

# Kenai Peninsula Borough

*144 North Binkley Street*

*Soldotna, AK 99669*



## Meeting Agenda

**Tuesday, April 15, 2025**

**6:00 PM**

**Meeting ID: 835 6358 3837 Passcode: 606672**

**Seward Community Library & Museum  
239 Sixth Avenue, Community Room**

## Assembly

*Peter Ribbens, President*

*Kelly Cooper, Vice President*

*James Baisden*

*Tyson Cox*

*Willy Dunne*

*Cindy Ecklund*

*Brent Johnson*

*Leslie Morton*

*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-6810: April 1, 2025 Regular Assembly Meeting Minutes

KPB-6811: A Resolution Commending the Seward High School Football Team

KPB-6812: A Resolution Commending the Seward High School Girls' Cross Country Running Team

KPB-6813: A Resolution Commending the Seward High School Girls' Basketball

KPB-6814: A Resolution Commending the Seward High School Girls' Cheerleaders

KPB-6822: A Resolution Commending the Seward High School Wrestling Team

Resolution 2025-018: Urging Congress and NOAA to Address Outages of National Data Buoy Center Stations

Ordinance 2025-19-35: Appropriating Funds for the Central Peninsula Landfill Leachate Project

Ordinance 2025-07: Amending KPB 4.10.100 to Mirror State Law

KPB-6823: Confirming an Appointment to the Planning Commission

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

Ordinance 2024-19-34: Accepting and Appropriating Grant Funds from the U.S. Department of Health and Human Services, at South Peninsula Hospital

**APPROVAL OF MINUTES**

\*1. [KPB-6810](#) April 1, 2025 Regular Assembly Meeting Minutes

Attachments: [April 1, 2025 Regular Assembly Meeting Minutes](#)

**COMMENDING RESOLUTIONS AND PROCLAMATIONS**

- \*1. [KPB-6811](#) A Resolution Commending the Seward High School Football Team – 2024 Alaska Nine-Man State Champion (Ecklund)  
*Attachments:* [Commending Resolution](#)
- \*2. [KPB-6812](#) A Resolution Commending the Seward High School Girls' Cross Country Running Team – 2024 Alaska Division II State Champions (Ecklund)  
*Attachments:* [Commending Resolution](#)
- \*3. [KPB-6813](#) A Resolution Commending the Seward High School Girls' Basketball – 2025 Alaska Class 2A State Champion (Ecklund)  
*Attachments:* [Commending Resolution](#)
- \*4. [KPB-6814](#) A Resolution Commending the Seward High School Girls' Cheerleaders – 2025 Alaska State Division II Academic Award Winners and Competition Runner-Ups (Ecklund)  
*Attachments:* [Commending Resolution](#)
- \*5. [KPB-6822](#) A Resolution Commending the Seward High School Wrestling Team – 2025 Alaska Division II State Wrestling Champions (Ecklund)  
*Attachments:* [Commending Resolution](#)
6. [KPB-6815](#) Mayor's Proclamation Declaring April 2025 as "Sexual Assault Awareness Month" (Mayor)  
*Attachments:* [Proclamation - Sexual Assault Awareness Month](#)

**PRESENTATIONS WITH PRIOR NOTICE**

*(20 minutes total)*

1. [KPB-6816](#) Otto Nipp, Seward High School 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-6824](#) Mayor's Report Cover Memo

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

1. Assembly Requests/Responses - None
2. Agreements and Contracts
  - a. [KPB-6825](#) Authorization to Award a Contract for ITB25-044 – Kenai River Center Roof  
*Attachments:* [Authorization to Award Contract ITB25-044 Kenai River Center Roof](#)
  - b. [KPB-6826](#) Authorization to Award a Contract for RFP25-022 – Emergency Operations Plan Update  
*Attachments:* [Authorization to Award Contract RFP25-022 Emergency Operations Plan Update](#)
  - c. [KPB-6827](#) Authorization to Purchase a Replacement of Ambulance, Under the Houston Galveston Area Council (HGAC) Cooperative Contract AM 10-23  
*Attachments:* [Sole Source - Authorization to Purchase Replacement Ambulance Beat Creek F](#)
3. Other
  - a. [KPB-6828](#) Budget Revisions – March 2025  
*Attachments:* [Budget Revisions - March 2025](#)
  - b. [KPB-6829](#) Revenue-Expenditure Report – March 2025  
*Attachments:* [Revenue-Expenditure Report - March 2025](#)
  - c. [KPB-6830](#) Tax Adjustment Request Approval  
*Attachments:* [Tax Adjustment Request Approval](#)
  - d. [KPB-6831](#) Litigation Status Report – Quarter Ending March 31, 2025  
*Attachments:* [Litigation Status Report](#)

## ITEMS NOT COMPLETED FROM PRIOR AGENDA

### PUBLIC HEARINGS ON ORDINANCES

*(Testimony limited to 3 minutes per speaker)*

Ordinances referred to Finance Committee

1. [2024-19-34](#) An Ordinance Accepting and Appropriating Congressionally Directed Spending Grant Funds from the U.S. Department of Health and Human Services, Health Resources and Services Administration for Upgrading the Mechanical and Power Plant at South Peninsula Hospital (Mayor)

Attachments: [Ordinance 2024-19-34](#)  
[Memo](#)  
[Notice of Award](#)

2. [2025-06](#) An Ordinance Providing an Exception to Borough Code to Accept the FY26 Late-Filed Senior Citizen Grant Applications for the Senior Citizen Program (Mayor)

Attachments: [Ordinance 2025-06](#)  
[Memo](#)

## UNFINISHED BUSINESS

1. Postponed Items

Unfinished Business referred to Finance Committee

- a. [2025-017](#) A Resolution Requesting the Alaska Legislature Provide Municipalities Authority to Enact a Cap on Real Property Tax Assessments Increases (Mayor, Cooper) [Postponed on 04/01/25]

Attachments: [Resolution 2025-017](#)  
[Memo](#)  
[Taxes by Borough Worksheet, submitted by Johnson](#)

## NEW BUSINESS

1. Resolutions

Resolutions referred to Legislative Committee

- \*a. [2025-018](#) A Resolution Urging the U.S. Congress and the U.S. National Oceanic and Atmospheric Administration to Address Outages of National Data Buoy Center Stations (Morton, Dunne)

Attachments: [Resolution 2025-018](#)  
[Memo](#)

2. Ordinances for Introduction

## Ordinances for Introduction and referred to Finance Committee

- \*a. [2024-19-35](#) An Ordinance Appropriating Funds for the Central Peninsula Landfill Leachate Infrastructure Improvements Project (Mayor) (Hearing on 05/06/25)

Attachments: [Ordinance 2024-19-35](#)  
[Memo](#)

## Ordinances for Introduction and referred to the Policies and Procedures Committee

- \*b. [2025-07](#) An Ordinance Amending KPB 4.10.100 Relating to the Use of Public Funds on Ballot Propositions to Mirror State Law (Cox) (Hearing on 05/20/25)

Attachments: [Ordinance 2025-07](#)  
[Memo](#)

## 3. Other

## Other Items referred to Policies and Procedures Committee

- \*a. [KPB-6823](#) Confirming an Appointment to the Planning Commission Karina England, City of Seward Seat, Term Expires 07/31/26

Attachments: [Appointment to Planning Commission](#)

**PUBLIC COMMENTS AND PUBLIC PRESENTATIONS****ASSEMBLY COMMENTS****PENDING LEGISLATION**

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

1. [2025-05](#) An Ordinance Amending Borough Code Sections KPB 3.04.110 and KPB 3.04.115 Regarding Minimum Qualifications for Employment (Mayor) (Hearing on 05/06/25)

Attachments: [Ordinance 2025-05](#)  
[Memo](#)

**INFORMATIONAL MATERIALS AND REPORTS****ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

1. May 6, 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), and KIBH FM 91.7 (East Peninsula).*

*The meeting will be held in the Seward Community Library and Museum, 239 Sixth Avenue, Community Room, Seward, 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.*



# Kenai Peninsula Borough

144 North Binkley Street  
Soldotna, AK 99669

## Meeting Minutes - Draft

### Assembly

*Peter Ribbens, President*

*Kelly Cooper, Vice President*

*James Baisden*

*Tyson Cox*

*Willy Dunne*

*Cindy Ecklund*

*Brent Johnson*

*Leslie Morton*

*Ryan Tunseth*

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Tuesday, April 1, 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)

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Meeting ID: 835 6358 3837 Passcode: 606672

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### INVOCATION

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

### ROLL CALL

**Present:** 8 - Brent Johnson, Tyson Cox, Ryan Tunseth, Vice President Kelly Cooper, Cindy Ecklund, James Baisden, Willy Dunne, and Leslie Morton

**Excused:** 1 - President Peter Ribbens

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 Tunseth stated the Finance Committee met and discussed its agenda items.

*[8 present: Baisden, Cox, Ecklund, Johnson, Morton, Tunseth, Cooper / 1 absent: Ribbens]*



Assembly Member Cox stated the Policies and Procedures Committee met and discussed its agenda items.

*[8 present: Baisden, Cox, Ecklund, Johnson, Morton, Tunseth, Cooper / 1 absent: Ribbens]*

## APPROVAL OF AGENDA AND CONSENT AGENDA

**Tunseth 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.

[KPB-6768](#) March 18, 2025 Regular Assembly Meeting Minutes  
**approved.**

[KPB-6600](#) A Resolution Commending the Nikiski High School Girls' Volleyball Team - 2024 Alaska Class 3A State Champions (Ribbens, Mayor)  
**This Commending Resolution was adopted.**

### New Business

[2025-016](#) A Resolution Approving the Correction of Manifest Clerical Errors on Real Property Accounts and Approval of a Refund in Excess of \$10,000 (Mayor)  
**This Resolution was adopted.**

[2025-05](#) An Ordinance Amending Borough Code Sections KPB 3.04.110 and KPB 3.04.115 Regarding Minimum Qualifications for Employment (Mayor) (Hearing on 05/06/25)  
**This Ordinance was introduced and set for public hearing.**

[2024-19-34](#) An Ordinance Accepting and Appropriating Congressionally Directed Spending Grant Funds from the U.S. Department of Health and Human Services, Health Resources and Services Administration for Upgrading the Mechanical and Power Plant at South Peninsula Hospital (Mayor)  
**This Budget Ordinance was introduced and set for public hearing.**

[2025-06](#) An Ordinance Providing an Exception to Borough Code to Accept the FY26 Late-Filed Senior Citizen Grant Applications for the Senior Citizen Program (Mayor)

This Ordinance was introduced and set for public hearing.

[KPB-6774](#) Confirming Appointments to Service Area Boards (Mayor)

Eastern Peninsula Highway Emergency Service Area  
Applicant Rachel Sullivan, Seat A, Term Expires 10/2027

Western Emergency Service Area  
Applicant Janet Hewitt Cully, Seat A, Term Expires 10/2026  
approved.

Approval of the Consent Agenda

Vice President Cooper 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:** 8 - Johnson, Cox, Tunseth, Cooper, Ecklund, Baisden, Dunne, and Morton

**Excused:** 1 - Ribbens

## COMMENDING RESOLUTIONS AND PROCLAMATIONS

[KPB-6600](#) A Resolution Commending the Nikiski High School Girls' Volleyball Team - 2024 Alaska Class 3A State Champions (Ribbens, Mayor)

*[Clerk's Note: Mayor Micciche presented the commending resolution to the Nikiski High School Volleyball athletes and coaches.]*

**This Commending Resolution was adopted.**

## PRESENTATIONS WITH PRIOR NOTICE

- [KPB-6769](#) Prince William Sound Regional Citizens' Advisory Council Update, Mako Haggerty, Board Member and Maia Draper-Reich, Outreach Coordinator (10 Minutes)

*[Clerk's Note: Mako Haggerty, Board Member (in person) and Maia Draper-Reich, Outreach Coordinator (via Zoom) presented a Prince William Sound Regional Citizens' Advisory Council update to the assembly.]*

- [KPB-6770](#) Project Homeless Connect Update, Jodi Stuart, PR Chair Kenai Peninsula Homelessness Coalition (10 Minutes)

*[Clerk's Note: Jodi Stuart, PR Chair of Kenai Peninsula Homelessness Coalition provided and update to the assembly.]*

## PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

Vice President Cooper called for public comments.

**Mako Haggerty** Addressed the Assembly regarding the land sale process.

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

## MAYOR'S REPORT

[KPB-6775](#) Mayor's Report Cover Memo

1. Assembly Requests/Responses - None
2. Agreements and Contracts
  - a. [KPB-6776](#) Authorization to Award a Contract for ITB25-031 Soldotna High School Siding
  - b. [KPB-6777](#) Authorization to Award a Contract for ITB25-034 Hope School Roof Replacement
  - c. [KPB-6778](#) Authorization to Award a Contract for ITB25-035 Basargin Approach
  - d. [KPB-6779](#) Authorization to Award a Contract for ITB25-026 to ITB25-30 Calcium Chloride Application

## ITEMS NOT COMPLETED FROM PRIOR AGENDA

### PUBLIC HEARINGS ON ORDINANCES - None

### UNFINISHED BUSINESS

1. Postponed Items

[2025-04](#) An Ordinance Amending the Resilience and Security Commission Enabling Ordinance (Mayor) [Postponed on 03/18/25]

*[Clerk's Note: The motion to enact is on the floor from the 03/18/25 meeting.]*

Vice President called for public comment with none being offered.

**Cox moved to amend Ordinance 2025-04.**

Section 1 to read as follows, "**SECTION 2. Purpose and Scope.** The RSAC [commission] will work in collaboration with and advise the administration **and assembly** on developing sustainability solutions for the Kenai Peninsula Borough

to promote the economic security, safety, self-reliance, and wellbeing of its inhabitants, while maintaining the ability of future generations to do the same. The RSAC may~~[, in collaboration with the administration]~~, make recommendations ~~[it considers advisable]~~ **directly to the assembly**. The scope of matters subject to consideration by the RSAC [resilience and security commission] includes:

1. Divert materials in a manner that ~~[does not exacerbate]~~**considers the effect of greenhouse gas generation** that would otherwise be discarded in landfills within the borough to extend the lifetime of landfills and save taxpayer dollars;
2. Improve cost and energy efficiency of buildings;
3. Improve cost and energy efficiency of transportation;
4. [Increase] Evaluate the use of local, clean energy to [(a)] modernize electricity generation, storage and distribution; [(b)] increase energy independence; [(c)] diversify the grid, and reduce supply volatility;
5. Support hazard mitigation planning that accounts for changing environmental conditions;
6. Improve food security through support of local agriculture, protection of the ecological integrity of fish and wildlife habitat, protection of water resources, and other means;
7. Conduct cost-benefit analyses of sustainable resource initiatives; and
8. [8. Actively engage and communicate with borough communities to develop and institute sustainable resource initiatives through community workgroups, task-forces, online media, etc.;
9. [9. Seek] Research funding to support the work of the RSAC. [commission] [; and]
10. Other similar efforts focused on protection of our natural resources, economy, security and wellbeing.]

