembly review of applications for New Liquor Licenses at locations within the Borough. Accordingly, the attached application for a New Brewery Manufacturer Liquor License as filed by Rachel Gilliland dba MuddyBrews Too located in the Kenai Peninsula Borough, Alaska, is being submitted to you for review and action.

The Borough Finance Department has reviewed the application and has no objection to the New Liquor License based on unpaid taxes. The Planning Department has reviewed the application for proximity to churches and/or schools and has no objection to the new license based on location.

---

**RECOMMENDATION:** That the Assembly approve the issuance of a non-objection letter to the Alcohol Beverage Control Board the regarding the new brewery manufacturer liquor license requested by Rachel Gilliland dba MuddyBrews Too.

cc: hoshek@hotmail.com



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

September 5, 2024

Kenai Peninsula Borough

VIA Email: [micheleturner@kpb.us](mailto:micheleturner@kpb.us); [jkasper@kpb.us](mailto:jkasper@kpb.us); [sessert@kpb.us](mailto:sessert@kpb.us); [mjenkins@kpb.us](mailto:mjenkins@kpb.us); [nscalett@kpb.us](mailto:nscalett@kpb.us);  
[mboehmler@kpb.us](mailto:mboehmler@kpb.us); [rraidmae@kpb.us](mailto:rraidmae@kpb.us); [slopez@kpb.us](mailto:slopez@kpb.us); [bcarter@kpb.us](mailto:bcarter@kpb.us)

<b>License Type:</b>	Brewery Manufacturer	<b>License Number:</b>	6187
<b>Licensee:</b>	Rachel Gilliland		
<b>Doing Business As:</b>	MuddyBrews Too		
<b>Premises Address</b>	66720 Oil Well Road, Ninilchik, AK 99639		

**New Application**

**Transfer of Ownership Application**

**Transfer of Location Application**

**Transfer of Controlling Interest Application**

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant’s proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Joan Wilson, Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)





AMCO  
DEC 26 2023

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
alcohol.licensing@alaska.gov  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

## Form AB-00: New License Application

### Why is this form needed?

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

This form must be completed and submitted to AMCO's Anchorage office, along with all other required forms and documents, before any license application will be considered complete.

### Section 1 - Establishment and Contact Information

Enter information for the business seeking to be licensed.

Licensee:	Rachel Gilliland			6187	
License Type:	Brewery	Statutory Reference:	AS 04.11.130		
Doing Business As:	MuddyBrews Too				
Premises Address:	66720 Oil Well Road				
City:	Ninilchik	State:	AK	ZIP:	99639
Local Governing Body:	Kenai Peninsula Borough				
Community Council:	Kenai Peninsula Borough				

Mailing Address:	PO Box 39743				
City:	Ninilchik	State:	AK	ZIP:	99639

Designated Licensee:	Rachel Gilliland				
Contact Phone:	406-370-0431	Business Phone:	406-370-0431		
Contact Email:	hoshek@hotmail.com				

Seasonal License?    Yes     No     If "Yes", write your six-month operating period: \_\_\_\_\_

OFFICE USE ONLY					
Complete Date:		License Years:		License #:	6187
Board Meeting Date:		Transaction #:	100741529		
Issue Date:		Examiner:			



AMCO  
DEC 26 2023

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

## Alaska Alcoholic Beverage Control Board Form AB-00: New License Application

### Section 2 – Premises Information

Premises to be licensed is:

- an existing facility       a new building       a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

0.3 miles 1584 feet

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

236 feet

### Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant       affiliate

Name:	Rachel Gilliland				
Address:	PO Box 39743				
City:	Nimilchik	State:	AK	ZIP:	99639

This individual is an:  applicant       affiliate

Name:	N/A				
Address:					
City:		State:		ZIP:	



AMCO  
 DEC 26 2023

Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

**Section 4 – Entity Ownership Information**

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	N/A			
Title(s):	Phone:	% Owned:		
Address:				
City:	State:	ZIP:		

Entity Official:				
Title(s):	Phone:	% Owned:		
Address:				
City:	State:	ZIP:		

Entity Official:				
Title(s):	Phone:	% Owned:		
Address:				
City:	State:	ZIP:		

Entity Official:				
Title(s):	Phone:	% Owned:		
Address:				
City:	State:	ZIP:		



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

AMCO  
 DEC 26 2023

Alaska Alcoholic Beverage Control Board

## Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:		AK Formed Date:		Home State:	
Registered Agent:			Agent's Phone:		
Agent's Mailing Address:					
City:		State:		ZIP:	

Residency of Agent: Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

### Section 5 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses: Yes No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

### Section 6 – Authorization

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:



AMCO  
DEC 26 2023

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

## Alaska Alcoholic Beverage Control Board Form AB-00: New License Application

### Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.



I certify that all proposed licensees have been listed with the Division of Corporations.



I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.



I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.



I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.



I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.



Signature of licensee

Signature of Notary Public

Rachel Gilliland  
Printed name of licensee

Notary Public in and for the State of Alaska

NOTARY PUBLIC  
Tandra K. Wallace  
STATE OF ALASKA

My commission expires: 04/13/2025

My Commission Expires 04/13/2025. Subscribed and sworn to before me this 30<sup>th</sup> day of November, 2023.



AMCO  
DEC 26 2022

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

## Alaska Alcoholic Beverage Control Board Form AB-02: Premises Diagram

### Why is this form needed?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

**The second page of this form may not be required.** Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

**This form must be completed and submitted to AMCO's Anchorage office before any license application will be considered complete.**

Yes      No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

### Section 1 - Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Rachel Gilliland	License Number:	
License Type:	Brewery		
Doing Business As:	MuddyBrews Too		
Premises Address:	66720 Oil Well Rd		
City:	Niitchee	State:	AK
		ZIP:	99639



Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
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Phone: 907.269.0350

AMCO  
DEC 26 2022

Alaska Alcoholic Beverage Control Board

## Form AB-02: Premises Diagram

### Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.



# Map title goes here.



### Legend

- Mileposts
- City Limits
- Highways
- Major Roads
- Roads
  - Town Medium Volume
  - Town Low/Seasonal; Other
  - Proposed

### Parcels

### Image

- Red: Red
- Green: Green
- Blue: Blue

proposed  
Building site  
Premises  
90' x 80'



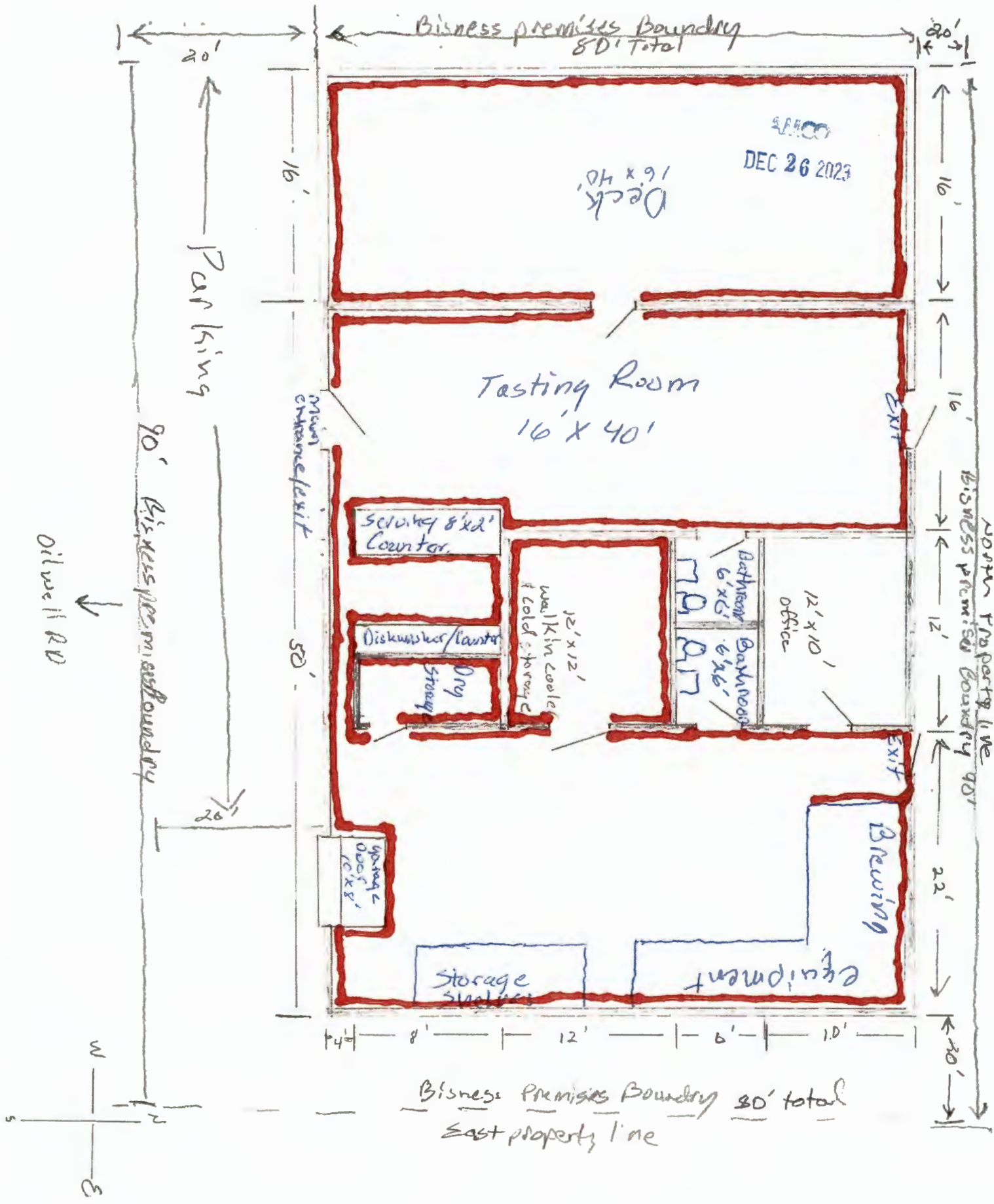
### Notes

Enter map notes here.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. Do not use for navigation

DATE PRINTED: 12/20/2023





## Liquor License Review

**OK**

**Accts Ck'd by:** Miranda Boehmler  
**Date:** September 10, 2024

**Municipality:** **Borough**  
**License Years/#:** 2024-25 #6187 & 6223  
**Date Rec'd:** September 5, 2024  
**Council/Assbly Meeting:** October 22, 2024

**Transfer** \_\_\_ **Continuance** \_\_\_  
**New App**  X  **Relocate** \_\_\_  
**Corporation** \_\_\_ **Partnership** \_\_\_

**Date Due:** November 4, 2024  
**Date back to Clerk:** October 10, 2024  
**Registration Type:** Individual \_\_\_

**Business Name:** MuddyBrews  
[hoshek@hotmail.com](mailto:hoshek@hotmail.com)  
**Applicant Name:** Rachel Gilliland

**Entity #**  
**Bus Lic #** 2143146/2203654  
**Members** Rachel Gilliland  
 406.370.0431

**Location Address:** 66720 Oil Well Rd, Ninilchik 99639  
**Mailing Address:** PO Box 39743, Ninilchik 99639

Phone: 406.370.0431

### Sales Tax Accounts

#/Own Code	Business Name/Owner Name	Filed Thru:	MF's	BD
212886	MuddyBrews Too Opened: 09/01/2024 Closed:	NEW Quarterly	-	\$ -
Opened: Closed:				

Account #	Real Property Account Name	BD	Last Yr Pd Thru
15710041	<b>Premise:</b> Jason Helton	\$ -	2024
15710041	Rachel Gilliland and Jason Helton	\$ -	2023
15961004	Brian & Tiffany McCorison	\$ -	2023
		\$ -	

Account #	Personal Property Account Name	BD	Last Yr Pd Thru
		\$ -	

Kenai Peninsula Borough  
Planning Department

---

**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Robert Ruffner, Planning Director *RR*  
Samantha Lopez, River Center Manager *SL*

**FROM:** Ryan Raidmae, Planner *RCR*

**DATE:** September 26, 2024

**RE:** Application for New Liquor License; **Application:** MuddyBrews Too;  
**Landowner of New Premises:** Rachel Gilliland, Jason Helton; **License #:**  
6187; **Parcel #:** 157-100-41; **Property Description:** T 1S R 14W SEC 34  
SEWARD MERIDIAN HM S1/2 SW1/4 SW1/4 SE1/4 SW1/4 EXCEPT THAT  
PORTION OF KINGSLEY LOOP EXC; **Location:** 66720 Oil Well Road,  
Niniichik, Alaska 99639.

