



Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Minutes - Draft

Assembly

Ryan Tunseth, President
Kelly Cooper, Vice President
Willy Dunne
Cindy Ecklund
Dale Eicher
Scott Griebel
Michael Hicks
Lenora Niesen
Sarge Truesdell

Tuesday, December 2, 2025

6:00 PM

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

Meeting ID: 835 6358 3837 Passcode: 606672

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

The invocation was given by Frank Alioto, Chaplain for Central Emergency Services.

ROLL CALL

[Clerk's Note: Ms. Ecklund and Mr. Eicher attended via ZOOM.]

Present: 9 - Ryan Tunseth, Kelly Cooper, Cindy Ecklund, Willy Dunne, Dale Eicher, Lenora Niesen, Michael Hicks, Sarge Truesdell, and Scott Griebel

Also present were:

Peter A. Micciche, Borough Mayor
Brandi Harbaugh, Finance Director
Sean Kelley, Borough Attorney
Michele Turner, Borough Clerk
Sue Ellen Essert, Deputy Borough Clerk

COMMITTEE REPORTS

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

[7 Present: Cooper, Dunne, Griebel, Hicks, Niesen, Truesdell, Tunseth]

[2 Excused: Ecklund, Eicher]

Assembly Member Truesdell stated the Policies and Procedures Committee met and discussed its agenda items. *[7 Present: Cooper, Dunne, Griebel, Hicks, Niesen, Truesdell, Tunseth]*

[2 Excused: Ecklund, Eicher]

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

[7 Present: Cooper, Dunne, Griebel, Hicks, Niesen, Truesdell, Tunseth]

[2 Excused: Ecklund, Eicher]

APPROVAL OF AGENDA AND CONSENT AGENDA

Cooper moved to approve the agenda and consent agenda.

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

APPROVAL OF MINUTES

[KPB-7319](#) November 18, 2025 Regular Assembly Meeting Minutes

Approved.

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

[2025-19-18](#) An Ordinance Adding Two Full-Time 911 Public Safety Dispatch I Positions to the Classified Service and Appropriating Funds for the Positions (Mayor)

This Budget Ordinance was enacted.

[2025-19-19](#) An Ordinance Accepting and Appropriating Funding from the State of Alaska in the Amount of \$426,303 and Approving Projects to be Completed for Community Purposes Under the 2025/2026 Community Assistance Program (Mayor)

This Budget Ordinance was enacted.

NEW BUSINESS

[2025-044](#) A Resolution Establishing a Revised Military Leave Policy (Mayor)

This Resolution was adopted.

[2025-045](#) A Resolution Terminating the 2024 Revised Memorandum of Agreement Between the Kenai Peninsula Borough and the Cities of

Homer, Kenai, Seldovia, Seward and Soldotna, for the Purpose of Intergovernmental Administration of Borough and City Elections (Tunseth, Cooper)

This Resolution was adopted.

[2025-047](#)

LAYDOWN A Resolution Approving the Cooperative Agreement Between Kenaitze/Salamatof Tribally Designated Housing Entity, the Kenai Peninsula Borough, and the City of Kenai and Authorizing the Mayor to Execute the Agreement (Mayor)

This Resolution was adopted.

[2025-19-20](#)

An Ordinance Appropriating Nikiski Senior Service Area Funds to Support 2023 and 2024 Due Diligence Audit Procedures (Mayor, Niesen) (Hearing on 01/06/26)

This Budget Ordinance was introduced and set for public hearing.

[2025-19-21](#)

An Ordinance Accepting and Appropriating \$3,954,358 in Grant Funds from the State of Alaska Department of Education & Early Development for the Soldotna High School Exterior Repair Project (Mayor) (Hearing on 01/06/26)

This Budget Ordinance was introduced and set for public hearing.

[2025-25](#)

An Ordinance Amending Borough Code, KPB 3.04.235, Regarding Defense and Indemnification (Mayor) (Hearing on 01/06/26)

This Ordinance was introduced and set for public hearing.

[2025-26](#)

An Ordinance Amending Borough Code, KPB 21.02.080 and KPB 21.02.100 Regarding Advisory Planning Commission Terms and Vacancies (Neisen, Mayor) (Hearing on 01/06/26)

This Ordinance was introduced and set for public hearing.

[2025-27](#)

An Ordinance Amending Borough Code, KPB 1.08.180, Regarding the Definition of a Newspaper of General Circulation (Mayor) (Hearing on 01/06/26)

This Ordinance was introduced and set for public hearing.

[2025-28](#)

An Ordinance Amending Borough Code, KPB 16.20.030, to Allow a Volunteer Firefighter/EMS Provider for the Service Area to Serve on the Kachemak Emergency Service Area Board (Dunne) (Hearing on 01/06/26)

This Ordinance was introduced and set for public hearing.

[KPB-7335](#) Authorizing the Issuance of a Letter of Non-Objection to the Alcohol Beverage Control Board Regarding the Transfer of Location as Requested by Cooper Landing Brewing Company, LLC dba Cooper Landing Brewing Company, Beverage Dispensary License No. 2649, Cooper Landing

Approved.