..."; and "... SECTION 3. Duties. In collaboration with the administration, [T]the duties of the RSAC [commission] are as follows to the extent the duties performed are within the scope of the borough's legally authorized powers:

- [A. Collaborate with borough staff, communities, utilities, agencies, universities, and the private sector to lead the development and modification of strategic planning to mitigate and adapt to significant changes in our environment;]
1. [1.] [B.] Develop programmatic strategies for sustainable development that anticipate, adapt to, and mitigate against changes in our natural systems;
- [C. Collaborate with utility cooperatives to conduct energy assessments, evaluate borough investments in the energy sector, and diversify energy portfolios;]
2. [2.] [D.] Conduct cost-benefit analyses of strategic support of borough services [sectors] with a [good] long-term outlook, such as building and transportation efficiency, renewable energy, agriculture, tourism, and fishing;
3. [3.] [E. Lead] Participate in implementation of strategies through continued collaboration with the mayor, **assembly**, and staff [, agencies, utilities, universities, the private sector, and communities];
4. [4.] [F.] Provide metrics for monitoring progress toward meeting goals, **and**

**report annually to the mayor and assembly at the end of January on the progress made for the previous year** along with recommendations on how to support or improve those efforts; and

[G. Actively engage and communicate with borough communities to collaboratively develop and institute sustainable resource initiatives through citizen workgroups, task-forces, online media, etc.; and]

**5. [~~5~~] [H.] Make recommendations to the mayor or assembly on public purpose grants that promote sustainability goals of the borough." and "SECTION 4. Memberships. The RSAC [resilience and security commission] shall consist of nine voting members appointed by the mayor and approved by the assembly. Appointed members shall have experience in at least one of the [~~eight~~] [ten] areas in Section 2 above defining the scope of the [commission] RSAC, must be registered to vote, and must physically reside within the boundaries of the Kenai Peninsula Borough. [and] Members shall serve overlapping three-year terms [for no more than two consecutive terms]. [Sustainability] Prospective members [commissioners] shall submit a resume with their application to be appointed by the mayor and approved by the assembly from each of the following geographic areas as generally described below. If no qualified applicant from the geographic area applies, the seat may be filled by a qualified at-large applicant.**

**1. East Peninsula including areas of Seward, Moose Pass, Cooper Landing.**

**2. Southwest Borough including areas of Seldovia, Port Graham, Homer, Kachemak City, Nanwalek.**

**3. South Central including areas of Anchor Point, Ninilchik, Kasilof, Clam Gulch.**

**4. Central shall have two seats including areas of Sterling, Kenai, Soldotna, Kalifornsky.**

**5. Northwest Borough including areas of Hope, Tyonek, Nikiski.**

**6. Three At-Large Seats.**

In addition, the RSAC [commission] may appoint two non-voting youth members. Youth members shall serve one-year terms. Notice of vacancies and the membership roster will be administered by the clerk's office.

..." and "**SECTION 5. Officers.** A chair, vice-chair, and recording secretary of the RSAC [commission] shall be selected annually from and by the appointed RSAC members [of the commission].

The RSAC [commission] shall coordinate with the [planning department] borough clerk to publicize meetings, and mayor's office to create agendas, **meeting packets,** [publicize meetings,] and post the minutes, [, etc.] The Assembly President may appoint an assembly member to be the assembly representative for the RSAC [this advisory commission]." and "...

**SECTION 6. Meetings.** Meetings shall occur at least once quarterly and up to once a month at [assembly chambers] the location provided by public meeting notice.

...

3. ~~[Up to two]~~**Quarterly work sessions may be called by the chair** ~~[upon prior approval from the administration and upon at least three business days' notice].~~ **No quorum is required at a work session, as the RSAC may not take any official action at a work session. RSAC work sessions will be open to the public.** The RSAC need not, but may, provide for audience participation at a work session. **Public notice of a work session is required.**" and "...**SECTION 8. [Investigation and Recommendation authority. The resilience and security commission may consider [and investigate ]subject matters tending to the development and betterment of the borough, now and in the future. It may make recommendations as it considers advisable to the [planning commission,] administration and the assembly. [The commission must request approval to make or have made energy assessments, analyses, surveys, maps or plans through the budget process.]**".

Dunne moved to amend the Cox amendment as follows:

Section 1 to read, "...**SECTION 2. Purpose and Scope.** The RSAC [commission] will work in collaboration with and advise the administration and assembly on developing sustainability solutions for the Kenai Peninsula Borough to promote the economic security, safety, self-reliance, and wellbeing of its inhabitants, while maintaining the ability of future generations to do the same. The RSAC may in collaboration with the administration, make recommendations ~~[it considers advisable]~~ directly to the assembly."

The motion to amend the Cox amendment carried by the following vote:

**Yes:** 8 - Johnson, Cox, Tunseth, Cooper, Ecklund, Baisden, Dunne, and Morton

**Excused:** 1 - Ribbens

The motion to amend Ordinance 2025-04 as amended carried by the following vote:

**Yes:** 8 - Johnson, Cox, Tunseth, Cooper, Ecklund, Baisden, Dunne, and Morton

**Absent:** 1 - Ribbens

The motion to enact Ordinance 2025-04 as amended carried by the following vote:

**Yes:** 7 - Johnson, Cox, Tunseth, Cooper, Ecklund, Dunne, and Morton

**No:** 1 - Baisden

**Excused:** 1 - Ribbens

## NEW BUSINESS

### 1. Resolutions

[2025-017](#)

A Resolution Requesting the Alaska Legislature Provide Municipalities Authority to Enact a Cap on Real Property Tax Assessments Increases (Mayor, Cooper) [Postponed on 04/01/25]

**Tunseth moved to adopt Resolution 2025-017.**

Vice President called for public comment.

**Duane Bannock**, Kenai spoke in support of Resolution 2025-017.

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

Assembly Members Baisden and Tunseth spoke in support of Resolution 2025-017.

**Johnson moved to postpone Resolution 2025-017 to April 15, 2025.**

Assembly Members Cox, Dunne and Ecklund spoke in support of postponement of Resolution 2025-017.

Assembly Member Tunseth spoke in opposition to postponement of Resolution 2025-017.

Vice President Cooper passed the gavel to President Pro Tem Tunseth and spoke in opposition to postponement of Resolution 2025-017. President Pro Tem returned the gavel to Vice President Cooper.

**The motion to postpone Resolution 2025-017 to April 15, 2025 carried by the following vote:**

**Yes:** 8 - Johnson, Cox, Tunseth, Cooper, Ecklund, Baisden, Dunne, and Morton

**Absent:** 1 - Ribbens

## **PUBLIC COMMENTS AND PUBLIC PRESENTATIONS**

Vice President Cooper called for public comment with none being offered.

## **ASSEMBLY COMMENTS**

Assembly Member Dunne thanked the assembly for their support on Ordinance 2024-19-34. Mr. Dunne gave a brief update regarding the work on East End Road in the Cottonwood Eastland unit of Kachemak Bay State Park. Mr. Dunne stated he was glad that the Kenai Peninsula Borough was working on a 5 million dollar grant proposal (NOAA Climate Resilience Regional Challenge).

Assembly Member Tunseth congratulated the Nikiski Girls Volleyball Team. Mr. Tunseth thanked Mako Haggerty and Jodi Stuart for their presentations and thanked borough staff for their hard work. He invited everyone to the grand opening of the

new Boys and Girls Club in Kenai on May 17, 2025 from 3:00pm to 5:00pm and wished everyone a good night.

Assembly Member Baisden thanked everyone for attending and wished the Borough Clerk a happy birthday. Mr. Baisden congratulated the Kenai Cheer team who participated in the Alaska State Cheer Competition.

Assembly Member Johnson commented on Ordinance 2025-04.

Assembly Member Morton congratulated the Nikiski Girls Volleyball Team. Ms. Morton thanked the public for the comments regarding the school district budget. She thanked the Mayor for the updates on the Chapman School land and the school maintenance for Soldotna High and Hope.

Assembly Member Cox stated he participated in the job share program with two Soldotna High School students, stating it was fun. He reported on upcoming Soldotna High School sports.

Assembly Member Ecklund stated she appreciated all the hard work that borough staff does for the assembly. Ms. Ecklund congratulated the Nikiski Girls Volleyball Team. Ms. Ecklund stated that the Seward High School Student Body President was presenting a report at the April 15, 2025 assembly meeting. She stated that she was working with City of Seward to hopefully waive some of the utility costs.

Assembly Member Cooper congratulated Majo Hernandez, a 7th grader at Homer Middle School, for winning the Alaska spelling bee. She wished the Borough Clerk a happy birthday and thanked her for all her hard work.

## **PENDING LEGISLATION - None**

## **INFORMATIONAL MATERIALS AND REPORTS**

## **ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

1. April 15, 2025 6:00 PM  
Regular Assembly Meeting  
Seward Community Library and Museum  
239 6th Avenue, Community Room  
Seward, AK 99664  
Remote participation available through Zoom  
Meeting ID: 835 6358 3837 Passcode: 606672

## **ADJOURNMENT**

With no further business to come before the assembly, Vice President Cooper



adjourned the meeting at 8:19 p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of April 1, 2025.

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

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

Introduced by: Ecklund  
Date: 04/15/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
COMMENDING RESOLUTION**

**A RESOLUTION COMMENDING THE SEWARD HIGH SCHOOL  
FOOTBALL TEAM – 2024 ALASKA NINE-MAN STATE CHAMPION**

**WHEREAS,** the Seward High School football team won the 2024 Nine-Man Football State Championship; and

**WHEREAS,** the Seward Seahawks completed their first undefeated season by beating rival Nikiski High School to win the school's first state title and the first nine-man state final in Alaska's history; and

**WHEREAS,** led by an explosive, physical running attack the game was never in question with Seward ultimately winning by a score of 42-0; and

**WHEREAS,** it was a hard-fought game and both teams represented the Kenai Peninsula community with class and great sportsmanship; and

**WHEREAS,** Seward's football team was comprised of 21 student-athletes, and, occasionally this season, the team entered games with only 12 players available; and

**WHEREAS,** their undefeated season is a testament to the perseverance and commitment of the players; Ronan Bickling, Noah Bird, Martin Fink, Hunter Forshee-Kurtz, Greyson (Jack) Gardner, Brett Gilmore, Noah Price, Emerson Cross, Daniel Kornfeld, Shawn McClain, Lane Peterson, Camden Schrock, Amos Ballard, Micah Brueckner, Kat Noll, Cai Turner, Zachariah Woodland, Kohana Albino, Hunter Price, Avery Staggs, the coaches, Tyler Mallory, Cody Gilmore, volunteer coaches Cole Person and Nick Woodard and the community's support;

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

**SECTION 1.** That the Kenai Peninsula Borough Assembly recognizes, commends, and congratulates the Seward High School football team for winning the 2024 Alaska Nine-Man Football State Championship.

**SECTION 2.** That the Assembly extends its congratulations to Nikiski High School for an excellent season and runner-up finish.

**SECTION 3.** That a special Certificate of Achievement will be presented to each member of Seward High School's football team with the commendation of the Assembly.

**SECTION 4.** That a copy of this resolution be provided to Principal Henry Burns, Jr. and Head Coach Tyler Mallory.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 15TH DAY OF APRIL, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Introduced by: Ecklund  
Date: 04/15/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
COMMENDING RESOLUTION**

**A RESOLUTION COMMENDING THE SEWARD HIGH SCHOOL GIRLS'  
CROSS COUNTRY RUNNING TEAM – 2024 ALASKA DIVISION II  
STATE CHAMPIONS**

**WHEREAS,** the Seward High School Girls' Cross Country Running team won the 2024 Division II State Championship – the team's third straight Division II title; and

**WHEREAS,** all seven girls' varsity runners—Kathryn Van Buskirk, Lucy Bamford, Maddie Haas, Juniper Ingalls, Selah Brueckner, Sadie Haas and Olive Jordan, placed within the top 15—with freshman Olive Jordan capping off the extraordinary team showing with a first-place finish; and

**WHEREAS,** equally impressive is the fact that the team also received the Academic Award with a collective 4.0 team GPA; and

**WHEREAS,** this team started an impressive run of championship titles, runner-up finishes, and academic awards for Seward High School teams, and is proof of the team and the coaches' work-ethic, dedication, and talent;

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

**SECTION 1.** That the Kenai Peninsula Borough Assembly recognizes, commends, and congratulates the Seward High School Cross Country Running team for being the 2024 Class Division II State Champions.

**SECTION 2.** That a special Certificate of Achievement will be presented to each member of Seward High School girls' cross country running team with the commendation of the Assembly.

**SECTION 3.** That a copy of this resolution be provided to Principal Henry Burns, Jr. and Head Coach Rachel Dow.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 15TH DAY OF APRIL, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Introduced by: Ecklund  
Date: 04/15/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
COMMENDING RESOLUTION**

**A RESOLUTION COMMENDING THE SEWARD HIGH SCHOOL GIRLS'  
BASKETBALL – 2025 ALASKA CLASS 2A STATE CHAMPION**

**WHEREAS,** the Seward High School girls' basketball team won the 2025 Class 2A State Basketball Championship; and

**WHEREAS,** the Seward Seahawks defeated Glennallen 51-29 for the title; and

**WHEREAS,** the Seward Basketball teams have been playing at the 3A level for the over 35 years, competing against schools with up to three-times their enrollment size; and

**WHEREAS,** the championship game victory was the culmination of a dominant season in which the Seward Seahawks had twenty-seven straight wins; and

**WHEREAS,** led by a defense-first mentality and a cohesive group of focused scholar-athletes, this championship is the second girls state title in school history; and

**WHEREAS,** the championship team also had two players, Ava Jagielski and Mikinley Williams, named to the Class 2A girls state all-tournament team; and

**WHEREAS,** this championship season is a testament to the focus, commitment, and team-first mentality of the players—Natalie Siemenski, Addison Lemme, Mikinley Williams, Ava Jagielski, Pamela Hillstead, Grace Fleming, Lia Shank, Regan Siebert, Seven Phillips, and Olive Jordan—and coaches—Curtis Berry, Grace Williams and volunteer coach Demitra Apergis—and the community's support;

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

**SECTION 1.** That the Kenai Peninsula Borough Assembly recognizes, commends, and congratulates the Seward High School girls' basketball team for winning the 2025 Class 2A State Championship.

**SECTION 2.** That a special Certificate of Achievement will be presented to each member of Seward High School girls' basketball team with the commendation of the Assembly.