---

As requested, the Planning Department has reviewed the above application for a new liquor license, that will be operated from 66720 Oil Well Road, Niniichik, to determine if there are any churches, schools or playgrounds within 500 feet of the subject parcel according to KPB 7.10.

A radius search identified one (1) church located within 500-feet of KPB Parcel listed above.

The shortest pedestrian route was measured using aerial imagery according to KPB 7.10.020(A)(2)(c) and the shortest pedestrian route was found to be 795 feet. This distance is greater than the required 500 feet and therefore a protest is not recommended to be filed with the State of Alaska Alcohol Control Board.

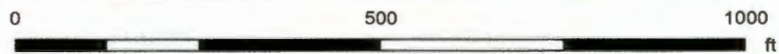
The property complies with all the requirements of KPB 7.10.020(A)(2)(a-e).

Please see the attached Planning Review map for reference.



Legend

- Tax Parcels
- 500-foot Parcel Radius
- Subject Parcel
- Pedestrian Route
- Intersecting Parcels
- Licensed Premises
- Church




Kenai Peninsula Borough  
Assembly

---

**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Kenai Peninsula Borough Assembly Members

**FROM:** Michele Turner, Borough Clerk 

**DATE:** October 15, 2024

**RE:** New Retail Liquor License – MuddyBrews Too – License 6223

---

KPB 7.10.010 provides for a mandatory Assembly review of applications for New Liquor Licenses at locations within the Borough. Accordingly, the attached application for a New Retail Liquor License as filed by Rachel Gilliland dba MuddyBrews Too located in the Kenai Peninsula Borough, Alaska, is being submitted to you for review and action.

The Borough Finance Department has reviewed the application and has no objection to the New Liquor License based on unpaid taxes. The Planning Department has reviewed the application for proximity to churches and/or schools and has no objection to the new license based on location.

---

**RECOMMENDATION:** That the Assembly approve the issuance of a non-objection letter to the Alcohol Beverage Control Board the regarding new retail liquor license requested by Rachel Gilliland dba MuddyBrews Too.

cc: hoshek@hotmail.com



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

September 5, 2024

Kenai Peninsula Borough

VIA Email: [micheleturner@kpb.us](mailto:micheleturner@kpb.us); [jkasper@kpb.us](mailto:jkasper@kpb.us); [sessert@kpb.us](mailto:sessert@kpb.us); [mjenkins@kpb.us](mailto:mjenkins@kpb.us); [nscalett@kpb.us](mailto:nscalett@kpb.us);  
[mboehmler@kpb.us](mailto:mboehmler@kpb.us); [rmaidmae@kpb.us](mailto:rmaidmae@kpb.us); [slopez@kpb.us](mailto:slopez@kpb.us); [bcarter@kpb.us](mailto:bcarter@kpb.us)

<b>License Type:</b>	Brewery Retail	<b>License Number:</b>	6223
<b>Licensee:</b>	Rachel Gilliland		
<b>Doing Business As:</b>	MuddyBrews Too		
<b>Premises Address</b>	66720 Oil Well Road, Ninilchik, AK 99639		

**New Application**

**Transfer of Ownership Application**

**Transfer of Location Application**

**Transfer of Controlling Interest Application**

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant’s proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Joan Wilson, Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



AMCO  
DEC 26 2023

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
alcohol.licensing@alaska.gov  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

**Why is this form needed?**

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review Title 04 of Alaska Statutes and Chapter 304 of the Alaska Administrative Code. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

This form must be completed and submitted to AMCO's Anchorage office, along with all other required forms and documents, before any license application will be considered complete.

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to be licensed.

Licensee:	Rachel Gilliland			6187	
License Type:	Brewery Retail	Statutory Reference:	AS04.09.320		
Doing Business As:	MuddyBrews Too				
Premises Address:	66720 Oil Well Road				
City:	Ninilchik	State:	AK	ZIP:	99639
Local Governing Body:	Kenai Peninsula Borough				
Community Council:	Kenai Peninsula Borough				

Mailing Address:	PO Box 39743				
City:	Ninilchik	State:	AK	ZIP:	99639

Designated Licensee:	Rachel Gilliland				
Contact Phone:	406-370-0431	Business Phone:	406-370-0431		
Contact Email:	hoshek@hotmail.com				

Seasonal License?  Yes  No If "Yes", write your six-month operating period: \_\_\_\_\_

OFFICE USE ONLY					
Complete Date:		License Years:		License #:	6187
Board Meeting Date:		Transaction #:	100741529		
Issue Date:		Examiner:			



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

AAICO  
 DEC 26 2023

Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

**Section 2 - Premises Information**

Premises to be licensed is:

- an existing facility     a new building     a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

0.3 miles 1584 feet

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

236 feet

**Section 3 - Sole Proprietor Ownership Information**

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant     affiliate

Name:	Rachel Gilliland			
Address:	PO Box 39743			
City:	Niitlichik	State:	AK	ZIP: 99639

This individual is an:  applicant     affiliate

Name:	N/A			
Address:				
City:		State:		ZIP:





AMCO  
DEC 26 2023

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
alcohol.licensing@alaska.gov  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

**Section 4 – Entity Ownership Information**

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	N/A				
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
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Address:					
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Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
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<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

AMCO  
 DEC 26 2023

Alaska Alcoholic Beverage Control Board

## Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:		AK Formed Date:		Home State:	
Registered Agent:				Agent's Phone:	
Agent's Mailing Address:					
City:		State:		ZIP:	

Residency of Agent: Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

### Section 5 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses: Yes No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

### Section 6 – Authorization

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:



AMCO  
DEC 26 2023

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

## Alaska Alcoholic Beverage Control Board Form AB-00: New License Application

### Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

W

I certify that all proposed licensees have been listed with the Division of Corporations.

W

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

W

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

W

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

W

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

W

Rachel Gilliland  
Signature of licensee

Rachel Gilliland  
Printed name of licensee

NOTARY PUBLIC  
Tandra K. Wallace  
STATE OF ALASKA

My Commission Expires 04/13/2025

Tandra K. Wallace  
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 04/13/2025

Subscribed and sworn to before me this 30<sup>th</sup> day of November, 2023.



AMCO  
DEC 26 2022

Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
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Phone: 907.269.0350

## Alaska Alcoholic Beverage Control Board Form AB-02: Premises Diagram

### Why is this form needed?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form may not be required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's Anchorage office before any license application will be considered complete.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

### Section 1 - Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Rachet Gilliland	License Number:	
License Type:	Brewery		
Doing Business As:	MuddyBrews Too		
Premises Address:	66720 Oil Well Rd		
City:	Niitchee	State:	AK
		ZIP:	99639



Alcohol and Marijuana Control Office  
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<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

AMCO  
DEC 26 2023

Alaska Alcoholic Beverage Control Board

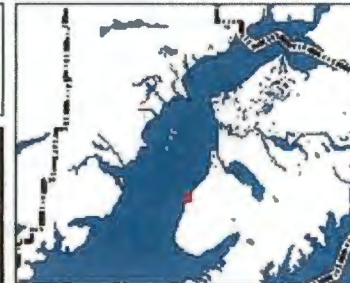
## Form AB-02: Premises Diagram

### Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.



Map title goes here.



Legend

- Mileposts
- City Limits
- Highways
- Major Roads
- Roads
  - Town Medium Volume
  - Town Low/Seasonal; Other
  - Proposed
- Parcels
- Image
  - Red: Red
  - Green: Green
  - Blue: Blue

 proposed Building site  
Premises  
90' x 80'

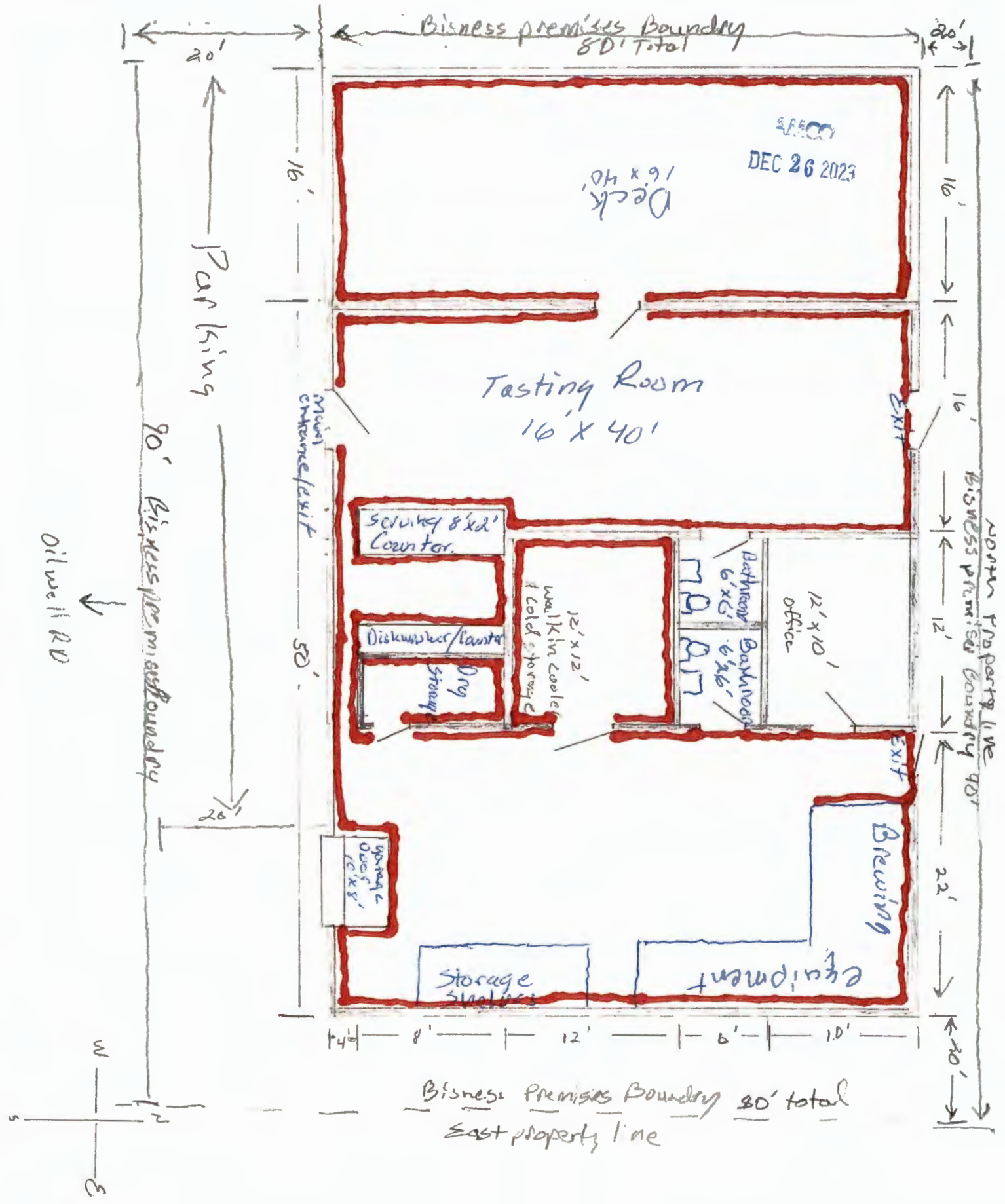


Notes

Enter map notes here.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. Do not use for navigation

DATE PRINTED: 12/20/2023



## Liquor License Review

**OK**

**Accts Ck'd by:** Miranda Boehmler  
**Date:** September 10, 2024

**Municipality:** **Borough**  
**License Years/#:** 2024-25 #6187 & 6223  
**Date Rec'd:** September 5, 2024  
**Council/Assbly Meeting:** October 22, 2024

