

Kenai Peninsula Borough

144 North Binkley Street

Soldotna, AK 99669



Meeting Agenda

Tuesday, January 6, 2026

6:00 PM

Meeting ID: 897 1694 8642 Passcode: 075938

Betty J. Glick Assembly Chambers

Meeting ID: 897 1694 8642 Passcode: 075938

Assembly

Ryan Tunseth, President

Kelly Cooper, Vice President

Willy Dunne

Cindy Ecklund

Dale Eicher

Scott Griebel

Michael Hicks

Lenora Niesen

Sarge Truesdell

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.)*

APPROVAL OF MINUTES

- *1. [KPB-7359](#) December 2, 2025 Regular Assembly Meeting Minutes

Attachments: [December 2, 2025 Regular Assembly Meeting Minutes](#)

COMMENDING RESOLUTIONS AND PROCLAMATIONS

- *1. [KPB-7373](#) Commending the Homer High School Boys and Girls Cross-Country Teams – 2025 Alaska Class 2A State Champions (Mayor, Cooper)

Attachments: [Commending Resolution](#)

- *2. [KPB-7374](#) Commending the Kenai Central High School Girls' Volleyball Team – 2025 Alaska Class 3A State Champions (Mayor, Tunseth)

Attachments: [Commending Resolution](#)

- *3. [KPB-7375](#) Commending the Kenai Central High School Marching Band – Winning The 2025 Al Castronovo Esprit De Corp Award (Mayor, Tunseth)

Attachments: [Commending Resolution](#)

- *4. [KPB-7376](#) Commending the Soldotna High School Boys' Football Team – 2025 Alaska Division II State Champions (Mayor, Truesdell)

Attachments: [Commending Resolution](#)

PRESENTATIONS WITH PRIOR NOTICE*(20 minutes total)***PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA***(3 minutes per speaker; 20 minutes aggregate)***MAYOR'S REPORT**

[KPB-7366](#) Mayor's Report Cover Memo

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

1. Assembly Requests/Responses

2. Agreements and Contracts

- a. [KPB-7367](#) Authorization to Award Contract for RFP26-006 Solid Waste Environmental Compliance 11.24.25

Attachments: [Authorization to Award Contract for RFP26-006 Solid Waste Environmental Co](#)

- b. [KPB-7368](#) Authorization to Award Contract for RFP26-007 Bailer Building Redesign 12.17.25

Attachments: [Authorization to Award Contract for RFP26-007 Bailer Building Redesign 12.17.](#)

3. Other

- a. [KPB-7369](#) Revenue-Expenditure Report - November 2025

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

- b. [KPB-7370](#) Budget Revisions - November 2025

Attachments: [Budget Revisions - November 2025](#)

ITEMS NOT COMPLETED FROM PRIOR AGENDA**PUBLIC HEARINGS ON ORDINANCES***(Testimony limited to 3 minutes per speaker)*

Ordinances referred to Finance Committee

1. [2025-19-20](#) An Ordinance Appropriating Nikiski Senior Service Area Funds to Support 2023 and 2024 Due Diligence Audit Procedures (Mayor, Niesen)

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

2. [2025-19-21](#) An Ordinance Accepting and Appropriating \$3,954,358 in Grant Funds from the State of Alaska Department of Education & Early Development for the Soldotna High School Exterior Repair Project (Mayor)

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

Ordinances referred to Policies and Procedures Committee

3. [2025-25](#) An Ordinance Amending Borough Code, KPB 3.04.235, Regarding Defense and Indemnification (Mayor)

Attachments: [Ordinance 2025-25](#)
[Memo](#)

4. [2025-26](#) An Ordinance Amending Borough Code, KPB 21.02.080 and KPB 21.02.100 Regarding Advisory Planning Commission Terms and Vacancies (Neisen, Mayor)

Attachments: [Ordinance 2025-26](#)
[Memo](#)

5. [2025-27](#) An Ordinance Amending Borough Code, KPB 1.08.180, Regarding the Definition of a Newspaper of General Circulation (Mayor)

Attachments: [Ordinance 2025-27](#)
[Memo](#)

6. [2025-28](#) An Ordinance Amending Borough Code, KPB 16.20.030, to Allow a Volunteer Firefighter/EMS Provider for the Service Area to Serve on the Kachemak Emergency Service Area Board (Dunne)

Attachments: [Ordinance 2025-28](#)
[Memo](#)

UNFINISHED BUSINESS

NEW BUSINESS

1. Resolutions

Resolutions referred to Finance Committee

- *a. [2026-001](#) A Resolution Updating the Schedule of Rates, Charges, and Fees, known as the Fee Schedule, to Provide a Filing Fee for Residential Exemption Appeals (Mayor)

Attachments: [Resolution 2026-001](#)
 [Memo](#)
 [Reference Copy O2025-21](#)

Resolutions referred to Policies and Procedures Committee

- *b. [2026-002](#) A Resolution Approving a Quarterly Update to the Borough Retention Schedule (Tunseth at the Request of Borough Clerk)

Attachments: [Resolution 2026-002](#)
 [Memo](#)
 [Retention Schedule Requests](#)

Resolutions referred to Legislative Committee

- *c. [2026-003](#) A Resolution Requesting the Governor of the State of Alaska to Designate by Proclamation the Area of the Upper Cook Inlet East Side Set Net Fishery as an Area Impacted by an Economic Disaster in 2025 and Supporting a Recovery Plan (Mayor)

Attachments: [Resolution 2026-003](#)
 [Memo](#)

- *d. [2026-004](#) A Resolution Establishing the Kenai Peninsula Borough's State Capital Project Priorities for the Year 2026 (Mayor)

Attachments: [Resolution 2026-004](#)
 [State Funding Priorities Book](#)

2. Ordinances for Introduction

Ordinances for Introduction and referred to Finance Committee

- *a. [2025-19-22](#) An Ordinance Appropriating Additional Funds from the Road Service Area Capital Project Fund for the Purchase and Installation of a Plow on a New Vehicle (Mayor) (Hearing on 01/20/26)

Attachments: [Ordinance 2025-19-22](#)
[Memo](#)

- *b. [2025-19-23](#) An Ordinance Appropriating Forestry Funds to Reimburse Personnel Expenditures Incurred to Support the 2025 Goldstream Creek Fire (Mayor) (Hearing on 01/20/26)

Attachments: [Ordinance 2025-19-23](#)
[Memo](#)

Ordinances for Introduction and referred to the Policies and Procedures Committee

- *c. [2026-01](#) An Ordinance Amending Borough Code, KPB 22.40.130, Regarding Formal Presentations to the Assembly (Tunseth, Cooper) (Hearing on 02/03/26)

Attachments: [Ordinance 2026-01](#)
[Memo](#)

3. Other

Other items referred to Finance Committee

- *a. [KPB-7372](#) Authorizing the Issuance of a Letter of Non-Objection to the Alcohol Beverage Control Board Regarding Two New Restaurant Endorsements as Requested by Alaska Hotel Properties, LLC dba Rafter's Lounge and Rod & Reel Restaurant, License No. 3002, Cooper Landing

Attachments: [Two Restaurant Designation Endorsements - License #3002 Rafters Lounge an](#)

Other items referred to Policies and Procedures Committee

- *b. [KPB-7397](#) Confirming Appointments to the Board of Equalization (Mayor)
Preston Penrod, Seat B, Term Expires 12/31/2028
Jonathan Wheeler, Seat E, Term Expires 12/31/2028

Attachments: [Appointments to the Board of Equalization](#)

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

ASSEMBLY COMMENTS

PENDING LEGISLATION

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

INFORMATIONAL MATERIALS AND REPORTS

1. [KPB-7400](#) Cook Inlet Regional Citizens Advisory Council December 2025
Director's Report

Attachments: [CIRCAC Director Report](#)

ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

1. January 20, 2026 6:00 PM
Regular Assembly Meeting
Betty J. Glick Assembly Chambers
Borough Administration Building
Remote participation available through Zoom
Meeting ID: 897 1694 8642 Passcode: 075938

ADJOURNMENT

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

The meeting will be held in the Betty J. Glick Assembly Chambers, Borough Administration Building, Soldotna, Alaska. The meeting will also be held via Zoom, or other audio or video conferencing means whenever technically feasible. To attend the Zoom meeting by telephone call toll free 1-888-788-0099 or 1-877-853-5247 and enter the Meeting ID: 897 1694 8642 Passcode: 075938. Detailed instructions will be posted on at the Kenai Peninsula Borough's main page at 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

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

Tuesday, December 2, 2025

6:00 PM

Betty J. Glick Assembly Chambers
Meeting ID: 835 6358 3837 Passcode: 606672
[https://yourkpb.zoom.us/j/83563583837?](https://yourkpb.zoom.us/j/83563583837?pwd=eTO4Um9ao1JJGaVtBJG86PXlsuNvm.1)
[pwd=eTO4Um9ao1JJGaVtBJG86PXlsuNvm.1](#)

Meeting ID: 835 6358 3837 Passcode: 606672

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

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

ROLL CALL

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

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

Also present were:

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

COMMITTEE REPORTS

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

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

[2 Excused: Ecklund, Eicher]

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

[2 Excused: Ecklund, Eicher]

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

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

[2 Excused: Ecklund, Eicher]

APPROVAL OF AGENDA AND CONSENT AGENDA

Cooper moved to approve the agenda and consent agenda.

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

APPROVAL OF MINUTES

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

Approved.

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

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

This Budget Ordinance was enacted.

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

This Budget Ordinance was enacted.

NEW BUSINESS

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

This Resolution was adopted.

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

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

This Resolution was adopted.

[2025-047](#)

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

This Resolution was adopted.

[2025-19-20](#)

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

This Budget Ordinance was introduced and set for public hearing.

[2025-19-21](#)

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

This Budget Ordinance was introduced and set for public hearing.

[2025-25](#)

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

This Ordinance was introduced and set for public hearing.

[2025-26](#)

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

This Ordinance was introduced and set for public hearing.

[2025-27](#)

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

This Ordinance was introduced and set for public hearing.

[2025-28](#)

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

This Ordinance was introduced and set for public hearing.

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

Approved.

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

Approved.

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

Approved.

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

Approved.

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

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

Approved.

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

North Peninsula Recreation Service Area Board

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

Seward Bear Creek Flood Service Area Board

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

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

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

Approved.

Approval of the Agenda and Consent Agenda

President Tunseth called for public comment.

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

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

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

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

COMMENDING RESOLUTIONS AND PROCLAMATIONS

PRESENTATIONS WITH PRIOR NOTICE

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

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

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

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

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

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

President Tunseth called for public comment.

The following people addressed the Assembly regarding grand jury investigation:

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

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

MAYOR'S REPORT

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

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

ITEMS NOT COMPLETED FROM PRIOR AGENDA

PUBLIC HEARINGS ON ORDINANCES

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

Niesen moved to enact Ordinance 2025-24.

President Tunseth called for public comment with none being offered.

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

Tunseth moved to amend Ordinance 2025-24.

Amend Section 2, to read:

"10.04.110. Waste disposal general requirements.

...

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

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

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

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

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

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

UNFINISHED BUSINESS

1. Resolutions

[2025-046](#)

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

Dunne moved to adopt Resolution 2025-046.

President Tunseth called for public comment with none being offered.

Hicks moved to amend Resolution 2025-046.

Amend Section 2, to read:

"AS 29.45.110. Full and True Value

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

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

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

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

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

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

Yes: 3 - Ecklund, Dunne, and Niesen

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

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

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

No: 1 - Dunne

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

President Tunseth called for public comment.

The following people addressed the Assembly regarding grand jury investigation:

Steve Beilgard (ZOOM)

Kristina Moto, Ninikchik (ZOOM)

Rebecca Heinzberger, Kasilof

Andy Ceizik, Soldotna

Joan Corr

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

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

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

ASSEMBLY COMMENTS

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

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

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

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

Assembly Member Ecklund wished everyone happy holidays.

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

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

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

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

PENDING LEGISLATION

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

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

ADJOURNMENT

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

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

Michele Turner, CMC, Borough Clerk

Approved by the Assembly: _____

Introduced by: Mayor, Cooper
Date: 01/06/26
Action:
Vote:

**KENAI PENINSULA BOROUGH
COMMENDING RESOLUTION**

**A RESOLUTION COMMENDING THE HOMER HIGH SCHOOL BOYS
AND GIRLS CROSS-COUNTRY TEAMS – 2025 ALASKA CLASS 2A
STATE CHAMPIONS**

WHEREAS, the Homer High School Boys and Girls Cross Country Team is the 2025 Alaska Class 2A State Champions, having won the State title in Palmer, Alaska on Saturday, October 4, 2025; and

WHEREAS, the girls' team showed incredible determination and resilience by coming back from multiple injuries that threatened to hamper their performance and

WHEREAS, the following athletes from Homer High's Boys Cross-Country team were recognized for their exceptional performances at the state meet: Johannes Bynagle, Caleb Bunker, Jai Badajos, Rio Waltenbaugh, Tait Ostrom, Jude Rozeboom, Landon Tinsley and alternates: Charlie Rustand and Gryffyn Linder; and

WHEREAS, the following athletes from Homer High's Girls Cross-Country team were recognized for their exceptional performances at the state meet: Etta Bynagle, Ariela Garvey, Clairaa Booz, Morgan Harness, Myra Kalafut, Abby Ostrom, Ahnali Cook and alternates: Kiriakia Basargin and Cassidy Hardyman; and

WHEREAS, the success of the Homer teams was further supported by the leadership of Coach Bob Ostrom and Assistant Coach Lucas Parsley;

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 Homer High School Girls' & Boys' Cross-Country teams for winning the 2025 Alaska Class 2A State Cross-Country Championship.

SECTION 2. That the Assembly extends its congratulations to the Homer High School Boys' and Girls' Cross-Country team for their excellent season and runner-up finish.

SECTION 3. That a special Certificate of Achievement will be presented to each member of the Homer High School Girls' & Boys' Cross-Country team.

