



Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Agenda Assembly

Peter Ribbens, President
Kelly Cooper, Vice President
James Baisden
Tyson Cox
Willy Dunne
Cindy Ecklund
Bill Elam
Brent Johnson
Ryan Tunseth

Tuesday, January 7, 2025

6:00 PM

Betty J. Glick Assembly Chambers
Meeting ID: 835 6358 3837 Passcode: 606672
[https://yourkpb.zoom.us/j/83563583837?
pwd=eTO44Um9ao1JJGavtBJG86PXlsuNvm.1](https://yourkpb.zoom.us/j/83563583837?pwd=eTO44Um9ao1JJGavtBJG86PXlsuNvm.1)

Meeting ID: 835 6358 3837 Passcode: 606672

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

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

ROLL CALL

COMMITTEE REPORTS

APPROVAL OF AGENDA AND CONSENT AGENDA

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

ACTION ITEMS CURRENTLY ON CONSENT AGENDA:

KPB-6481: December 3, 2024 Regular Assembly Meeting Minutes

Resolution 2025-001: Accepting \$215,725.70 from Alaska Department of Fish and Game Salmon Disaster Relief Funds for General Government Operations

Resolution 2025-002: Adopting an Alternate Allocation Method for the FY25 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in the Cook Inlet Fisheries Management Area

Resolution 2025-004: Authorizing a Standardization Policy for the Use of Analytix AN-450FG Anti-Scalent and Analytix 4930D Defoamer

Resolution 2025-003: Accepting the Resignation of Assembly Member Bill Elam and Declaring a Vacancy on the Assembly

Ordinance 2024-19-23: Appropriating Funds for the Redoubt Elementary and Skyview Middle School Portion of RFP25-008 Design Services

Ordinance 2025-01: Amending KPB Chapter 5.19, Uniform Remote Seller Sales Tax Code, in Accordance with Updates and Changes Adopted by the Alaska Remote Seller Sales Tax Commission

KPB-6511: Confirming an Appointment to the Bear Creek Fire Service Area Board

KPB-6512: Confirming an Appointment to the Resilience and Security Advisory Commission

ACTION ITEM ELIGIBLE TO BE ADDED TO THE CONSENT AGENDA:

Ordinance 2024-19-22: Accepting and Appropriating \$65,000 in Federal Pass-Through Funds from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management for Cybersecurity Assessment Update

Ordinance 2024-34 Confirming the Assessment Roll for the Princess Lake Estates Utility Special Assessment District and Establishing the Method for Terminating Assessments and Issuing Refunds to Property Owners

APPROVAL OF MINUTES

1. [KPB-6481](#) December 3, 2024 Regular Assembly Meeting Minutes

Attachments: [December 3, 2024 Regular Assembly Meeting Minutes](#)

COMMENDING RESOLUTIONS AND PROCLAMATIONS

PRESENTATIONS WITH PRIOR NOTICE

(20 minutes total)

1. [KPB-6478](#) Soldotna High School Student Council, Emma Glassmaker, Student Body President (10 minutes)

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

(3 minutes per speaker; 20 minutes aggregate)

MAYOR'S REPORT

[KPB-6513](#) Mayor's Report Cover Memo

Attachments: [Mayor's Report](#)

1. Assembly Requests/Responses

None

2. Agreements and Contracts

a. [KPB-6514](#) Authorization to Award Contract ITB25-022 – Limited Liability Reports

Attachments: [Authorization to Award Contract ITB25-022 Limited Liability Reports](#)

b. [KPB-6515](#) Authorization to Award Contract RFP23-001 – Mass Notification System

Attachments: [Authorization to Award Maintenance and Service Contract RFP23-001 Mass No](#)

c. [KPB-6516](#) Authorization to Award Contract RFP25-009 – SW Wheel Loader Purchase

Attachments: [Authorization to Award RFP25-009 - SW Wheel Loader Purchase](#)

d. [KPB-6517](#) Authorization to Award Contract RFP25-010 – CPL Compact Wheel Loader Purchase

Attachments: [Authorization to Award RFP25-010 - CPL Compact Wheel Loader Purchase](#)

e. [KPB-6518](#) Sole Source Waiver – AnalyTix Technologies, LLC, Antifoam & Descalent Chemicals