**Transfer** \_\_\_ **Continuance** \_\_\_  
**New App**  X  **Relocate** \_\_\_  
**Registration Type:** Individual \_\_\_ **Corporation** \_\_\_ **Partnership** \_\_\_

**Date Due:** November 4, 2024  
**Date back to Clerk:** October 10, 2024

**Business Name:** MuddyBrews  
[hoshek@hotmail.com](mailto:hoshek@hotmail.com)  
**Applicant Name:** Rachel Gilliland

**Entity #**  
**Bus Lic #** 2143146/2203654  
**Members** Rachel Gilliland  
 406.370.0431

**Location Address:** 66720 Oil Well Rd, Ninilchik 99639  
**Mailing Address:** PO Box 39743, Ninilchik 99639

Phone: 406.370.0431

**Sales Tax Accounts**

#/Own Code	Business Name/Owner Name	Filed Thru:	MF's	BD
212886	MuddyBrews Too Opened: 09/01/2024 Closed:	NEW Quarterly	-	\$ -
Opened: Closed:				

Account #	Real Property Account Name	BD	Last Yr Pd Thru
15710041	Premise: Jason Helton	\$ -	2024
15710041	Rachel Gilliland and Jason Helton	\$ -	2023
15961004	Brian & Tiffany McCorison	\$ -	2023
		\$ -	

Account #	Personal Property Account Name	BD	Last Yr Pd Thru
		\$ -	





Kenai Peninsula Borough  
Planning Department

---

**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Robert Ruffner, Planning Director   
Samantha Lopez, River Center Manager 

**FROM:** Ryan Raidmae, Planner RCR

**DATE:** September 27, 2024

**RE:** Application for New Liquor License; **Application:** MuddyBrews Too;  
**Landowner of New Premises:** Rachel Gilliland, Jason Helton; **License #:**  
6223; **Parcel #:** 157-100-41; **Property Description:** T 1S R 14W SEC 34  
SEWARD MERIDIAN HM S1/2 SW1/4 SW1/4 SE1/4 SW1/4 EXCEPT THAT  
PORTION OF KINGSLEY LOOP EXC; **Location:** 66720 Oil Well Road,  
Ninilchik, Alaska 99639.

---

As requested, the Planning Department has reviewed the above application for a new liquor license, that will be operated from 66720 Oil Well Road, Ninilchik, to determine if there are any churches, schools or playgrounds within 500 feet of the subject parcel according to KPB 7.10.

A radius search identified one (1) church located within 500-feet of KPB Parcel listed above.

The shortest pedestrian route was measured using aerial imagery according to KPB 7.10.020(A)(2)(c) and the shortest pedestrian route was found to be 795 feet. This distance is greater than the required 500 feet and therefore a protest is not recommended to be filed with the State of Alaska Alcohol Control Board.

The property complies with all the requirements of KPB 7.10.020(A)(2)(a-e).

Please see the attached Planning Review map for reference.



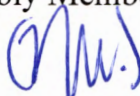
The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.

Kenai Peninsula Borough  
Assembly

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**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Kenai Peninsula Borough Assembly Members

**FROM:** Michele Turner, Borough Clerk 

**DATE:** October 15, 2024

**RE:** New Winery Manufacturing Liquor License – Swamp Donkey Beverage Company – License 6172

---

KPB 7.10.010 provides for a mandatory Assembly review of applications for New Liquor Licenses at locations within the Borough. Accordingly, the attached application for a New Winery Manufacturing Liquor License as filed by The Rustic Peony, LLC dba Swamp Donkey Beverage Company located in the Kenai Peninsula Borough, Alaska, is being submitted to you for review and action.

The Borough Finance Department has reviewed the application and has no objection to the New Liquor License based on unpaid taxes. The Planning Department has reviewed the application for proximity to churches and/or schools and has no objection to the new license based on location.

---

**RECOMMENDATION:** That the Assembly approve the issuance of a non-objection letter to the Alcohol Beverage Control Board the regarding the new winery manufacturing liquor license requested by The Rustic Peony, LLC dba Swamp Donkey Beverage Company.

cc: mccorisonstiffany@gmail.com



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

September 3, 2024

Kenai Peninsula Borough

VIA Email: [micheleturner@kpb.us](mailto:micheleturner@kpb.us); [jkasper@kpb.us](mailto:jkasper@kpb.us); [sessert@kpb.us](mailto:sessert@kpb.us); [mjenkins@kpb.us](mailto:mjenkins@kpb.us); [nscalett@kpb.us](mailto:nscalett@kpb.us);  
[mboehmler@kpb.us](mailto:mboehmler@kpb.us); [rraidmae@kpb.us](mailto:rraidmae@kpb.us); [slopez@kpb.us](mailto:slopez@kpb.us); [bcarter@kpb.us](mailto:bcarter@kpb.us)

<b>License Type:</b>	Winery Manufacturer	<b>License Number:</b>	6172
<b>Licensee:</b>	The Rustic Peony, LLC		
<b>Doing Business As:</b>	Swamp Donkey Beverage Company		
<b>Premises Address</b>	15705 Brody Rd, Ninilchik, AK, 99639		

**New Application**

**Transfer of Ownership Application**

**Transfer of Location Application**

**Transfer of Controlling Interest Application**

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant’s proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Joan Wilson, Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

**Alaska Alcoholic Beverage Control Board**  
**Form AB-00: New License Application**

**Why is this form needed?**

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

**This form must be completed and submitted to AMCO's Anchorage office, along with all other required forms and documents, before any license application will be considered complete.**

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to be licensed.

<b>Licensee:</b>	The Rustic Peony, LLC		
<b>License Type:</b>	Winery	<b>Statutory Reference:</b>	04.11.140
<b>Doing Business As:</b>	Swamp Donkey Beverage Company		
<b>Premises Address:</b>	15705 Brody Rd		
<b>City:</b>	Ninilchik	<b>State:</b>	AK <b>ZIP:</b> 99639
<b>Local Governing Body:</b>	Kenai Peninsula Borough		
<b>Community Council:</b>			

<b>Mailing Address:</b>	PO Box 39641		
<b>City:</b>	Ninilchik	<b>State:</b>	AK <b>ZIP:</b> 99639

<b>Designated Licensee:</b>	Tiffany McCorison		
<b>Contact Phone:</b>	907-360-3898	<b>Business Phone:</b>	907-267-9473
<b>Contact Email:</b>	mccorison Tiffany@gmail.com		

Seasonal License?    Yes     No     If "Yes", write your six-month operating period: \_\_\_\_\_

OFFICE USE ONLY			
<b>Complete Date:</b>		<b>License Years:</b>	<b>License #:</b>
<b>Board Meeting Date:</b>		<b>Transaction #:</b>	
<b>Issue Date:</b>		<b>Examiner:</b>	



Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

**Section 2 – Premises Information**

Premises to be licensed is:

- an existing facility       a new building       a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

4 Miles

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

3.5 Miles

**Section 3 – Sole Proprietor Ownership Information**

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant       affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an:  applicant       affiliate

Name:					
Address:					
City:		State:		ZIP:	



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Form AB-00: New License Application**

**Section 4 – Entity Ownership Information**

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	Tiffany McCorison			
Title(s):	Member	Phone:	907-360-3898	% Owned: 100
Address:	PO Box 39641			
City:	Ninilchik	State:	AK	ZIP: 99639

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:



Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	10028744	AK Formed Date:	4/13/15	Home State:	AK
Registered Agent:	Tiffany McCorison		Agent's Phone:	907-360-3898	
Agent's Mailing Address:	PO Box 39641				
City:	Ninilchik	State:	AK	ZIP:	99639

Residency of Agent: Yes  No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

**Section 5 - Other Licenses**

Ownership and financial interest in other alcoholic beverage businesses: Yes  No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

**Section 6 - Authorization**

Communication with AMCO staff: Yes  No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Brian McCorison, Husband of Owner





Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

**Section 7 – Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

*TM*

I certify that all proposed licensees have been listed with the Division of Corporations.

*TM*

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

*TM*

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

*TM*

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

*TM*

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

*TM*

*Tiffany Malcolmson*  
 Signature of licensee

*Tiffany Malcolmson*  
 Printed name of licensee

*Tandra K Wallace*  
 Signature of Notary Public

NOTARY PUBLIC  
 Tandra K. Wallace  
 STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 04/13/2025

My Commission Expires 04/13/2025

Subscribed and sworn to before me this 5<sup>th</sup> day of December, 2023.



Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

## Alaska Alcoholic Beverage Control Board Form AB-02: Premises Diagram

### Why is this form needed?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The **second page** of this form may not be required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's Anchorage office before any license application will be considered complete.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

### Section 1 - Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	The Rustic Peony, LLC	License Number:	
License Type:	04.11.140 Winery		
Doing Business As:	Swamp Donkey Beverage Company		
Premises Address:	15705 Brody Rd		
City:	Ninilchik	State:	AK
		ZIP:	99639



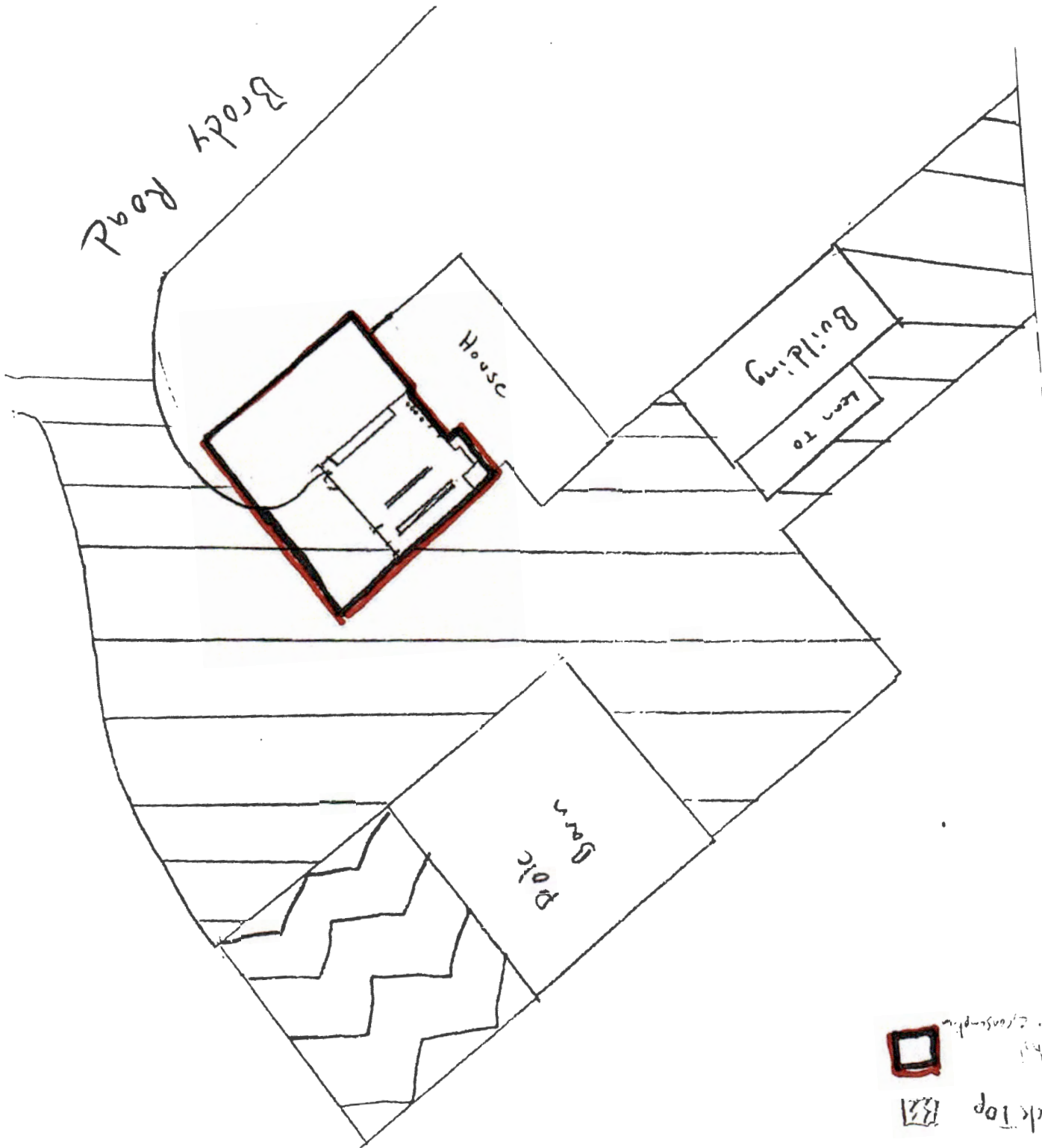
Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350