SECTION 4. That a copy of this resolution will be provided to Principal Eric Pederson, Head Coach Bob Ostrom and Assistant Coaches Lucas Parsley and Franceska Fairbanks.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF JANUARY, 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Introduced by: Mayor, Tunseth
Date: 01/06/26
Action:
Vote:

**KENAI PENINSULA BOROUGH
COMMENDING RESOLUTION**

**A RESOLUTION COMMENDING THE KENAI CENTRAL HIGH SCHOOL
GIRLS' VOLLEYBALL TEAM – 2025 ALASKA CLASS 3A STATE
CHAMPIONS**

WHEREAS, the Kenai Central High School Girls' Volleyball team is the 2025 Alaska Class 3A State Champion, having won the State title at the Alaska Airlines Center in Anchorage on Saturday, November 15, 2025; and

WHEREAS, the team showed incredible determination and resilience by fighting through a year of challenges to become the state champions; and

WHEREAS, the following players from Kenai Central High School contributed to the state tournament win: Brynner Hansen, Selah Coots, Sage Wilson, Savannah Hershberger, Bryleigh William, Sophia Tapley, Katie Van Sky, Maci Miller, Gracee Every, Ellsi Miller, Allie List, Seylor Tomrdle, Mia Settlemyer, Aija Gravley, and manager: Pepper Noel; and

WHEREAS, the tremendous accomplishments of the Kenai Central High Volleyball Team was further supported by the leadership of head coach, Tracie Beck, and assistant coaches, Susan Darr and Camilla Gonzalez;

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 Kenai Central High School Girls' volleyball team for winning the 2025 Alaska Class 3A State Volleyball Championship.

SECTION 2. That the Assembly extends its congratulations to the Kenai Central High School Girls' volleyball team for their state championship win.

SECTION 3. That a special Certificate of Achievement will be presented to each member of the Kenai Central High School Girls' volleyball team with the commendation of the Assembly.

SECTION 4. That a copy of this resolution will be provided to Principal Dan Beck, Head Coach Tracie Beck and Assistant Coaches Susan Darr and Camilla Gonzalez.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF JANUARY, 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Introduced by: Mayor, Tunseth
Date: 01/06/26
Action:
Vote:

**KENAI PENINSULA BOROUGH
COMMENDING RESOLUTION**

**A RESOLUTION COMMENDING THE KENAI CENTRAL HIGH
SCHOOL MARCHING BAND – WINNING THE 2025 AL CASTRONOVO
ESPRIT DE CORP AWARD**

WHEREAS, the Kenai Central High School Marching Band attended the 2025 Bands of America Grand Nationals Championships in Indianapolis, Indiana in November of 2025; and

WHEREAS, the Kenai Central High Marching Band represented our community well and showed great skill and talent in the activity; and

WHEREAS, the Kenai Marching Band received the Al Castronovo Esprit de Corps Award, which is given to the group that most exhibits pride, sprit, enthusiasm, friendliness, camaraderie and unity of purpose for the activity; and

WHEREAS, following band members from Kenai Central High School were recognized for their part in earning this prestigious award: Eva Anderson, Madeline Barrett-Nash, Ben Brighton, Emma Castimore, Mattie Castimore, Aidan Cole, Zoe Cole, Bridger Copple, Gavin Davis, Kylie Davis, Shawn Davis, Lawrence Dean, Lilly Gray, Natalie James, Madyson Martin, Dylan Moss, Charlie Naranjo, Cecil Newcomb-Hammer, Gavin Real, Thomas Robinson, Kobi Rodgers-Whipple, Jacob Semeraro, Keziah Simons, Andrew Stein, Zach Talbot, Lily Taliesin, Xiling Tanner, Gage Van Vleet, and Raymond Wilkie; and

WHEREAS, the success of the Kenai Marching Band was further supported by the leadership of Director of Bands, Christian Stephanos.

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 Kenai Central Marching Band for winning the Al Castronovo Esprit de Corps Award in 2025.

SECTION 2. That the Assembly extends its appreciation for the Kenai High Marching Band exemplifying excellence as music students and representing the Kenai Peninsula Borough with distinction.

SECTION 3. That a special Certificate of Achievement will be presented to each member of the Kenai Central Marching Band with the commendation of the Assembly.

SECTION 4. That a copy of this resolution will be provided to Principal Dan Beck and Band Leader Christian Stephanos.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF JANUARY, 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Introduced by: Mayor, Truesdell
Date: 01/06/26
Action:
Vote:

**KENAI PENINSULA BOROUGH
COMMENDING RESOLUTION**

**A RESOLUTION COMMENDING THE SOLDOTNA HIGH SCHOOL
BOYS' FOOTBALL TEAM – 2025 ALASKA DIVISION II STATE
CHAMPIONS**

WHEREAS, the Soldotna High School Boys' Football team is the 2025 Alaska Division II State Champion, having won the State title in Palmer on Saturday, October 17th, 2025; and

WHEREAS, this was Soldotna High's third consecutive Division II title win; and

WHEREAS, the following players from Soldotna High School were recognized for their tremendous skill and athleticism at the state tournament: Andon Wolverton, Owen Buckbee, Trevin Moore, Wyatt Williams, Dax Walden, Bryan Berg, Liam Peck, Dane Carter, Eli Richards, Zack Kemp, Andrew Gibson-Fielden, Jayden Yeager, McKade Moore, Matthew Innes, Lane Hillyer, Macen Kopec, Mason Bock, Matthew Schilling, Manuia Wong, Luke Hillyer, Keegan Myrick, Ethan Piscoya, Ashton Bauer, Landon Foster, Ethan Cooper, Chase Hall, Gunnar Lervig, Logan Myers, Vance Cecil, Tristen Barnes, Tristen Roberts, Phoenix Goolsby, Koda Lepule, Lukas Schiano, Theo Huff, Ben Bras, Carter Hillyer, Deven Gibson-Fielden, Clayton McDonald, Kaesen Gauthier, Blake Cecil, Elias Brantley, Lachlan Pond, Bodie Chumley, and Scott Bieber; and

WHEREAS, the success of the Soldotna team is supported by the leadership of Head Coach Galen Brantley and assistant coaches Phil Leck, Tai Lepule, Eric Pomerleau, Michael Decker, Trevor Walden, and Joe Shirley;

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 Soldotna High School Boys' Football team for winning the 2025 Alaska Division II Championship.

SECTION 2. That the Assembly extends its congratulations to the Soldotna High School Boys' Football team for their incredible accomplishments and winning record.

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

SECTION 4. That a copy of this resolution will be provided to Principal Tabitha Blades, Head Coach Galen Brantley, and Assistant Coaches Phil Leck, Tai Lepule, Eric Pomerleau, Michael Decker, Trevor Walden, and Joe Shirley.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF JANUARY, 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Office of the Borough Mayor

MAYOR'S REPORT TO THE ASSEMBLY

TO: Members, Kenai Peninsula Borough Assembly

FROM: Peter A. Micciche, Kenai Peninsula Borough Mayor



DATE: January 6, 2026

Assembly Request / Response

- a. None

Agreements and Contracts

- a. Authorization to Award a Contract for RFP26-006 Solid Waste Environmental Compliance
- b. Authorization to Award a Contract for RFP26-007 Baler Building Redesign

Other

- a. Revenue-Expenditure Report – November 2025
- b. Budget Revisions- November 2025

Kenai Peninsula Borough
Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

THRU: John Hedges, Purchasing & Contracting Director JH

FROM: Tom Winkler, Acting Solid Waste Director TW

DATE: November 24, 2025

RE: Authorization to Award a Contract for RFP26-006 Solid Waste Environmental Compliance

On October 7, 2025, the Kenai Peninsula Borough Solid Waste Department formally solicited proposals for RFP26-006 Solid Waste Environmental Compliance. The request for proposals was advertised on Bid Express from October 7 – 30, 2025.

The project consists of permitting, regulatory assistance and preliminary engineering and economic analysis services for the Central Peninsula Landfill (CPL) and KPB Solid Waste Department. Work includes environmental compliance activities in the field and reporting of behalf of the Solid Waste Department, preparing permit renewal applications, updating policies such as special waste disposal, assistance with regulatory issues, conceptual engineering, optimization analyses, and economic analysis.

On the due date of October 30, 2025, four (4) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
HDR Engineering, Inc	Anchorage, Alaska	328
Trihydro Corporation	Laramie, Wyoming	301
Geosyntec Consultants, Inc	Columbia, Maryland	233
SCS Engineers	Anchorage, Alaska	233

The highest-ranking proposal, which includes a cost factor, was submitted by HDR Engineering, Inc., with a cost proposal of \$116,416.00. The proposal review committee recommends award of a contract to HDR Engineering, Inc., Anchorage, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 290-32010-00000-43011.

P. Micciche

Peter A. Micciche, Borough Mayor

11/25/2025

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	290-32010-00000-43011
Amount	\$116,416.00
By: <i>CJ BH</i>	Date: 11/24/2025

NOTES: NA

Kenai Peninsula Borough
Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

THRU: John D. Hedges, Purchasing & Contracting Director JH

FROM: Joseph Nations, Project Manager JN

DATE: December 17, 2025

RE: Authorization to Award a Contract for RFP26-007 Baler Building Redesign


On November 20, 2025, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP26-007 Baler Building Redesign. The request for proposals was advertised on Bid Express from October 30 – November 20, 2025.

The project consists of providing, but not limited to: Site visits, existing condition review, incorporation of Borough approved recommendations, 100% design doc, construction admin, close out and warranty services.

On the due date of November 20, 2025, one (1) proposal was received from MCG Explore Design and was received and reviewed by the Kenai Peninsula Borough Purchasing & Contracting Department.

The proposal, which includes a cost factor, was submitted by MCG Explore Design with a lump sum cost proposal of \$340,587. The Purchasing & Contracting Department recommends award of a contract to MCG Explore Design, Anchorage, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 411-32122-LATC3-49311.


Peter A. Micciche, Borough Mayor

12/18/2025
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	411-32122-LATC3-49311
Amount	\$340,587
By: CJ BH	Date: 12/18/2025
NOTES: BUDGET REVISION SUBMITTED. PH	
ADD'L NOTES: NA	

Kenai Peninsula Borough

Finance Department

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members of the Kenai Peninsula Borough Assembly

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

THRU: Brandi Harbaugh, Finance Director *RS*

FROM: Tyra Rivera, Payroll Accountant *TR*

DATE: December 18, 2025

RE: Revenue-Expenditure Report – November 2025

Attached is the Revenue-Expenditure Report of the General Fund for the month of November 2025. Please note that 41.67% of the year has elapsed, 62.90% of budgeted revenues have been collected, and 43.74% of budgeted expenditures have been made.

KENAI PENINSULA BOROUGH
Revenue Report
For the Period
November 1 through November 30 2025

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	YEAR TO DATE RECEIPTS	MONTH TO DATE RECEIPTS	VARIANCE	% COLLECTED
31100	Real Property Tax	\$ 35,067,976	\$ 33,258,204	\$ 7,012,780	\$ (1,809,772)	94.84%
31200	Personal Property Tax	2,027,307	1,998,574	729,460	(28,733)	98.58%
31300	Oil Tax	6,491,466	6,050,034	-	(441,431.59)	93.20%
31400	Motor Vehicle Tax	642,580	140,798	43,318	(501,782)	21.91%
31510	Property Tax Penalty & Interest	685,597	202,121	90,704	(483,476)	29.48%
31610	Sales Tax	47,975,000	20,560,876	(4,567,456)	(27,414,124)	42.86%
33110	In Lieu Property Tax	3,100,000	-	-	(3,100,000)	0.00%
33117	Other Federal Revenue	177,017	-	-	(177,017)	0.00%
33120	Forestry Service	500,000	-	-	(500,000)	0.00%
34110	School Debt Reimbursement	1,795,380	-	-	(1,795,380)	0.00%
34221	Electricity & Phone Revenue	155,000	-	-	(155,000)	0.00%
34222	Fish Tax Revenue Sharing	500,000	3,596	-	(496,404)	0.72%
37350	Interest on Investments	1,574,053	1,527,519	200,510	(46,534)	97.04%
39000	Other Local Revenue	266,935	172,008	16,252	(94,927)	64.44%
290	Solid Waste	1,577,000	568,203	3,864	(1,008,797)	36.03%
Total Revenues		\$ 103,385,311	\$ 65,033,174	\$ 3,529,432	\$ (38,352,137)	62.90%

KENAI PENINSULA BOROUGH
Expenditure Report
For the Period
November 1 through November 30 2025

DESCRIPTION	REVISED BUDGET	YEAR TO DATE EXPENDED	MONTH TO DATE EXPENDED	AMOUNT ENCUMBERED	AVAILABLE BALANCE	% EXPENDED
Assembly:						
Administration	\$ 637,685	\$ 337,246	\$ 17,100	\$ 50,044	\$ 250,394	52.89%
Clerk	662,847	243,501	46,777	9,492	409,854	36.74%
Elections	269,432	224,834	35,585	2,113	42,485	83.45%
Records Management	490,594	183,218	27,553	14,509	292,868	37.35%
Mayor Administration	1,108,209	342,855	69,857	26,022	739,333	30.94%
Purch/Contracting/Cap Proj	825,326	261,781	52,996	5,704	557,842	31.72%
Human Resources:						
Administration	894,770	335,742	59,681	6,986	552,042	37.52%
Print/Mail	260,748	104,043	12,731	29,232	127,473	39.90%
Custodial Maintenance	144,691	53,572	11,101	51	91,067	37.03%
Information Technology	2,987,004	1,139,117	139,435	71,962	1,775,924	38.14%
Emergency Management	1,082,109	339,934	48,038	76,469	665,706	31.41%
Legal Administration	1,199,030	333,967	76,481	25,271	839,792	27.85%
Finance:						
Administration	673,867	260,536	54,551	816	412,515	38.66%
Services	1,308,270	484,837	86,716	1,581	821,853	37.06%
Property Tax	1,256,665	509,541	74,383	17,424	729,700	40.55%
Sales Tax	1,374,048	429,440	79,176	354	944,254	31.25%
Assessing:						
Administration	1,747,799	649,610	111,576	56,953	1,041,236	37.17%
Appraisal	1,885,988	622,438	125,138	6,385	1,257,165	33.00%
Resource Planning:						
Administration	1,476,458	430,129	68,610	17,000	1,029,330	29.13%
GIS	711,288	315,209	26,648	1,338	394,741	44.32%
River Center	999,018	323,374	62,189	33,837	641,806	32.37%
Senior Citizens Grant Program	838,634	144,483	144,483	675,333	18,818	17.23%
School District	71,407,408	34,120,379	9,234,019	-	37,287,029	47.78%
Solid Waste Operations	13,407,794	4,073,253	484,929	3,840,537	5,494,004	30.38%
Economic Development	520,000	70,164	56,565	424,810	25,026	13.49%
Non-Departmental	3,599,500	2,552,684	26,478	-	1,046,816	70.92%
Total Expenditures	\$ 111,769,182	\$ 48,885,886	\$ 11,232,794	\$ 5,394,222	\$ 57,489,073	43.74%

Kenai Peninsula Borough

Finance Department

MEMORANDUM

TO: Ryan Tunseth, 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: December 18, 2025

RE: Budget Revisions – November 2025

Attached is a budget revision listing for November 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.

LEGAL DEPARTMENT

Move funds for professional services & fees trademark registration.