**SECTION 3.** That a copy of this resolution be provided to Principal Henry Burns, Jr. and Head Coach Curtis Berry.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 15TH DAY OF APRIL, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

---

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Introduced by: Ecklund  
Date: 04/15/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
COMMENDING RESOLUTION**

**A RESOLUTION COMMENDING THE SEWARD HIGH SCHOOL GIRLS'  
CHEERLEADERS – 2025 ALASKA STATE DIVISION II ACADEMIC  
AWARD WINNERS AND COMPETITION RUNNER-UPS**

**WHEREAS,** the Seward High School Cheerleaders are the 2025 state academic award winners and placed second in the Division II competition; and

**WHEREAS,** the Seahawks' Cheerleaders six-member team – Lola Swanson, Juniper Ingalls, Somi Clendaniel, Josie Andrews, Addison Gerlach and Sophia Hughes – had a collective 3.96 team GPA; and

**WHEREAS,** the Seward Seahawks Cheerleading team saw Lola Swanson named to the All-Tournament Team and Juniper Ingalls received the Good Sportsmanship award; and

**WHEREAS,** this team exemplified the phrase “scholar-athletes” and the entire team, including cheerleaders Atigun Peterson and McKenzie Davis, Coach Jean Beck and Volunteer Coach Brittany Swanson, proudly represented their school and the Seward community;

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

**SECTION 1.** That the Kenai Peninsula Borough Assembly recognizes, commends, and congratulates the Seward High School Cheerleading team for winning the 2025 Division II Academic Award and for placing second in the Division II competition.

**SECTION 2.** That a special Certificate of Achievement will be presented to each member of Seward High School's Cheerleading team with the commendation of the Assembly.

**SECTION 3.** That a copy of this resolution be provided to Principal Henry Burns, Jr. and Head Coach Jean Beck



**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 15TH DAY OF APRIL, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Introduced by: Ecklund  
Date: 04/15/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
COMMENDING RESOLUTION**

**A RESOLUTION COMMENDING THE SEWARD HIGH SCHOOL  
WRESTLING TEAM – 2025 ALASKA DIVISION II STATE WRESTLING  
CHAMPIONS**

**WHEREAS,** the Seward High School wrestling team won the 2025 Alaska Division II State Champions and won three individual First Place titles in the 2025 Division II State Tournament; and

**WHEREAS,** the Seahawks' team finished with 184 points in the competition and sophomore Ridge Conant, senior Tommy Jarnig, and senior Hunter Forshee-Kurtzt had extraordinary showing with a first-place finishes; and

**WHEREAS,** equally impressive is the fact that Hunter is the first three-time State Champion in Seward High Schools history; and

**WHEREAS,** these student-athletes and their coaches, Brian Mullaly and Nate Smith, exemplify tenacity, dedication, and talent;

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

**SECTION 1.** That the Kenai Peninsula Borough Assembly recognizes, commends, and congratulates the Seward High School wrestling team as 2025 Division II State Champions and Ridge Conant, Tommy Jarnig and Hunter Forshee-Furtz for their individual 2025 Division II State Titles.

**SECTION 2.** That a special Certificate of Achievement will be presented to each member of Seward High Schools boys' wrestling team with the commendation of the Assembly.

**SECTION 3.** That a copy of this resolution be provided to Principal Henry Burns, Jr. and Head Coach Brian Mullaly.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 15TH DAY OF APRIL, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

**Kenai Peninsula Borough  
Alaska  
Proclamation**

**WHEREAS**, sexual assault is an intolerable violent crime with public health implications for every person in the Kenai Peninsula Borough, and no one person, organization, agency or community alone can eliminate sexual assault; and

**WHEREAS**, sexual violence prevention in the Kenai Peninsula Borough can be better addressed through education, counseling, support of victims and survivors, and increased support for service agencies in collaboration with The LeeShore Center in Kenai, Haven House in Homer, and SeaView Community Services and Seward Safe Harbor in Seward; and

**WHEREAS**, the staff and volunteers of The LeeShore Center, Haven House, SeaView Community Services, and Seward Safe Harbor work year-round to address sexual assault by providing 24-hour crisis services, offering support to those impacted by sexual assault, and providing prevention education and survivor empowerment information to schools, churches, and civic organizations, as well as to medical, mental health, law enforcement, education and criminal justice personnel; and


**WHEREAS**, The LeeShore Center, Haven House, SeaView Community Services, and Seward Safe Harbor continue to develop and improve the quality of service for those most profoundly and directly impacted by sexual violence;

**NOW, THEREFORE**, I, Peter A. Micciche, Mayor of the Kenai Peninsula Borough, do hereby proclaim April 2025 as:

***Sexual Assault Awareness Month***

on the Kenai Peninsula, and urge all citizens to support and assist The LeeShore Center, Haven House, SeaView Community Services, and Seward Safe Harbor as they continue their efforts to provide hope and support, and to eliminate acts of sexual violence and exploitation within the Kenai Peninsula Borough.



  
\_\_\_\_\_  
Mayor Peter A. Micciche  
Kenai Peninsula Borough

Kenai Peninsula Borough  
Office of the Borough Mayor

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**MAYOR'S REPORT TO THE ASSEMBLY**

TO: Peter Ribbens, Assembly President  
Members, Kenai Peninsula Borough Assembly

FROM: Peter A. Micciche, Kenai Peninsula Borough Mayor *PM*

DATE: April 15, 2025

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Assembly Request / Response

*None*

Agreements and Contracts

- a. Authorization to Award a Contract for ITB25-044 – Kenai River Center Roof
- b. Authorization to Award a Contract for RFP25-022 – Emergency Operations Plan Update
- c. Authorization to Purchase a Replacement of Ambulance, Under the Houston Galveston Area Council (HGAC) Cooperative Contract AM 10-23

Other

- a. Budget Revisions – March 2025
- b. Revenue-Expenditure Report – March 2025
- c. Tax Adjustment Request Approval
- d. Litigation Status Report – Quarter Ending March 31, 2025

# 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:** April 3, 2025

**RE:** Authorization to Award a Contract for ITB25-044 Kenai River Center Roof

The Purchasing and Contracting Office formally solicited and received bids for the ITB25-044 Kenai River Center Roof. Bid packets were released on February 25, 2025 and the Invitation to Bid was advertised on Bid Express from February 25 – March 20, 2025

The project consists of providing all labor and materials to rehabilitate / replace the Kenai River Center (514 Funny River Rd, Soldotna, AK 99669) roof and gutter system per the supplied drawings and project manual.

On the due date of March 20, 2025, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$165,975.00 was submitted by Building Specialties, Inc., Anchor Point, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 407-21135-25471-43011.



Peter A. Micciche, Borough Mayor

4/3/2025

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. _____	407-21135-25471-43011
Amount: _____	\$165,975.00
By: <i>CSJ BH</i>	Date: 4/3/2025


NOTES: NA

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB25-044 KENAI RIVER CENTER ROOF REPLACEMENT**

CONTRACTOR	LOCATION	BASE BID
Building Specialties, Inc.	Anchor Point, Alaska	\$165,975.00
Homer Building, LLC	Homer, Alaska	\$345,000.00

DUE DATE: March 20, 2025

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:** Brenda Ahlberg, OEM Senior Manager *BA*

**DATE:** March 26, 2025

**RE:** Authorization to Award a Contract for RFP25-022 Emergency Operations Plan Update

On February 4, 2025, the Kenai Peninsula Borough Office of Emergency Management formally solicited proposals for RFP25-022 Emergency Operations Plan Update. The request for proposals was advertised on Bid Express from February 4, 2025 through March 6, 2025.

The project consists of updating the 2020 Kenai Peninsula Borough Emergency Operations Plan (EOP), 12 annexes, and create two new annexes: (1) Disaster Help Center and (2) Cybersecurity. The EOP is a living document that provides recommendations to protect life safety, property and the environment to relevant emergencies or disasters on the Kenai Peninsula during response and recovery phases. This project will amend operational procedures to align with response structures as defined by and in adherence with local jurisdictional codes, state statutes and federal regulations. Equity will be evaluated throughout the planning process, ensuring that vulnerable populations and those at higher risk during emergencies are prioritized in operational plans.


On the due date of March 6, 2025, four (4) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Tamarack Management LLC	Kapaa, Hawaii	408
Facility Engineering Associates (FEA) PC	Lakewood, Colorado	394
Katmai Preparedness Solutions, LLC	Soldotna, Alaska	230
Transcend X	Grand Rapids, Michigan	129

The highest-ranking proposal, which includes a cost factor, was submitted by Tamarack Management, LLC with a lump sum cost proposal of \$108,000. The proposal review committee recommends award of a contract to Tamarack Management, LLC, Kapaa, Hawaii. Your approval for this award is hereby requested.



Funding of this contract will be charged to account number 271-11250-24HAZ-43011.



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

3/27/2025

\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	271-11250-24HAZ-43011
Amount	\$108,000.00
By: <i>CJ BH</i>	Date: 3/26/2025

NOTES: NA



**KENAI PENINSULA  
Borough**

**Bear Creek Fire Service Area**

PO Box 1565 - 13105 Seward Highway, Seward, Alaska 99664 (P)907-224-9210 | www.kpb.us

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

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

**FROM:** Richard Brackin, Chief of Emergency Services, Bear Creek Fire Service Area *RB*

**DATE:** April 1, 2025

**RE:** Authorization to Purchase a Replacement of Ambulance, Under the Houston Galveston Area Council (HGAC) Cooperative Contract AM10-23.

**DESCRIPTION**

Bear Creek Fire Service Area has a need to replace the Service Area's 2002 Ford Ambulance and associated equipment. It is our preference to replace the ambulance with a purchase from Braun Northwest for a NorthStar model. The Bear Creek Fire Service Area has received a proposal from Braun Northwest, utilizing the established HGAC pricing structure under contract AM01-23. Braun Northwest has provided a quotation for the sum of \$282,198.00.

The Bear Creek Fire Service Area intends to utilize appropriated funds from Capital Project, 23422 FY23 Ambulance, \$250,000, as well as grant funds from Code Blue Phase 22, \$45,000.

Your approval is hereby requested. Funding for this project is in account number 442.51210.23422.48514.

Peter A. Micciche, Borough Mayor

4/3/2025

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct	<u>442.51210.23422.48514</u>
Amount:	<u>\$282,198.00</u>
By: <i>CJ BH</i>	Date: <u>4/2/2025</u>

NOTES: NA

# Kenai Peninsula Borough

Finance Department

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## MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members of the Kenai Peninsula Borough Assembly

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

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

**FROM:** Tyra Rivera, Payroll Accountant *TR*

**DATE:** April 3, 2025

**RE:** Budget Revisions – March 2025

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Attached is a budget revision listing for March 2025. 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.

**MARCH 2025****INCREASE    DECREASE****CLERK'S OFFICE - ASSEMBLY**

Move funds to replace current HDMI to USB converter.

100-11110-00000-43026 (Software Licensing)		\$2,700.00
100-11110-00000-48710 (Minor Office Equipment)	\$2,700.00	

**HUMAN RESOURCES - PRINT SHOP**

Move funds for the purchase of Affinity software.

100-11233-00000-43026 (Software Licensing)		\$140.00
100-11233-00000-42120 (Computer Software)	\$140.00	

**FINANCE - PROPERTY TAX & CASH MANAGEMENT**

Move funds for communication charges for remainder of FY25.

100-11440-00000-40110 (Regular Wages)		\$1,000.00
100-11440-00000-43110 (Communications)	\$1,000.00	

**FINANCE - PROPERTY TAX & CASH MANAGEMENT**

Move funds to purchase a battery backup for check scanning station.

100-11440-00000-40110 (Regular Wages)		\$450.00
100-11440-00000-42410 (Small Tools and Minor Equipment)	\$450.00	

**FINANCE - ADMINISTRATION**

Move funds for Controller's leadership academy training.

100-11430-00000-43260 (Training)		\$329.00
100-11410-00000-43260 (Training)	\$329.00	

**NIKISKI FIRE SERVICE AREA**

Move funds for Atlas ALS manikin.

206-51110-00000-42220 (Medical Supplies)		\$9,708.92
206-51110-00000-48515 (Medical Equipment)	\$9,708.92	

**SOLID WASTE - LANDFILL**

Move funds for rental expenses at CPL.

290-32122-00000-42230 (Fuels, Oils and Lubricants)		\$22,000.00
290-32122-00000-43810 (Rents and Operating Leases)	\$22,000.00	

**SOLID WASTE - HOMER TRANSFER**

Move funds to purchase radios for staff communications.

290-32310-00000-42210 (Operating Supplies)		\$2,700.00
290-32310-00000-48710 (Minor Office Equipment)	\$2,700.00	


# Kenai Peninsula Borough


Finance Department


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## MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members of the Kenai Peninsula Borough Assembly

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

**THRU:** Brandi Harbaugh, Finance Director 

**FROM:** Tyra Rivera, Payroll Accountant 

**DATE:** April 3, 2025

**RE:** Revenue-Expenditure Report – March 2025

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Attached is the Revenue-Expenditure Report of the General Fund for the month of March 2025. Please note that 75.00% of the year has elapsed, 81.57% of budgeted revenues have been collected, and 70.85% of budgeted expenditures have been made.

KENAI PENINSULA BOROUGH  
 Revenue Report  
 For the Period  
 March 1 through March 31 2025

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	YEAR TO DATE RECEIPTS	MONTH TO DATE RECEIPTS	VARIANCE	% COLLECTED
31100	Real Property Tax	\$ 36,244,128	\$ 36,243,231	\$ 248,979	\$ (897)	100.00%
31200	Personal Property Tax	2,101,066	2,199,928	13,979	98,862	104.71%
31300	Oil Tax	6,958,780	6,880,364	-	(78,416)	98.87%
31400	Motor Vehicle Tax	642,580	299,036	35,645	(343,544)	46.54%
31510	Property Tax Penalty & Interest	746,815	672,600	61,934	(74,215)	90.06%
31610	Sales Tax	45,835,931	30,352,349	1,171,206	(15,483,582)	66.22%
33110	In Lieu Property Tax	3,100,000	-	-	(3,100,000)	0.00%
33117	Other Federal Revenue	451,882	251,258	-	(200,624)	55.60%
33120	Forestry Receipts	500,000	-	-	(500,000)	0.00%
34110	School Debt Reimbursement	1,795,641	1,605,609	-	(190,032)	89.42%
34221	Electricity & Phone Revenue	155,000	-	-	(155,000)	0.00%
34222	Fish Tax Revenue Sharing	500,000	(117,054)	1,021	(617,054)	-23.41%
34210	Revenue Sharing	850,000	559	-	(849,441)	0.07%
37350	Interest on Investments	812,722	3,459,862	112,568	2,647,140	425.71%
39000	Other Local Revenue	297,235	341,945	50,355	44,710	115.04%
290	Solid Waste	1,027,000	1,029,644	9,043	2,644	100.26%
Total Revenues		\$ 102,018,780	\$ 83,219,331	\$ 1,704,730	\$ (18,799,449)	81.57%

KENAI PENINSULA BOROUGH  
Expenditure Report  
For the Period  
March 1 through March 31 2025