Alaska Alcoholic Beverage Control Board  
**Form AB-02: Premises Diagram**

**Section 2 - Detailed Premises Diagram**

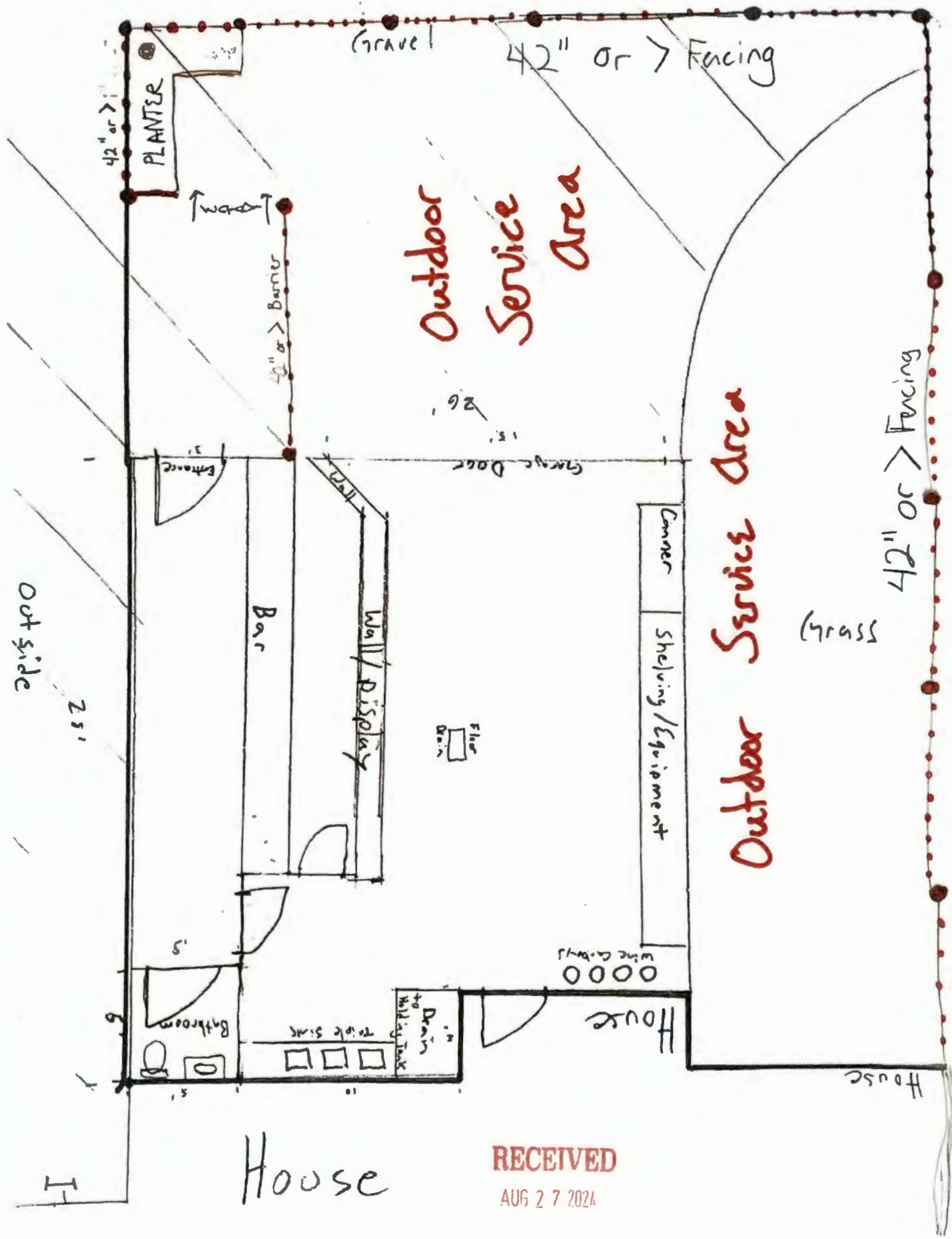
Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.

See Attached



-  Above  
Stair / consumption
-  Black Top
-  Grass
-  (Tire) VA
-  R.C.P.

AMCO Received 12/5/23



House

RECEIVED  
AUG 27 2024

# Swamp Donkey Beverage Company, LLC

## Outdoor/Indoor Serving Security Plan

1. All minors must be accompanied by an adult (age over 21) while in the restricted area when any alcohol is being served/sold/consumed.
2. All new patrons are carded upon ordering alcohol.
3. All staff are trained in the identification of fake IDs.
4. Railing/Fencing/Rope or physical barrier will be at minimum 42" in height around the outdoor servicing area.
5. Underaged persons will be monitored closely by our professionally trained alcohol servers.
6. Proper egress from the outdoor service area will always remain unobstructed.
7. ABC mandated posters as required by law are posted inside Swamp Donkey Beverage Company.
8. All entrances and exits will provide clear notice that **NO ALCOHOL IS ALLOWED BEYOND THE OUTDOOR SEATING AREA.**
9. Keeping outdoor seating area viable without any increased risk to minors exposed to alcohol **WILL** continue to be a part of our training for our staff.
10. All safety related operations for our current liquor service will additionally be enforced in the new service area.
11. Proper signage at points of entry indicating no minors without a parent or legal guardian will be posted.
12. All servers will closely monitor that only the guests that have been carded will have alcoholic beverages.
13. Our top priority continues in providing safety for all guests regarding the service of alcoholic beverages.
14. Servers will be monitoring the outdoor area physically, periodically and otherwise through a security camera in place, to monitor consumption.

RECEIVED

AUG 27 2024

## Liquor License Review

**OK**

**Accts Ck'd by:** Miranda Boehmler  
**Date:** September 10, 2024

**Municipality:** **Borough**  
**License Years/#:** 2024-25 #6172 & 6173  
**Date Rec'd:** September 3, 2024  
**Council/Assbly Meeting:** October 22, 2024

**Transfer** \_\_\_ **Continuance** \_\_\_  
**New App**  X  **Relocate** \_\_\_  
**Corporation** \_\_\_ **Partnership** \_\_\_

**Date Due:** November 2, 2024  
**Date back to Clerk:** October 10, 2024  
**Registration Type:** Individual \_\_\_

**Business Name:** Swamp Donkey  
[MCCORISONTIFFANY@GMAIL.COM](mailto:MCCORISONTIFFANY@GMAIL.COM)  
**Applicant Name:** The Rustic Peony LLC

**Entity #** 10028744  
**Bus Lic #**  
**Members** Tiffany McCorison  
 907-360-3898

**Location Address:** 15705 Brody Rd, Ninilchik, AK 99639  
**Mailing Address:** PO Box 39641, Ninilichik, AK 99639

Phone: 907-398-2931

**Sales Tax Accounts**

#/Own Code	Business Name/Owner Name	Filed Thru:	MF's	BD
212890	Swamp Donkey Opened: Closed:	NEW Quarterly	-	\$ -
206202	The Rustic Peony Opened:06/01/2018 Closed:	Dec-23 Annual		\$ -
210405	Anchored Alaska Rental Company Opened:12/17/2022 Closed:	Jun-24 Quarterly	-	\$ -
Opened: Closed:				

Account #	Real Property Account Name	BD	Last Yr Pd Thru
15713031	Premise: Brian & Tiffany McCorison	\$ -	2023
15713003	Brian & Tiffany McCorison	\$ -	2023
15713014	Brian & Tiffany McCorison	\$ -	2023
15713032	Brian & Tiffany McCorison	\$ -	2023
15713039	Brian & Tiffany McCorison	\$ -	2023
15713042	Brian & Tiffany McCorison	\$ -	2023
17716102	Brian & Tiffany McCorison	\$ -	2023
17726002	Brian & Tiffany McCorison	\$ -	2023
		\$ -	

Account #	Personal Property Account Name	BD	Last Yr Pd Thru
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\$ -



Kenai Peninsula Borough  
Planning Department

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**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Robert Ruffner, Planning Director *RR*  
Samantha Lopez, River Center Manager *SL*

**FROM:** Ryan Raidmae, Planner *RGR*

**DATE:** September 26, 2024

**RE:** Application for New Liquor License; **Application:** Swamp Donkey Beverage Company; **Landowner of New Premises:** Brian McCorison; **License #:** 6172; **Parcel #:** 157-130-31; **Property Description:** T 1S R 13W SEC 31 SEWARD MERIDIAN HM 0990052 KINROD 1999 ADDN TRACT C; **Location:** 15705 BRODY RD, Ninilchik, Alaska.

---

As requested, the Planning Department has reviewed the above application for a new liquor license that will be operated from 15705 Brody RD, Ninilchik, Alaska, to determine if there are any churches, schools or playgrounds within 500 feet of the subject parcel according to KPB 7.10.

A radius search identified no churches, schools or playgrounds within 500-feet of KPB parcel listed above

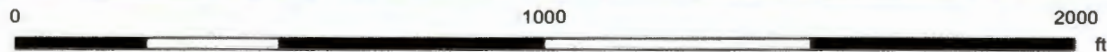
The property complies with all the requirements of KPB 7.10.020(A)(2)(a-e).

Please see the attached Planning Review map for reference.



Legend

- Tax Parcels
- 500-foot Parcel Radius
- Subject Parcel
- Intersecting Parcels
- Licensed Premises

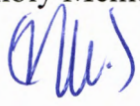


Kenai Peninsula Borough  
Assembly

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**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Kenai Peninsula Borough Assembly Members

**FROM:** Michele Turner, Borough Clerk 

**DATE:** October 15, 2024

**RE:** New Winery Retail Liquor License – Swamp Donkey Beverage Company – License 6173

---

KPB 7.10.010 provides for a mandatory Assembly review of applications for New Liquor Licenses at locations within the Borough. Accordingly, the attached application for a New Winery Retailing Liquor License as filed by The Rustic Peony, LLC dba Swamp Donkey Beverage Company located in the Kenai Peninsula Borough, Alaska, is being submitted to you for review and action.

The Borough Finance Department has reviewed the application and has no objection to the New Liquor License based on unpaid taxes. The Planning Department has reviewed the application for proximity to churches and/or schools and has no objection to the new license based on location.

---

**RECOMMENDATION:** That the Assembly approve the issuance of a non-objection letter to the Alcohol Beverage Control Board the regarding the new winery retailing liquor license requested by The Rustic Peony, LLC dba Swamp Donkey Beverage Company.

cc: mccorisonstiffany@gmail.com





Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Form AB-00: New License Application**

**Why is this form needed?**

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

This form must be completed and submitted to AMCO's Anchorage office, along with all other required forms and documents, before any license application will be considered complete.

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to be licensed.