100-11310-00000-43011 (Contract Services)		\$2,500.00
100-11310-00000-48525 (Computer Software/Intellectual Property)	\$2,500.00	

SOLID WASTE - LANDFILL

Move funds for equipment for technician.

290-32122-00000-42310 (Repair/Maintenance Supplies)		\$15,000.00
290-32122-00000-43750 (Vehicle Maintenance)	\$15,000.00	

Move funds for CPL unemployment FY26.

290-32122-00000-42210 (Operating Supplies)		\$1,416.00
290-32122-00000-40511 (Other Benefits)	\$1,416.00	

Move funds for plastics recycling signs.

290-32122-00000-42230 (Fuels, Oils and Lubricants)		\$500.00
290-32122-00000-43011 (Contract Services)	\$500.00	

SOLID WASTE - ADMINISTRATION

Move funds for environmental compliance contract.

290-32010-00000-40110 (Regular Wages)		\$60,770.00
290-32010-00000-43011 (Contract Services)	\$60,770.00	

WESTERN EMERGENCY SERVICES

Move funds for the purchase of tires to meet IRS guidelines.

209-51410-00000-42360 (Motor Vehicle Repair Supplies)		\$20,000.00
209-51410-00000-48740 (Minor Machines & Equipment)	\$20,000.00	

Introduced by:	Mayor, Niesen
Date:	12/02/25
Hearing:	01/06/26
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2025-19-20**

**AN ORDINANCE APPROPRIATING NIKISKI SENIOR SERVICE AREA
FUNDS TO SUPPORT 2023 AND 2024 DUE DILIGENCE AUDIT
PROCEDURES**

WHEREAS, this ordinance appropriates \$3,000 from the Nikiski Senior Service Area Fund Balance to fund specific items the Kenai Peninsula Borough (KPB) requested as part of the and Nikiski Senior Citizens, Inc. (NSC) audit for necessary due diligence oversight in accordance with the operating agreement between KPB and NSC ; and

WHEREAS, the Nikiski Senior Service Area Board, at its regularly scheduled meeting held on _____, 20____, recommended _____;

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

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

SECTION 2. That the amount of \$3,000 is appropriated from the Nikiski Senior Service Area Fund fund balance account number 280.27910 to account number 280.63190.43011 for operating agreement due diligence services.

SECTION 3. 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 4. 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 retroactively to November 1, 2025.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF *, 2026.**

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members, KPB Assembly

THRU: Peter A. Micciche, Mayor *PM*
Lenora Niesen, Assembly Member *LN*

FROM: Brandi Harbaugh, Finance Director *BH*

DATE: November 20, 2025

SUBJECT: Ordinance 2025-19-20 , Appropriating Nikiski Senior Service Area Funds to Support 2023 and 2024 Due Diligence Audit Procedures (Mayor, Niesen)

In April 2024, the Operating Agreement (agreement) between the Kenai Peninsula Borough and Nikiski Senior Citizens, Inc. (NSC) was amended to allow for efficiencies and lower cost with regard to the manner in which the Borough provides due diligence oversight on agreement compliance. The agreement provides for NSC to periodically engage an independent third-party auditor to audit financial activities and compliance with this agreement, and under the agreement, the Borough is afforded the opportunity at the outset of the engagement to request specific items be included or added to the scope of the audit necessary for oversight under the agreement.

The Finance Department has worked with NSC management and their selected independent auditors, to include specific procedures for 2023 and 2024 in the current audit of NCS which will provide the required due diligence and oversight under the agreement.

The ordinance appropriates \$3,000 from the Nikiski Senior Service Area Fund Balance.

Your consideration is appreciated.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	<u>280.27910</u>
Amount:	<u>\$3,000.00</u>
By: <i>CH</i>	Date: <u>11/20/2025</u>

Introduced by:	Mayor
Date:	12/02/25
Hearing:	01/06/26
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2025-19-21**

**AN ORDINANCE ACCEPTING AND APPROPRIATING \$3,954,358 IN
GRANT FUNDS FROM THE STATE OF ALASKA DEPARTMENT OF
EDUCATION & EARLY DEVELOPMENT FOR THE SOLDOTNA HIGH
SCHOOL EXTERIOR REPAIR PROJECT**

WHEREAS, the KPB requested funding for the Soldotna High School Exterior Repair Project (Project) through the Alaska Department of Education & Early Development (DEED), School Major Maintenance Grant Fund (AS 14.11.007) for fiscal year 2025/2026; and

WHEREAS, the DEED grant requires a 35 percent match of \$2,219,269 through cash, in-kind or a combined contribution; and

WHEREAS, Assembly approval is required for the Mayor to sign the DEED grant agreement and to appropriate the grant funds; and

WHEREAS, it is in the best interests of the KPB to accept these funds and seek funds for the local match;

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

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

SECTION 2. That the Mayor is authorized to accept and execute all documents deemed necessary to accept and expend the grant in accordance with the grant requirements, execute the project, and to fulfill the intents and purposes of this ordinance.

SECTION 3. That the grant funds in the amount of \$3,954,358 are hereby appropriated to account 400.76020.23S10.49999 for the Soldotna High School Exterior Repair Project.

SECTION 4. That the appropriations made in this ordinance are of project length in nature and as such, do not lapse at the end of any particular fiscal year.

SECTION 5. That 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 6. This ordinance shall become effective retroactively to November 14, 2025.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF *, 2026.**

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Grants Administrator & Community Liaison

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members, KPB Assembly

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

FROM: Heather Geer, Grants Administrator & Community Liaison *HG*
John Hedges, Purchasing and Contracting Director *JH*

DATE: November 20, 2025

RE: Ordinance 2025-19- 21 __, Accepting and Appropriating \$3,954,358 in Grant Funds from the State of Alaska Department of Education & Early Development for the Soldotna High School Exterior Repair Project (Mayor)

The Soldotna High School siding project that is currently underway was reduced in scope due to lack of available funds. In an effort to raise the additional funds for the completion of the siding project, a grant application was submitted to the Alaska Department of Education and Early Development’s School Major Maintenance Grant Fund.

Grant funding in the amount of \$3,954,358 has been awarded to the Borough for the Soldotna High School Exterior Repair Project from the State of Alaska, under the State’s Major Maintenance Project Fund for fiscal year 2025/26. The Grant has a 35% match that will be provided by bond funds previously appropriated to the project.

Your consideration is appreciated.

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
Acct. No. <u>401.78050.23S10.49999</u>	Match Amt: <u>\$2,219,269</u>
Acct. No. <u>400.76020.23S10.49999</u>	GRT Amt: <u>\$3,954,358</u>
By: <u><i>CS</i></u>	Date: <u>11/20/2025</u>

Introduced by:	Mayor
Date:	12/02/25
Hearing:	01/06/26
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2025-25**

**AN ORDINANCE AMENDING BOROUGH CODE, KPB 3.04.235,
REGARDING DEFENSE AND INDEMNIFICATION**

WHEREAS, this ordinance amends KPB Code regarding defense and indemnification to provide that the Borough Attorney, rather than Risk Manager, will oversee the defense and indemnification request process; and

WHEREAS, the code amendments also provide an avenue for the KPB to defend employees, elected officials, and other covered individuals in the event the individual fails or forgets to request such defense in writing;

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

SECTION 1. That this ordinance amends KPB Code and will be codified.

SECTION 2. That KPB 3.04.235(D) and (E) are hereby amended as follows:

3.04.235. – Defense and indemnification.

...

- D. An individual who requests defense and indemnification under this section must make such a request [ON A FORM PROVIDED BY THE RISK MANAGER] in writing to the borough attorney, or designee, within 15 days of the individual learning of the claim. The borough attorney, or designee, [RISK MANAGER, IN CONSULTATION WITH THE RISK MANAGEMENT COMMITTEE,] will coordinate with the risk management committee and applicable insurance coverage providers and determine whether or not the borough is obligated to indemnify, hold harmless or defend the [EMPLOYEE] individual pursuant to this section. A written decision will be provided to the requesting individual. The [RISK MANAGER] borough may assume the defense under a reservation of rights. When the borough is also a party to a claim, the borough may assume the defense, upon the individual's consent, even if the individual fails to make such a request in accordance with this subsection. The borough's decision to indemnify, hold harmless, or defend a claim does not require the borough to continue to indemnify, hold harmless or defend the claim, nor

does it require that the borough indemnify or hold harmless an [EMPLOYEE]individual against any resulting judgment, fine or amount paid in settlement. An assumption by the borough of the indemnification or defense of a claim shall not be construed as a waiver by the borough of any right, condition or limitation of this section nor will it preclude the borough from taking any disciplinary or other employment action against the [EMPLOYEE]individual.

- E. The borough will have no duty to defend, indemnify or hold harmless if the elected official, appointed service area board of director or commissioner, former employee, or employee: (1) fails to cooperate in the defense and settlement of a claim; (2) fails to give the [RISK MANAGER]borough attorney written notice of any incident potentially giving rise to a claim against the [EMPLOYEE]individual, including all information concerning the incident known to the [EMPLOYEE]individual, within [15]7 days of the [EMPLOYEE]individual learning of the claim; (3) fails to provide or authorize the borough to obtain records and information reasonably relevant to a proper defense of the claim; or (4) hires an attorney without complying with this section.

...

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 become effective immediately.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Office of Risk Management

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members, KPB Assembly

THRU: Peter A. Micciche, Mayor *PAM*

FROM: Sovala Kisenia, Risk Manager *SK*
Sean Kelley, Borough Attorney *SK*

DATE: November 20, 2025

RE: Ordinance 2025- 25, Amending Borough Code, KPB 3.04.235, Regarding Defense and Indemnification (Mayor)

This ordinance amends Borough Code to update the process for defense and indemnification of employees, elected officials, and other covered individuals. The amendments designate the Borough Attorney, rather than the Risk Manager, as responsible for overseeing all defense and indemnification requests.

The amendments reflect current practice for evaluating claims arising from activities within the course and scope of official duties, relying on guidance from the Legal Department and third-party insurance analyses. These changes ensure timely, consistent, and legally informed handling of defense and indemnification matters, providing appropriate protection for Borough personnel.

Your consideration is appreciated.

Introduced by: Niesen, Mayor
Date: 12/02/25
Hearing: 01/06/26
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2025-26**

**AN ORDINANCE AMENDING BOROUGH CODE, KPB 21.02.080 AND
KPB 21.02.100 REGARDING ADVISORY PLANNING COMMISSION
TERMS AND VACANCIES**

WHEREAS, these code amendments will allow an APC member to serve after completing their term or after voluntarily resigning, upon request by the APC, until a new member is appointed and confirmed;

WHEREAS, these amendments promote APC stability and enable them to better meet quorum requirements and conduct regular business during transition periods; and

WHEREAS, KPB code for service area board members contains similar language allowing members to stay in their seat until a new member is appointed;

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

SECTION 1. That this ordinance amends KPB Code and will be codified.

SECTION 2. That KPB 21.02.080 is hereby amended as follows:

21.02.080. - Term of office.

- A. Each APC shall consist of not more than seven (7) members.
- B. Members shall be appointed to seats A through G for a term of three (3) years, except in the case of a newly created commission when seats A and B are appointed for an initial term of one (1) year; seats C and D are appointed for an initial term of two (2) years; and seats E, F, and G are appointed to three-year terms.
- C. At the initial meeting, members shall draw for seats.
- D. Except in the case of a new APC, a term shall begin on October 1st and end on September 30th. In the case of a new APC the term shall begin upon appointment confirmation.

- E. Upon expiration of a term of office, at the request of the commission, a commissioner may continue to serve until a successor has been appointed and confirmed.

SECTION 3. That KPB 21.02.100 is hereby amended as follows:

21.02.100. - Vacancies.

- A. Vacancies on the commission are created upon declaration of vacancy by the commission if a member:
1. Fails to qualify or has an unexcused absence for the first meeting after the borough assembly has confirmed the appointment;
 2. Is physically absent from the APC area for a 90-day period, unless excused by the commission;
 3. Resigns and his/her resignation is accepted;
 4. Is physically or mentally unable to perform the duties of his/her office;
 5. Misses three consecutive regular meetings unless excused;
 6. Is convicted of a felony; and
 7. Changes residency to a location outside of the APC boundary for a period longer than 60 days.
- B. The commission shall post notice of a commission vacancy in a prominent place within the community, such as the post office or a community bulletin board, for a 30 day period after the commission declares a vacancy or 30 days before the term expires.
- C. Vacancies on the commission [SHALL]will be filled in the same manner as prescribed above. The appointment [SHALL]will be to fill the unexpired term or for a 3-year term if no unexpired term remains. A commissioner who has voluntarily resigned from their seat but still qualifies to hold the seat may, at the request of the commission, continue to serve until a successor has been appointed and confirmed.

SECTION 4. 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 become immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF *, 2026.**

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough Assembly

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members, KPB Assembly

FROM: Len Niesen, Assembly Member *LN*
Peter A. Micciche, Mayor *PMM*

DATE: November 20, 2025

RE: Ordinance 2025-26, Amending Borough Code, KPB 21.02.080 and KPB 21.02.100,
Regarding Advisory Planning Commission Terms and Vacancies (Neisen, Mayor)

The purpose served by these code amendments is to allow APC members to serve after completing their term of office, or after a voluntary resignation, until a new member is appointed and confirmed. This is intended to ensure that APC's are able to maintain a quorum while replacing members.

Your consideration is appreciated.

Introduced by:	Mayor
Date:	12/02/25
Hearing:	01/06/26
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2025-27**

**AN ORDINANCE AMENDING BOROUGH CODE, KPB 1.08.180,
REGARDING THE DEFINITION OF A NEWSPAPER OF GENERAL
CIRCULATION**

WHEREAS, this ordinance will amend KPB 1.08.180 to ensure that public funds are being used in a manner which maximizes public notice and awareness;

WHEREAS, requiring minimum thresholds for print distribution and distribution within all the incorporated cities within the Borough is necessary to make sure that the methods of public notice are providing sufficient public awareness; and

WHEREAS, it is important to provide public notice in places where members of the public get their information;

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

SECTION 1. That this ordinance amends KPB Code and will be codified.

SECTION 2. That KPB 1.08.180 is hereby amended to read as follows:

1.08.180. Public notice publication requirements.

- A. All legal notices, public notices, and other advertising published on behalf of the Kenai Peninsula Borough must be by purchase order authorized in accordance with the borough purchasing procedures.
- B. Unless a borough code provision or state law provides otherwise, the following forms of public notice satisfy a publication requirement under borough code:
 - 1. Publication prominently placed on the borough's webpage in a consolidated location; or
 - 2. Publication in a newspaper of general circulation; and
 - 3. Posting the notice at the borough administration building located at 144 N. Binkley Street, Soldotna, Alaska, at a service area's principal administration building if the notice is specific to a service area, or other public facilities or private facilities that allow for public posting; or

4. Posting the notice on a social media platform regularly maintained and operated by the borough as an official social media account of the Kenai Peninsula Borough.