[KPB-7336](#) Authorizing the Issuance of a Letter of Non-Objection to the Marijuana Control Board Regarding the New Marijuana Concentrate Manufacturing Facility, Requested by Grateful Extracts, LLC dba Grateful Extracts, License No. 38155, Subject to Standard Conditions, Outside Kenai City Limits

Approved.

[KPB-7337](#) Authorizing the Issuance of a Letter of Non-Objection to the Marijuana Control Board Regarding the New Marijuana Retail Store, Requested by Grateful Buds Retail, LLC dba Grateful Buds, License No. 38156, Subject to Standard Conditions, Outside Kenai City Limits

Approved.

[KPB-7338](#) Authorizing the Issuance of a Letter of Non-Objection to the Marijuana Control Board Regarding the New Standard Marijuana Cultivation Facility, Requested by Grateful Cultivation II, LLC dba Grateful Buds, License No. 38150, Subject to Standard Conditions, Outside Kenai City Limits

Approved.

[KPB-7321](#) Confirming an Appointment to the Nikiski Advisory Planning Commission (Mayor)

Tim Scher, Seat A, Term Expires 09/30/2026

Approved.

[KPB-7327](#) Confirming Appointments to Service Area Boards (Mayor)

North Peninsula Recreation Service Area Board

Christopher G. Roofe, Seat B, Term Expires 10/2028

Seward Bear Creek Flood Service Area Board

Maile Branson, Seat C, Term Expires 10/2028
Thomas L. Swann, Seat F, Term Expires 10/2028
Isaac J. Elhard, Seat G, Term Expires 10/2028

Seldovia Recreational Service Area Board
Elizabeth Diamant, Seat D, Term Expires 10/2028

Kachemak Emergency Service Area Board
Frank J. Klima, Seat D, Term Expires 10/2028
Derek Haws, Seat E, Term Expires 10/2028

Approved.

Approval of the Agenda and Consent Agenda

President Tunseth called for public comment.

Justen Hanson, Soldotna, spoke in support of Ordinance 2025-19-19.

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

The motion to approve the agenda and consent agenda as amended carried by the following vote:

Yes: 9 - Tunseth, Cooper, Ecklund, Dunne, Eicher, Niesen, Hicks, Truesdell, and Griebel

COMMENDING RESOLUTIONS AND PROCLAMATIONS

PRESENTATIONS WITH PRIOR NOTICE

[KPB-7339](#) Seward Shore Power Project, Kat Sorensen, Seward City Manager (10 Minutes)

[Clerk's Note: Kat Sorensen, Seward City Manager, presented to the assembly.]

[KPB-7340](#) Investigative Grand Jury Update, David Haeg (10 Minutes)

[Clerk's Note: David Haeg, presented to the assembly.]

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

President Tunseth requested to suspend the rules and allow public testimony regarding non-action items on the agenda. There was no objection from the Assembly.

President Tunseth called for public comment.

The following people addressed the Assembly regarding grand jury investigation:

Queen Parker
Brenda Boudreau
Mari Reeves (ZOOM)
Paul Nelson, Haines (ZOOM)
Ray Southwell, Nikiski
Bob Bird, Nikiski
Steve Young, Soldotna
Jim Caswell

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

MAYOR'S REPORT

[KPB-7343](#) Mayor's Report Cover Memo

1. Assembly Requests/Responses - None
2. Agreements and Contracts
 - a. [KPB-7344](#) Authorization to Award a Contract for ITB26-004 Calcium Chloride Purchase FY26
 - b. [KPB-7345](#) Authorization to Award a Contract for RFP23-003 Finance Budgeting Software
3. Other
 - a. [KPB-7347](#) Revenue-Expenditure Report – October 2025
 - b. [KPB-7348](#) Budget Revisions - October 2025
 - c. [KPB-7349](#) Tax Adjustment Request Approval

ITEMS NOT COMPLETED FROM PRIOR AGENDA

PUBLIC HEARINGS ON ORDINANCES

[2025-24](#) An Ordinance Amending KPB Chapter 10.04 Relating to Solid Waste Disposal and Amending KPB 1.24.090 Relating to the Minor Offense Penalty Schedule to Include Violations of KPB Chapter 10.04 (Mayor)

Niesen moved to enact Ordinance 2025-24.

President Tunseth called for public comment with none being offered.

[Clerk's Note: President Tunseth passed the gavel to Vice President Cooper.]

Tunseth moved to amend Ordinance 2025-24.

Amend Section 2, to read:

"10.04.110. Waste disposal general requirements.

...

(B) Construction and Demolition. All construction and demolition waste ~~[GENERATED WITHIN THE BOROUGH]~~ must be separated and placed in separate waste containers from that of municipal solid waste, other waste, or disposed of within the area designated for construction and demolition materials."

The motion to amend Ordinance 2025-24 carried by the following vote:

Yes: 9 - Tunseth, Cooper, Ecklund, Dunne, Eicher, Niesen, Hicks, Truesdell, and Griebel

[Clerk's Note: Vice President Cooper returned the gavel to President Tunseth.]