Licensee:	The Rustic Peony, LLC		
License Type:	Winery Retail	Statutory Reference:	04.09.330
Doing Business As:	Swamp Donkey Beverage Company		
Premises Address:	15705 Brody Rd		
City:	Ninilchik	State:	AK ZIP: 99639
Local Governing Body:	Kenai Peninsula Borough		
Community Council:			

Mailing Address:	PO Box 39641		
City:	Ninilchik	State:	AK ZIP: 99639

Designated Licensee:	Tiffany McCorison		
Contact Phone:	907-360-3898	Business Phone:	907-267-9473
Contact Email:	mccorison Tiffany@gmail.com		

Seasonal License?  Yes  No If "Yes", write your six-month operating period: \_\_\_\_\_

OFFICE USE ONLY			
Complete Date:	License Years:	License #:	
Board Meeting Date:	Transaction #:		
Issue Date:	Examiner:		

AMCO Received 12/5/23



Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

**Section 2 – Premises Information**

Premises to be licensed is:

- an existing facility     a new building     a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

4 Miles

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

3.5 Miles

**Section 3 – Sole Proprietor Ownership Information**

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant     affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an:  applicant     affiliate

Name:					
Address:					
City:		State:		ZIP:	



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

## Form AB-00: New License Application

### Section 4 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a **corporation**, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a **limited liability organization**, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a **partnership**, including a **limited partnership**, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	Tiffany McCorison			
Title(s):	Member	Phone:	907-360-3898	% Owned: 100
Address:	PO Box 39641			
City:	Ninilchik	State:	AK	ZIP: 99639

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:



Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	10028744	AK Formed Date:	4/13/15	Home State:	AK
Registered Agent:	Tiffany McCorison		Agent's Phone:	907-360-3898	
Agent's Mailing Address:	PO Box 39641				
City:	Ninilchik	State:	AK	ZIP:	99639

Residency of Agent: Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

### Section 5 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses: Yes No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

### Section 6 – Authorization

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Brian McCorison, Husband of Owner





Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

**Section 7 – Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

*TM*

I certify that all proposed licensees have been listed with the Division of Corporations.

*TM*

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

*TM*

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

*TM*

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

*TM*

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

*TM*

*Tiffany McCarison*

Signature of licensee

Tiffany McCarison  
 Printed name of licensee

*Tandra K. Wallace*

Signature of Notary Public

NOTARY PUBLIC in and for the State of Alaska

Tandra K. Wallace  
 STATE OF ALASKA

My commission expires: 04/13/2025

My Commission Expires 04/13/2025  
 Subscribed and sworn to before me this 5<sup>th</sup> day of December, 2023



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
**Form AB-02: Premises Diagram**

**Why is this form needed?**

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The **second page** of this form may not be required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

**This form must be completed and submitted to AMCO's Anchorage office before any license application will be considered complete.**

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

**Section 1 - Establishment Information**

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	The Rustic Peony, LLC	License Number:	
License Type:	04.09.330 Winery		
Doing Business As:	Swamp Donkey Beverage Company		
Premises Address:	15705 Brody Rd		
City:	Ninilchik	State:	AK ZIP: 99639



Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board


## Form AB-02: Premises Diagram


### Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.


See Attached

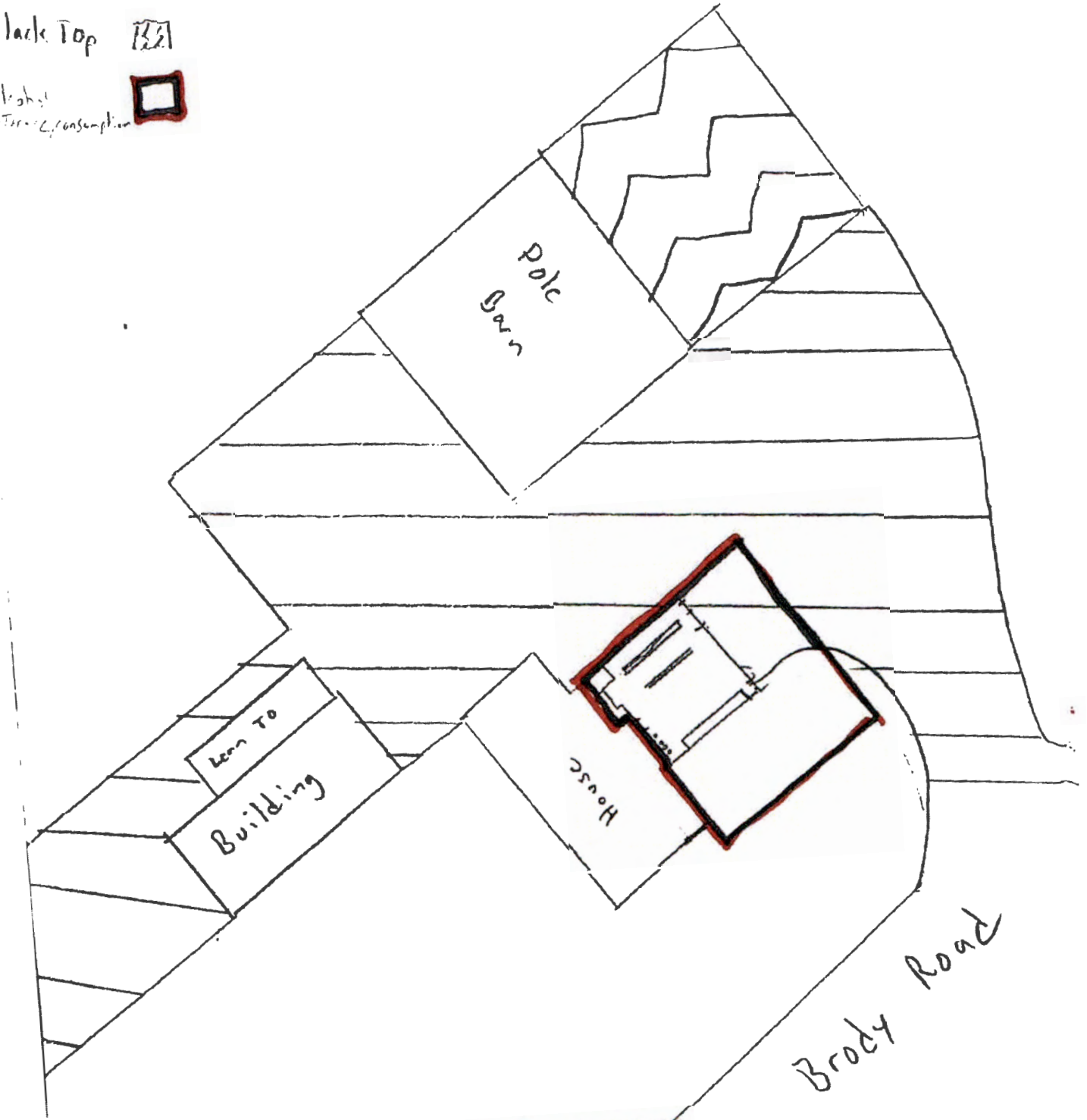
Key

Gravel 

Grass 

Black Top 

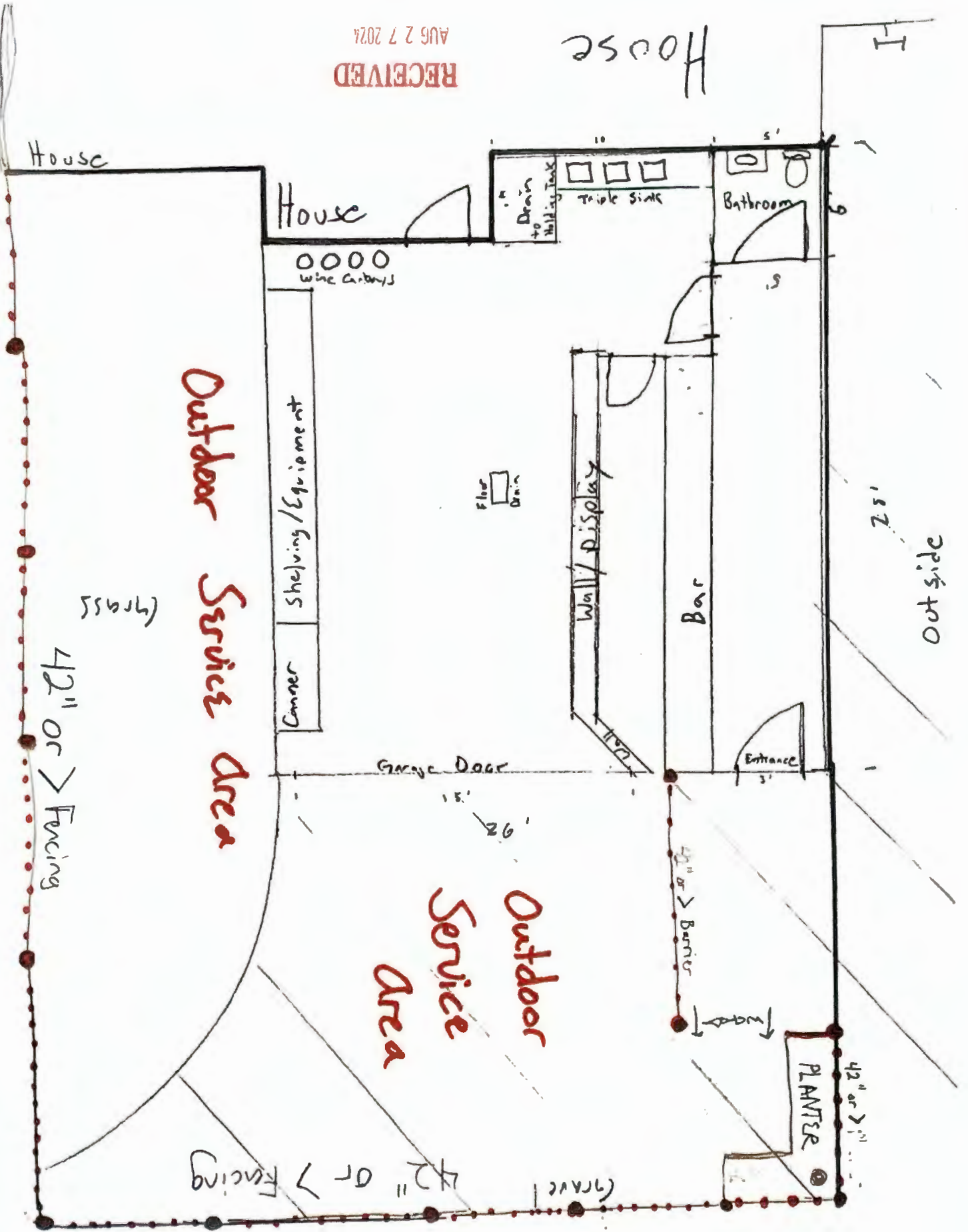
Alcohol  
Storage/Consumption 



AMCO Received 12/5/23

RECEIVED  
AUG 27 2024

House



House

House

0000  
Wine Crib/JS

Outdoor Service Area

Shelving/Equipment  
Canner

Floor  
Drain

Wall Display

Bar

Bathroom

Triple Sink

Drain  
to  
Holding Tank

Garage Door

Entrance

Outside

Outdoor Service Area

PLANTER

42" or > Fencing

(Grass)

42" or > Fencing

(Grass)

# Swamp Donkey Beverage Company, LLC

## Outdoor/Indoor Serving Security Plan

1. All minors must be accompanied by an adult (age over 21) while in the restricted area when any alcohol is being served/sold/consumed.
2. All new patrons are carded upon ordering alcohol.
3. All staff are trained in the identification of fake IDs.
4. Railing/Fencing/Rope or physical barrier will be at minimum 42" in height around the outdoor servicing area.
5. Underaged persons will be monitored closely by our professionally trained alcohol servers.
6. Proper egress from the outdoor service area will always remain unobstructed.
7. ABC mandated posters as required by law are posted inside Swamp Donkey Beverage Company.
8. All entrances and exits will provide clear notice that **NO ALCOHOL IS ALLOWED BEYOND THE OUTDOOR SEATING AREA.**
9. Keeping outdoor seating area viable without any increased risk to minors exposed to alcohol **WILL** continue to be a part of our training for our staff.
10. All safety related operations for our current liquor service will additionally be enforced in the new service area.
11. Proper signage at points of entry indicating no minors without a parent or legal guardian will be posted.
12. All servers will closely monitor that only the guests that have been carded will have alcoholic beverages.
13. Our top priority continues in providing safety for all guests regarding the service of alcoholic beverages.
14. Servers will be monitoring the outdoor area physically, periodically and otherwise through a security camera in place, to monitor consumption.