C. A newspaper of general circulation is defined as a publication that:

1. Is published in newspaper format; and
2. Is distributed in print at least [ONCE]twice a week for at least 50 weeks each year within the affected area as designated in subsection B and C of the section, excluding a period when publication is interrupted by a labor dispute or by a natural disaster or other casualty that the publisher cannot control; has a print distribution within every incorporated city within the borough; and has a total paid circulation or paid distribution of at least 500 copies or 10 percent of the total population of the affected area as designated by subsections B and C of this section, whichever is less; and
3. Holds a second-class mailing permit from the United States Postal Service;
4. Is not published primarily to distribute advertising; and
5. Is not intended primarily for a particular professional or occupational group.

D. If there is no newspaper of general circulation distributed in the municipality, posting in three public places for at least five days satisfies publication requirements under state law. Other advertising published outside the borough will be published in the appropriate newspapers as determined by the mayor.

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 become immediately.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Mayor's Office

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members, KPB Assembly

THRU: Peter A. Micciche, Mayor *PAM*

FROM: Joe Rizzo, Special Assistant to Mayor Micciche *JR*
Michele Turner, Clerk's Office *MT*
Robert Ruffner, Planning Director *RR*

DATE: November 20, 2025

RE: Ordinance 2025- 27, Amending Borough Code, KPB 1.08.180, Regarding the Definition of a Newspaper of General Circulation (Mayor)

The KPB administration prioritizes public outreach and works hard to publicize required notices and information in a timely manner utilizing methods and media where constituents actually receive their news and updates. This includes radio distribution, social media, and other outlets. If approved, KPB will dedicate a webpage on its website for public notices, post at other public bulletin boards, and continue to publish important information and required notices on social media as required, and radio when appropriate.

The ordinance amends the definition of newspaper of general circulation to require minimum thresholds for print distribution and distribution throughout the Borough to ensure that the methods of public notice are providing sufficient public awareness. KPB will continue to exhaust all modes of communication that provide the most efficient and economical way to provide the public notice and awareness on issues of community importance, concern, and in accordance with State law.

For FY26, the following amounts have been appropriated, or budgeted, for advertising/publication costs: Clerk's Office,\$28,500; the Planning Department, \$17,000; Purchasing and Contracting, \$2000, and Finance Department, \$11,550.

More important than the publication costs, is the timing and actual outreach issues that KPB runs into trying to plan around a once weekly publication in a single newspaper that does not have print circulation in at least 4 of the incorporated cities within the KPB and does not provide same-day distribution of the newspaper. Right now, existing newspaper printing and distribution limitations often drive the borough schedule.

This amendment will improve publication and operational efficiencies while ensuring that public notice requirements also improve and continue to be met in an adequate and timely manner.

Your consideration is appreciated.

Introduced by:	Dunne
Date:	12/02/25
Hearing:	01/06/26
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2025-28**

**AN ORDINANCE AMENDING BOROUGH CODE, KPB 16.20.030, TO
ALLOW A VOLUNTEER FIREFIGHTER/EMS PROVIDER FOR THE
SERVICE AREA TO SERVE ON THE KACHEMAK EMERGENCY
SERVICE AREA BOARD**

WHEREAS, this code amendment provides that up to one volunteer firefighter and/or emergency service provider may serve on the Kachemak Emergency Service Area Board; and

WHEREAS, two other fire and emergency service area codes allow a volunteer to serve on the board; and

WHEREAS, the Kachemak Emergency Service Area Board, at its regularly scheduled meeting held on _____, 20____, recommended _____;

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

SECTION 1. That this ordinance amends KPB Code and will be codified.

SECTION 2. That KPB 21.02.080 is hereby amended as follows:

16.20.030. - Board of directors.

There is established a board of directors for oversight of the operations of the Kachemak Emergency Service Area composed of five members who shall be appointed by the mayor and confirmed by the assembly. Up to one board member may also serve as a volunteer firefighter and/or emergency medical service provider for the service area without compensation except that which is ordinarily provided to such volunteers.

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 become effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS *
DAY OF *, 2026.**

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough Assembly

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members, KPB Assembly

FROM: Willy Dunne, Assembly Member *WD*

DATE: November 20, 2025

RE: Ordinance 2025- 28, Amending Borough Code, KPB 16.02.030, to Allow a Volunteer Firefighter/EMS Provider for the Service Area to Serve on the Kachemak Emergency Service Area Board (Dunne)

The purpose of this code amendment is to allow a volunteer firefighter/EMS provider to serve on the Kachemak Service Area Board. The proposed amendment language is identical to authorizing language found in KPB Chapter 16.30 (Western Emergency Service Area) and KPB Chapter 16.28 (Bear Creek Fire Service Area).

Your consideration is appreciated.

Introduced by:
Date:
Action:
Vote:

Mayor
01/06/26

**KENAI PENINSULA BOROUGH
RESOLUTION 2026-001**

**A RESOLUTION UPDATING THE SCHEDULE OF RATES, CHARGES
AND FEES, KNOWN AS THE FEE SCHEDULE, TO PROVIDE A FILING
FEE FOR RESIDENTIAL EXEMPTION APPEALS**

WHEREAS, Ordinance 2025-21, provides that taxpayers may appeal a residential real property tax exemption decision to the Board of Equalization; and

WHEREAS, this resolution updates the KPB's Fee Schedule to provide a filing fee for such appeals;

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

SECTION 1. That the Schedule of Rates, Charges and Fees, known as the "Fee Schedule", is hereby amended to include the following items:

**Kenai Peninsula Borough
Schedule of Rates, Charges and Fees**

Clerk **FY2026 Fee**

Public record requests	Actual costs
Copies and production fees	
Regular 8.5 X 11 B/W	\$0.25 per page
Regular 8.5 X 11 Color	\$0.30 per page
Legal 8.5 X 14 B/W	\$0.30 per page
Legal 8.5 X 14 Color	\$0.35 per page
Tabloid 11 X 14 B/W & Color	\$0.50 per page
Certified Copies	\$5.00 plus copy costs
Transcription Preparation	actual costs
Record Preparation	\$100.00 plus copy costs
Media	
Flash drive (4-8GB)	\$5.00
Flash drive (large capacity)	\$45.00 each
Audio / Data CD	\$2.50 per copy

Publications and Reference Materials	
Assembly agendas and minutes	\$12.50 plus copy costs
Assembly meeting packets, complete (black and white copy only)	\$90.00 + postage (if mailed)
Borough code, complete	\$150.00 + postage (if mailed)
Filing Fees	
Appeal Planning Commission or Planning Department Decision	\$300.00
Appeal Assessment Valuation and flat tax	
<u>Appeal residential tax exemption</u>	<u>\$30.00</u>
Assessed value less than \$100K	\$30.00
Assessed value \$100K to less than \$500K	\$100.00
Assessed value \$500K to less than \$2 million	\$200.00
Assessed value \$2 million or greater	\$1,000.00
Elections	
Election recount (may be refundable or additional may apply)	\$300.00 deposit applied to actual costs
Election Contest (may be refundable or additional may apply)	\$300.00 deposit applied to actual costs
Special Elections at the Request of a Service Area	actual costs of election paid by service area
Initiative/Referendum Petition Application (Refunded Upon Certification)	\$100.00
Recall Petition Application (Refunded Upon Certification)	\$100.00

SECTION 2. This resolution takes effect immediately.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF JANUARY, 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Assessing Department

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members, KPB Assembly

THRU: Peter A. Micciche, Mayor *PM*

FROM: Adeena Wilcox, Borough Assessor *aw*

DATE: December 18, 2025

RE: Resolution 2026-001, Updating the Schedule of Rates, Charges, and Fees, known as the Fee Schedule, to Provide a Filing Fee for Residential Exemption Appeals (Mayor)

In an effort to provide taxpayers with an affordable option for appealing an assessor's determination on residential real property exemptions, the Assembly recently enacted code authorizing the Board of Equalization (BOE) to hear such appeals. Appeals to the BOE require a filing fee. Therefore, the resolution updates the KPB's Fee Schedule to include a filing fee for residential real property appeals. The Administration recommends establishing a \$30 filing fee for such appeals. In accordance with KPB 5.15.010, this fee would be fully refundable under the circumstances provided for in code.

Your consideration is appreciated.

Introduced by:	Mayor, Cox
Date:	09/02/25
Hearing:	10/14/25
Action:	Enacted as Amended
Vote:	9 Yes, 0 No, 0 Absent
Date:	10/28/25
Action:	Final Action Rescinded
Vote:	7 Yes, 2 No, 0 Absent
Action:	Cox Amendment Rescinded
Vote:	8 Yes, 1 No, 0 Absent
Action:	Enacted as Amended
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH ORDINANCE 2025-21

AN ORDINANCE REPEALING AND REENACTING KPB CHAPTER 5.12, RELATING TO REAL PROPERTY TAX, ENACTING A NEW KPB CHAPTER 5.11, RELATING TO PERSONAL PROPERTY TAX, A NEW KPB CHAPTER 5.13, RELATING TO TAX EXEMPTIONS, CREDITS, OR DEFERRALS, AND A NEW KPB CHAPTER 5.15, RELATING TO TAX APPEALS

WHEREAS, current KPB 5.12 relating to real and personal property tax, tax appeals, and appeal hearings before the Board of Equalization contains a lot of information and requirements in a single chapter which can make it difficult for the public to comply with and difficult to administer; and

WHEREAS, this ordinance creates four distinct chapters of code: KPB 5.11 relating to personal property tax, KPB 5.12 relating to real property tax, KPB 5.13 relating to tax exemptions, credits, or deferrals, and KPB 5.15 relating to tax appeals; and

WHEREAS, four chapters of code on each distinct subject will improve readability and utility of the code provisions;

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

SECTION 1. That this ordinance amends KPB Code and will be codified.

SECTION 2. That the KPB Code of Ordinances is hereby amended by adding a new chapter to be numbered KPB 5.11, Personal Property Tax and General Provisions, which shall read as follows:

CHAPTER 5.11. - PERSONAL PROPERTY TAX AND GENERAL PROVISIONS

5.11.010. - Personal property tax levy.

All personal property within the corporate limits of the borough which is not exempt from taxation by law or ordinance, is subject and liable to an annual tax, for school and borough purposes, of not more than 8 mills on the assessed valuation of such property, unless the people of the borough authorize a tax levy at a higher rate and except as authorized by KPB 5.12.130. The listed owner of the property is liable for payment of the tax and it is the responsibility of the listed owner to provide accurate ownership information to the borough for purposes of this chapter. This levy rate does not apply to property subject to a flat tax and exempted from the ad valorem tax in this chapter. The borough will collect such tax as is levied on the property within a city by the city council pursuant to law or charter. This section shall not be interpreted to authorize or require the borough to file debt collection lawsuits on behalf of cities within the borough.

5.11.020. - Exemptions—Household personal property.

In addition to exemptions required by law, except for motor vehicles, private airplanes and registered watercraft as provided in this chapter, personal property not used for commercial business purposes is exempt from the tax levy under this chapter.

5.11.030. - Declaration forms.

On or before January 1 of each year, the assessor may mail out or otherwise distribute personal property assessment forms or information regarding the forms to all persons listed or known to own personal property in the borough. The failure of the assessor to mail or distribute such forms to any person will not relieve that person of the duty of making a return.

5.11.040. - Personal property tax—Watercraft.

- (A) All watercraft subject to taxation under this chapter shall be taxed in accordance with the following flat tax schedule. To be eligible for the flat tax schedule, watercraft must have a USCG certificate of number, U.S. or foreign documentation or State of Alaska Department of Motor Vehicles boat registration, or the ADF&G number have been issued. Watercraft will be measured according to length overall.

Watercraft Flat Tax Schedule

<u>Class</u>	<u>Watercraft Length Overall</u>	<u>Annual Tax</u>
<u>1</u>	<u>Less than 15 feet</u>	<u>\$0</u>
<u>2</u>	<u>15 to less than 20 feet</u>	<u>0</u>
<u>3</u>	<u>20 to less than 25 feet</u>	<u>50</u>
<u>4</u>	<u>25 to less than 36 feet</u>	<u>150</u>
<u>5</u>	<u>36 to less than 60 feet</u>	<u>250</u>
<u>6</u>	<u>60 to less than 100 feet</u>	<u>500</u>
<u>7</u>	<u>100 or more feet in length</u>	<u>1,000</u>

(B) Exemptions.

- (1) Vessels having a home port in a location outside the borough boundaries brought into and remaining in the borough solely for the purposes of repair, servicing or seasonal storage in a boatyard licensed to collect sales tax shall not be deemed to have established a taxable situs in the borough. The assessor may make inquiry and gather information necessary to determine whether a vessel meets the conditions of this section and failure of the vessel owner to supply information necessary to the assessor to decide will preclude the owner from claiming nontaxable status for borough taxes. Determination of tax situs under this section only applies to borough and service area tax levies. Taxability of a vessel within a city will be governed by the provisions of that city's tax ordinances and AS 29.45. Vessels that fish in or deliver their catch within the borough shall not be entitled to any exemption under this ordinance. If a vessel owner owns a limited entry fishing permit for waters in the borough, the borough assessor may presume that the vessel was in the borough for fishing purposes and is not eligible for this exemption, provided that this presumption may be rebutted by proof to the contrary provided to the assessor by the owner. To be eligible for this exemption, the owner must file with the borough assessor an application, on a form approved by the borough assessor, on or before February 1 of each year.
 - (2) Personal use sea kayaks, paddle boards, canoes, and rafts, of any length, are exempt from taxation under this chapter.
- (C) Watercraft for which all certificates of number, registration, or documentation, or other form of maritime licensing or registration and the ADF&G number, if applicable, have been surrendered to the issuing authority by January 1 of the tax year shall be taxed on an ad valorem basis. Vessels for which such registration or licensing has lapsed but has not been surrendered shall not qualify for ad valorem taxation.

(D) Definitions: For purposes of this section:

- (1) "Home port" means a vessel's normal base of operation, which is presumed to be the vessel's permitted fishing area for commercial fishing vessels.
- (2) "Seasonal storage" means storage in a boatyard licensed to collect sales taxes, at any time between September and June of each year. Vessels remaining in the borough in the remaining months will not be eligible for the seasonal storage exemption.
- (3) "Repairs/servicing" means a vessel brought into a boatyard licensed to collect sales taxes for the purpose of repairs or servicing at any time between September and June of each year. Vessels remaining in the borough in the remaining months will not be eligible for the repair/servicing exemption.
- (4) "Boatyard" means an out-of-water location where boats or watercraft are built, repaired, and stored.