DESCRIPTION	REVISED BUDGET	YEAR TO DATE EXPENDED	MONTH TO DATE EXPENDED	AMOUNT ENCUMBERED	AVAILABLE BALANCE	% EXPENDED
Assembly:						
Administration	\$ 650,187	\$ 446,843	\$ 32,062	\$ 30,375	\$ 172,969	68.73%
Clerk	664,699	402,802	40,389	7,575	254,322	60.60%
Elections	202,992	171,959	(6,445)	4,553	26,480	84.71%
Records Management	479,206	304,287	28,426	18,212	156,707	63.50%
Mayor Administration	1,108,382	535,252	49,744	14,317	558,813	48.29%
Purch/Contracting/Cap Proj	848,452	574,616	59,058	14,991	258,845	67.73%
Human Resources:						
Administration	913,368	593,483	57,281	4,821	315,064	64.98%
Print/Mail	220,493	153,960	12,486	22,418	44,115	69.83%
Custodial Maintenance	146,585	104,537	11,215	39	42,009	71.31%
Information Technology	2,963,502	2,009,525	182,886	118,237	835,740	67.81%
Emergency Management	1,079,815	622,893	52,825	53,484	403,439	57.69%
Legal Administration	1,205,372	719,901	75,329	36,141	449,329	59.72%
Finance:						
Administration	652,312	469,441	46,893	163	182,709	71.97%
Services	1,309,532	885,995	114,831	317	423,220	67.66%
Property Tax	1,223,836	804,883	64,430	47,628	371,325	65.77%
Sales Tax	1,209,309	856,367	118,572	8,027	344,915	70.81%
Assessing:						
Administration	1,695,147	1,138,846	105,600	52,241	504,059	67.18%
Appraisal	1,881,755	1,238,858	121,201	4,310	638,586	65.84%
Resource Planning:						
Administration	1,758,405	831,270	82,739	8,764	918,371	47.27%
GIS	922,674	502,880	38,918	14,699	405,095	54.50%
River Center	869,856	548,082	52,915	21,237	300,538	63.01%
Senior Citizens Grant Program	843,878	470,731	-	373,147	-	55.78%
School District	66,515,781	50,155,752	4,685,692	-	16,360,029	75.40%
Solid Waste Operations	13,102,842	7,638,867	1,109,627	2,228,861	3,235,114	58.30%
Economic Development	584,000	269,998	13,325	191,487	122,515	46.23%
Non-Departmental	1,489,877	1,614,399	95,569	27,878	(152,400)	108.36%
<b>Total Expenditures</b>	<b>\$ 104,542,257</b>	<b>\$ 74,066,429</b>	<b>\$ 7,245,570</b>	<b>\$ 3,303,920</b>	<b>\$ 27,171,907</b>	<b>70.85%</b>

Kenai Peninsula Borough  
Assessing Department

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**MEMORANDUM**

**TO:** Peter A. Micciche, Borough Mayor  
**FROM:** Adeena Wilcox, Borough Assessor *AW*  
**DATE:** April 3, 2024  
**RE:** Tax Adjustment Request Approval

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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.

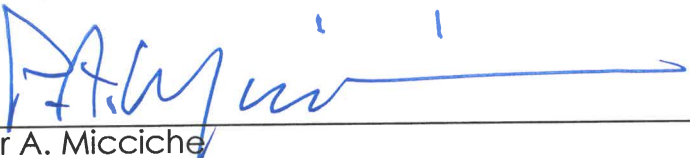
Borough code 5.12.119 (D) authorizes the mayor to approve tax adjustment requests prepared by the borough assessor.

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: April 3, 2024

Adeena Wilcox  
Borough Assessor

**APPROVED**

  
\_\_\_\_\_  
Peter A. Micciche  
Borough Mayor



# APRIL TARS

	2024	2023	2022	2021	2020
TAG 10 (assessed)					
(taxable)					
TAG 11 (assessed)					
(taxable)					
TAG 20 (assessed)					
(taxable)					
TAG 21 (assessed)					
(taxable)					
TAG 30 (assessed)					
(taxable)					
TAG 40 (assessed)	(\$402,300)				
(taxable)	\$0				
TAG 41 (assessed)					
(taxable)					
TAG 42 (assessed)					
(taxable)					
TAG 43 (assessed)					
(taxable)					
TAG 52 (assessed)					
(taxable)					
TAG 53 (assessed)					
(taxable)					
TAG 54 (assessed)					
(taxable)					
TAG 55 (assessed)					
(taxable)					
TAG 57 (assessed)					
(taxable)					
TAG 58 (assessed)	(\$67,300)	(\$64,800)			
(taxable)	(\$60,000)	(\$40,900)			
TAG 59 (assessed)					
(taxable)					
TAG 61 (assessed)					
(taxable)					
TAG 63 (assessed)					
(taxable)					
TAG 64 (assessed)					
(taxable)					
TAG 65 (assessed)					
(taxable)					
TAG 67 (assessed)					
(taxable)					
TAG 68 (assessed)	\$0				
(taxable)	(\$31,600)				
TAG 69 (assessed)					
(taxable)					
TAG 70 (assessed)					
(taxable)					
TAG 80 (assessed)					
(taxable)					
TAG 81 (assessed)					
(taxable)					
<b>TOTAL ASSESSED</b>	<b>(\$469,600)</b>	<b>(\$64,800)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL TAXABLE</b>	<b>(\$91,600)</b>	<b>(\$40,900)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>KPB FLAT TAX</b>	<b>(\$142)</b>				

**APRIL TARS CITY VALUES**

	2024	2023	2022	2021	2020
TAG 10 (assessed)					
(taxable)					
Seldovia Flat Tax					
TAG 20 (assessed)					
(taxable)					
Homer Flat Tax	(\$100)				
TAG 21 (assessed)					
(taxable)					
TAG 30 (assessed)					
(taxable)					
Disability Tax Credit					
TAG 40 (assessed)	(\$402,300)				
(taxable)	(\$402,300)				
TAG 41 (assessed)					
(taxable)					
TAG 70 (assessed)					
(taxable)					
Soldotna Flat Tax					
TAG 80 (assessed)					
(taxable)					
<b>TOTAL ASSESSED</b>	(\$402,300)	\$0	\$0	\$0	\$0
<b>TOTAL TAXABLE</b>	(\$402,300)	\$0	\$0	\$0	\$0
<b>KPB FLAT TAX</b>	(\$100)	\$0	\$0	\$0	\$0

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 20-24-030  
 PARCEL ID 102188  
 PRIMARY OWNER TEEPLE IAN A

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u></u>	<u></u>
PLANE CLASS/COUNT	<u>ACF2-1</u>	<u>ACF2-0</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>\$0</u>	<u>\$0</u>
CITY TAXABLE (V 1013)	<u>\$0</u>	<u>\$0</u>

EXPLANATION MANIFEST CLERICAL ERROR. AIRCRAFT SUFFERED SUBSTANTIAL  
DAMAGE AND CLASSIFIED A TOTAL LOSS DUE TO ACCIDENT ON JULY 12, 2023. ACCOUNT SHOULD  
HAVE BEEN CLOSED FOR 2024.

		CHANGE SUMMARY
DATE	<u>03/11/25</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>(\$100)</u>
		CITY FLAT TAX <u>(\$100)</u>

Cadastral Values		Value Type		Attribute		Secondary Attribute		Expand to Filter Values	
Site	Class	Value Type	Attribute	Secondary Attribute	Amount	Previous Amount	Amount	Previous Amount	Amount
		Aircraft Fixed Class 2 Count			1.00		1.00		1.00
	Appraised	Improvement Market Value			0		0		0
		TAG			20.00		20.00		20.00
	Assessed	TAG.Id			20.00		20.00		20.00
		Personal Property Assessed Value			0		0		0
		Total Assessed Value - City			0		0		0
		Total City Optional Exempt Value			0		0		0
		Total Assessed Value - Borough			0		0		0
	Taxable	City Taxable Value		20 - HOMER CITY	0		0		0
	Exemption	Taxable Value - Borough		20 - HOMER CITY	0		0		0
		Exemption Value City			0		0		0
		OP PF Bor \$100K Exe Value			\$100,000.00		\$100,000.00		\$100,000.00
		OP PPV 100K Exemption			\$100,000.00		\$100,000.00		\$100,000.00
		OP PPV Borough \$100K Exemption			\$100,000.00		\$100,000.00		\$100,000.00
		OP PPV City \$100K Exemption			\$1.00		\$1.00		\$1.00
		Penalty Flag			0		0		0
	Date	Exemption Value Borough			2024.0000000000		2024.0000000000		2024.0000000000
		Year of Cadastre			20240101.0000000000		20240101.0000000000		20240101.0000000000
		Effective date of value change			20240101.0000000000		20240101.0000000000		20240101.0000000000

### MANIFEST CLERICAL ERROR - CHECKLIST

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Parcel ID / Acct # 00102188

X Typographical, computational or other similar error?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. AIRCRAFT SUFFERED SUBSTANTIAL DAMAGE AND CLASSIFIED A TOTAL LOSS DUE TO ACCIDENT ON JULY 12, 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. AIRCRAFT SUFFERED SUBSTANTIAL DAMAGE AND CLASSIFIED A TOTAL LOSS DUE TO ACCIDENT ON JULY 12, 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. AIRCRAFT SUFFERED SUBSTANTIAL DAMAGE AND CLASSIFIED A TOTAL LOSS DUE TO ACCIDENT ON JULY 12, 2023. ACCOUNT SHOULD HAVE BEEN CLOSED FOR 2024.

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

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

Prepared by Clyde Johnson 3/11/2025

Approved by C. Owen Owitz 3/11/25  
 Department Director Date

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 40-24-009  
 PARCEL ID 102897  
 PRIMARY OWNER FV GUIDANCE LLC

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>40</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC-5</u>	<u>BC-5</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u>\$402,300</u>	<u>\$0</u>
KPB TAXABLE (VT 1003)	<u>\$0</u>	<u>\$0</u>
CITY ASSESSED (VT 1011)	<u>\$402,300</u>	<u>\$0</u>
CITY TAXABLE (V 1013)	<u>\$402,300</u>	<u>\$0</u>

EXPLANATION 2024 MAIN ROLL FILER. OWNER NOTED ON FILING VESSEL MOVED FROM TAG 40 TO TAG 20, HOWEVER HE THEN CROSSED OFF THAT PORTION OF THE FILING AND THE TAG WAS UTLIMATELY NOT CHANGED FOR 2024.

### CHANGE SUMMARY

DATE	<u>03/28/25</u>	KPB ASSESSED	<u>(\$402,300)</u>
SUBMITTED BY	<u>M Payfer</u>	KPB TAXABLE	<u>\$0</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>(\$402,300)</u>
		CITY TAXABLE	<u>(\$402,300)</u>
		KPB FLAT TAX	<u>\$250</u>
		CITY FLAT TAX	<u>\$50</u>

Cadastral Values		Value Type		Attribute	Secondary Attribute	Previous Amount	Amount
Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount	Expand to Filter Values
<b>Default - Default Value Group</b>							
	Appraised	Boat Personal Class 5 Count			1.00	1.00	
		Improvement Market Value			\$402,300.00	\$402,300.00	
		TAG			40.00	20.00	
		TAG.Id			40.00	20.00	
	Assessed	Boat Assessed Value			\$402,300.00	\$402,300.00	
		Boat Personal Class 5			\$402,300.00	\$402,300.00	
		Personal Property Assessed Value			0	0	
		Total Assessed Value - City			\$402,300.00	0	
		Total City Optional Exempt Value			0	0	
		Total Assessed Value - Borough			0	0	
	Taxable	City Taxable Value		20 - HOMER CITY	0	0	
		City Taxable Value		40 - SEWARD CITY	\$402,300.00	0	
		Taxable Value - Borough			0	0	
	Exemption	Exemption Value City		20 - HOMER CITY	0	0	
		Exemption Value City		40 - SEWARD CITY	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		20 - HOMER CITY	\$109,000.00	\$100,000.00	
		OP PPV City \$100K Exemption		40 - SEWARD CITY	\$109,000.00	\$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

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Parcel ID / Acct # 00102897

- X      Typographical, computational or other similar error?  
*Identify & Describe:*  
 NOTED ON FILING BY OWNER TO CHANGE TAG, BUT OWNER THEN CROSSED OFF THAT SECTION OF THE FILING; CHANGE BY ASG WAS NOT NOTED, NOR COMPLETED.
- X      Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 NOTED ON FILING BY OWNER TO CHANGE TAG, BUT OWNER THEN CROSSED OFF THAT SECTION OF THE FILING; CHANGE BY ASG WAS NOT NOTED, NOR COMPLETED.
- X      Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
 NOTED ON FILING BY OWNER TO CHANGE TAG, BUT OWNER THEN CROSSED OFF THAT SECTION OF THE FILING; CHANGE BY ASG WAS NOT NOTED, NOR COMPLETED.

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

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

Prepared by M Payfer 3/28/2025  
Date

Approved by \_\_\_\_\_  
Department Director Date



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024 TAR NUMBER 58-24-053  
 PARCEL ID 103476  
 PRIMARY OWNER CHEFF DANIEL & REYNOLDS JACQUELYN

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
BOAT CLASS/COUNT	<u>BC3-1</u>	<u>BC3-0</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>\$0</u>	<u>\$0</u>
CITY TAXABLE (V 1013)	<u>\$0</u>	<u>\$0</u>

EXPLANATION MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL FORCED ACCOUNT. OWNERS SOLD RESIDENCE AND RELOCATED TO ARIZONA AND WASHINGTON IN AUGUST 2023. MOVED BOAT OUT OF STATE AT THAT TIME. NO SITUS. ACCOUNT SHOULD NOT HAVE BEEN CREATED.

		CHANGE SUMMARY
DATE	<u>03/12/25</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></u>

Cadastral Values		Value Type	Attribute	Secondary Attribute	Previous Amount	Expand to Filter Values
Site	Class	Value Type	Attribute	Secondary Attribute	Amount	Amount
Default - Default Value Group	Appraised	Boat Personal Class 3 Count			1.00	
		Improvement Market Value			\$30,400.00	
		TAG			58.00	
		TAG.Id			58.00	
	Assessed	Boat Assessed Value			\$30,400.00	
		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	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		\$1,000,000.00	\$1,000,000.00
		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**

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Parcel ID / Acct # 00103476

X Typographical, computational or other similar error?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL FORCED ACCOUNT. OWNER SOLD RESIDENCE AND RELOCATED TO ARIZONA AND WASHINGTON IN AUGUST 2023. MOVED BOAT OUT OF STATE AT THAT TIME. NO SITUS. ACCOUNT SHOULD HAVE NOT BEEN CREATED.

X Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
 MANIFEST CLERICAL ERROR. 2024 SUPPLEMENTAL FORCED ACCOUNT. OWNER SOLD RESIDENCE AND RELOCATED TO ARIZONA AND WASHINGTON IN AUGUST 2023. MOVED BOAT OUT OF STATE AT THAT TIME. NO SITUS. ACCOUNT SHOULD HAVE NOT BEEN CREATED.

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 FORCED ACCOUNT. OWNER SOLD RESIDENCE AND RELOCATED TO ARIZONA AND WASHINGTON IN AUGUST 2023. MOVED BOAT OUT OF STATE AT THAT TIME. NO SITUS. ACCOUNT SHOULD HAVE NOT BEEN CREATED.