**RECEIVED**

AUG 27 2024

## Liquor License Review

	<b>OK</b>		<b>Accts CK'd by:</b> Miranda Boehmler <b>Date:</b> September 10, 2024
<b>Municipality:</b>	<b>Borough</b>		
<b>License Years/#:</b>	<b>2024-25 #6172 &amp; 6173</b>		
<b>Date Rec'd:</b>	<b>September 3, 2024</b>		
<b>Council/Assbly Meeting:</b>	<b>October 22, 2024</b>	<b>Transfer</b> ___	<b>Continuance</b> ___
<b>Date Due:</b>	<b>November 2, 2024</b>	<b>New App</b> <u>  X  </u>	<b>Relocate</b> _____
<b>Date back to Clerk:</b>	<b>October 10, 2024</b>	<b>Corporation</b> _____	<b>Partnership</b> _____
	<b>Registration Type:</b> Individual _____		
<b>Business Name:</b>	<b>Swamp Donkey</b>	<b>Entity #</b> 10028744 <b>Bus Lic #</b> <b>Members</b> Tiffany McCorison 907-360-3898	
<b>Applicant Name:</b>	<a href="mailto:MCCORISONTIFFANY@GMAIL.COM">MCCORISONTIFFANY@GMAIL.COM</a> The Rustic Peony LLC		
<b>Location Address:</b>	15705 Brody Rd, Ninilchik, AK 99639		
<b>Mailing Address:</b>	PO Box 39641, Ninilichik, AK 99639	Phone: 907-398-2931	

#/Own Code	Business Name/Owner Name	Filed Thru:	MF's	BD
212890	Swamp Donkey Opened: Closed:	NEW Quarterly	-	\$ -
206202	The Rustic Peony Opened:06/01/2018 Closed:	Dec-23 Annual	-	\$ -
210405	Anchored Alaska Rental Company Opened:12/17/2022 Closed:	Jun-24 Quarterly	-	\$ -
Opened: Closed:				

Account #	Real Property Account Name	BD	Last Yr Pd Thru
15713031	<b>Premise:</b> Brian & Tiffany McCorison	\$ -	2023
15713003	Brian & Tiffany McCorison	\$ -	2023
15713014	Brian & Tiffany McCorison	\$ -	2023
15713032	Brian & Tiffany McCorison	\$ -	2023
15713039	Brian & Tiffany McCorison	\$ -	2023
15713042	Brian & Tiffany McCorison	\$ -	2023
17716102	Brian & Tiffany McCorison	\$ -	2023
17726002	Brian & Tiffany McCorison	\$ -	2023
		\$ -	

Account #	Personal Property Account Name	BD	Last Yr Pd Thru

\$ "



Kenai Peninsula Borough  
Planning Department

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**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Robert Ruffner, Planning Director *RR*  
Samantha Lopez, River Center Manager *SL*

**FROM:** Ryan Raidmae, Planner *RCL*

**DATE:** September 26, 2024

**RE:** Application for New Liquor License; **Application:** Swamp Donkey Beverage Company; **Landowner of New Premises:** Brian McCorison; **License #:** 6173; **Parcel #:** 157-130-31; **Property Description:** T 1S R 13W SEC 31 SEWARD MERIDIAN HM 0990052 KINROD 1999 ADDN TRACT C; **Location:** 15705 BRODY RD, Ninilchik, Alaska.

---

As requested, the Planning Department has reviewed the above application for a new liquor license that will be operated from 15705 Brody RD, Ninilchik, Alaska, to determine if there are any churches, schools or playgrounds within 500 feet of the subject parcel according to KPB 7.10.

A radius search identified no churches, schools or playgrounds within 500-feet of KPB parcel listed above

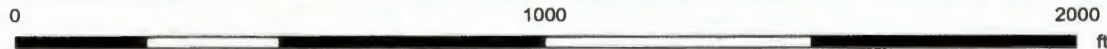
The property complies with all the requirements of KPB 7.10.020(A)(2)(a-e).

Please see the attached Planning Review map for reference.



Legend

- Tax Parcels
- 500-foot Parcel Radius
- Subject Parcel
- Intersecting Parcels
- Licensed Premises



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**MEMORANDUM**

**TO:** Kenai Peninsula Borough Assembly Members  
**THRU:** Brent Johnson, Assembly President  
**FROM:** Michele Turner, Borough Clerk *(MT)*  
**DATE:** October 10, 2024  
**RE:** 2024 Meeting Schedule Amendment

---

Both the Alaska Municipal League and Alaska Association of Municipal Clerks 2024 conferences overlap with the Assembly's scheduled meeting in December. In order for Assembly Members and Clerk's Office to attend this year's conferences, I am requesting the 2024 Assembly Meeting Schedule be amended as follows:

MONTH	1ST MEETING	2ND MEETING	COMMENTS
December	[10]3		<i>AML Annual Conference in Anchorage [1ST]2nd week in December. Only one meeting scheduled for December.</i>

Your consideration is appreciated.

*Brent Johnson*

Introduced by: Mayor  
Date: 10/08/24  
Hearing: 11/12/24  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 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**

**WHEREAS**, the Kenai Peninsula Borough (KPB) is vulnerable to damages from natural and human-caused hazards which pose a threat to public health and safety and could result in property loss and economic hardship; and

**WHEREAS**, the Hazard Mitigation Plan (Plan), recommends actions to protect people and property at risk that may reduce future public and personal costs of disaster response and recovery as well as reinforce decisions in emergency preparedness efforts; and

**WHEREAS**, the 2024 Plan update incorporates the cities of Seldovia and Seward, resulting in a multi-jurisdictional hazard mitigation plan, with the remaining incorporated cities of Homer, Kenai, Kachemak City, and Soldotna, and Tribal entities invited to be included in the 2029 update cycle; and

**WHEREAS**, the Assembly initially adopted the Plan in 2004, subsequently adopting updated Plans in July 2010, June 2014, and December 2019; and

**WHEREAS**, the Federal Emergency Management Agency (FEMA) disaster recovery funding and grant programs require regular updates to the Plan; and

**WHEREAS**, the 2024 Plan has been updated to meet FEMA’s requirements through the work of the KPB Planning and Emergency Management Departments as well as the State of Alaska Division of Homeland Security & Emergency Management; and

**WHEREAS**, the KPB Planning Commission held a public hearing on this ordinance at its September 23, 2024, meeting and recommended approval;

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

**SECTION 1.** That KPB 2.80.010 is hereby amended as follows:

**2.80.010. Adoption of the hazard mitigation plan.**

The document entitled Kenai Peninsula Borough Hazard Mitigation Plan 2024 Update, a multi-jurisdictional plan which includes the cities of Seldovia and Seward, is hereby adopted as the hazard mitigation plan for the Kenai Peninsula Borough. The Mayor is authorized to make administrative changes to the plan provided the Assembly shall be advised of all such changes.

**SECTION 2.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2024.**

\_\_\_\_\_  
Brent Johnson, Assembly President

ATTEST:

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

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Office of Emergency Management

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### MEMORANDUM

**TO:** Brent Johnson, Assembly President  
Members, KPB Assembly

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

**FROM:** Mary Toll, HMP 2024 Update Project Manager *MT*

**DATE:** September 26, 2024

**RE:** Ordinance 2024- 28, Adopting the Updated 2024 Kenai Peninsula Borough Hazard Mitigation Plan, a Multi-Jurisdictional Plan Including the Cities of Seldovia and Seward (Mayor)

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Ordinance 2004-33 enacted a borough-wide All-Hazard Mitigation Plan (Plan). The Plan was subsequently updated in 2010 via Ordinance 2010-26, in 2014 via Ordinance 2014-22, and in 2019 via Ordinance 2019-31.

The current 2024 update revises the Plan to include the cities of Seldovia and Seward. Inclusion of the cities of Homer, Kachemak City, Kenai and Soldotna are not in the current update due to staffing shortages following the Covid-19 pandemic. The remaining cities and participating Tribal entities will be invited to participate in the next update cycle.

The goals and proposed mitigation actions for the Seward Bear Creek Flood Service Area (SBCFSA) are included in this update and the flood service area will no longer prepare a stand-alone Plan. As a service area, the SBCFSA is not included as a jurisdiction in this update, and having an independent Plan is unnecessary and a duplication of efforts as service areas fall under the KPB's Plan.

KPB 2.80.010 is being amended to reflect the updated name of the Plan.

The purpose of this hazard mitigation update planning effort is threefold: (1) as a viable tool for reducing community vulnerability to disaster loss and damage; (2) as a requirement for obtaining certain types of future federal and state hazard mitigation funding; and (3) as a means to begin the process toward a full multijurisdictional plan, providing a more cohesive and coordinated process between the KPB and the cities to mitigate hazards.

The KPB cooperated and coordinated the 2024 update with the Plan section of the Alaska Division of Homeland and Emergency Management ("DHS&EM") and with the local state representative for the Region X FEMA office. This coordination was especially important as the State HMP

Page 2  
September 26, 2024  
Re: O2024- 28

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office implemented a new “Executive Summary” spreadsheet on April 1, 2024, required to be submitted with the Plan for state review. This spreadsheet caused increased and unexpected data research and input in the middle of the process.

The Plan is available for review at the KPB Clerk’s Office and online at the Emergency Management web page with a hyperlink under the 2024 Hazard Mitigation Plan Update:

[KPB Hazard Mitigation Plan Update 2024 \(arcgis.com\)](https://arcgis.com)

The mitigation goals and strategies are provided in that link as an option for minimal review, if desired.

A brief timeline of the update process follows:

RFP issued October 11, 2023  
Bids due November 1, 2023  
Notice to Proceed issued January 25, 2024

APC meetings attended:

- May 8, 2024 Hope/Sunrise
- May 8, 2024 Cooper Landing
- May 8, 2024 Nikiski
- May 15, 2024 Anchor Point
- June 6, 2024 Moose Pass

Community and other meetings attended:

- May 1, 2024 City of Seldovia administration
- May 18, 2024 Funny River Community annual meeting
- May 21, 2024 City of Seward Planning and Zoning Commission
- June 8, 2024 Kenai River Fair
- June 24, 2024 Planning Commission
- July 19, 2024 LEPC

Future Schedule:

- September 23, 2024 Planning Commission (for recommendation to Assembly)
- October 2 and 3 APC (final draft, Assembly memo and ordinance review and recommendation)
- Oct 8 Assembly (ordinance introduction) and Oct 22, 2024 (hearing)

Page 3  
September 26, 2024  
Re: O2024-28

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The draft Plan was made available on August 2, 2024 for the 30-day public and stakeholder review and comment period, ending September 1, 2024. Notice of Plan availability for comment was sent out to stakeholders via direct email and the public was notified on the social media pages for the Office of Emergency Management, and the cities of Seldovia and Seward. The comments received will be incorporated into the Plan and the revised draft Plan will be sent to the DHS&EM for state review early in September. DHS&EM has 30 days to review the draft Plan. The state comments will be incorporated into the Plan and it will be sent to FEMA for their 45-day review period. If FEMA has any additions or revisions, they will be completed and FEMA will issue an 'Approval Pending Adoption', unless the Assembly has already enacted this ordinance, in which case FEMA will approve the Plan. Plan approval is valid for 5 years. The current 2019 Plan expires December 18, 2024.

Your consideration is appreciated.