(E) A vessel owner may appeal the determination of the borough assessor under this section using the procedures set out in KPB Chapter 5.15, Tax Appeals.

5.11.050. - Personal property tax—Aircraft—Appeal.

(A) Flat tax. For purposes of taxation, aircraft that have been issued an N number by the Federal Aviation Administration ("FAA") by January 1 of the tax year shall be totally exempted from ad valorem taxes and shall be taxed in accordance with the following flat tax schedule:

<u>AIRCRAFT FLAT TAX SCHEDULE BASED ON (MGWIL)</u> <u>Manufacturers Gross Weight with an Internal Load</u>					
<u>Fixed Wing</u>			<u>Rotorcraft/Rotary Wing</u>		
<u>Class</u>	<u>Weight</u>	<u>Annual Tax</u>	<u>Class</u>	<u>Weight</u>	<u>Annual Tax</u>
<u>1</u>	<u>Less than 2,000 lbs</u>	<u>\$50</u>	<u>1</u>	<u>Less than 1,500 lbs</u>	<u>\$100</u>
<u>2</u>	<u>2,000 to less than 4,000 lbs</u>	<u>\$100</u>	<u>2</u>	<u>1,500 to less than 3,500</u>	<u>\$600</u>
<u>3</u>	<u>4,000 to less than 6,000 lbs</u>	<u>\$300</u>	<u>3</u>	<u>3,500 or more in weight</u>	<u>\$1,000</u>
<u>4</u>	<u>6,000 to less than 12,500 lbs</u>	<u>\$600</u>			

<u>5</u>	<u>12,500 or more in weight</u>	<u>\$1,000</u>			
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- (B) Ad valorem exception. The owner of record of an aircraft that has been dismantled, destroyed or crashed and the FAA N number has been retained by the aircraft's owner of record may submit to the assessor on an approved form an "Aircraft Statement of Condition" that would allow for ad valorem taxation of that aircraft if approved. Aircraft for which such registration or licensing has lapsed or that has not passed the annual inspection required by the FAA shall not qualify on this basis alone for ad valorem taxation unless it has been dismantled, destroyed or crashed.
- (C) Commercial aircraft. Commercial aircraft operated under a regular schedule by a scheduled airline shall be exempt from the flat tax and shall be taxed on an ad valorem basis in accordance with the borough landing schedule formula. The borough landing schedule formula provides for the prorated calculation of scheduled aircraft by dividing the total hours per year into the total time aircraft operated by a scheduled carrier are in the borough, and multiplying the result by the assessed value of each aircraft.
- (D) Appeal. An aircraft owner may appeal the determination of the borough assessor to the board of equalization in accordance with KPB 5.15, Tax Appeals.

5.11.055. - Personal property tax—Annual motor vehicle registration tax—Levy—Distribution.

- (A) Registration tax. There is levied a biennial motor vehicle registration tax within the borough pursuant to the provisions of AS 28.10.431 and as such statute may be hereafter amended, revised or replaced, based on the age of the vehicle as determined by model year in the first year of the biennial period, according to the following schedule. The categories under "Type" are intended to coincide with the categories provided in AS 28.10.431(b), as now enacted or as may be hereinafter amended. The annual motor vehicle tax on commercial vehicles is one-half the rate of the biennial tax.

MOTOR VEHICLE TAX SCHEDULE BIENNIAL SCHEDULE

Tax according to age of vehicle since model year:

<u>Type</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>7th</u>	<u>8th or over</u>
<u>(1) Motorcycle</u>	<u>\$20</u>	<u>\$18</u>	<u>\$16</u>	<u>\$14</u>	<u>\$12</u>	<u>\$10</u>	<u>\$10</u>	<u>\$10</u>
<u>(2) Passenger</u>	<u>140</u>	<u>120</u>	<u>100</u>	<u>80</u>	<u>60</u>	<u>50</u>	<u>40</u>	<u>30</u>
<u>(3) Taxicab</u>	<u>150</u>	<u>130</u>	<u>110</u>	<u>90</u>	<u>70</u>	<u>60</u>	<u>50</u>	<u>40</u>

(4) Comm Veh (≤5k lbs)	<u>150</u>	<u>130</u>	<u>110</u>	<u>90</u>	<u>70</u>	<u>60</u>	<u>50</u>	<u>40</u>
Comm Veh (>5k, ≤12k)	<u>200</u>	<u>180</u>	<u>160</u>	<u>140</u>	<u>120</u>	<u>100</u>	<u>75</u>	<u>50</u>
Comm Veh (>12k, ≤18k)	<u>300</u>	<u>260</u>	<u>220</u>	<u>180</u>	<u>140</u>	<u>100</u>	<u>80</u>	<u>60</u>
Comm Veh (>18k)	<u>400</u>	<u>350</u>	<u>300</u>	<u>250</u>	<u>200</u>	<u>150</u>	<u>100</u>	<u>70</u>
(5) Motor Bus	<u>200</u>	<u>180</u>	<u>160</u>	<u>140</u>	<u>120</u>	<u>100</u>	<u>75</u>	<u>50</u>
(6) Trailers (Non-Commercial)	<u>20</u>	<u>18</u>	<u>16</u>	<u>14</u>	<u>12</u>	<u>10</u>	<u>10</u>	<u>10</u>
(7) Non Applicable	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
(8) Pick up/Van	<u>140</u>	<u>120</u>	<u>100</u>	<u>80</u>	<u>60</u>	<u>50</u>	<u>40</u>	<u>30</u>
(9) Dealer Plates (Initial)	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Dealer (Subsequent sets)	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>

(B) Permanent registration. Optional permanent motor vehicles registration tax for non-commercial motor vehicles and trailers that are at least eight years old.

- (1) Owners of non-commercial motor vehicles and trailers that are at least eight years old may elect to permanently register their non-commercial motor vehicles and non-commercial trailers.
- (2) The permanent registration expires when the owner transfers or assigns the owner's title or interest in the motor vehicle or trailer and may not be renewed.
- (3) The optional permanent motor vehicle registration tax for non-commercial motor vehicles is \$125 and for non-commercial trailers is \$25.

(C) Tax Allocation. Money received by the borough under this section and AS 28.10.431, and as such statute may be hereafter amended, revised or replaced, will be allocated by the borough for city, borough, and service areas using the same method as taxes are distributed, except that population will be the basis rather than assessed value. The method is as follows:

- (1) The population of each tax authority group (TAG) will be determined. Population will be established by the latest figures determined by the Kenai Peninsula Borough and accepted by the State of Alaska Department of Community and Regional Affairs for allocation of state revenue sharing funds, or other reliable data. Where a TAG boundary and the boundary of the most similar area counted for population (usually a voting precinct) do not coincide, an estimate of the population of the dissimilar area shall be made to arrive at the most accurate determination of population of the TAG. The sum of the populations of all TAGs shall equal the total population of the borough.

- (2) The total receipts will be apportioned to each TAG based upon its percentage of the total borough population.
- (3) The receipts apportioned to a particular TAG shall be distributed to the tax authority funds (TAFs) which make up that TAG. Such distribution will be based upon the mill rates of the TAFs compared to the total mill rate of the TAG. The percentage will be equal to the TAFs mill rate divided by the total mill rate for the TAG.
- (D) Exemption. One motor vehicle per household owned by a resident 65 years of age or older on January 1 of the assessment year is exempt from the registration tax under AS 28.10.431. An exemption may be granted under this subsection only upon written application on a form prescribed by the department of public safety.

5.11.060. - Mobile homes—Classified as real property.

Mobile homes, trailers, trailer coaches, and similar property including portable structures, which are set up and skirted, or otherwise attached to the land as permanent owned or occupied residences or used for office or commercial purposes, are classified as real property. The property taxes levied against mobile homes, trailers, trailer coaches, and similar property including portable structures, classified as real property may be collected in accordance with the procedures established for the collection of personal property taxes within the borough.

5.11.070. - Business inventories.

Business inventories of personal property shall be assessed at the full and true value as of January 1 of the assessment year.

5.11.080. - Exemption—First \$100,000 of business personal property.

In addition to other exemptions required or allowed by law, the first \$100,000 of assessed valuation of personal property used for business purposes, other than motor vehicles and watercraft, owned by each taxpayer shall be exempt from the borough tax levy on personal property within the borough. For taxpayers with more than one personal property tax account, the \$100,000 exemption shall be distributed pro rata amongst all of the taxpayer's accounts based on the proportion of the assessed value in each account to the total assessed value of that taxpayer's personal property.

5.11.090. - Exemption—Business inventory held for resale.

In addition to exemptions presently authorized by the borough, the inventory of a business, such as merchandise, held solely for resale purposes, and in the normal course of that business, is exempt from taxation by the borough.

5.11.100. - Returns—Due date.

Every person owning or having an interest in or holding or controlling personal property subject to personal property tax in the borough, must file a return with the assessor on or before February 15 of each year, on a form prescribed by the assessor. It is the responsibility of the person, who sold or transferred ownership in personal property subject to the tax levied under this chapter, to notify the assessor of the sale or disposition of the property and provide a bill of sale or similar statement including the name and address of the new owners before February 15. The mayor is authorized to adopt regulations, subject to assembly approval, for the administration and enforcement of this provision. A copy of any form required under this section will be provided to the filer at no charge.

5.11.110. - Penalty for late filing or failure to file tax return.

- (A) *Late-file penalty.* Except as provided below in this section, if the return required by KPB 5.11.100 is not filed by the due date, a penalty of 10 percent of any personal property tax thereafter levied shall be added, plus interest on the tax at 10 percent from the date the taxes would ordinarily come due. Owners of personal property acquired during the previous year who were not the owners of records for the previous year, and did not receive an annual reporting form from the assessor and subsequently failed to file a return with the assessor by February 1, shall have 30 days from the date of the first notification from the assessor before the 10 percent penalty is levied.
- (B) *Extension.* Upon taxpayer request on a borough form, the assessor may, grant extensions of time for filing for good cause shown.

5.11.120. - Assessment, levy and collection procedures.

Assessment, levy and collection of taxes shall be in accordance with Alaska Statutes governing municipal taxation and in accordance with this chapter, KPB chapter 5.12, and KPB 5.15, as applicable.

5.11.130. - Fine and penalty for false statements.

- (A) *Fine.* A person who, either individually, as an agent, or on behalf of a corporation, makes a false statement on a return, exemption application, or other form required under this chapter, and fails to correct the false statement within sixty days of filing, is guilty of a violation of this chapter. Any violation of this chapter is an infraction and is subject to the fine provided in KPB 1.24.070.
- (B) *Penalty.* Any exemption granted on the basis of any false representations will be revoked, and the liability for all taxes, penalties and interest will remain and the person may be prohibited from reapplying for the same exemption for a five-year period.

5.11.140. - Personal property delinquent tax list.

The finance director will compile a list of persons delinquent in personal property taxes or taxes on property the fee title to which rests in the United States, the state or a political subdivision thereof, together with a statement of the amount owing, as soon as possible after January 1 of each year. A copy of the delinquency list will be published in the manner prescribed by KPB 5.12.140. Taxpayers will be provided notice of the date collection actions will commence if the debt remains unpaid and after the expiration of said date, the borough, at its discretion, will proceed with collection actions against the delinquent taxpayer(s).

5.11.150. - Enforcement of Personal Property Tax Lien by Distraint and Sale.

(A) *Distraint and Sale.* The personal property tax lien may be enforced by distraint and sale of property. The procedure for distraint and sale of property shall be as follows:

- (1) A seizure, levy, or distraint is not legal unless demand is first made of the person assessed for the amount of the tax, penalty, and interest. The demand may be sent by ordinary mail to the person's last known address.
- (2) In consultation with the borough attorney, the borough clerk will issue a distraint warrant to a peace officer. The warrant must include a description of the property subject to distraint, the amount and year of the taxes, penalty and interest, costs to date, and total amount then due, and the date, time and place of sale.
- (3) The borough clerk must cause at least 1 notice to be published in a newspaper of general circulation within the borough, setting out the description of the property distrained, and the time and place of sale or, if there is no newspaper of general circulation distributed in the borough, post the list at three public places for at least 30 days.
- (4) The sale will be by public auction set not less than 15 days after the date of the first publication, nor more than 60 days after the date of seizure. The borough may adjourn the sale from time to time, but not for more than 90 days in all after seizure. The property may to the owner upon payment of taxes, penalty, interest and total cost, providing the payment is made prior to the time of sale, and by cash. Property under distraint will be sold at public auction to the highest bidder by cash.

(B) *Proceeds of sale.* The former owner of the property must be sent, by regular mail, at the last known address, with the results of the sale. The actual proceeds of the sale will be applied first to costs, including costs of sale, then to interest, then to penalty, and then to taxes. In accordance with AS

29.45.310, if the property is sold for more money than is needed to satisfy the tax, the borough shall remit the excess to the former record owner upon presentation of a proper claim. A claim for the excess filed after six months of the date of sale is forever barred.

(C) *Additional property.* If the personal property sold is not sufficient to satisfy the tax, penalty, and interest, and costs of sale, the warrant may authorize the seizure of other personal property sufficient to satisfy the tax, penalty, interest, and costs of sale.

5.11.160. - Disposition of proceeds.

The borough attorney will remit the net proceeds from collection actions under this chapter and chapter KPB 5.12 to the general fund of the borough.

5.11.170. - Definitions.

Unless the context clearly requires a different meaning, in this chapter:

"Aircraft" means any engine powered contrivance invented, used, or designed to navigate, or fly in, the air and that is capable of being manned and is required by the FAA to be registered and certified in order to be manned.

"Commercial aircraft" means any aircraft transporting passengers and/or cargo for some payment or other consideration, including money or services rendered.

"Crashed" means aircraft for which only parts remain that, due to their condition, can no longer be assembled to create any contrivable aircraft. This shall be evidenced by an FAA accident report and/or copy of an insurance claim that determines the aircraft to be a total loss.

"Destroyed" means aircraft that have been damaged by age, weather, neglect and/or external influences outside the owner's control, and only unusable parts remain that, due to their condition can no longer be assembled to create any contrivable aircraft. This shall be evidenced by photographs and a physical inspection by the KPB Assessing staff appraiser if deemed necessary by the borough assessor.

"Dismantled" means aircraft that have been voluntarily disassembled and only parts remain that can no longer be assembled to create any contrivable aircraft. Evidence such as photographs and a physical inspection by the borough assessing staff appraiser shall be provided or allowed if deemed necessary by the borough assessor.

"Good cause" means adequate grounds based on a serious condition or event beyond a party's control to justify a party's request or failure to act.