Attachments: [Sole Source Waiver - AnalyTix Technologies](#)

3. Other

a. [KPB-6519](#) Budget Revisions - November 2024

Attachments: [Budget Revisions - November 2024](#)

b. [KPB-6520](#) Revenue-Expenditure Report – November 2024

Attachments: [Revenue-Expenditure Report - November 2024](#)

c. [KPB-6521](#) Tax Adjustment Request Approval

Attachments: [Tax Adjustment Request Approval](#)

- d. [KPB-6522](#) Litigation Status Report – 4th Quarter 2024

Attachments: [Litigation Status Report 4th Quarter](#)

ITEMS NOT COMPLETED FROM PRIOR AGENDA

PUBLIC HEARINGS ON ORDINANCES

(Testimony limited to 3 minutes per speaker)

Ordinances referred to Finance Committee

1. [2024-19-22](#) An Ordinance Accepting and Appropriating \$65,000 in Federal Pass-Through Funds from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management for Cybersecurity Assessment Update (Mayor)

Attachments: [Ordinance 2024-19-22](#)
[Memo](#)

2. [2024-34](#) An Ordinance Confirming the Assessment Roll for the Princess Lake Estates Utility Special Assessment District and Establishing the Method for Terminating Assessments and Issuing Refunds to Property Owners (Mayor)

Attachments: [Ordinance 2024-34](#)
[Princess Lake Est USAD FINAL ASSMT ROLL 10-9-2024](#)
[Reference Copy R2024-009](#)
[Reference Copy O2023-19-45](#)

Ordinances referred to Lands Committee

3. [2024-33](#) An Ordinance Amending KPB 21.46.070 to Create the Kenai Wellness Estates Addition Local Option Zoning District Mixed-Use District (C-3) and Granting an Exception to the Minimum Twelve-Lot Requirement in KPB 21.44.040(A) (Mayor)

Attachments: [Ordinance 2024-33](#)
[Memo](#)
[Ownership Map](#)
[Overview and Vicinity Map](#)
[Comment Penrod](#)
[Public Comment 12/03/24](#)

Ordinances referred to Policies and Procedures Committee

4. [2024-29](#) An Ordinance Amending KPB 2.56.030 to Incorporate the 2024 Homer Transportation Plan as an Element of the Official Comprehensive Plan for that Portion of the Borough within the Boundaries of the City of Homer (Mayor)

Attachments: [Ordinance 2024-29](#)
[Advisory Board Recommendations](#)
[Memo](#)
[Ltr City of Homer](#)
[Homer Transportation Plan 2024](#)
[Reference Homer O24-31\(S\)](#)
[Reference Copy O2019-25](#)

5. [2024-31](#) An Ordinance Amending KPB Chapter 16.41 to Authorizing the KPB Road Service Area to Approve Minimal Maintenance Work and One-Time Maintenance Work on Roads not Currently Maintained by the KPB Road Service Area (Mayor)

Attachments: [Ordinance 2024-31](#)
[Cox Amendment](#)
[Advisory Board Recommendations](#)
[Memo](#)

6. [2024-32](#) An Ordinance Amending KPB 21.50.055 Relating to the Start of Accrual of Civil Fines for Violations of Title 21 of the KPB Code (Mayor)

Attachments: [Ordinance 2024-32](#)
[Memo](#)

7. [2024-36](#) An Ordinance Amending KPB Chapter 22.40.080, Relating to Assembly Meeting Agenda, to Increase Aggregate Time for the First Open Public Comment Opportunity and Eliminate the Second Public Comment and Public Presentation Portion (Ribbens)

Attachments: [Ordinance 2024-36](#)
[Memo](#)
[Pubic Comment Zoom Chat](#)
[Public Comment](#)
[LAYDOWN Public Comment 010725](#)

UNFINISHED BUSINESS

NEW BUSINESS

1. Resolutions

Resolutions referred to Finance Committee

- *a. [2025-001](#) A Resolution Accepting \$215,725.70 from Alaska Department of Fish and Game Salmon Disaster Relief Funds for General Government Operations (Mayor)

Attachments: [Resolution 2025-001](#)
[Memo](#)