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

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

Prepared by Clyde Johnson 3/12/2025

Approved by *[Signature]* 3/12/25  
 Department Director Date

# TAX ADJUSTMENT REQUEST

**ROLL/YEAR** 2024 **TAR NUMBER** 58-24-054  
**PARCEL ID** 104004  
**PRIMARY OWNER** WOOD KYLE A

	CURRENT VALUE	CORRECTED VALUE
<b>TAG</b>	<u></u>	<u>58</u>
<b>BOAT CLASS/COUNT</b>	<u></u>	<u></u>
<b>PLANE CLASS/COUNT</b>	<u>ACF2-0</u>	<u>ACF2-1</u>
<b>KPB ASSESSED (VT 1001)</b>	<u>\$0</u>	<u>\$0</u>
<b>KPB TAXABLE (VT 1003)</b>	<u>\$0</u>	<u>\$0</u>
<b>CITY ASSESSED (VT 1011)</b>	<u>\$0</u>	<u>\$0</u>
<b>CITY TAXABLE (V 1013)</b>	<u>\$0</u>	<u>\$0</u>

**EXPLANATION** OWNER REPORTED AIRCRAFT FOR 2024 BUT LISTED INCORRECT LOCATION.  
AIRCRAFT LOCATED AT SCOOTERS AIRPARK TAG 58. TAR ON FOR 2024 WITH NO PENALTY.

	CHANGE SUMMARY	
<b>DATE</b> <u>03/28/25</u>	<b>KPB ASSESSED</b>	<u>\$0</u>
<b>SUBMITTED BY</b> <u>C. JOHNSON</u>	<b>KPB TAXABLE</b>	<u>\$0</u>
<b>VERIFIED BY</b> <u>C. FINLEY</u>	<b>CITY ASSESSED</b>	<u>\$0</u>
	<b>CITY TAXABLE</b>	<u>\$0</u>
	<b>KPB FLAT TAX</b>	<u>\$100</u>
	<b>CITY FLAT TAX</b>	<u></u>

Cadastre Values		Expand to Filter Values	
Site	Class	Value Type	Amount
Default - Default Value Group		Attribute	Previous Amount
		Secondary Attribute	
	Appraised	Aircraft Fixed Class 2 Count	1.00
		Improvement Market value	\$90,000.00
		TAG	58.00
	Assessed	TAG.Id	58.00
		Aircraft Assessed Value	\$90,000.00
		Aircraft Fixed Class 2	\$50,000.00
		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	0
		Taxable Value - Borough	0
	Exemption	Exemption Value City	0
		Exemption Value Borough	0
	Date	Year of Cadastre	2024.0000000000
		Effective date of value change	20240101.0000000000
		58 - CENTRAL EMERGENCY SERVICES	
		58 - CENTRAL EMERGENCY SERVICES	

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 58-24-055

PARCEL ID 058-190-17

PRIMARY OWNER Furlong, Daniel N & Claudia R

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>27,200</u>	<u>27,200</u>
IMPROVEMENT ASSESSED (VT5)	<u>382,800</u>	<u>315,500</u>
KPB ASSESSED (VT 1001)	<u>410,000</u>	<u>342,700</u>
KPB TAXABLE (VT 1003)	<u>60,000</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 Manifest clerical error: Appraiser added attatched garage and detached garage. Property  
has only detached garage.

### CHANGE SUMMARY

DATE	<u>03/17/25</u>	KPB ASSESSED	<u>(\$67,300)</u>
SUBMITTED BY	<u>H Windsor</u>	KPB TAXABLE	<u>(\$60,000)</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>

Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount
Default - Default Value Group		Legal Acres			.97 Acres	.97 Acres
<b>Appraised</b>		<b>Improvement Market Value</b>			<b>\$382,800.00</b>	<b>\$315,500.00</b>
		Land Market Value			\$27,200.00	\$27,200.00
		TAG			58.00	58.00
		TAG.Id			58.00	58.00
<b>Assessed</b>		<b>Improvements</b>			<b>\$382,800.00</b>	<b>\$315,500.00</b>
		Land			\$27,200.00	\$27,200.00
		Parcel Assessed Value			0	0
		Personal Property Assessed Value			0	0
		Qualified for Exemption			0	0
		Total Assessed Value - City			\$410,000.00	\$342,700.00
		Total Borough Optional Exempt Value			0	0
		Total City Optional Exempt Value			\$280,000.00	\$192,700.00
		Total Mandatory Exempt Value			\$150,000.00	\$150,000.00
		Land Assessed Value			\$27,200.00	\$27,200.00
		Improvement Assessed Value			\$382,800.00	\$315,500.00
		Total Assessed Value - Borough			\$410,000.00	\$342,700.00
Taxable		City Taxable Value		58 - CENTRAL EMERGENCY SERVICES	0	0
		Taxable Value - Borough			\$58,000.00	0
Exemption		BOROUGH SENIOR Exempt Value			\$300,000.00	\$300,000.00
		Cap for Senior Exemption			\$150,000.00	\$150,000.00
		Exemption Value City			0	0
		OP Residential Boro Exemption		58 - CENTRAL EMERGENCY SERVICES	\$50,000.00	\$42,700.00
		OP Senior Resident >150K Exempt Value			\$150,000.00	\$150,000.00
		Residential Exemption			\$50,000.00	\$50,000.00
		Senior Citizen Exemption			\$150,000.00	\$150,000.00
		Senior Mandatory Exempt Value			\$150,000.00	\$150,000.00
		Senior MandatoryImp			\$150,000.00	\$150,000.00
		Working Improvement Assessed Value			\$382,800.00	\$315,500.00
		Exemption Value Borough			\$350,000.00	\$342,700.00
Date		Year of Cadastre			2024.0000000000	2024.0000000000
		Effective date of value change			2024.01.01.0000000000	2024.01.01.0000000000

## MANIFEST CLERICAL ERROR - CHECKLIST

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Parcel ID / Acct # 058-190-17

- X   **Typographical, computational or other similar error?**  
*Identify & Describe:*  
**MANIFEST CLERICAL ERROR.** Appraiser added attached garage and detached garage. Property has only detached garage.
- X   **Readily apparent from the assessment notice, tax statement or other borough tax record?**  
*Identify & Describe:*  
**MANIFEST CLERICAL ERROR.** Appraiser added attached garage and detached garage. Property has only detached garage.
- X   **Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?**  
*Identify & Describe:*  
**MANIFEST CLERICAL ERROR.** Appraiser added attached garage and detached garage. Property has only detached garage.

Certified Value	Land	<u>\$27,200</u>
	Improvements	<u>\$382,800</u>
	Personal Property	<u>                  </u>
	<b>Total</b>	<u><b>\$410,000</b></u>

Adjusted Value	Land	<u>\$27,200</u>
	Improvements	<u>\$315,500</u>
	Personal Property	<u>                  </u>
	<b>Total</b>	<u><b>\$342,700</b></u>

Prepared by Heather Windsor 3/17/2025

Approved by *Adam Dwyer* 3/17/2025  
 Department Director Date



# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2023 TAR NUMBER 058-23-064  
 PARCEL ID 058-190-17  
 PRIMARY OWNER Furlong, Daniel N & Claudia R

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>19,600</u>	<u>19,600</u>
IMPROVEMENT ASSESSED (VT5)	<u>371,300</u>	<u>306,500</u>
KPB ASSESSED (VT 1001)	<u>390,900</u>	<u>326,100</u>
KPB TAXABLE (VT 1003)	<u>40,900</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 Manifest clerical error: Appraiser added attached garage and detached garage. Property  
has only detached garage.

### CHANGE SUMMARY

DATE	<u>03/17/25</u>	KPB ASSESSED	<u>(\$64,800)</u>
SUBMITTED BY	<u>H Windsor</u>	KPB TAXABLE	<u>(\$40,900)</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>

Site	Class	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount
Default - Default Value Group		Legal Acres			.97 Acres	.97 Acres
	Appraised	Improvement Market Value			\$371,300.00	\$306,500.00
		Land Market Value			\$19,600.00	\$19,600.00
		TAG			\$8.00	\$6.00
		TAG.Id			\$8.00	\$8.00
	Assessed	Improvements			\$371,300.00	\$366,500.00
		Land			\$19,600.00	\$19,600.00
		Parcel Assessed Value			\$390,900.00	\$326,100.00
		Personal Property Assessed Value			0	0
		Qualified for Exemption			0	0
		Total Assessed Value - City			\$390,900.00	\$326,100.00
		Total Borough Optional Exempt Value			0	0
		Total City Optional Exempt Value			\$200,000.00	\$176,100.00
		Total Mandatory Exempt Value			0	0
		Land Assessed Value			\$150,000.00	\$150,000.00
		Improvement Assessed Value			\$19,600.00	\$19,600.00
		Total Assessed Value - Borough			\$371,300.00	\$306,500.00
		City Taxable Value		58 - CENTRAL EMERGENCY SERVICES	\$390,900.00	\$326,100.00
	Taxable	Taxable Value - Borough			0	0
		BOROUGH SENIOR Exempt Value			\$40,900.00	0
	Exemption	Cap for Senior Exemption			\$300,000.00	\$300,000.00
		Exemption Value City			\$150,000.00	\$150,000.00
		OP Residential Boro Exemption		58 - CENTRAL EMERGENCY SERVICES	0	0
		OP Senior Resident >150k Exempt Value			\$50,000.00	\$26,100.00
		Residential Exemption			\$150,000.00	\$150,000.00
		Senior Citizen Exemption			\$50,000.00	\$50,000.00
		Senior Mandatory Exempt Value			\$150,000.00	\$150,000.00
		Senior Mandatory/Imp			\$150,000.00	\$150,000.00
		Working Improvement Assessed Value			\$371,300.00	\$306,500.00
		Exemption Value Borough			\$350,000.00	\$326,100.00
	Date	Year of Cadastre			2023.0000000000	2023.0000000000
		Effective date of value change			20230101.0000000000	20230101.0000000000

## 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 # 058-190-17

X      Typographical, computational or other similar error?  
*Identify & Describe:*  
*MANIFEST CLERICAL ERROR. Appraiser added attached garage and detached garage. Property has only detached garage.*

X      Readily apparent from the assessment notice, tax statement or other borough tax record?  
*Identify & Describe:*  
*MANIFEST CLERICAL ERROR. Appraiser added attached garage and detached garage. Property has only detached garage.*

X      Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?  
*Identify & Describe:*  
*MANIFEST CLERICAL ERROR. Appraiser added attached garage and detached garage. Property has only detached garage.*

Certified Value	Land	\$19,600
	Improvements	\$371,300
	Personal Property	_____
	<b>Total</b>	<b>\$390,900</b>

Adjusted Value	Land	\$19,600
	Improvements	\$306,500
	Personal Property	_____
	<b>Total</b>	<b>\$326,100</b>

Prepared by Heather Windsor      3/17/2025

Approved by *Adrian Dewitz*      3/17/2025  
 Department Director      Date

# TAX ADJUSTMENT REQUEST

ROLL/YEAR 2024

TAR NUMBER 68-24-017

PARCEL ID 159-340-03

PRIMARY OWNER PAYNE, DONALD

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>68</u>	<u>68</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>31,600</u>	<u>31,600</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>31,600</u>	<u>31,600</u>
KPB TAXABLE (VT 1003)	<u>31,600</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 AND 50K APPROVED AFTER A LATE APPROVAL OF 2024 PFD

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		CHANGE SUMMARY
DATE	<u>03/18/25</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>SNOTTER</u>	KPB TAXABLE <u>(\$31,600)</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>

Cadastre Values		Expand to Filter Values		
Site	Class	Value Type	Attribute	
Default - Default Value Group			Secondary Attribute	
			Previous Amount	
			Amount	
	Appraised	Legal Acres	1.98 Acres	1.98 Acres
		Land Market Value	\$31,600.00	\$31,600.00
	Assessed	TAG	68.00	68.00
		TAG.Id	68.00	68.00
		Land	\$31,600.00	\$31,600.00
		Parcel Assessed Value	\$31,600.00	\$31,600.00
		Personal Property Assessed Value	0	0
		Qualified for Exemption	\$31,600.00	\$31,600.00
		Total Assessed Value - City	\$31,600.00	\$31,600.00
		Total Assessed Value - City	0	0
		Total City Optional Exempt Value	0	0
		<b>Total Mandatory Exempt Value</b>	<b>\$31,600.00</b>	<b>\$31,600.00</b>
		Land Assessed Value	\$31,600.00	\$31,600.00
		Total Assessed Value - Borough	\$31,600.00	\$31,600.00
	Taxable	City Taxable Value	0	0
		68 - WESTERN EMERGENCY SVS		
	Exemption	<b>Taxable Value - Borough</b>	<b>\$31,600.00</b>	<b>0</b>
		<b>BOROUGH SENIOR Exempt Value</b>	<b>\$31,600.00</b>	<b>\$31,600.00</b>
		<b>Cap for Senior Exemption</b>	<b>\$150,000.00</b>	<b>\$150,000.00</b>
		Exemption Value City	0	0
		68 - WESTERN EMERGENCY SVS		
		Residential Exemption	\$50,000.00	\$50,000.00
		Senior Citizen Exemption	\$31,600.00	\$31,600.00
		Senior Mandatory Exempt Value	\$31,600.00	\$31,600.00
		Senior Mandatory Land	\$31,600.00	\$31,600.00
		Exemption Value Borough	0	\$31,600.00
	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 11-24-002  
 PARCEL ID 191-260-12  
 PRIMARY OWNER STEVEN BELING

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>11</u>	<u>11</u>
CLASS CODE	<u>112</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>69,700</u>	<u>69,700</u>
IMPROVEMENT ASSESSED (VT5)	<u>350,000</u>	<u>350,000</u>
KPB ASSESSED (VT 1001)	<u>419,700</u>	<u>419,700</u>
KPB TAXABLE (VT 1003)	<u>369,700</u>	<u>369,700</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION DISASTER ABATEMENT FOR HOUSE FIRE ON 12/8/2024

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		CHANGE SUMMARY
DATE	<u>03/20/24</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>LCRANE</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>(\$91.66)</u>
		CITY FLAT TAX <u></u>

Cadastre Values		Expand to Filter Values	
Site	Class	Value Type	Amount
Default - Default Value Group		Attribute	Secondary Attribute
	Appraised	Legal Acres	2.94 Acres
		Improvement Market Value	\$350,000.00
		Land Market Value	\$69,700.00
		TAG	11.00
		TAG.I.d	85.00
	Assessed	Improvements	\$350,000.00
		Parcel Assessed Value	\$69,700.00
		Personal Property Assessed Value	\$419,700.00
		Qualified for Exemption	0
		Total Assessed Value - City	\$419,700.00
		Total Borough Optional Exempt Value	0
		Total City Optional Exempt Value	0
		Land Assessed Value	\$69,700.00
		Improvement Assessed Value	\$350,000.00
		Total Assessed Value - Borough	\$419,700.00
	Taxable	City Taxable Value	0
		Taxable Value - Borough	\$369,700.00
	Exemption	Days at Disaster Value	23.00
		Disaster Relief Tax Credit Adjustment	\$12,109.56
		Exemption Value City	0
		OP Residential Boro Exemption	\$50,000.00
		Residential Exemption	\$50,000.00
		Taxable Value after Disaster	\$177,000.00
		Working Improvement Assessed Value	\$350,000.00
		Exemption Value Borough	\$50,000.00
	Date	Year of Cadastre	2024.0000000000
		Effective date of value change	20240101.0000000000

# Kenai Peninsula Borough

## Legal Department

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### LITIGATION STATUS REPORT

**TO:** Peter Ribbens, KPB Assembly President  
Members, KPB Assembly  
Zen Kelly, KPBSD Board of Education President  
Members, KPBSD Board of Education

**THRU:** Peter A. Micciche, Mayor *PAM*  
Clayton Holland, KPBSD Superintendent *CH*

**FROM:** Sean Kelley, Borough Attorney *SK*

**DATE:** April 3, 2025

**RE:** Litigation Status Report – Quarter Ending 03/31/25

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This report includes brief descriptions of pending non-routine court cases, as well as administrative appeals and code compliance enforcement actions set for hearing before the administrative hearing officer, which name the KPB and/or School District as parties.