"Scheduled airline. A "scheduled airline" is any individual, partnership, corporation or association:

- (1) Engaged in air transportation under regular schedules to, over, away from, or within the U.S.; and
- (2) Holding a Foreign Air Carrier Permit or a Certificate of Public Convenience and Necessity, issued by the Department of Transportation pursuant to 14 CFR Parts 201 and 213.

SECTION 3. That KPB chapter 5.12, Real Property Tax and General Provisions, is hereby repealed and reenacted to read as follows:

CHAPTER 5.12. - REAL PROPERTY TAX AND GENERAL PROVISIONS

5.12.010. - Real property tax levy.

- (A) Levy. The taxable status of real property will be determined by its status on January 1 of that assessment year. All real property within the corporate limits of the borough which is not exempt from taxation by law or ordinance is subject and liable to an annual tax, for school and borough purposes, of not more than 8 mills on the assessed valuation of such property, unless the qualified voters of the borough authorize a tax levy at a higher rate and except as authorized by KPB 5.12.130. The borough will collect such tax as is levied on the property within a city by the city council pursuant to applicable law.
- (B) Surface estate owner. Real property taxes shall be assessed and levied against the owner of the surface estate without regard to the value of subsurface mineral rights. Separate ownership of unexploited subsurface mineral rights may be established via a conveyance of such subsurface rights or reservation from conveyance of such subsurface rights by deed or other instrument of conveyance.
- (C) Rate of levy date. The assembly shall annually determine the rate of levy by resolution before June 15.

5.12.020. - Assessing standards.

In accordance with AS 29.45.110, the assessor shall assess property at its full and true value as of January 1 of the assessment year. Assessment, establishment of the rate of levy, collection of taxes and foreclosure of tax liens shall be in accordance with Alaska Statutes governing municipal taxation, this chapter, and standards consistent with standards adopted by the International Association of Assessing Officers.

5.12.030. - Assessment roll.

On or before April 1 of each year, the assessor shall prepare an annual assessment roll. The roll shall contain a description of all taxable property in the borough, the

assessed value of the taxable property, and the names and addresses of all the persons who own the taxable property.

5.12.040. - Notice of assessment.

On or before April 1 of each year, the assessor shall give notice of assessment to each person named in the assessment roll. The notices must include: (1) a statement that the described property is taxable and the assessed value; (2) the deadline to appeal; (3) the anticipated dates when the board of equalization will sit; and (4) the date when taxes are payable, delinquent, and subject to penalty and interest. Assessment notices will be sent by first-class mail, at least 30 days before equalization hearings begin. Notice is effective on the date of mailing.

5.12.050. - Errors or Omissions—Adjustments to the Roll—Administrative adjustment meeting.

- (A) Assessment notice. A person receiving an assessment notice must advise the assessor of errors or omissions including taxable status determinations, in the assessment of the person's property within 30 days after the date of mailing a notice of assessment.
- (B) Adjustments to roll. The assessor may adjust the roll to correct errors or omissions in the roll, or to make changes in valuation or taxable status of property on the roll, and shall mail a notice of assessment, reflecting the assessor's decision, allowing 30 days to appeal to the board of equalization or superior court, as applicable. The assessor may not make changes to the roll after June 1 when the roll is certified, except the assessor may make changes after certification if the changes is due to: (1) a board of equalization decision; (2) a supplementary assessment; (3) a reassessment following a disaster as provided in this chapter; (4) a manifest clerical error; (5) an approved tax adjustment request as provided in this chapter; or, (6) a court-order from a court with jurisdiction over the matter.
- (C) Adjustment meeting. The assessor, or designee, shall provide, upon request, an informal adjustment meeting between the assessor, or designee, and the person receiving an assessment notice, for the purpose of resolving a valuation or tax exemption dispute. The meeting must be requested within 30 days of the mailing of the notice of assessment.

5.12.060. - Tax adjustment requests.

A tax adjustment request change to the tax assessment roll must be approved by the mayor upon request of the borough assessor.

5.12.065. - Manifest clerical error—Refund.

- (A) Correction. Per AS 29.45.180, a person receiving an assessment notice shall advise the assessor of errors or omissions in the assessment of the person's property. The assessor may correct a manifest clerical error within one year of the date the tax is paid subject to the error and recommend the borough process a refund in accordance with subsection (B). The assembly may correct manifest clerical errors at any time.
- (B) Refund. If, in payment of taxes legally imposed, a remittance by a taxpayer through error or otherwise exceeds the amount due, and the borough, on audit of the account in question, is satisfied that this is the case, the borough shall refund the excess to the taxpayer with interest at eight percent from the date of payment. In accordance with AS 29.45.500, a claim for refund filed one year after the due date of the tax is forever barred.

5.12.070. - Certification of assessment roll—Supplementary assessments.

- (A) Roll certification. Upon completion of the board of equalization hearings, the assessor shall enter the assessment changes made by the board decisions on the assessment roll. Except for supplementary assessments, the assessor shall certify the final assessment roll by June 1, and shall immediately thereafter notify each city in the borough authorized to levy a tax of the total assessed value for the city. Before June 15, each city in the borough authorized to levy a tax shall notify the borough clerk of the rate of levy of the tax for city purposes, by delivering a certified copy of the resolution adopted by the city council to the borough clerk.
- (B) Supplementary assessments. The assessor will include property omitted from the assessment roll on a supplementary roll, using the procedures set out in this chapter for the original roll.

5.12.080. - Tax statements.

By July 1 of the tax year, the finance director shall mail tax statements to the persons listed as owners of record on the tax rolls setting out the levy, dates when taxes are payable and delinquent, and penalties and interest.

5.12.090. - Tax due date—Rates of Penalty and Interest.

- (A) Due date. Taxes are payable when billed. Payment in full is due on or before October 15 and becomes delinquent thereafter. At the option of the taxpayer, taxes may be paid in two equal installments. If the taxpayer elects this option, the first one-half of the taxes payable must be paid on or before September 15. The second one-half taxes then become due on or before November 15 and become delinquent thereafter. If the first one-half of the

taxes payable is not paid by September 15, payment of the taxes in full becomes due on or before October 15.

(1) If September 15, October 15, or November 15 falls on Saturday, Sunday, or a legal holiday, the taxes normally due on such date shall be due on the next business day and shall be delinquent thereafter.

(2) A payment of taxes received by the borough on the first business day after the normal due date will not be considered delinquent. A payment of taxes made by mail will not be considered delinquent if the postmark on the envelope indicates the date of mailing to be on or before the first business day following the date on which the taxes become due pursuant to other provisions of this section.

(B) Penalty and interest. If the taxes are not in full when due penalty and interest accrue as follows:

(1) A penalty of 5 percent of the taxes due shall be added to all delinquent taxes on the day they become delinquent and an additional penalty of 5 percent of the taxes due shall be added to any tax more than 30 days delinquent.

(2) Interest at a rate of 10 percent a year shall accrue upon all delinquent unpaid taxes, not including penalties, from due date until paid in full.

(C) Supplemental assessment bills. On supplemental billings where there is only one installment, a late payment penalty of 5 percent of the taxes due shall be added to all delinquent taxes on the day they become delinquent and an additional penalty of 5 percent of the taxes due shall be added to any tax more than 30 days delinquent. Interest shall be calculated at 10 percent per year from the date that the taxes would have ordinarily come due.

5.12.100. - Method of determining the full and true value of property that qualifies for a low-income housing credit under 26 USC 42.

(A) Appraisal Method. Pursuant to AS 29.45.110(d)(2), the full and true value of all property within the Kenai Peninsula Borough that first qualifies for a low-income housing credit under 26 U.S.C. § 42 on or after January 1, 2001, shall be exempt from the requirement that the value be based on the actual income derived from the property. For property that first qualifies for a low-income housing credit under 26 U.S.C. § 42 on or after January 1, 2001, the assembly may determine, by parcel, whether the property shall be assessed based on the estimated price that it 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, or on the basis of actual income derived from the

property without adjustment based on the amount of any federal income tax credit given for the property. Once the manner of assessment of the property has been determined under this subparagraph, the assembly may not change the manner of assessment of that parcel of property if debt relating to the property incurred in conjunction with the properties qualifying for the low-income housing tax credit remains outstanding.

- (B) Assembly resolution. To secure an assessment based upon the actual income derived from the property under this section, an owner of property that qualifies for the low-income housing credit shall apply to the assessor before May 15 of each year in which the assessment is desired. The property owner shall submit an application on forms prescribed by the assessor and shall include information that may reasonably be required by the assessor to determine the entitlement of the applicant. All such applications shall be forwarded to the assembly by resolution for a determination of the assessment manner.

5.12.110. - Method of determining the full and true value of contaminated property.

- (A) Appraisal method. The assessor shall apply any lawful, reasonable and recognized appraisal approach in the determination of the full and true value of contaminated property in accordance with this section. Real property on which hazardous substances may legally be stored, disposed of or released is not considered to be contaminated for purposes of reducing an assessment.

- (B) Definitions. In this section, unless the context otherwise requires:

- (1) "Contaminated property" means all or a portion of a parcel of real property that on January 1 of the assessment year is either:
- (a) On the National Priority List of the Environmental Protection Agency and supported by either a Phase II report or a report determined to be substantially equivalent by the assessor;
 - (b) Included in the State of Alaska, Department of Environmental Conservation Contaminated Sites Data Base (Contaminated Site List) and supported by either a Phase II Report or a report determined to be substantially equivalent by the assessor; or
 - (c) A property not on either of the above lists but proven to be contaminated through the submission of either a Phase II Report or a report determined to be substantially equivalent by the assessor, containing reliable and valid data sufficient

to permit independent scientific verification of the conclusions reached. The data may include such information as engineering studies, environmental audits, laboratory reports and other valid scientific data.

(2) "Hazardous substance" has the meaning ascribed in AS 46.08.900(6), as now enacted or as may be hereinafter amended.

(3) "Phase II Report" means an Environmental Assessments Phase II Report that verifies contamination and delineates the area and concentration of contaminants through analysis of soil, air or water samples and includes the cost to cure or contain the contamination.

5.12.120. - Farm or agricultural use—Assessment.

Full and true value for farm use land will be determined by the assessor in accordance with the requirements set forth in AS 29.45.060, as amended.

5.12.130. - Levy to meet debt or natural disaster authorized.

All real and personal property of the borough is subject to and liable for a tax levy at the maximum rate allowed by law without referendum, when a levy in excess of 8 mills is necessary to meet the obligation of a debt contracted for capital improvements and ratified by a majority vote of those qualified to vote and voting on the question, or to meet an emergency threatening the public peace, health or safety.

5.12.140. - Foreclosure list—Publication and notice.

(A) Foreclosure list. In accordance with AS 29.45.330, the borough will:

- (1) annually present a petition for judgment and a certified copy of the foreclosure list for the previous year's delinquent taxes in the superior court for judgment; and
- (2) publish the foreclosure list for four consecutive weeks in a newspaper of general circulation distributed in the municipality or, if there is no newspaper of general circulation distributed in the borough, post the list in at three public places for at least 30 days;
- (3) within 10 days after the first publication or posting, mail to the last known owner of each property as the owner's name and address appear on the list a notice advising of the foreclosure proceeding in which a petition for judgment of foreclosure has been filed and describing the property and the amount due as stated on the list.

- (B) The assembly will annually determine if there is a newspaper of general circulation in the borough and, if so, by resolution designate the newspaper in the borough in which the roll will be published, together with the days of publication. The foreclosure list must be arranged in alphabetical order as to the last name and, in accordance with AS 29.45.330, include: (1) the last known owner; (2) the property description as stated on the assessment roll; (3) years and amounts of delinquency; (4) penalty and interest due; (5) a statement that the list is available for public inspection at the clerk's office; (6) a statement that the list has been presented to the superior court with a petition for judgment and decree.

5.12.150. - Property interests subject to tax foreclosure.

- (A) Threshold. No real property will be subject to foreclosure unless the delinquent balance due is greater than \$500.00 or, if the delinquent balance is less than \$500 and at least two years of taxes are delinquent.
- (B) Surface and subsurface interests. Foreclosure proceedings are instituted against the surface estate, and real property interests subject to tax foreclosure shall include each and every interest in the surface estate. Subsurface interests and rights that have not been severed from the surface estate will be considered to run with the land and transfer upon deed conveyance.

5.12.160. - Statutory compliance.

Enforcement of borough real property and personal property tax liens, including foreclosure proceedings, will be in accordance with AS 29.45.290 to AS 29.45.500.

5.12.170. - Application of property tax payments.

- (A) Application of payments. Payments on property tax accounts shall be applied to the oldest balance due, by tax year, in the following order: first to accrued fees and costs, then accrued interest, then accrued penalty, then to the tax principal; and then the next oldest balance due, in the above order, and so forth, until the payment is applied in full; except as otherwise provided in this section.
- (B) Variance. The borough may by written agreement, or shall by court order, vary the application of payments.

5.12.180. - Redemption period—Dispositions of tax foreclosed property.

- (A) Redemption period. In accordance with AS 29.45.390 and AS 29.45.400, foreclosed property is transferred to the borough for the lien amount. Properties transferred to the borough are held by the borough for at least one year. A party having an interest in the property may redeem the property

in accordance with AS 29.45.400. At least 30 days before the expiration of the redemption period the clerk or the clerk's designee must publish a redemption period expiration notice containing all the information required by AS 29.45.440.

- (B) *Disposition.* In accordance with AS 29.45.460, the assembly will designate by ordinance whether foreclosure property deeded to the borough will be retained for a public purpose, as provided in KPB 5.12.190. Tax-foreclosed property conveyed to the borough and not required for a public purpose may be sold, as provided in KPB 5.12.200.

5.12.190. - Foreclosed lands retained for a public purpose.

The mayor will cause a review of the foreclosed properties to determine if any of the tax-foreclosure lands are suitable for a public purpose and, following the review, recommend to the assembly which lands should be retained for a public purpose and classified accordingly. The assembly will determine by ordinance whether foreclosure property deed to the borough will be retained for a public purpose. The ordinance must contain the legal description of the property, the address or a general description of the property sufficient to provide the public with notice of its location, and the name of the last record owner of the property as the name appears on the assessment rolls.

5.12.200. - Foreclosed lands for sale.

- (A) Foreclosed properties not retained for a public purpose may, by ordinance, be approved for sale and disposal.
- (B) Upon determination by ordinance that a public need no longer exists, foreclosed properties retained for a public purpose, may be sold in accordance with the requirements of AS 29.45.460.
- (C) Foreclosed lands sold under the provisions of this section are not subject to the classification procedures contained in KPB Chapter 17.10.

5.12.210. - Repurchase—Proceeds of tax sale.