- *b. [2025-002](#) A Resolution Adopting an Alternate Allocation Method for the FY25 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in the Cook Inlet Fisheries Management Area (Mayor)

Attachments: [Resolution 2025-002](#)
[Memo](#)

- *c. [2025-004](#) A Resolution Authorizing a Standardization Policy for the Use of Analytix AN-450FG Anti-Scalent and Analytix 4930D Defoamer (Mayor)

Attachments: [Resolution 2025-004](#)
[Memo](#)

Resolutions referred to Policies and Procedures Committee

- *d. [2025-003](#) A Resolution Accepting the Resignation of Assembly Member Bill Elam and Declaring a Vacancy on the Assembly (Ribbens, Cooper)

Attachments: [Resolution 2025-003](#)
[Memo](#)
[Elam Resignation Letter](#)

- e. [2025-005](#) LAYDOWN A Resolution Requesting the Governor of the State of Alaska Designate by Proclamation the Area of the Upper Cook Inlet East Side Set Net Fishery as an Area Impacted by an Economic Disaster in 2024 and Supporting a Recovery Plan (Mayor)

Attachments: [LAYDOWN Resolution 2025-005](#)
[LAYDOWN Memo](#)

2. Ordinances for Introduction

Ordinances for Introduction and referred to the Finance Committee

- *a. [2024-19-23](#) An Ordinance Appropriating Funds for the Redoubt Elementary and Skyview Middle School Portion of RFP25-008 Design Services (Mayor) (Hearing on 01/21/25)

Attachments: [Ordinance 2024-19-23](#)
[Memo](#)
[Reference Copy R2024-053](#)

- *b. [2025-01](#) An Ordinance Amending KPB Chapter 5.19, Uniform Remote Seller Sales Tax Code, in Accordance with Updates and Changes Adopted by the Alaska Remote Seller Sales Tax Commission (Mayor) (Hearing on 02/04/25)

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

3. Other

Other items referred to Policies and Procedures Committee

- *a. [KPB-6511](#) Confirming Appointment to the Bear Creek Fire Service Area Board (Mayor)
Jason Bickling, Board Seat E, Term Expires October 2027

Attachments: [Appointment to Bear Creek Fire Service Area Board](#)

- *b. [KPB-6512](#) Confirming Appointment to Resilience and Security Advisory Commission (Mayor)
Appointment Philip Kaluza, Board Seat East Peninsula, Term Expires 09/30/2027

Attachments: [Appointment to RSAC \(East Peninsula\)](#)

- c. [KPB-6526](#) LAYDOWN Approving the Designation of Administrative Officer and Alternate Administrative Officer (Mayor)

Attachments: [LAYDOWN Designation of Administrative Officers Jan 2025](#)

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

ASSEMBLY COMMENTS

PENDING LEGISLATION

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

1. [2024-35](#) An Ordinance Amending KPB 21.06 .030, General Provisions, to Adopt the Most Recent FEMA Flood Insurance Study and Associated Flood Insurance Rate Maps for the Kenai Peninsula Borough (Mayor) (Hearing on 01/21/25)

Attachments: [Ordinance 2024-35](#)
[Memo](#)
[FIS and FIRM Adoption Supporting Documents](#)
[Public Comment](#)
[Public Comment 010725](#)
[010725 Planning Department Presentation](#)

INFORMATIONAL MATERIALS AND REPORTS

1. [KPB-6510](#) Cook Inlet Regional Citizens Advisory Council Update

Attachments: [Director Report - Merkes](#)

ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

1. January 21, 2025 6:00 PM
Regular Assembly Meeting
Betty J. Glick Assembly Chambers
Borough Administration Building
Remote participation available through Zoom
Meeting ID: 835 6358 3837 Passcode: 606672

ADJOURNMENT

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: 835 6358 3837 Passcode: 606672. Detailed instructions will be posted on at the Kenai Peninsula Borough's main page at www.kpb.us: "Borough Assembly Meeting Notices" "Assembly Meeting Calendar".

For further information, please call the Clerk's Office at 714-2160 or toll free within the Borough at 1-800-478-4441, Ext. 2160. Visit our website at www.kpb.us for copies of the agenda, meeting minutes, ordinances and resolutions.