- A. Administrative Appeals. The following is a summary of open or recently resolved administrative appeals from Planning Commission decisions:
1. OAH Case No. 25-0066. Diamond Willow Homeowners Association and Consolidated Development & Management, LLC. This is a consolidated appeal filed by a neighboring property developer and a local homeowners' association of a Planning Commission's decision to grant modification of a conditional land use permit for an existing gravel pit. Opening statements have been filed and reply statements are due April 7, 2025. The appeal hearing is scheduled to take place on April 30, 2025.
- B. Alaska District Court Cases.
1. Nicholas Conner v. KPB and Kenai River Center, Case No. 3KN-24-00920CI. Plaintiff, Nicholas Conner, filed a complaint in district court seeking equitable relief and \$50,000 for "emotional distress, inconvenience, and harm resulting from" allegations that making the Kenai River Center a by-appointment-only facility and having restrooms that are not open to general public use violates state law. KPB filed a motion to dismiss the claim due to lack of subject matter jurisdiction and failure to state a claim upon which relief can be granted. KPB also opposed the request to change venue. On March 26, 2025, the plaintiff filed a notice of voluntary dismissal without prejudice prior to the court ruling on the pending motions. \*Will be removed from future reports.



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Quarter ending 03/31/25

Re: Litigation Status Report

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- C. Alaska Superior Court cases. This list does not include the real property tax foreclosures and numerous standard tax collection cases pursued by the KPB:
2. *Furie Operating Alaska, LLC. v. State of Alaska, Department of Revenue, and State Assessment Review Board, Case No. 3AN-21-06462CI.* The owner of oil and gas production property appealed the State Assessment Review Board's decision upholding the tax assessment of the property performed by the State of Alaska, Department of Revenue pursuant to AS 43.56. A non-jury trial was held the week of July 24, 2023. The court issued its decision on May 16, 2024, denying Furie's appeal and upholding the State of Alaska, Department of Revenue's tax assessment. Currently pending before the Superior Court are motions for prevailing party attorney fees and costs filed on behalf of KPB and the State. Furie has appealed the case to the Supreme Court. The KPB filed a notice of non-participation in the Supreme Court case.
  3. *Jennifer Harvey-Kindred, et al. v. Kenai Peninsula Borough, Kenai Peninsula Borough School District, 3AN-23-08723CI.* This matter involves a lawsuit against KPB and KPBSD alleging that Plaintiffs' various medical ailments were caused by alleged exposure to toxic mold in KPBSD schools from 2004-2020. Discovery is ongoing. Trial is currently scheduled for the week of December 1, 2025, before Anchorage Superior Court Judge Crosby.
  4. *David Yragui, v. Kenai Peninsula Borough, 3KN-24-00123CI.* Plaintiff, David Yragui, filed suit for damages to property and for defamation related to his unpermitted activities within KPB rights-of-way (Mary Jeanne Yragui was originally included as a Plaintiff but was subsequently dismissed from the case.) Trial is scheduled for the week of November 3, 2025. Discovery is ongoing. Plaintiff filed for declaratory judgment. The KPB opposed and filed a cross motion for summary judgment. Plaintiff recently amended his complaint and responded to KPB's motion for summary judgment.
  5. *David Yragui v. Kenai Peninsula Borough, Case No. 3KN-24-00788CI.* Plaintiff, David Yragui, filed a quiet title action requesting the court to find that Eastway Road public right-of-way, a thirty-three-foot strip of land abutting KPB property in the Yragui Tract Subdivision near Kalifonsky Beach Road, is Mr. Yragui's property in fee simple. This matter was subsequently resolved by the parties and a stipulated dismissal with prejudice was filed. \*Will be removed from future reports.
  6. *Jonathan Teates v. Kenai Peninsula Borough* (Case No. 3KN-24-00749CI), Consolidated w/, *Jonathan Teates v. Central Peninsula Hospital, Inc.* (Case No. 3KN-24-650CI). Consolidated Case Nos. 3KN-24-00749. This consolidated case relates to a slip-and-fall injury lawsuit against KPB and CPGH, Inc. Per the operating agreement with CPGH, Inc., CPGH will defend and indemnify KPB against the claims alleged in this action. Trial week is scheduled for the week of June 22, 2026. Discovery is ongoing. \*Will be removed from future reports.
  7. *Furie Operating Alaska, LLC. v. State of Alaska, Department of Revenue, and State Assessment Review Board, Case No. 3AN-24-066722CI.* The owner of oil and gas production

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Quarter ending 03/31/25

Re: Litigation Status Report

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property appealed the State Assessment Review Board's decision upholding the tax assessment of the property performed by the State of Alaska, Department of Revenue pursuant to AS 43.56. KPB has filed a notice of non-participation in this appeal. \*Will be removed from future reports.

8. 2FishAlaska v. Kenai Peninsula Borough, 3KN-24-00905CI. This owner of real property appealed the denial of charitable purpose exemption application. The record on appeal has been certified and Appellant's opening brief is due on April 21, 2025.
9. Kenai Peninsula Borough School District v. Fischer, Case No. S-18687 (Trial Court Case No. 3KN-19-00185CI). This appeal to the Alaska Supreme Court arises from a subrogation case filed against a School District employee to recover substantial health care costs paid by the health care plan. The Supreme Court upheld summary judgment in favor of the School District on breach of contract grounds but determined a genuine dispute of material fact remained regarding damages and remanded this case to the Superior Court on the limited issue of determining if some of the costs included in the damage determination were not subject to subrogation. There are respective motions pending before the Superior Court on remand. The court granted plaintiff's unopposed motion to continue the trial with a Trial Date Setting Conference currently scheduled for August 6, 2025.
10. Haybeck v. KPBSD; Peninsula Art Guild, Case No. 3KN-24-00951CI. This case relates to an alleged slip-and-fall injury at Kenai Central High School during the annual Winter Arts & Crafts fair hosted by the Peninsula Art Guild. This is an insurance defense claim and KPBSD is represented by the Farley & Graves law firm. After a meeting of the parties, the court issued its order scheduling pretrial deadlines and setting trial call for January 7, 2026. Discovery is ongoing.

D. Alaska Supreme Court cases.

1. Beachcomber v. Kenai Peninsula Borough Planning Commission, Case Nos. S-19091 & S-19092 (Consolidated) (Trial Court Case Nos. 3KN-20-00034CI & 3KN-23-00004CI). This is an appeal of the April 4, 2024, decision issued by Superior Court Judge Joanis affirming OAH's decision in Case No. 2022-04 PCA, *Bilben, et al. v. KPB PC, Beachcomber LLC, et al.*, which upheld the KPB Planning Commission's denial of Beachcomber, LLC's CLUP and dismissing Beachcomber's appeal. Judge Joanis's April 4, 2024, decision also constituted a final decision in case 3KN-20-00034CI that was before Judge Gist. The Supreme Court issued an order on July 8, 2024, consolidating Beachcomber's appeals for the purposes of briefing, consideration and decision. Due to claims of constitutional defects in the process, KPB is participating on appeal. All parties have submitted briefs and await the Court's decision.

E. US District Court cases.

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Quarter ending 03/31/25

Re: Litigation Status Report

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1. *Nicholas Conner v. Kenai Peninsula Borough; Mayor Peter Micciche*, Case No. 3:35-cv-00054-HRH. Plaintiff filed this complaint on March 19, 2025, alleging his constitutional right to film public officials in public spaces was violated and asks the court to permanently enjoin application of KPB Ordinance 2024-27, and declare the ordinance unconstitutional, and for costs and attorney fees. KPB's answer is due April 10, 2025.

Introduced by: Mayor  
Date: 04/01/25  
Hearing: 04/15/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2024-19-34**

**AN ORDINANCE ACCEPTING AND APPROPRIATING  
CONGRESSIONALLY DIRECTED SPENDING GRANT FUNDS FROM  
THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES,  
HEALTH RESOURCES AND SERVICES ADMINISTRATION FOR  
UPGRADING THE MECHANICAL AND POWER PLANT AT SOUTH  
PENINSULA HOSPITAL**

**WHEREAS,** the Kenai Peninsula Borough (KPB) 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,** the United States Congress passed the budget with congressionally directed spending which allocated \$5,000,000 and the Kenai Peninsula Borough received a Notice of Award dated March 21, 2025 from the Department of Health and Human Services (HRSA); and

**WHEREAS,** there is a need for upgrade and expansion of the mechanical and power plant at South Peninsula Hospital; and

**WHEREAS,** SPHI and KPB have coordinated throughout this process to request and receive these congressionally directed spending grant funds for this purpose; and

**WHEREAS,** at its regular meeting of April 10, 2025, the Service Area Board recommended \_\_\_\_\_;

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

**SECTION 1.** That this ordinance is a non-code ordinance.

**SECTION 2.** That the Mayor is authorized to execute grant agreements and any other documents deemed necessary to expend the funds and to fulfill the intents and purposes of this ordinance.

**SECTION 3.** That grant funds in the amount of \$5,000,000 are appropriated to account no. 491.81210.25PWR.49999 for the South Peninsula Hospital mechanical and power plant expansion project and related project expenditures.

**SECTION 4.** That \$50,000 is appropriated to account no. 491.81210.25PWR.61990 from the South Peninsula Hospital Service Area Capital Project Fund fund balance to pay the administrative service fee of 1% for the South Peninsula Hospital mechanical and power plant expansion project administrative service fee.

**SECTION 5.** 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 6.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 7.** That this ordinance is effective retroactively to March 21, 2025.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Grants Administration

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## MEMORANDUM

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

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

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

**DATE:** March 26, 2025

**RE:** **LAYDOWN** Ordinance 2024-19-34, Accepting and Appropriating Congressionally Directed Spending Grant Funds from the U.S. Department of Health and Human Services, Health Resources and Services Administration for Upgrading the Mechanical and Power Plant at South Peninsula Hospital (Mayor)

---

On March 21, 2025, the Kenai Peninsula Borough (KPB) received a Notice of Award for Congressionally Directed Spending from the Department of Health and Human Services, Health Resources and Services Administration in the amount of \$5,000,000 for upgrades to the mechanical and power plant at South Peninsula Hospital. There is no match requirement for this grant. Local funds are also being requested to support the administrative service fee of one percent.

The KPB will provide grant oversight and project management for the project. This Ordinance appropriates local and grant funds and authorizes the Mayor to execute all necessary documents to accept the grant.

The South Kenai Peninsula Hospital Service Area will consider this Ordinance at its April 10, 2025 meeting and provide the Assembly with its recommendations.

Your consideration is appreciated.

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
<b>Account:</b> <u>491.00000.25PWR.33116</u>	<b>Amt:</b> <u>\$ 5,000,000</u>
<b>Account:</b> <u>491.27900</u>	<b>Amt:</b> <u>\$ 50,000</u>
By: <u><i>BT</i></u>	Date: <u>3/25/2025</u>



**Recipient Information**

- 1. Recipient Name**  
KENAI PENINSULA BOROUGH  
KENAI PENINSULA BOROUGH 144 N BINKLEY ST  
SOLDOTNA, AK 99669-7520
- 2. Congressional District of Recipient**  
01
- 3. Payment System Identifier (ID)**  
1920030894A1
- 4. Employer Identification Number (EIN)**  
920030894
- 5. Data Universal Numbering System (DUNS)**  
071845168
- 6. Recipient's Unique Entity Identifier**  
LFJ1BSEYK6H3
- 7. Project Director or Principal Investigator**  
John Hedges  
Project Director  
jhedges@kpb.us  
(907)714-2260
- 8. Authorized Official**  
Elizabeth Hardie  
Grants Administrator  
ehardie@kpb.us  
(907)714-2153

**Federal Agency Information**

- 9. Awarding Agency Contact Information**  
Travis J Wright  
Grants Management Specialist  
Office of Federal Assistance Management (OFAM)  
Division of Grants Management Office (DGMO)  
twright@hrsa.gov  
(301) 443-0676
- 10. Program Official Contact Information**  
Hannah Smith  
Health Systems Bureau (HSB)  
hsmith@hrsa.gov  
(000) 000-0000

**Federal Award Information**

- 11. Award Number**  
6 CE1HS54200-01-02
- 12. Unique Federal Award Identification Number (FAIN)**  
CE154200
- 13. Statutory Authority**  
Consolidated Appropriations Act, 2022, (PL 117-103)  
Consolidated Appropriations Act, 2023 (PL 117-328)  
Further Consolidated Appropriations Act, 2024 (P.L. 118-47)
- 14. Federal Award Project Title**  
Community Project Funding/Congressionally Directed Spending - Construction
- 15. Assistance Listing Number**  
93.493
- 16. Assistance Listing Program Title**  
Congressional Directives
- 17. Award Action Type**  
Administrative
- 18. Is the Award R&D?**  
No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date 09/30/2024 - End Date 09/29/2027</b>	
<b>20. Total Amount of Federal Funds Obligated by this Action</b>	\$0.00
20a. Direct Cost Amount	
20b. Indirect Cost Amount	\$0.00
21. Authorized Carryover	\$0.00
22. Offset	\$0.00
23. Total Amount of Federal Funds Obligated this budget period	\$5,000,000.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>	\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>	\$5,000,000.00
<b>26. Project Period Start Date 09/30/2024 - End Date 09/29/2027</b>	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$5,000,000.00

- 28. Authorized Treatment of Program Income**  
Addition
- 29. Grants Management Officer – Signature**  
Travis Wright on 03/21/2025

**30. Remarks**

Prior Approval Request Tracking Number PA-00135715. Prior Approval Request Type: Project Director(PD) Change

Introduced by: Mayor  
Date: 04/01/25  
Hearing: 04/15/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-06**

**AN ORDINANCE PROVIDING AN EXCEPTION TO BOROUGH CODE  
TO ACCEPT THE FY26 LATE-FILED SENIOR CITIZEN GRANT  
APPLICATIONS FOR THE SENIOR CITIZEN PROGRAM**

**WHEREAS**, pursuant to KPB 5.22.010 the Kenai Peninsula Borough (“KPB”) may provide grants to senior centers located within the Borough; and

**WHEREAS**, KPB 5.22.060 requires grant applications be filled out and submitted not later than March 15 of each year; and

**WHEREAS**, because the deadline requirement to submit the application is established by code, an exception may only be granted by ordinance;

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

**SECTION 1.** This is a non-code ordinance.

**SECTION 2.** Notwithstanding the KPB 5.22.060 application deadline, the Assembly authorizes the Mayor, or designee, to accept the FY26 late-filed senior center grant applications through close of business April 1, 2025.