- (A) *Repurchase.* Upon satisfactory identification, the record owner at the time of tax foreclosure, or the record owner's assigns, may at any time before the sale, or contract for sale, of tax foreclosed property repurchase that property for the full amount due to the borough and any city under the judgment and decree of foreclosure, plus accrued interest and associated costs of collection, and delinquent taxes assessed and levied as though it had continued in private ownership, together with recording fees. Any person asserting to be an assignee of the record owner must provide an abstract of

title, title opinion or title report, at no cost to the borough, establishing the right to repurchase.

- (B) No repurchase of public purpose lands. All rights of repurchase of the property cease upon enactment of an ordinance providing for the retention of one or more parcels of tax foreclosed property by the borough for a public purpose, unless the ordinance provides otherwise.
- (C) Proceeds for property within a city. If the borough or a city sells any parcel situated within a city levying a real property tax for municipal purposes, then the proceeds of the borough and city real property taxes, penalties, interests and costs shall be divided between the borough and the city in proportion to their respective tax rates.
- (D) Proceeds. The borough will retain from the proceeds of the sale of each parcel of tax foreclosed land only that amount attributable to delinquent borough taxes accrued through the date of sale, together with all applicable penalties, interests and costs, including the costs of collection, sale, and attorney fees.
- (E) Proceeds subject to claim by former owner. All proceeds received by the borough from the sale of each parcel of tax foreclosed land which are in excess of the amounts of real property taxes, penalties, interest and applicable costs accruing through the date of sale shall be held by the borough on behalf of the former record owner for 6 months from the date of sale.
- (F) Excess proceeds. The former record owner of tax foreclosed real property which has been held by the borough for less than 10 years after the close of the redemption period, which has never been designated for retention of public purpose, and which is sold by the borough at a tax foreclosure sale is entitled to that portion of the proceeds of the sale which exceeds all sums due to the borough and city. If the proceeds of the sale of the tax foreclosed property sold by the borough exceeds the sums due to the borough and city, written notice will be sent to the former notice stating the amount of the excess and the manner in which a claim for the balance of the proceeds may be submitted. This notice will be mailed to the former owner's last address of record according to assessing department records. Upon presentation of a proper claim, the borough will remit the excess proceeds to the former record owner.
- (G) Barred claims under State law. Per AS 29.45.480, a claim for the excess filed after six months of the date of sale is forever barred. Unclaimed excess proceeds will be transferred to the Land Trust Fund of the borough.

5.12.220. - Definitions.

"Manifest clerical error" means a typographical, computational or other similar error apparent from the assessment notice, tax statement or other borough tax record created by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

"Real Property" means land and interests in land and includes:

- (1) Land and all buildings, structures, improvements, and fixtures thereon, and appurtenances thereto;
- (2) Mobile homes, trailers, house trailers, trailer coaches, motor homes, and similar property used or intended to be used for residential, office or commercial purposes and attached or connected to water, gas, electric facility, or sewage facility; excepting, such vehicles which are unoccupied and held for sale by persons engaged in the business of selling such vehicles; or
- (3) Leases and possessory interests in the above.

SECTION 4. That the KPB Code of Ordinances is hereby amended by adding a new chapter to be numbered KPB 5.13, relating to Real Property Tax Exemptions, Credits and Deferrals, which shall read as follows:

CHAPTER 5.13. - REAL PROPERTY TAX EXEMPTIONS, TAX CREDITS, AND DEFERRALS

5.13.010. - Date for determination of use.

Real property tax exemptions are based on the use and situs of property as of January 1 of a tax year and may only be approved for the current tax year. Proration of a real property tax exemption is prohibited.

5.13.020. - Tax exemption, tax credit, and deferrals application procedure.

- (A) A tax exemption, tax credit, or deferral under this chapter and KPB Chapter 5.12 may not be processed unless the applicant submits a complete application, and provides such additional information as may be requested by the assessor, mayor, or assembly. The assessor is hereby authorized to prescribe each application form that will provide sufficient information to determine whether any tax exemption or deferral should be granted. The accuracy of the information provided in the application must be verified by the applicant or an authorized officer of the applicant.
- (B) Any exemption, tax credit, or deferral granted on the basis, in full or in part, of a false representation will be revoked, and the liability for all taxes,

penalties and interest will remain. An applicant who makes a false representation in any submission to the borough related to application for, or review of, a tax exemption or deferral under this chapter or KPB Chapter 5.12 is subject to a fine as set forth in KPB 1.24.070 and may be prohibited from reapplying for the same exemption for a five-year period.

5.13.030. - Exclusive use—Developed land.

For the purposes of this chapter, exclusive use for an exempt purpose means the property is developed and put to use to effectuate the intent of the tax exemption, credit, or deferral. Nothing in this section requires an applicant for a tax exemption to develop the property if there is a deed restriction that runs with the land and requires the property remain undeveloped for conservation or preservation purposes, or if it is determined that undeveloped or vacant land serves a community benefit for tax exemption purposes.

5.13.035. - Exclusive use—Temporal use requirement.

- (A) *Individuals.* Tax exemptions for property tax exemptions related to occupancy of the property and residency in the borough, the applicant must occupy and use the property for at least 185 days per year.
- (B) *Entities.* Nonprofit or other entity-based tax exemptions, credits, or deferrals, must exclusively use the property for the stated purpose for at least 30 days per year and provide proof of use if requested by the assessor.

5.13.040. - Application deadline—Inability to comply.

- (A) *Filing deadline.* Unless specifically provided otherwise in this chapter, all exemption applications are due on or before February 15 of the tax year. If February 15 of a tax year falls on a weekend or holiday, the application is due the next business day. An application filed after February 15 deadline will not be considered unless an extension is granted pursuant to subsection (B) below.
- (B) *Request for Extension; Inability to Comply Determinations.* An applicant who fails to submit an exemption, tax credit, or deferral application by the filing deadline may request a deadline extension due to an inability to comply with the deadline. The following procedure will apply to requests for a deadline extension:
 - (1) A request for an extension must include an affidavit stating the reasons for the applicant's inability to comply with the filing deadline along with any supporting documentation. A request received without proper documentation will not be considered and will be considered ineligible.

- (2) Within 10 business days of receiving the request for a deadline extension, the assessor will issue a written decision.
- (3) The assessor's decision is a final administrative decision. Within 30 days of the date of mailing of the decision, an applicant aggrieved by any determination of the assessor may file an appeal in a Superior Court within the Kenai Peninsula in accordance with Alaska Civil Rule 3(b).

For purposes of this section, an inability to comply determination must be based on a serious condition or event, as defined in KPB 5.13.190.

5.13.050. - Review and determination.

- (A) Except as provided in subsection (B) below, the assessor will determine whether the applicant is eligible for a tax exemption, credit or deferral under this chapter and KPB Chapter 5.12. If the application is incomplete or the applicant is otherwise ineligible for exemption or deferral, the assessor will promptly notify the applicant in writing.
- (B) For an economic development tax exemption, subject to the requirements of this chapter and KPB Chapter 5.12, the assembly will determine whether the applicant is eligible for a tax exemption. The assessor will provide the borough clerk a copy of the application and staff report containing the assessor's recommendation. The borough clerk will then schedule the matter for a public hearing before the assembly.

5.13.060. - Transfer of ownership or change of use.

Every person or entity granted an exemption under this chapter must notify the assessor of any change in ownership, residency, permanent place of abode, status of disability, or change in use. This requirement will be included on the exemption application form. The assessor will review all such changes and issue a determination regarding the status of the exemption following the change. Failure to notify the assessor of such a change, may result in revocation of the tax exemption or deferral and require payment of the property taxes when due. The assessor's determination under this section may be appealed in accordance with KPB Chapter 5.15, Tax Appeals.

5.13.070. - Annual audit.

An approved tax exemption, credit or deferral granted is subject to annual audit by the assessor. The assessor may request documentation or other information reasonably necessary to confirm that the exemption, credit or deferral continues to meet the requirements under the law. If the assessor determines that the property no longer qualifies for an exemption or deferral under this chapter and KPB 5.12, the assessor's determination may be appealed in accordance with KPB Chapter 5.15, Tax Appeals.

5.13.080. - Real property exemptions, tax credits, and deferrals.

Pursuant to AS 29.45, and subject to the application deadlines and procedures set forth below and in KPB chapter 5.13, the following real property is exempt from general taxation:

(A) State mandated exemptions – Residents.

- (1) Senior Citizens' exemption. Subject to the application procedure, criteria, and eligibility requirements set forth in KPB 5.13.090.
- (2) Disabled veteran exemption. Subject to the application procedure, criteria, and eligibility requirements set forth in KPB 5.13.090.

(B) State mandated exemptions – Nonprofit Entities.

- (1) Municipal property. Subject to the criteria and requirements set forth in AS 29.45.030.
- (2) Federal property. Subject to the criteria and requirements set forth in AS 29.45.030.
- (3) Property used exclusively for nonprofit religious, charitable, cemetery, hospital, or educational purposes. Subject to the application procedure, criteria, and eligibility requirements set forth in KPB 5.13.160.
- (4) Armed forces. Subject to the criteria and requirements set forth in AS 29.45.030.
- (5) Real property or an interest in real property that is exempt from taxation under 43 U.S.C. 1620(d) (ANCSA).

(C) Optional tax exemptions, credits, or deferrals adopted by the Borough pursuant to AS 29.45 – Residents.

- (1) Senior Citizens' exemption. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.090. For the purposes of this chapter and KPB 5.13.090, the required state senior exemption and the optional borough exemption are considered one exemption.
- (2) Disabled veteran exemption. Subject to the application procedure, criteria, and eligibility requirements set forth in KPB 5.13.090. This exemption is in addition to the exemption under subsection (A) above and in an unlimited amount.

- (3) Disabled residents Exemption. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.100.
- (4) Volunteer firefighters/EMS Exemption. Subject to the maximum exemption amount application procedure, criteria, and eligibility requirements set forth in KPB 5.13.110.
- (5) Residential real property Exemption. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.120.
- (6) Senior and disabled veteran hardship exemption. Subject to the application procedure, criteria, and eligibility requirements set forth in KPB 5.13.
- (D) Optional tax exemptions, credits or deferrals adopted by the borough pursuant to AS 29.45 – Nonprofit entities.
 - (1) Community Purpose property. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.170.
- (E) Optional Exemptions and tax credits adopted by the borough pursuant to AS 29.45 – Individuals or Entities.
 - (1) Harvesting insect infested timber resources. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.130.
 - (2) Anadromous waters habitat protection area. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.140.
 - (3) Disaster damages. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.150.
 - (4) Residential renewable energy systems. Subject to application procedure and criteria set forth in KPB 5.13.155.
 - (5) Economic development property exemption. Subject to the maximum exemption amount, application procedure, criteria, and eligibility requirements set forth in KPB 5.13.180.

- (6) Fish habitat protection and restoration projects tax credit. Subject to the maximum credit amount, application procedure and criteria set forth in KPB 5.14.

5.13.090. - Senior Citizens and Disabled Veteran Tax Exemption—Application Requirements and Criteria

- (A) Exemption. Pursuant to KPB 5.13.080(A) and (C), a single parcel of real property owned and occupied as the primary residence and permanent place of abode of the applicant is exempt up to \$300,000 for an eligible senior citizen and an unlimited amount for an eligible disabled veteran, as set forth in KPB Chapter 5.12 and this chapter. Any exemption granted under this section may only include the primary parcel.
- (B) Senior Citizens Exemption Criteria. To be eligible for the senior citizens exemption the following criteria must be met:
- (1) The applicant was a resident of the State of Alaska prior to January 1 of the tax year.
- (2) The applicant owns and occupies the property as the applicant's primary residence and permanent place of abode.
- (a) An applicant may rebut the presumption that property has not been occupied as a primary residence and permanent place of abode if the applicant occupied it for less than 185 days during the previous year by providing proof that the applicant meets the statutory criteria for an allowable absence under AS 43.23.008, as amended, relating to Permanent Fund Dividend allowable absences.
- (b) An applicant must provide proof of residency and verify that the individual is not a resident of any other state, that the applicant occupies the property for at least 185 days a year, and that the individual meets the residency duration requirements to be eligible for a permanent fund dividend under AS 43.23.005.
- (3) The applicant is 65 years of age or older as of January 1 of the tax year in which the exemption is sought, or at least 60 years old who is the widow or widower of a person who previously qualified for this exemption.
- (4) For residents 65 years of age or older or residents at least 60 years old who are the widow or widower of a resident 65 years of age or older to be eligible for an exemption.

- (5) The applicant must own the property and occupy the property. In the event an individual qualifies for the exemption after January 1 of the tax year then that individual may apply the following year.
- (C) *Disabled Veteran Exemption Criteria.* To be eligible for the disabled veteran exemption the following criteria must be met:
- (1) The applicant was a resident of the State of Alaska prior to January 1 of the tax year.
- (2) The applicant provides a letter from the U.S. Department of Veteran Affairs (VA) showing the applicable is a disabled veteran. If the disability is less than a permanent disability, the applicant must submit an official disability percentage letter from the VA each year prior to February 15 showing a 50 percent or greater disability.
- (3) The applicant is at least 60 years old who is the widow or widower of a person who previously qualified for this exemption.
- (4) The applicant owns and occupies the property as the applicant's primary residence and permanent place of abode.
- (a) An applicant must provide proof of residency and verify that the applicant is not a resident of any other state, that the applicant occupies the property for at least 185 days a year, and that the individual meets the residency duration requirements to be eligible for a permanent fund dividend under AS 43.23.005.
- (D) *Spatial apportionment.* This exemption applies only to the portion of the property owned and occupied by the eligible applicant. If the property is owned or occupied by any other adult persons, other than the eligible applicant and the applicant's spouse, the assessor will apply spatial apportionment.
- (E) *One exemption per parcel.* One senior or disabled veteran exemption per primary parcel. Only one senior or disabled veteran exemption may be granted for the same property and, if two or more persons are eligible for an exemption for the same property, the parties must decide among themselves who is to receive the benefit of the exemption.
- (F) *Application deadline.* The application form must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought. A qualified senior citizen, disabled veteran, or surviving spouse of either, need not file an application for successive tax years if there is no change in ownership, no change in permanent place of abode by the owner of record, or no change in status of

disability if the owner is a disabled veteran. However, a qualified senior citizen or qualifying surviving spouse must meet the residency requirements as described above in subsection (B) in order to continue to be qualified without filing an application for successive tax years. Property owners must notify the borough when the requirements for exemption are no longer met.

- (G) Other residency. An applicant under this section is ineligible to receive the exemption if the applicant has applied for or received a similar residency-based exemption for the same year for property located in another jurisdiction outside the borough.

5.13.095. - Senior citizen and disabled veteran hardship exemption.

