



# Kenai Peninsula Borough

144 North Binkley Street  
Soldotna, AK 99669

## Meeting Agenda Assembly

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

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

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Meeting ID: 835 6358 3837 Passcode: 606672

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### INVOCATION

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

### ROLL CALL

### COMMITTEE REPORTS

### APPROVAL OF AGENDA AND CONSENT AGENDA

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

**ACTION ITEMS CURRENTLY ON CONSENT AGENDA:**

KPB-7319: November 18, 2025 Regular Assembly Meeting Minutes

Resolution 2025-044: Establishing a Revised Military Leave Policy

Resolution 2025-045: Terminating the 2024 Revised Memorandum of Agreement Between the Kenai Peninsula Borough and the Cities of Homer, Kenai, Seldovia, Seward and Soldotna

Resolution 2025-046: Requesting the Alaska Legislature Provide Municipalities Authority to Enact a Cap on Real Property Tax Assessments Increases

Ordinance 2025-19-20: Appropriating Nikiski Senior Service Area Funds to Support 2023 and 2024 Due Diligence Audit Procedures

Ordinance 2025-19-21: Accepting and Appropriating Grant Funds from the State of Alaska for the Soldotna High School Exterior Repair Project

Ordinance 2025-25: Amending Borough Code, Regarding Defense and Indemnification

Ordinance 2025-26: Amending Borough Code, Regarding Advisory Planning Commission Terms and Vacancies

Ordinance 2025-27: Amending Borough Code, Regarding the Definition of a Newspaper of General Circulation

Ordinance 2025-28: Amending Borough Code, to Allow a Volunteer Firefighter/EMS Provider for the Service Area to Serve on the Kachemak Emergency Service Area Board

KPB-7335: Authorizing a Letter of Non-Objection to the Alcohol Beverage Control Board Regarding the Transfer of Location Cooper Landing Brewing Company, Beverage Dispensary License No. 2649

KPB-7336: Authorizing a Letter of Non-Objection to the Marijuana Control Board Regarding the New Marijuana Concentrate Manufacturing Facility, Grateful Extracts, License No. 38155

KPB-7337: Authorizing a Letter of Non-Objection to the Marijuana Control Board Regarding the New Marijuana Retail Store, Grateful Buds, License No. 38156

KPB-7338: Authorizing a Letter of Non-Objection to the Marijuana Control Board Regarding the New Standard Marijuana Cultivation Facility, Grateful Buds, License No. 38150

KPB-7321: Confirming an Appointment to the Nikiski Advisory Planning Commission

KPB-7327: Confirming Appointments to Service Area Boards

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

Ordinance 2025-19-18: Adding Two Full-Time 911 Public Safety Dispatch I Positions to the Classified Service and Appropriating Funds for the Positions

Ordinance 2025-19-19: Accepting and Appropriating Funding from the State of Alaska and Approving Projects Under the 2025/2026 Community Assistance Program

**APPROVAL OF MINUTES**

\*1. [KPB-7319](#) November 18, 2025 Regular Assembly Meeting Minutes

Attachments: [November 18, 2025 Regular Assembly Meeting Minutes](#)

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

*(20 minutes total)*

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

Attachments: [Presentation](#)

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

Attachments: [Presentation](#)

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

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

## **MAYOR'S REPORT**

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

Attachments: [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

Attachments: [Authorization to Award Contract for ITB26-004 Calcium Chloride Purchase FY26](#)

- b. [KPB-7345](#) Authorization to Award a Contract for RFP23-003 Finance Budgeting Software

Attachments: [Authorization to Award Contract for RFP26-003 Finance Budgeting Software 11](#)

3. Other

- a. [KPB-7347](#) Revenue-Expenditure Report – October 2025

Attachments: [Revenue-Expenditure Report October 2025 11.20.25](#)

- b. [KPB-7348](#) Budget Revisions - October 2025

Attachments: [Budget Revisions October 2025 11.20.25](#)

- c. [KPB-7349](#) Tax Adjustment Request Approval

Attachments: [Tax Adjustment Request Approval 11.14.25](#)