Introduced by: Mayor  
Date: 9/21/04  
Hearings: 10/12/04 & 10/26/04  
Action: Enacted as Amended  
Vote: 9 Yes, 0 No

**KENAI PENINSULA BOROUGH  
ORDINANCE 2004-33**

**AN ORDINANCE ADOPTING THE 2004 KENAI PENINSULA BOROUGH  
ALL-HAZARD MITIGATION PLAN**

**WHEREAS**, the Kenai Peninsula Borough is threatened by many forms of natural hazards, including floods, earthquakes, fires and severe weather; and

**WHEREAS**, since 1995, the Kenai Peninsula Borough has suffered four major disaster events; and

**WHEREAS**, the disasters were declared by the Borough Mayor, Governor of Alaska, and President of the United States, which enabled the Borough to receive federal disaster relief funding; and

**WHEREAS**, the Borough received notice from the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) and the Federal Emergency Management Agency (FEMA) that an adopted All-Hazard Mitigation Plan is required by November 1, 2004 as a prerequisite of future mitigation funding; and

**WHEREAS**, in 2003, the Kenai Peninsula Borough received two grants from the DHS&EM to develop a multi-jurisdictional All-Hazard Mitigation Plan for the Borough and incorporated cities to use for comprehensive planning; and

**WHEREAS**, the purpose of a pre-disaster mitigation plan is to reduce community vulnerability to disaster losses; and

**WHEREAS**, hazard mitigation has proven to be cost effective across the nation and in the State of Alaska; and

**WHEREAS**, the final draft of the Interagency All Lands/All Hands Action Plan, a 5-year strategic plan proposing wildland fire prevention and protection, hazard fuel reduction, forest ecosystem restoration, and community assistance activities within the Kenai Peninsula Borough, will be incorporated into the All-Hazard Mitigation Plan as the wildfire hazard mitigation section; and

**WHEREAS,** the Kenai Peninsula Borough cooperated with the DHS&EM, Cities of Homer, Kachemak, Kenai, Seward, and Soldotna, and the All Lands/All Hands Interagency Wildfire Mitigation group and undertook a public participation process that included public notices and meetings with advisory planning groups, email, mail, and phone outreach to stakeholders, and establishment of an informational online website, which included a public hazard survey; and

**WHEREAS,** the Planning Commission at its October 11, 2004 meeting recommended approval by unanimous consent; and

**WHEREAS,** the draft plan was reviewed by the public, the stakeholders and the Kenai Peninsula Borough Planning Commission; and

**WHEREAS,** the formation of a steering committee is important to successful implementation of the All-Hazard Mitigation Plan.

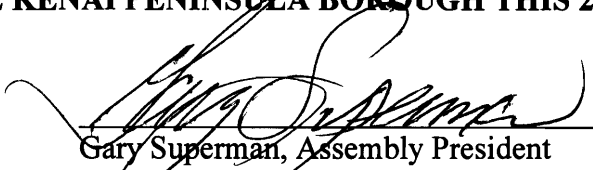
**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That the All-Hazard Mitigation Plan and the Interagency All Lands/All Hands Action Plan are hereby adopted by the Kenai Peninsula Borough Assembly and enacted as Chapter 2.80 Hazard Mitigation. The Mayor is authorized to make administrative changes and advise the Assembly.

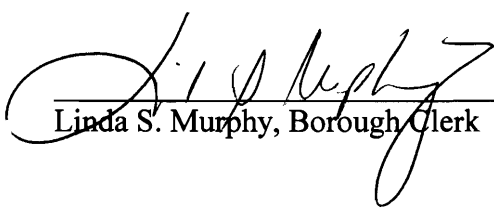
**SECTION 2.** A steering committee will be established to implement the All-Hazard Mitigation Plan. The committee will be composed of the following Department heads or their designees: the Mayor's Office, Planning, Capital Projects, Emergency Management, Risk Management, Road Service Area, Solid Waste, Maintenance, Spruce Bark Beetle, and the Kenai Peninsula School District. The steering committee will be coordinated through the office of the Mayor.

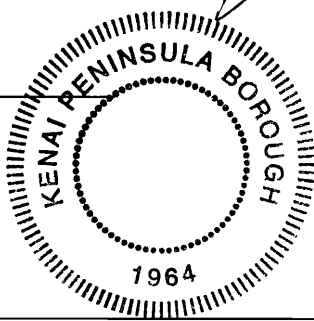
**SECTION 3.** That this ordinance shall take effect immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 26TH DAY OF OCTOBER, 2004.**

  
\_\_\_\_\_  
Gary Superman, Assembly President

ATTEST:

  
\_\_\_\_\_  
Linda S. Murphy, Borough Clerk



Introduced by:	Mayor
Date:	09/17/24
Hearing:	10/08/24
Action:	Postponed to 11/12/24
Vote:	9 Yes, 0 No, 0 Absent
Hearing:	11/12/24
Action:	
Vote:	

**KENAI PENINSULA BOROUGH  
ORDINANCE 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**

- WHEREAS,** the Kenai Peninsula Borough and its joint applicants – the City of Homer, City of Kenai, City of Seldovia, 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 (“Project”); and
- WHEREAS,** the Project is expected to have a total cost of \$1,200,000, with \$960,000 in federal funds obligated, and \$240,000 in match funds obligated by the Borough and the Cities; and
- WHEREAS,** Ordinance 2022-19-50 approved \$59,214 in matching in-kind services provided by the Cities to meet their joint applicant match fund requirement; and
- WHEREAS,** Ordinance 2022-19-50 stated that the City of Soldotna would provide \$12,420 through in-kind services, and the City of Kenai would provide \$21,449 through in-kind services; and
- WHEREAS,** the City of Soldotna instead provided cash payment of \$12,420, which has been placed in a deferred revenue account; and
- WHEREAS,** this ordinance de-obligates, in-full, the in-kind services required per Ordinance 2022-19-50 for the City of Soldotna, and appropriate their cash payment as match funds; and
- WHEREAS,** the City of Kenai has provided cash payment of \$14,740, which has been placed in a deferred revenue account; and

**WHEREAS,** this ordinance de-obligates the equivalent in-kind services required per Ordinance 2022-19-50 for the City of Kenai, and appropriate their cash payment as match funds; and

**WHEREAS,** this ordinance conditionally de-obligates the equivalent in-kind services required by the City of Homer, and appropriate their cash payment as match funds provided that the City’s cash payment is made prior to enactment of this ordinance;

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

**SECTION 1.** That \$12,420 received from the City of Soldotna be appropriated to account 271.94910.23SSR.49999 for the Safe Streets and Roads for All Project.

**SECTION 2.** That the City of Soldotna is fully de-obligated from providing in-kind services to meet match requirements for the Safe Streets and Roads for All Project.

**SECTION 3.** That \$14,740 received from the City of Kenai be appropriated to account 271.94910.23SSR.49999 for the Safe Streets and Roads for All Project.

**SECTION 4.** That the City of Kenai is de-obligated from that equivalent of in-kind services to meet match requirements for the Safe Streets and Roads for All Project.

**SECTION 5.** That \$\_\_\_\_\_ received from the City of Homer be appropriated to account 271.94910.23SSR.49999 for the Safe Streets and Roads for All Project.

**SECTION 6.** That the City of Homer is de-obligated from that equivalent of in-kind services to meet match requirements for the Safe Streets and Roads for All Project..

**SECTION 7.** That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 8.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2024.**

\_\_\_\_\_  
Brent Johnson, Assembly President

ATTEST:

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

Yes:

No:

Absent:

# Kenai Peninsula Borough Grants Administration

## MEMORANDUM

**TO:** Brent Johnson, Assembly President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *BH*  
Elizabeth Hardie, Grants Administrator & Community Liaison *EH*

**FROM:** Robert Ruffner, Planning Director *RR*

**DATE:** September 5, 2024

**RE:** Ordinance 2024-19-11 , 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)

The Safe Streets and Roads for All (US Department of Transportation) grant program and required match was accepted and appropriated under Ordinance 2022-19-50. The purpose of the grant program is to develop and approve a comprehensive safety action plan that can later be used to further opportunities for the actions listed in the plan. The cities of Kenai, Soldotna, Homer, Seward, and Seldovia lent their support to the project and committed to provide matching funds, calculated on their number of road miles and population. All the cities agreed to meet their match portion with allowable in-kind activities, and approved that funding through individual Resolutions.

Since that time, the City of Soldotna has met their entire match obligation of \$12,420 with cash contribution rather than in-kind activities. The City of Kenai has chosen to meet a portion of their match with cash in the amount of \$14,740, rather than in-kind activities. The remainder of their match is being met with in-kind activities. The City of Homer intends to meet a portion of their match with cash in the amount of \$14,510, rather than in-kind activities. The remainder of their match is being met with in-kind activities.

This Ordinance requests de-obligation of in-kind activities from the City of Kenai, the City of Soldotna, and, conditionally, the City of Homer equal to the amount of their cash contribution, and appropriation of those contributions as required match for the Safe Streets and Roads for All Grant Project.

<b>FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED</b>	
<b>Account:</b>	<u>271.22100</u>
<b>Amount:</b>	<u>\$ 12,420</u>
<b>By:</b>	<i>[Signature]</i>
<b>Date:</b>	<u>9/5/2024</u>

Your consideration is appreciated.

Introduced by:	Mayor
Date:	03/14/23
Hearing:	04/04/23
Action:	Enacted as Amended
Vote:	9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
ORDINANCE 2022-19-50**

**AN ORDINANCE ACCEPTING AND APPROPRIATING THE SAFE STREETS AND  
ROADS FOR ALL ASSISTANCE GRANT AND THE REQUIRED MATCH FUNDS  
THROUGH THE U.S. DEPARTMENT OF TRANSPORTATION**

**WHEREAS,** the Safe Streets and Roads for All Assistance Grant program with Federal Assistance Number 20.939 (“the Program”) under the Office of the Secretary of Transportation, U.S. Department of Transportation, was established by the Bipartisan Infrastructure Law to fund local, regional, and tribal initiatives through grants to support the goal of zero deaths and serious injuries on public roadways; and

**WHEREAS,** Resolution 2022-49 authorized and approved the Kenai Peninsula Borough (“Borough”) to submit an application in September, through the Program, for a comprehensive safety plan; and

**WHEREAS,** the Borough was the lead applicant, with the City of Homer, City of Kenai, City of Seldovia, City of Seward, and the City of Soldotna (“the Cities”) as co-applicants; and

**WHEREAS,** the application was selected for award for the full amount; and

**WHEREAS,** development of an action plan will better position the Borough to create safer streets and communities, and to pursue further grant opportunities in future funding cycles to improve the road systems within the Borough and the Cities (“the Project”); and

**WHEREAS,** the duration of the project is expected to take two years, with a total cost of \$1,200,000.00 with a 20% match of \$240,000; and

**WHEREAS,** the following match amounts will be met as a minimum match requirement from each of the grant applicants; and

Kenai Peninsula Borough	\$180,786
Kenai	21,449
Homer	17,110
Soldotna	12,420
Seward	7,500
Seldovia	735
<hr/> Total Match Requirement	<hr/> \$240,000

**WHEREAS,** Resolution 2022-049 also approved the grant match requirements; and

**WHEREAS,** \$180,786 of the required match funds will be appropriated from the General Fund; and

**WHEREAS,** \$59,214 of the required match funds will be provided through in-kind services by the Cities; and

**WHEREAS,** \$59,214 in matching in-kind services provided by the Cities will increase the expenditure and revenue budgets to reflect receipt of these required match funds ; and

**WHEREAS,** it is in the best interests of the Kenai Peninsula Borough to accept and appropriate the Safe Streets for All grant and required match funds;

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

**SECTION 1.** The Mayor or his designee is authorized to execute grant agreements and any other documents deemed necessary to expend the funds and to fulfill the intent and purpose of this ordinance.

**SECTION 2.** The amount of \$1,200,000 received from the Office of the Secretary of Transportation, U.S. Department of Transportation be appropriated to account 271.94910.23SSR.49999 for the Safe Streets and Roads for All grant.

**SECTION 3.** The amount of \$180.786 be appropriated from the General Fund fund balance to account 271.94910.23SSR.49999 as match funds.

**SECTION 4.** The amount of \$59,214 in in-kind match provided by the Cities be appropriated to account 271.21110.23SSR.49999 as match funds.



**SECTION 6.** That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 7.** That this ordinance is effective retroactively to February 21, 2023.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 4TH DAY OF APRIL, 2023.**

  
\_\_\_\_\_  
Brent Johnson, Assembly President

ATTEST:


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




Yes: Chesley, Cox, Derkevorkian, Ecklund, Elam, Hibbert, Ribbens, Tupper, Johnson  
No: None  
Absent: None

**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Members, KPB Assembly

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

**FROM:** Robert Ruffner, Planning Director 

**DATE:** October 7, 2024

**RE:** **LAYDOWN** Request to Postpone Ordinance 2024-19-11, 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)

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Ordinance 2024-19-11 requests de-obligation of in-kind activities from the City of Kenai, the City of Soldotna, and, conditionally, the City of Homer equal to the amount of their cash contribution, and appropriation of those contributions as required match for the Safe Streets and Roads for All Grant Project.