**SECTION 3.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 4.** That this ordinance shall be effective immediately.



**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY  
OF \* 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Grants Administration

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## MEMORANDUM

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

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

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

**DATE:** March 28, 2025

**RE:** **LAYDOWN** Ordinance 2025- 06, Providing an Exception to Borough Code to Accept the FY26 Late-Filed Senior Citizen Grant Applications for the Senior Citizen Program (Mayor)

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KPB 5.22.010 provides that the KPB may provide grants to senior centers located within the Kenai Peninsula Borough. KPB 5.22.060 requires that the grant applications be submitted to the Borough by March 15 of each year.

Due to various reasons and explanations, four senior centers were either not submitted by the March 15<sup>th</sup> deadline or were not received by the KPB by the deadline. All senior centers have now submitted their applications. It is reasonable and fair under the circumstances to extend the deadline by a couple weeks. Due to the deadline set by KPB Code, the Assembly must provide for an exception to KPB Code in order to accept the late filed applications, all of which have been received.

Your consideration is appreciated.

Introduced by: Mayor, Cooper  
Date: 04/01/25  
Action: Postponed to 04/15/25  
Date: 04/15/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2025-017**

**A RESOLUTION REQUESTING THE STATE LEGISLATURE PROVIDE  
MUNICIPALITIES AUTHORITY TO ENACT A CAP ON REAL  
PROPERTY TAX ASSESSMENTS INCREASES**

**WHEREAS**, real estate values often rise and fall significantly from year-to-year in a manner which ordinary real property owners cannot budget for and which create real financial hardships; and

**WHEREAS**, this situation can be remedied only by action of the Alaska Legislature; and

**WHEREAS**, Alaska Constitution, Article 9, Section 3 states that: Standards for appraisal of all property assessed by the State or its political subdivisions shall be prescribed by law; and

**WHEREAS**, Alaska Constitution, Article 10, Section 2 states: "All local government powers shall be vested in boroughs and cities. The State may delegate taxing powers to organized boroughs and cities only."; and

**WHEREAS**, Alaska Statute 29.45.110 states in part that: "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..."; and

**WHEREAS**, per current AS 29.45.110, local assessors must assess property at full and true value, and full and true value is determined by market value prices, therefore, if market value prices go up, assessments necessarily increase;

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

**SECTION 1.** That the Assembly requests the current legislature review and amend AS 29.45, relating to Municipal Taxation, and any other relevant state statutes, to provide discretionary authority for municipalities to enact, at their option, a cap or limit on real property tax assessment increases of no more than 5% from the previous year's

assessment unless there have been improvements or changes to the property. State law should provide that municipalities must enact such a cap by ordinance and the State shall not penalize municipalities that enact the optional cap.

**SECTION 2.** That a proposed amendment to AS 29.45.110 is provided below for the Alaska Legislature's consideration with additions shown in bold underline:

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. **Notwithstanding any requirements of this section to the contrary, a municipality may, by ordinance, provide a cap on real property assessments that limits assessment increases for a property to no more than a 5% increase from the previous year's assessment, unless the assessment increase for the property is based on the addition of structures or other improvements that were not previously known to the assessor. A municipality is authorized to enact other requirements to administer and enforce a limit on assessment increases in accordance with this section and the state shall not penalize, in any way, a municipality for enacting a limit on assessment increases. The department shall provide such guidance and assistance to local municipalities as may be needed to implement this provision.**

**SECTION 3.** That a copy of this resolution will be provided to Governor Michael J. Dunleavy; and the State Legislators representing Kenai Peninsula Borough constituents: State Senator Gary Stevens; State Senator Jesse Bjorkman; State Representative Louise Stutes; State Representative Bill Elam; State Representative Justin Ruffridge; and State Representative Sarah Vance.

**SECTION 4.** That this resolution is effective immediately.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 15TH DAY OF APRIL, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

04/01/25 Vote to Postpone to 04/15/25:

Yes: Baisden, Cooper, Cox, Dunne, Ecklund, Johnson, Morton, Tunseth

No: None

Absent: Ribbens

Yes:

No:

Absent:

# Kenai Peninsula Borough Mayor's Office

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## MEMORANDUM

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

**FROM:** Peter A. Micciche, Mayor *PAM*

**DATE:** March 31, 2025

**RE:** Resolution 2025-017, Requesting the Alaska Legislature Provide Municipalities Authority to Enact a Cap on Real Property Tax Assessments Increases (Mayor)

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State law currently mandates that a municipality assess all property at full and true value as of January 1 of a tax year and requires municipalities to determined full and true value based on market value – “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...” – in recent years the State law requirements has resulted in significant assessed value increases for taxpayers.

This Resolution requests amendments to Title 29 to provide municipalities the option, rather than a mandate, to enact an ordinance that would cap year over year increases to assessed values. In addition, the Resolution requests that the State not penalize a municipality for enacting a cap on assessments. The requested changes to State law will provide assessment stability and predictability for taxpayers.

Your consideration is appreciated.

Tax mill rates by borough in Alaska

total	schools	police	area wide/ general fund	Fire/EMS	Roads	solid waste	sales tax S (includes debt)	Pen Hospital	Source
16.145	6.67	3.63	0.3	2.26	2.56				Anchorage (Spenard)
10.599	5.72		4.879	5.4	1.621				Fairbanks (areawide = 10.599)
9.41*			4.3	2.7 - 3.66	1.4		3%	1.46	Kenai Peninsula Borough
12.35	7.11		1.15	1.5			7%		Kodiak (boroughwide = 9.25, tax code area 2 = 12.35)
10.322			0.960 - 4.590	1.50 - 4.59					Mat-Su (non areawide = 0.511)

\* = 4.3 GF + 3.21 Fire/EMS + 1.4 Roads + 0.5 Hospital (about 1/3 of South Pen) + doesn't include flood or rec areas.

Average Effective Property Tax Rates by Boroughs in Alaska

<https://smartasset.com/taxes/alaska-property-tax-calculator>

- 0.33 Skagway Municipality
- 0.51 Sitka City & Borough
- 0.65 Wrangell City & Borough
- 0.66 Kenai Peninsula Borough
- 0.67 Petersburg Borough
- 0.71 Ketchikan Gateway Borough
- 0.75 North Slope Borough
- 0.84 Yakutat City & Borough
- 0.89 Haines Borough
- 0.94 Juneau City & Borough
- 0.99 Bristol Bay Borough
- 1.04 Kodiak Island Borough
- 1.14 Matanuska-Susitna Borough
- 1.25 Fairbanks North Star Borough
- 1.31 Anchorage Municipality

Introduced by: Morton, Dunne  
Date: 04/15/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2025-018**

**A RESOLUTION URGING THE U.S. CONGRESS AND THE U.S.  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION TO  
ADDRESS OUTAGES OF NATIONAL DATA BUOY CENTER STATIONS**

- WHEREAS,** the primary function of National Data Buoy Center meteorological/ocean stations is to collect and disseminate in situ, real-time, quality-controlled observations in the marine environment to ensure the nation's maritime safety and to understand and predict the atmosphere, ocean, waves, ice, and climate; and
- WHEREAS,** because of the Kenai Peninsula's extensive coastline, vital fishing and tourism industries, dependence on marine commerce, and reliance on imports and exports by sea, the performance of National Data Buoy Center meteorological/ocean stations is critical to the citizens and economy of the Kenai Peninsula Borough; and
- WHEREAS,** information from National Data Buoy Center meteorological/ocean stations is used by mariners and authorities to determine when conditions for navigation are safe; and
- WHEREAS,** weather-related closures are determined by the United States Coast Guard Vessel Traffic Service Prince William Sound; and
- WHEREAS,** the Vessel Traffic Service uses the National Data Buoy Center Seal Rocks Buoy as the primary source of information to make weather-related closure decisions for Prince William Sound; and
- WHEREAS,** the Seal Rocks Buoy has not been fully functional since October 2023; and
- WHEREAS,** a functional buoy system is critical to the safety of Alaskans and mariners; and
- WHEREAS,** a functional buoy system is critical to the safe transportation of oil, gas, and goods; and
- WHEREAS,** an oil spill resulting from a tanker incident would have disastrous consequences on the regional environment, local ecosystems, subsistence lifestyles, Alaska Native villages, and economies of Kenai Peninsula communities and businesses that rely on fishing, aquaculture, tourism, and other commercial or recreational ocean activities;



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

**SECTION 1.** That the Assembly urges the United States Congress to include language in the Consolidated Appropriations Act, 2025, to address National Data Buoy Center meteorological/ocean station outages occurring in Alaska and specifically to require the National Oceanic and Atmospheric Administration to ensure the reliability of National Data Buoy Center meteorological/ocean stations and take actions necessary to restore the full functionality of National Data Buoy Center meteorological/ocean station equipment.

**SECTION 2.** That the Assembly urges the United States Congress to maintain and enhance the critical public service the National Oceanic and Atmospheric Administration provides to mariners, authorities, and other users on the Kenai Peninsula through the observation and forecasting functions of the National Weather Service, including National Data Buoy Center meteorological/ocean stations.

**SECTION 3.** That a copy of this resolution will be provided to: the Alaska Congressional delegation, Senator Lisa Murkowski, Senator Dan Sullivan, and Representative Nicholas Begich; and, Dr. William Burnett, Director of the National Data Buoy Center; Commander Sarah Rousseau, United States Coast Guard Marine Safety Unit Valdez; David Seris, United States Coast Guard, District 17 Waterways Management.

**SECTION 4.** That this resolution is effective immediately.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 15TH DAY OF APRIL, 2025.**

---

Peter Ribbens, 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:** Peter Ribbens, Assembly President  
Members, KPB Assembly

**FROM:** Leslie Morton, Assembly Member *LM*

**DATE:** April 3, 2025

**RE:** Resolution 2025-018 Urging the U.S. Congress and the U.S. National Oceanic and Atmospheric Administration to Address Outages of National Data Buoy Center Stations (Morton)

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This Resolution urges federal action to address and ensure reliability of National Data Buoy Center meteorological/ocean stations and take actions necessary to restore the full functionality of National Data Buoy Center meteorological/ocean station equipment as a critical public safety measure.

Your consideration is appreciated.

Introduced by: Mayor  
Date: 04/15/25  
Hearing: 05/06/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2024-19-35**

**AN ORDINANCE APPROPRIATING FUNDS FOR THE CENTRAL  
PENINSULA LANDFILL LEACHATE INFRASTRUCTURE  
IMPROVEMENTS PROJECT**

**WHEREAS**, additional funds are necessary to complete the leachate infrastructure improvements project at the Central Peninsula Landfill (CPL); and

**WHEREAS**, the single largest additional costs is for the purchase and installation of the Supervisory Control and Data Acquisition (SCADA) system, which is an automation system necessary for the successful operation of the system as design; and

**WHEREAS**, the total appropriation necessary to cover the cost of the system, as well as ancillary services, materials, equipment and project-related design additions is \$977,504;

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

**SECTION 1.** This is a non-code appropriation ordinance.

**SECTION 2.** That \$977,504 is appropriated from the General Fund fund balance account 100.27900 to account 411.32122.LEAC1.49999 to support the Central Peninsula Landfill Leachate Infrastructure Improvements Project and related costs.

**SECTION 3.** That 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 4.** If any provision of this ordinance or its application is determined to be invalid, the remaining provisions shall continue in full force and effect.

**SECTION 5.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \*  
DAY OF \*, 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Purchasing and Contracting

### MEMORANDUM

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

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *BH*  
Tim Crumrine, Acting Solid Waste Director *TC*

**FROM:** John Hedges, Purchasing and Contractor Director *JH*

**DATE:** April 3, 2025

**RE:** Ordinance 2024-19- 35 , Appropriating Funds for the CPL Leachate Infrastructure Improvements Project (Mayor)

On October 24, 2024, the Kenai Peninsula Borough awarded a contract for \$6,300,000 to Polar North Construction, LLC for the construction of the new leachate evaporator building and equipment. In addition, a previous contract for the purchase and install of the new evaporator unit was awarded to Heartland Water Technology, Inc for \$2,999,000.

In support of these projects, and as part of the coordination of the scope of work, additional funding is necessary to cover costs necessary for the successful completion of the project. The additional costs were not included in the original contracts. The largest of the additional needs are for the Supervisory Control and Data Acquisition (SCADA) system; an automation system necessary for the successful operation of the system as design. This system was removed from the previous work to allow the other efforts to proceed while the system was refined to meet the minimum needs necessary for the project. The ancillary services, materials, and equipment include site utility improvements, and changes to the existing Polar North contract for design omissions.

The total appropriation necessary to cover the cost of these items is \$977,504.

This Ordinance appropriates funds from the General Fund for the leachate evaporator facility and related infrastructure improvements at the Central Peninsula Landfill.

Your consideration is appreciated.

<b>FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED</b>	
<b>Account:</b>	<u>100.27900</u>
<b>Amount:</b>	<u>\$ 977,504.00</u>
<b>By:</b>	<u><i>CF</i></u>
<b>Date:</b>	<u>4/3/2025</u>

Introduced by: Cox  
Date: 04/15/25  
Hearing: 05/20/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-07**

**AN ORDINANCE AMENDING KPB 4.10.100 RELATING TO THE USE OF  
PUBLIC FUNDS ON BALLOT PROPOSITIONS TO MIRROR STATE LAW**

**WHEREAS**, KPB 4.10.100 prohibits the use of public funds, facilities, equipment or supplies purchased with public funds, and services of public employees in-kind to promote the passage of a ballot proposition; and

**WHEREAS**, due to uncertainty surrounding what might be considered materials or presentations intended to inform, promote or otherwise influence the outcome of a vote on a bond proposition, the historical trend has been to enact an ordinance that provides for the distribution of materials in a manner that complies with State law requirements, notwithstanding KPB 4.10.100; and

**WHEREAS**, Ordinance 2024-16, Ordinance 2022-19-02, Ordinance 2021-19-58, Ordinance 2020-19-04, Ordinance 2019-19-07, Ordinance 2017-19-03, and Ordinance 2017-19-02, are recent examples in which the Assembly enacted a notwithstanding exception to KPB 4.10.100 to allow for the distribution materials to inform voters about a ballot proposition; and

**WHEREAS**, State law provides that in order for a municipality to expend funds or other resources that may be considered to influence the outcome of an election there must be a specific ordinance that appropriates funds for that purpose; and

**WHEREAS**, this code amendment ordinance will align with State law to require a specific appropriating ordinance in order to use public moneys, or facilities, equipment or supplies purchased with public moneys, and services of public employees in kind, to influence the outcome or otherwise inform voters about ballot propositions;

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

**SECTION 1.** This ordinance amends KPB Code and will be codified.

**SECTION 2.** That KPB 4.10.100(a) is amended to read as follows:

**4.10.100. Prohibition on use of public funds [MONEYS TO PROMOTE PASSAGE OF] for[A] ballot proposition[S] materials.**

A. The use of public moneys, or facilities, equipment or supplies purchased with public moneys, and services of public employees in kind, [TO PROMOTE THE PASSAGE OF]to inform voters about pros, cons, or potential impacts of an election concerning a ballot proposition[S] including public expenditures, appropriations or bond issues is prohibited unless funds have been specifically appropriated by ordinance for that purpose in accordance with AS 15.13.145.