## **ITEMS NOT COMPLETED FROM PRIOR AGENDA**

## **PUBLIC HEARINGS ON ORDINANCES**

*(Testimony limited to 3 minutes per speaker)*

## Ordinances referred to Finance Committee

1.     [2025-19-18](#)     An Ordinance Adding Two Full-Time 911 Public Safety Dispatch I Positions to the Classified Service and Appropriating Funds for the Positions (Mayor)  
  
      Attachments:     [Ordinance 2025-19-18](#)  
                              [Memo](#)  
                              [Reference Copy R2025-038](#)
  
2.     [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)  
  
      Attachments:     [Ordinance 2025-19-19](#)  
                              [Memo](#)  
                              [Reference Copy R2025-024](#)  
                              [Reference Copy R2013-022](#)
  
3.     [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)  
  
      Attachments:     [Ordinance 2025-24](#)  
                              [Eicher Amendment](#)  
                              [Memo](#)

**UNFINISHED BUSINESS****NEW BUSINESS**

## 1. Resolutions

## Resolutions referred to Policies and Procedures Committee

- \*a.     [2025-044](#)     A Resolution Establishing a Revised Military Leave Policy (Mayor)  
  
      Attachments:     [Resolution 2025-044](#)  
                              [Memo](#)  
                              [Reference Copy R2000-085](#)

- \*b.**     [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)

Attachments:     [Resolution 2025-045](#)  
                         [Memo](#)  
                         [Reference Copy R2021-055](#)  
                         [Reference Copy R2024-038](#)  
                         [2024 Elections Admin MOA Cities - Complete](#)

Resolutions referred to Legislative Committee

- \*c.**     [2025-046](#)     A Resolution Requesting the Alaska Legislature Provide Municipalities Authority to Enact a Cap on Real Property Tax Assessments Increases (Mayor)

Attachments:     [Resolution 2025-046](#)  
                         [Memo](#)

## 2. Ordinances for Introduction

Ordinances for Introduction and referred to Finance Committee

- \*a.**     [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)

Attachments:     [Ordinance 2025-19-20](#)  
                         [Memo](#)

- \*b.**     [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)

Attachments:     [Ordinance 2025-19-21](#)  
                         [Memo](#)

Ordinances for Introduction and referred to the Policies and Procedures Committee

- \*c.     [2025-25](#)     An Ordinance Amending Borough Code, KPB 3.04.235, Regarding Defense and Indemnification (Mayor) (Hearing on 01/06/26)
- Attachments:     [Ordinance 2025-25](#)  
                              [Memo](#)
- \*d.     [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)
- Attachments:     [Ordinance 2025-26](#)  
                              [Memo](#)
- \*e.     [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)
- Attachments:     [Ordinance 2025-27](#)  
                              [Memo](#)
- \*f.     [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)
- Attachments:     [Ordinance 2025-28](#)  
                              [Memo](#)

### 3. Other

Other items referred to Finance Committee

- \*a.     [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
- Attachments:     [Memo to Assembly Lic. 2649](#)  
                              [Application Full Lic. 2649](#)  
                              [Memo Planning Review Lic. 2649](#)

- \*b. [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

Attachments: [Memo to Assembly Lic. 38155](#)  
[Application Full Lic. 38155](#)  
[Memo Planning Review Lic. 38155](#)

- \*c. [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

Attachments: [Memo to Assembly Lic. 38156](#)  
[Application Full Lic. 38156](#)  
[Memo Planning Review Lic. 38156](#)

- \*d. [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

Attachments: [Memo to Assembly Lic. 38150](#)  
[Application Full Lic. 38150](#)  
[Memo Planning Review Lic. 38150](#)

Other items referred to Policies and Procedures Committee

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

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

Attachments: [Confirming Appointment to Nikiski Advisory Planning Commission](#)

**\*f.**     [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

Attachments:     [Confirming Appointments to Service Area Boards](#)

## **PUBLIC COMMENTS AND PUBLIC PRESENTATIONS**

### **ASSEMBLY COMMENTS**

### **PENDING LEGISLATION**

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

## **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**

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

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

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