The City of Homer is working through its process to provide cash contribution match funds but that process will not be complete by the Assembly's October 8<sup>th</sup> meeting. Postponement until the Assembly's November 12, 2024, meeting will provide sufficient time for the City of Homer.

Your consideration is appreciated.

2024 Emergency Management Performance Grant (EMPG)  
Jurisdiction Total Allocations

<b>Jurisdiction</b>	<b>Funding</b>
Anchorage, Muni of	\$ 200,000.00
Cordova, City of	\$ 18,000.00
Craig, City of	\$ 20,000.00
Denali Borough	\$ 30,000.00
Fairbanks North Star	\$ 160,000.00
Juneau, City and Bor.	\$ 132,000.00
Kenai Peninsula Bor.	\$ 200,000.00
Ketchikan Gateway Bor.	\$ 20,000.00
Ketchikan, City of	\$ 20,000.00
Kodiak, City of	\$ 20,000.00
Mat-Su Borough	\$ 170,000.00
North Pole, City of	\$ 10,000.00
<b>Total Allocations</b>	<b>\$ 1,000,000.00</b>

Introduced by:	Administration
Date:	July 24, 2024
Action:	Approved
Vote:	Yes-8, No-0 Exc-3, Abst-0

**SOUTH PENINSULA HOSPITAL  
BOARD RESOLUTION  
2024-18**

**A RESOLUTION OF THE SOUTH PENINSULA HOSPITAL BOARD OF DIRECTORS  
APPROVING THE USE OF \$993,661 OF PLANT REPLACEMENT AND EXPANSION  
FUNDS TO FUND THE RELOCATION AND CO-LOCATION OF OBSTETRICS AND  
GYNECOLOGY AND MIDWIFERY CLINICS WITHIN THE MAIN HOSPITAL  
BUILDING**

**WHEREAS**, South Peninsula Hospital’s Obstetrics, Gynecology and Midwifery services are important components of our mission to provide high quality, locally coordinated care; and

**WHEREAS**, South Peninsula Hospital’s Obstetrics, Gynecology and Midwifery Department has outgrown its two existing facilities after adding an additional provider to meet community needs; and

**WHEREAS**, South Peninsula Hospital’s 2023 Master facility plan identified co-location of physician offices on the hospital campus as a strategic priority; and

**WHEREAS**, South Peninsula Hospital currently operates two separate clinic locations which offer Obstetrics/Gynecology and Midwifery/Gynecology, respectively, and co-locating these clinics will allow for greater patient convenience, provider collaboration, and better coordinated patient care and

**WHEREAS**, the Obstetrics, Gynecology and Midwifery Department now employs a total of 6 providers and their support teams, requiring a space with square footage which can only be located within the main hospital building. Consequently, this location will allow our providers to be closer to laboring patients, offering greater convenience and access to emergency services; and

**WHEREAS**, the proposed location for the new SPH Women’s Health Center is currently occupied by South Peninsula Hospital’s Rehabilitation department; and

**WHEREAS**, the estimated cost to remodel this 4,000 square foot space is \$993,661 (approximately \$250 per square foot); and

**WHEREAS**, South Peninsula Hospital currently has \$6,974,644 in unobligated Plant Replacement and Expansion Funds which are held for the express purpose of capital repairs and replacement, and it is the intention of Administration to request that an amount not to exceed \$993,661 of these funds be obligated for the renovation and buildout of an SPH Women’s Health Clinic at 4300 Bartlett Street; and

**WHEREAS**, the South Peninsula Hospital Board Finance Committee reviewed and approved this resolution at their meeting on July 18, 2024.


**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SOUTH PENINSULA HOSPITAL:**

1. That the South Peninsula Hospital Board of Directors approves the obligation and use of Plant Replacement and Expansion Funds in an amount not to exceed \$993,661 for the renovation of space located at 4300 Bartlett Street for the creation of an SPH Women’s Health Clinic.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF SOUTH PENINSULA AT ITS MEETING HELD ON THIS 24th DAY OF JULY, 2024.**

ATTEST:

DocuSigned by:  
  
CC3FBAE68D8C4FA...  
Mary E. Wythe, Board Secretary

DocuSigned by:  
  
7FEF264292014C5...  
Aaron Weisser, Board President

**SOUTH KENAI PENINSULA HOSPITAL SERVICE AREA BOARD**

**RESOLUTION 2024-08**

**A RESOLUTION OF THE SOUTH KENAI PENINSULA HOSPITAL SERVICE AREA BOARD RECOMMENDING APPROVAL OF THE USE OF \$993,661 OF PLANT REPLACEMENT AND EXPANSION FUNDS TO FUND THE RELOCATION AND CO-LOCATION OF OBSTETRICS AND GYNECOLOGY AND MIDWIFERY CLINICS WITHIN THE MAIN BUILDING OF THE SOUTH PENINSULA HOSPITAL**

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**WHEREAS** the South Peninsula Hospital's Obstetrics, Gynecology and Midwifery services are important components of the SPH mission to provide high quality, locally coordinated care; and

**WHEREAS** the South Peninsula Hospital's Obstetrics, Gynecology and Midwifery Department has outgrown its two existing facilities after adding an additional provider to meet community needs; and

**WHEREAS** the South Peninsula Hospital's 2023 Master facility plan identified co-location of physician offices on the hospital campus as a strategic priority; and

**WHEREAS** the South Peninsula Hospital currently operates two separate clinic locations offering Obstetrics/Gynecology and Midwifery/Gynecology, respectively, and co-locating these clinics will allow for greater patient convenience, provider collaboration, and better coordinated patient care; and

**WHEREAS** the Obstetrics, Gynecology and Midwifery Department now employs a total of six providers and their support teams, requiring a space with square footage that can only be located within the main SPH hospital building. Consequently, this location will allow SPH providers to be closer to laboring patients, offering greater convenience and access to emergency services; and

**WHEREAS** the proposed location for the new SPH Women's Health Center is currently occupied by South Peninsula Hospital's Rehabilitation Department; and

**WHEREAS** the estimated cost to remodel this 4,000 square foot space is \$993,661 (approximately \$250 per square foot); and

**WHEREAS** the South Peninsula Hospital currently has \$6,974,644 in unobligated Plant Replacement and Expansion Funds, which are held for the express purpose of capital repairs and replacement, and it is the intention of SPH Administration to request that an amount not to

exceed \$993,661 of these funds be obligated for the renovation and buildout of an SPH Women's Health Clinic at 4300 Bartlett Street; and

**WHEREAS** the South Peninsula Hospital, Inc., Board of Directors at its meeting of July 24, 2024, reviewed and approved Resolution 2024-18, A Resolution of the South Peninsula Hospital, Inc., Board of Directors approving the use of \$993,661 of Plant Replacement and Expansion Funds to fund the relocation and co-location of obstetrics and gynecology and midwifery clinics within the main hospital building; and

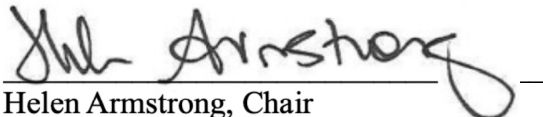
**WHEREAS** the South Peninsula Hospital, Inc. Board of Directors Finance Committee reviewed and approved this resolution at its meeting on July 18, 2024;

**NOW, THEREFORE, BE IT RESOLVED BY THE SOUTH KENAI PENINSULA HOSPITAL SERVICE AREA BOARD:**

That the South Kenai Peninsula Hospital Service Area Board hereby respectfully recommends approval of the obligation and use of Plant Replacement and Expansion Funds in an amount not to exceed \$993,661 for the renovation of space located at 4300 Bartlett Street for the creation of a South Peninsula Hospital Women's Health Clinic.

**PASSED AND ADOPTED BY THE SOUTH KENAI PENINSULA HOSPITAL SERVICE AREA BOARD AT ITS MEETING HELD ON THIS 8<sup>th</sup> DAY OF AUGUST 2024.**

ATTEST:



Helen Armstrong, Chair  
South Kenai Peninsula Hospital Service Area Board

August 8, 2024

# Kenai Peninsula Borough Purchasing & Contracting

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## MEMORANDUM

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

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

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

**DATE:** August 24, 2024

**RE:** Authorization to Award a Contract for Snow Removal & Sanding of Various Borough Schools & Facilities – Section C, Group 1

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The Maintenance Department formally solicited and received quotes for Snow Removal & Sanding of Various Borough Schools & Facilities in Section C, Group 1.

The project consists of providing all labor, materials and equipment for Snow Removal and Sanding of Various Borough Schools and Facilities. The facilities where work shall be performed are broken down into the following section, as follows: **SECTION C: SEWARD AREA.**

On the due date of September 17, 2024, two (2) quotes were received and reviewed to ensure that all the specifications and delivery schedules were met. Your approval for this bid award to Metco Alaska, LLC, Seward Alaska is hereby requested.

Funding for this project is in account number 241-41010-00000-43764.



Peter A. Micciche, Borough Mayor

9/26/2024

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	241-41010-00000-43764
Amount	\$50,000.00
By: <i>CF BH</i>	Date: 9/24/2024
NOTES: NA	



# Kenai Peninsula Borough Purchasing & Contracting

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## MEMORANDUM

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

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

**FROM:** Lee Frey, Solid Waste Director *LF*

**DATE:** October 2, 2024

**RE:** Authorization to Award a Contract for ITB25-015 Homer Transfer Facility Paving Repair

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The Purchasing and Contracting Office formally solicited and received bids for the ITB25-015 Homer Transfer Facility Paving Repair. Bid packets were released on September 10, 2024 and the Invitation to Bid was advertised on Bid Express on September 10, 2024.

The project consists of removing and replacing approximately 975 SY of asphalt paving at the Homer Transfer Facility.

On the due date of September 25, 2024, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$45,929.00 was submitted by Gregoire Construction, Homer, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 411-32310-24492-43011.



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

10/7/2024

\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. _____	411-32310-24492-43011
Amount _____	\$45,929.00
By: <i>CJF BH</i>	Date: 10/3/2024
NOTES: NA	

## KENAI PENINSULA BOROUGH PURCHASING & CONTRACTING

### **BID TAB FOR: ITB25-015 Homer Transfer Facility Paving Repair**

CONTRACTOR	LOCATION	BASE BID
Gregoire Construction	Homer, Alaska	\$45,929.00
East Road Services, Inc.	Homer, Alaska	\$58,210.00
Hot Rocks Asphalt Paving LLC	Soldotna, Alaska	\$94,414.00

**DUE DATE: September 25, 2024**

**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:** Tim Scher, Project Manager *TS*

**DATE:** September 25, 2024

**RE:** Authorization to Award a Contract for RFP25-005 Kenai River Center Roof Rehabilitation Design Services

On August 14, 2024, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP25-005 Kenai River Roof Rehabilitation Design Services. The request for proposals was advertised on Bid Express on August 14, 2024.

The project consists of providing professional architectural / engineering design and construction administrative services for the purpose of preparing comprehensive construction documents. This includes, but is not limited to, professional design services for the building roof and gutter system rehabilitation, energy conservation recommendations / options and install of shingle / EPDM roofing and gutter/drainage system, etc.

On the due date of September 4, 2024, two (2) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
K+A designstudios PC	Soldotna, Alaska	263
Walker Consultants, Inc.	Seattle, Washington	222

The highest-ranking proposal, which includes a cost factor, was submitted by K+A designstudios PC with a lump sum cost proposal of \$67,537.00. The proposal review committee 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 number 407-21135-25471-49311.

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

9/26/2024  
\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	407-21135-25471-49311
Amount	<del>XXXXXX</del> \$67,537.00
By: <i>CJ BH</i>	Date: 9/26/2024

NOTES: NA