The motion to enact Ordinance 2025-024 as amended carried by the following vote:

Yes: 9 - Tunseth, Cooper, Ecklund, Dunne, Eicher, Niesen, Hicks, Truesdell, and Griebel

UNFINISHED BUSINESS

1. Resolutions

[2025-046](#)

A Resolution Requesting the Alaska Legislature Provide Municipalities Authority to Enact a Cap on Real Property Tax Assessments Increases (Mayor, Cooper, Niesen, Eicher, Hicks)

Dunne moved to adopt Resolution 2025-046.

President Tunseth called for public comment with none being offered.

Hicks moved to amend Resolution 2025-046.

Amend Section 2, to read:

"AS 29.45.110. Full and True Value

(a) The assessor shall assess property at its full and true value as of January 1 of the assessment year, except as provided in this section, AS 29.45.060, and 29.45.230. The full and true value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing

general price levels. The assessor shall determine the full and true value as provided in standards adopted by the department under (e) of this section or another set of standards provided by ordinance. Despite any provision to the contrary, a municipality may, by ordinance, provide that the [FULL AND TRUE VALUE] real property assessment of a parcel of real property shall not increase by five percent (5%) or greater over the prior taxable year, except when title to the property is transferred or when improvements have been made to the property. A municipality is authorized to enact other requirements to administer and enforce a limit on assessment increases in accordance with this section. The state shall not penalize, in any way, a municipality for enacting a limit on assessment increases in accordance with this section."

The motion to amend Resolution 2025-046 carried by the following vote:

Yes: 9 - Tunseth, Cooper, Ecklund, Dunne, Eicher, Niesen, Hicks, Truesdell, and Griebel

Dunne moved to postpone Resolution 2025-046 to January 6, 2026.

The motion to postpone Resolution 2025-046 failed by the following vote:

Yes: 3 - Ecklund, Dunne, and Niesen

No: 6 - Tunseth, Cooper, Eicher, Hicks, Truesdell, and Griebel

The motion to adopted Resolution 2025-046 as amended carried by the following vote:

Yes: 8 - Tunseth, Cooper, Ecklund, Eicher, Niesen, Hicks, Truesdell, and Griebel

No: 1 - Dunne

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

President Tunseth called for public comment.

The following people addressed the Assembly regarding grand jury investigation:

Steve Beilgard (ZOOM)

Kristina Moto, Ninikchik (ZOOM)

Rebecca Heinzberger, Kasilof

Andy Ceizik, Soldotna

Joan Corr

Justin Hanson, Soldotna, spoke in support of Resolution 2025-046.

Ed Martin, Jr., addressed the Assembly regarding state bonding methods.

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

ASSEMBLY COMMENTS

Assembly Member Hicks extended holiday greetings, wishing everyone a Merry Christmas and a Happy New Year.

Assembly Member Griebel reported that he attended the Central Emergency Services Service Area Board meeting on November 20, 2025. He also attended the Road Service Area Board meeting on November 25, 2025, and provided an update on its actions. He thanked everyone for attending the Assembly meeting.

Assembly Member Niesen thanked attendees for their attendance and extended Christmas and New Year's greetings.

Assembly Member Dunne announced that the Kachemak Bay National Estuarine Research Reserve Community Council was scheduled to meet on December 5, 2025, at noon at the Kachemak Bay Campus, and that the Kachemak Emergency Service Area Board (KESA) would meet on December 18, 2025, at 6:00 p.m. at the McNeil Canyon Fire Station. He noted that the Resilience and Security Advisory Commission (RSAC) planned to meet on December 10, 2025, at 6:00 p.m. via Zoom. He reported attending the Board of Education work session on December 1, 2025 via ZOOM. He wished everyone a happy holiday season.

Assembly Member Ecklund wished everyone happy holidays.

Assembly Member Eicher announced the birth of his daughter and wished everyone a Merry Christmas and Happy New Year.

Assembly Member Truesdell thanked participants for their testimony. He reported attending both the Board of Education work session and regular board meeting on December 1, 2025, and provided a brief update. He offered holiday and New Year's greetings.

Assembly Vice President Cooper thanked attendees for participating. She expressed appreciation to the Mayor for assistance with road issues in the South Peninsula and congratulated Assembly Member Eicher on the birth of his child.

Assembly President Tunseth thanked in-person and Zoom participants, as well as staff for their work. He thanked presenters Mr. Haeg and Ms. Sorenson and congratulated Mr. Eicher on the birth of his daughter. He also thanked the Mayor for bringing forward Resolution 2025-044, which revised the military leave policy. He wished everyone a happy holiday season.

PENDING LEGISLATION

INFORMATIONAL MATERIALS AND REPORTS

ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

1. January 6, 2026 6:00 PM
Regular Assembly Meeting
Betty J. Glick Assembly Chambers
Borough Administration Building
Remote participation available through Zoom
Meeting ID: 897 1694 8642 Passcode: 075938

ADJOURNMENT

With no further business to come before the assembly, President Tunseth adjourned the meeting at 8:51 p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of December 2, 2025.

Michele Turner, CMC, Borough Clerk

Approved by the Assembly: _____