...

**SECTION 3.** If any provision of this ordinance or its application is determined to be invalid, the remaining provisions shall continue in full force and effect.

**SECTION 4.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2025.**

\_\_\_\_\_  
Peter Ribbens, Assembly President

ATTEST:

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

Yes:

No:

Absent:



# Kenai Peninsula Borough Assembly

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## MEMORANDUM

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

**FROM:** Tyson Cox, Assembly Member *TRC*

**DATE:** April 3, 2025

**RE:** Ordinance 2025-07, Amending KPB 4.10.100 Relating to the Use Of Public Monies on Ballot Propositions to Mirror State Law (Cox)

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I originally spoke with Mr. Kelley about alternatives to making an exception to KPB 4.10.110 after our meeting in Homer last August because of questions surrounding Ordinance 2024-16. I felt it was confusing for both, assembly and community members, when the Assembly approved funds for an informational and promotional campaign with an ordinance requiring an exception to the KPB code.

Recently Mr Kelley forwarded me this code amendment ordinance that will align this section of code with State law to require a specific appropriating ordinance in order to use public moneys, or facilities, equipment or supplies purchased with public moneys, and services of public employees, in kind, to influence the outcome of ballot propositions.

Due to uncertainty surrounding the term "influence" as used in AS 15.13.145, even when providing informational materials regarding potential advantages, disadvantages, benefits, or drawback, the KPB has historically enacted ordinances that contain a "notwithstanding exception" to the prohibition contained in KPB 4.10.110. The need to consistently enact a "notwithstanding exceptions" to KPB Code indicates that the code may need to be amended.

This ordinance will amend KPB code to accomplish the same outcome as before, but without needing a "notwithstanding exception" to do so.


Your consideration is appreciated.

Kenai Peninsula Borough  
Office of the Borough Mayor

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**MEMORANDUM**

**TO:** Peter Ribbens, Assembly President  
Members of the Borough Assembly

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

**DATE:** April 3, 2025

**RE:** Planning Commission Application for Appointment

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Per KPB 2.40.015(B), only a city resident may serve on a city seat on the Borough Planning Commission. An applicant for a city seat is selected by the mayor from a list of recommendations submitted by the city council and is subject to confirmation by the assembly.

One application was received and transmitted to the city. The City Council of Seward has recommended the applicant for appointment. The applicant has been verified as a resident of the city.

I hereby submit my recommendation for confirmation to the Kenai Peninsula Borough Planning Commission:


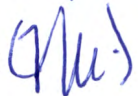
Karina England      City of Seward Seat      Term Expires 07/31/26

Thank you.

Kenai Peninsula Borough  
Office of the Borough Clerk

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**MEMORANDUM**

**TO:** Peter A. Micciche, Borough Mayor  
**THRU:** Robert Ruffner, Planning Director   
**FROM:** Michele Turner, Borough Clerk   
**DATE:** March 25, 2025  
**RE:** Planning Commission Application for Appointment

---

Pursuant to KPB 2.40.05(E), the vacancy of the City of Seward seat on the Planning Commission was noticed for 30-days. The vacancy notice was posted on the Borough’s website, Facebook page and in the borough administration building. The application period closed on December 4, 2024 and has remained opened until filled.

The applicant has been verified as a resident within the city and is a qualified voter of the borough. The City of Seward’s recommendation is listed below. Their letter is attached for your ready reference.

**City of Seward Seat**

Karina England

Thank you for your consideration.

**CITY OF SEWARD**  
P.O. BOX 167  
SEWARD, ALASKA 99664-0167



- Main Office (907) 224-4050
- Police (907) 224-3338
- Harbor (907) 224-3138
- Fire (907) 224-3445
- City Clerk (907) 224-4046
- Community Development (907) 224-4049
- Utilities (907) 224-4050
- Fax (907) 224-4038

March 25, 2025

Kenai Peninsula Borough  
Office of the Borough Mayor  
144 N Binkley  
Soldotna, Alaska 99669

Dear Mayor Micciche,

The City Council of Seward, Alaska would like to recommend applicant Karina England to be the city's representative on the Kenai Peninsula Borough Planning Commission. Karina introduced herself to City Council at the March 24, 2025 meeting and engaged in a lively Q & A session about being on the planning commission. Also, Karina is a qualified voter of the Borough who resides within the City of Seward.

We understand this appointment is for a term that expires on July 31, 2026. Please submit our recommendation to the Borough Assembly for confirmation at your earliest convenience.

Sincerely,

A handwritten signature in black ink that reads "Sue McClure". The signature is written in a cursive, flowing style.

Sue McClure  
Mayor  
City of Seward

**Turner, Michele**

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**Subject:** FW: PC Application submitted Seward City Seat (Term Expires 07/31/2026)

**From:** Kenai Peninsula Borough <webmaster@kpb.us>  
**Sent:** Tuesday, January 28, 2025 6:58 PM  
**To:** Mayor's Department <MayorDepartmental@kpb.us>  
**Cc:** Ruffner, Robert <RRuffner@kpb.us>; Shirnberg, Ann <ashirnberg@kpb.us>; G\_Notify\_AssemblyClerk <G\_Notify\_AssemblyClerk@kpb.us>  
**Subject:** PC Application submitted Seward City Seat (Term Expires 07/31/2026)

Name: Karina England

Selected Seat:Seward City Seat (Term Expires 07/31/2026)

Mailing Address:  
PO Box 488  
Seward, AK {Mail\_Zip:value}

My Residence Address is DIFFERENT from my Mailing Address

Residence Address:  
1400 Chamberlin Rd  
Seward, AK 99664

Email: [kengland442@gmail.com](mailto:kengland442@gmail.com)

Home Phone:

Mobile Phone: 907-513-2824

What knowledge, experience, or expertise will you bring to the Planning Commission?  
I completed a fast-paced program focusing on sustainability. I have a passion for working toward a more sustainable future, as well as passion for Seward. I would love to be able to give voice to a greener future for the Borough, and allow us to come together to make that future a reality. I already have a few ideas that I would love to bring to the table for consideration.

Voter #

SSN  
[REDACTED]

Date of Birth  
[REDACTED]

Introduced by: Mayor  
Date: 04/01/25  
Hearing: 05/06/25  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2025-05**

**AN ORDINANCE AMENDING BOROUGH CODE SECTIONS KPB  
3.04.110 AND KPB 3.04.115 REGARDING MINIMUM QUALIFICATIONS  
FOR EMPLOYMENT**

**WHEREAS,** this ordinance provides a mechanism to promote high-performing and talented internal candidates who may not have the strict amount of years of experience for a promotion but have demonstrated the skillset and work ethic to perform the job;

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

**SECTION 1.** Classification. This ordinance will be codified.

**SECTION 2.** That KPB 3.04.110 is hereby amended to read as follows:

**3.04.110. Qualifying procedures.**

Applications for positions in the classified service will be accepted only after employment lists have been exhausted and position openings have been advertised and only until a filing deadline which will be set out in each position announcement. Upon the information supplied in the application and any attachments thereto, applications will be screened to determine if minimum required qualifications are evident. [ONLY THOSE]Subject to the terms of this section, applicants [WHO]must meet minimum required qualifications as advertised for the position [WILL BE ALLOWED TO PROCEED TO THE NEXT STEP] in order to be considered for employment. Notwithstanding, an internal candidate who demonstrates the necessary skillset to perform the job may qualify and be considered for the position upon: (1) a signed statement and recommendation from the head of the department that the individual has demonstrated the requisite ability and skillset to perform the job; (2) consent of the Human Resources Director; and, (3) approval of the Mayor. [AFTER THIS SCREENING, APPLICANTS MAY BE REQUIRED TO PASS A WRITTEN EXAMINATION WHICH IS DESIGNED TO TEST THE APPLICANT'S BASIC KNOWLEDGE OF SKILLS REQUIRED FOR THE POSITION. A MINIMUM PASSING SCORE SHALL BE 70%. THE WRITTEN EXAMINATION MAY BE WAIVED FOR CERTAIN POSITIONS. AN IN-PERSON INTERVIEW SHALL ALSO BECOME A PART OF THE OVERALL RATING. PERFORMANCE EVALUATIONS AND THE RESULTS OF PHYSICAL EXAMINATIONS WILL NOT BE WEIGHTED BY SCORE.]

**SECTION 3.** That KPB 3.04.115 is hereby amended to read as follows:

**3.04.115. Administrative positions of employment—Job descriptions.**

The assembly shall authorize, either through the borough's approved annual budget, or by resolution, all positions of employment in the administrative service. The mayor or any administrative officer designated by the mayor shall make each appointment in the administrative service from among the top candidates who have qualified for that appointment and who have met minimum qualifications. Notwithstanding, an internal candidate who demonstrates the necessary skillset to perform the job may qualify and be considered for the position upon: (1) a signed statement and recommendation from the head of the department that the individual has demonstrated the requisite ability and skillset to perform the job; (2) consent of the Human Resources Director; and, (3) approval of the Mayor. A list of all approved administrative positions [SHALL]will be maintained in the borough office of human resources including the job description for each such position.

**SECTION 4.** Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

**SECTION 5.** That this ordinance shall be effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \* 2025.**

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Peter Ribbens, Assembly President

ATTEST:

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Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough  
Human Resources Department

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**MEMORANDUM**

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

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

**FROM:** Justen Huff, HR Director *JH*

**DATE:** March 20, 2025

**RE:** Ordinance 2025- 05 , Amending Borough Code Sections KPB 3.04.110 and KPB 3.04.115 Regarding Minimum Qualifications for Employment (Mayor)

---

This ordinance provides a mechanism to promote high-performing and talented internal candidates who may not have the strict number of years of experience for a promotion but have demonstrated the skillset and work ethic to perform the job. The purpose is to provide a method for heads of departments, upon consent of the HR director and approval of the Mayor, to recommend, in writing, an employee for an open position based on demonstrated ability, skillset, and work ethic.

Your consideration is appreciated.





**KENAI PENINSULA  
Borough**

**Bear Creek Fire Service Area**

PO Box 1565 - 13105 Seward Highway, Seward, Alaska 99664 (P)907-224-9210 | www.kpb.us

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

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

**FROM:** Richard Brackin, Chief of Emergency Services, Bear Creek Fire Service Area *RB*

**DATE:** April 1, 2025

**RE:** Authorization to Purchase a Replacement of Ambulance, Under the Houston Galveston Area Council (HGAC) Cooperative Contract AM10-23.

**DESCRIPTION**

Bear Creek Fire Service Area has a need to replace the Service Area's 2002 Ford Ambulance and associated equipment. It is our preference to replace the ambulance with a purchase from Braun Northwest for a NorthStar model. The Bear Creek Fire Service Area has received a proposal from Braun Northwest, utilizing the established HGAC pricing structure under contract AM01-23. Braun Northwest has provided a quotation for the sum of \$282,198.00.

The Bear Creek Fire Service Area intends to utilize appropriated funds from Capital Project, 23422 FY23 Ambulance, \$250,000, as well as grant funds from Code Blue Phase 22, \$45,000.

Your approval is hereby requested. Funding for this project is in account number 442.51210.23422.48514.

Peter A. Micciche, Borough Mayor

4/3/2025

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct	<u>442.51210.23422.48514</u>
Amount:	<u>\$282,198.00</u>
By: <i>CJ BH</i>	Date: <u>4/2/2025</u>

NOTES: NA

# Kenai Peninsula Borough Purchasing & Contracting

## MEMORANDUM

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

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

**FROM:** Brenda Ahlberg, OEM Senior Manager *BA*

**DATE:** March 26, 2025

**RE:** Authorization to Award a Contract for RFP25-022 Emergency Operations Plan Update

On February 4, 2025, the Kenai Peninsula Borough Office of Emergency Management formally solicited proposals for RFP25-022 Emergency Operations Plan Update. The request for proposals was advertised on Bid Express from February 4, 2025 through March 6, 2025.

The project consists of updating the 2020 Kenai Peninsula Borough Emergency Operations Plan (EOP), 12 annexes, and create two new annexes: (1) Disaster Help Center and (2) Cybersecurity. The EOP is a living document that provides recommendations to protect life safety, property and the environment to relevant emergencies or disasters on the Kenai Peninsula during response and recovery phases. This project will amend operational procedures to align with response structures as defined by and in adherence with local jurisdictional codes, state statutes and federal regulations. Equity will be evaluated throughout the planning process, ensuring that vulnerable populations and those at higher risk during emergencies are prioritized in operational plans.

On the due date of March 6, 2025, four (4) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Tamarack Management LLC	Kapaa, Hawaii	408
Facility Engineering Associates (FEA) PC	Lakewood, Colorado	394
Katmai Preparedness Solutions, LLC	Soldotna, Alaska	230
Transcend X	Grand Rapids, Michigan	129

The highest-ranking proposal, which includes a cost factor, was submitted by Tamarack Management, LLC with a lump sum cost proposal of \$108,000. The proposal review committee recommends award of a contract to Tamarack Management, LLC, Kapaa, Hawaii. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 271-11250-24HAZ-43011.



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

3/27/2025

\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	271-11250-24HAZ-43011
Amount	\$108,000.00
By: <i>CJ BH</i>	Date: 3/26/2025

NOTES: NA

# 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:** April 3, 2025

**RE:** Authorization to Award a Contract for ITB25-044 Kenai River Center Roof

The Purchasing and Contracting Office formally solicited and received bids for the ITB25-044 Kenai River Center Roof. Bid packets were released on February 25, 2025 and the Invitation to Bid was advertised on Bid Express from February 25 – March 20, 2025

The project consists of providing all labor and materials to rehabilitate / replace the Kenai River Center (514 Funny River Rd, Soldotna, AK 99669) roof and gutter system per the supplied drawings and project manual.

On the due date of March 20, 2025, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$165,975.00 was submitted by Building Specialties, Inc., Anchor Point, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 407-21135-25471-43011.



Peter A. Micciche, Borough Mayor

4/3/2025

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. _____	407-21135-25471-43011
Amount: _____	\$165,975.00
By: <i>CSJ BH</i>	Date: 4/3/2025


NOTES: NA

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB25-044 KENAI RIVER CENTER ROOF REPLACEMENT**

CONTRACTOR	LOCATION	BASE BID
Building Specialties, Inc.	Anchor Point, Alaska	\$165,975.00
Homer Building, LLC	Homer, Alaska	\$345,000.00

DUE DATE: March 20, 2025

KPB OFFICIAL:   
John Hedges, Purchasing & Contracting Director