- (A) Exemption. An individual who otherwise qualifies for a senior citizen or disabled veteran property tax exemption under this state law and this chapter, is eligible for a hardship exemption if the criteria set forth in this section are met. If allowed, a hardship exemption will be granted only for that portion of an eligible applicant's real property tax liability in excess of two percent of the applicant's gross household income as calculated after the senior citizen and disabled veteran property tax exemption required by state law is applied. Only one hardship exemption may be granted for the same property, and if two or more persons are eligible for an exemption for the same property, the parties shall decide among themselves who is to receive the benefit of the exemption. No exemption may be granted if the assessor determines, after notice and an opportunity for a hearing to the parties, that the property was conveyed to the applicant primarily for the purpose of obtaining the exemption. The hardship exemption determination of the assessor is a final administrative decision and may be appealed to the superior court within 30 days of the date of the decision.
- (B) Criteria. The following criteria must be met in order for an applicant to be eligible for a hardship exemption:
- (1) The applicant must qualify for a senior citizen or disabled veteran property tax exemption in accordance with KPB 5.13.090 and state law; and
 - (2) The applicant's gross household income, from all sources in the prior year, may not exceed 120 percent of the most current Median Family Income for Kenai Peninsula as set by the U.S. Department of Housing and Urban Development for a similar sized household except as follows:

- (a) An applicant whose household gross income exceeds 120 percent of the Median Family Income for Kenai Peninsula Borough as set by the U.S. Department of Housing and Urban Development may nevertheless qualify for an exemption in the case of a documented extenuating or extraordinary circumstance that results in a one-time expense that, when subtracted from the applicant's household gross family income, results in the applicant's gross family income falling below 120 percent of the Median Family Income for Kenai Peninsula Borough for the year in question.
- (C) Procedure. In applying for a hardship exemption, the applicant must submit the following documentation no later than April 30 of the assessment year for which the exemption is sought:
 - (1) Form 21-400c;
 - (2) A Federal Income Tax Return filed in the same year in which the exemption is sought, for all occupants in the applicant's home who are required to file federal income tax; and
 - (3) A hardship exemption application supplied by the assessor's office, including any necessary attachments or additional documentation as may be required by the assessor.

5.13.100. - Disabled resident property tax credit—Application requirements and criteria.

- (A) Exemption. Pursuant to KPB 5.13.080, a single parcel of residential real property, owned or partly owned, and occupied as a primary residence and permanent place of abode by a disabled resident applicant may be eligible for a tax credit up to a maximum amount of \$500 of such tax, as set forth in KPB Chapter 5.12 and this section.
- (B) Criteria. To qualify for this exemption, the applicant must be determined to be totally and permanently disabled. The determination must be in writing and issued by the administrator, board or other appropriate authority of the U.S. Social Security Program or other government agency. A property granted an exemption under KPB 5.13.090 or AS 29.45.030(e) is not eligible to receive an exemption under this section.
- (C) Application deadline. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought.

5.13.110. - Volunteer firefighters and providers of emergency medical services property tax exemption—Application requirements and criteria.

- (A) Exemption. Pursuant to KPB 5.13.080(C), a single parcel of residential real property, owned or partly owned, and occupied as a primary residence and permanent place of abode by a borough resident who provides volunteer firefighting services or volunteer emergency medical services is eligible for a general taxation exemption not to exceed \$10,000 of the assessed value as set forth in KPB Chapter 5.12 and this chapter.
- (B) Criteria. To qualify for this exemption, on January 1 of the assessment year a person must be certified as:
- (1) A current and active volunteer of a State of Alaska recognized first responder service, registered fire department or a certified ambulance service located within the borough; and
 - (2) If providing volunteer firefighting services, be certified as a firefighter by the Alaska Department of Public Safety; or
 - (3) If providing volunteer emergency medical services, be certified under AS 18.08.082.

The fire or EMS chief as appropriate for each department shall be responsible for certifying that the volunteer has met the criteria established for this exemption and will submit the names to the Kenai Peninsula Borough annually on or before February 15. If two or more individuals are eligible for an exemption for the same property, not more than two exemptions may be granted.

- (C) Application deadline. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before January 15 of the tax year for which the exemption is sought.

5.13.120. - Residential real property tax exemption—Application requirements and criteria.

- (A) Exemption. Pursuant to KPB 5.13.080(C), the first \$75,000 of the assessed valuation of a single parcel of residential real property, owned or partly owned, and occupied as a primary residence and permanent place of abode by a resident may be eligible for a general taxation exemption as set forth in KPB Chapter 5.12 and this chapter.
- (B) Criteria. To qualify for this exemption, on January 1 of the assessment year an applicant must:

- (1) Be a permanent resident of the borough and occupy the property as the applicant's primary residence and permanent place of abode.
- (2) An applicant under this section is ineligible to receive the exemption if the applicant has applied for or received a similar residency-based exemption for the same year for property located in another jurisdiction outside the borough.
- (3) Only one exemption under this section may be granted per parcel of residential real property.
- (C) *Rebuttal presumption.* If the owner of record occupied the property for less than 185 days during the previous year, the assessor may presume that the property has not been occupied as the owner of record's primary residence and permanent place of abode. The applicant may rebut this presumption by providing the assessor with satisfactory evidence that the lack of occupancy was for personal or a dependent family member's medical care and that but for the absence for medical care the applicant would have met the exemption criteria.
- (D) *Application deadline.* On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought. An updated application is not required for successive years unless there is a change in ownership or occupancy of the residence, or the assessor has selected the parcel for audit.

5.13.130. - Harvesting insect infested timber resources—Application requirements and criteria.

- (A) *Exemption.* Pursuant to KPB 5.13.080(C), the increase in assessed value of property resulting from timber harvest and related actions is exempt from taxation as follows: (1) the harvested area of land significantly infested or at risk of being significantly infested with insects due to an infestation of insects in the area in which the land is located ; (2) improvements to the real property for which this exemption is sought, including personal property affixed to the improvements located on such property, if they are used for and are necessary for the harvest of the timber that is infested or in danger of being infested; and (3) to the extent the timber harvest converts exempt property to taxable property, this exemption shall apply to the entire assessed value of the property.
- (B) *Criteria.* For timber to be considered harvested, the timber must be cut and removed. A significant infestation in the area in which the land is located means a widespread and intensive insect attack that will result in mortality of timber resources or has already caused large scale tree mortality. Land considered at risk of being significantly infested must have the following

two characteristics: (1) the land must have a forest structure that is susceptible to significant insect infestation; and (2) a significant level of insect population development is located immediately adjacent or within close proximity of the forested land.

- (C) Application deadline. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought. The application must include a copy of the detailed plan of operation (DPO) required by 11 AAC 95.220 and filed with the Division of Forestry. In the event the DPO extends beyond the initial assessment year, the applicant must file additional complete application(s) no later than February 15 of each assessment year for which an exemption is sought. The assessor must be promptly provided with a copy of any amendment of the DPO. The exemption will be for the prior calendar year harvests.
- (D) Assessor determination. The assessor is authorized to deny part or all of an exemption request if the application is incomplete or an investigation and inspection of the property reveals that the timbering does not meet the requirements of this ordinance and AS 29.45.050(q), as amended, or the area timbered is different from that stated in the exemption request.

**5.13.140. - Anadromous waters habitat protection areas exemption—
Application requirements and criteria.**

- (A) Exemption. Pursuant to KPB 5.13.080(C), the increase in assessed value of improvements to real property located within 150 horizontal feet from the mean high tide line or ordinary high water line of the anadromous waters listed in KPB 21.18.025 is eligible for a general tax exemption as set forth in KPB Chapter 5.12 and this chapter.
- (B) Criteria. To qualify for this exemption, certain improvements to the real property are exempt if:
- (1) an increase in assessed value is directly attributable to alteration of the natural features of the land, or new maintenance, repair, or renovation of an existing structure; and
 - (2) the alteration, maintenance, repair, or renovation, when completed, enhances the exterior appearance or aesthetic quality of the structure; and
 - (3) meets the criteria for a fish habitat and restoration project described in KPB 5.14.040.

An exemption may not be allowed under this subsection for the construction of an improvement to a structure if the principal purpose of the

improvement is to increase the amount of space for occupancy or nonresidential use in the structure or for the alteration of land as a consequence of construction activity.

- (C) Application deadline. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before January 15 of the tax year for which the exemption is sought. The assessor may require such information as is reasonably necessary to determine compliance with the requirements of this chapter and KPB 5.12. If an exemption is granted, it may continue for up to four years from the date improvement is completed, or from the date of approval for the exemption by the local assessor, whichever is later.

5.13.150. - Disaster damage exemption—Application requirements and criteria.

- (A) Exemption. Pursuant to KPB 5.13.080(C), real property damaged by a disaster or during a declared local disaster emergency may apply for reassessment of that property under this section. In addition, the assessor may initiate such reassessment where the mayor determines that within the current assessment year taxable property located in the borough was damaged by a disaster.
- (B) Criteria. Damage or a disaster caused or created by the applicant or owner of the property is not eligible for reassessment. To be eligible for reassessment, the damage to the property must have been caused by any of the following:
- (1) A disaster in an area or region declared by the mayor, the governor, or the president to be in a condition of disaster emergency.
 - (2) A disaster as that term is defined in this chapter.
 - (3) A disaster that, with respect to a possessory interest in land owned by the state or federal government has caused the permit or other right to enter upon the land to be suspended or restricted.
- (C) Application deadline. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department within 60 days of the disaster, requesting reassessment and describing the condition and value of the property immediately before and after the damage or destruction. If no application is made and the assessor determines that within the calendar year a property has suffered damage caused by a disaster that may qualify the property owner for relief under this section, the assessor may provide the last known owner of the property with an application for reassessment. The property owner must file the completed application within 30 days of the date of the mailing of notification by the

assessor but in no case more than 60 days after the occurrence of said damage.

- (D) Inspection. Upon receiving the proper application, the assessor or assessor's designee will inspect the property and verify the prior year's full and true value of land, improvements, personal property, or the proposed or certified current year's value immediately before and after the damage or destruction. If an applicant has refused or failed to provide the assessor or the assessor's agent full access to property or records reasonably requested by the assessor, the applicant will be precluded from any reduction or relief, and any valuation or valuation issue affected by the lack of access will be decided in favor of the assessor.
- (E) Damage computation. If the sum of the full and true values of the land, improvements, and personal property before the damage exceeds the sum of the values after the damage by \$10,000.00 or more, the assessor shall also separately determine the percentage reduction in value of the land, improvements, or personal property due to the damage or destruction. The assessor shall reduce the values appearing on the assessment roll by the percentage of damage or destruction computed pursuant to this section, and the taxes due on the property shall be adjusted as provided this section. However, the amount of the reduction shall not exceed the actual loss. Any damages to land, improvements, personal property, or additions that do not appear on the assessment roll are not eligible for consideration under this section.
- (F) Notice of reassessment. The assessor will notify the applicant in writing of the amount of the proposed reassessment. The notice will state that the applicant may appeal the proposed reassessment to the board of equalization within 30 days of the date of mailing the notice.
- (G) Tax adjustment. The tax rate fixed for the property so reassessed shall be applied to the amount of the reassessment as determined in accordance with this section. The owner of record shall be liable for a prorated portion of the taxes that would have been due on the property for the current calendar year had the disaster not occurred. This proration is determined on the basis of the number of days remaining in the calendar year beginning with the date of the disaster. For purposes of applying the calculation in prorating taxes, the term "calendar year" means the portion of the current tax year used to determine the adjusted amount of taxes based on a 365-day year. If the damage or destruction occurred after January 1 and before the beginning of the next calendar year, the reassessment shall be utilized to determine the tax liability for the current year. Any tax paid in excess of the total tax due shall be refunded to the taxpayer as an erroneously collected tax within 60 days of the final determination of the adjusted tax liability.

- (H) Tax roll adjustment. Any reassessed value resulting from one or more reductions in full and true value of amounts, as determined above, shall be forwarded to the finance director. The finance director will calculate and enter the reassessed tax values on the finance roll as a tax adjustment request (TAR).
- (I) Effect of revised assessment. The assessed value of the property in its damaged condition, as determined pursuant to this section shall be the taxable value of the property until December 31 of the year in which the disaster occurred, unless the value is otherwise adjusted as allowed by law.

5.13.155. Residential renewable energy systems exemption—Application and requirements.

- (A) Residential renewable energy systems that are used to develop means of energy production using energy sources other than fossil or nuclear fuel, including, but not limited to windmills and water and solar energy devices located in the borough are exempt from taxation under this chapter.
- (B) No exemption under this section may be granted except upon written application on a form prescribed by the assessor. The owner must file the application no later than February 15 of the tax year for which the exemption is sought.
- (C) The assessor may require such information as is reasonably necessary to determine the type and/or nature of the renewable energy system, and the improvements or components that make up that system. The exemption in this section will not be approved unless the required information is provided to the assessor.
- (D) Definitions.
- (1) For purposes of this section "renewable energy" means energy which comes from natural resources such as sunlight, wind, rain, tides, geothermal heat, or other natural movements and mechanisms of the environment, or other sources that are renewable and naturally replenished in a short amount of time. Renewable energy does not include energy derived from fossil fuels.
- (2) For purposes of this section "renewable energy system" means any residential real property improvement that produces renewable energy on site to provide all or a portion of the electricity, heating, cooling or other energy needs of the property.
- (3) For purposes of this section "fossil fuel" means a carbon or hydrocarbon source such as coal, petroleum, or natural gas, derived from living matter of a previous geologic time and used for fuel.

- (4) Notwithstanding any other provision of this section, "renewable energy" and "renewable energy systems" specifically do not include any heating or other energy producing system utilizing wood as a fuel source.

5.13.160. - Nonprofit religious, charitable, cemetery, hospital, or educational property tax exemption—Application requirements and criteria.

- (A) Exemption. Pursuant to the Alaska Constitution, AS 29.45, and KPB 5.13.080(B), property used exclusively for nonprofit religious, charitable, cemetery, hospital, or educational purposes is exempt from taxation as set forth in state law, KPB Chapter 5.12 and this chapter.
- (B) Criteria. To qualify for this exemption, on January 1 of the assessment year the property must be used exclusively and developed for an exempt purpose.
- (C) Application deadline and requirements. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought. An updated application is not required for successive years unless there is a change in ownership or occupancy of the residence, or the assessor has selected the parcel for audit. The application must include:
- (1) The applicant's articles of incorporation;
 - (2) Not-for-profit status documentation for the organization (i.e., IRS determination letter or State of Alaska equivalent);
 - (3) Proof of current registration with the Alaska State Division of Corporations;
 - (4) Verification property is used exclusively for exempt purpose and description of use; and
 - (5) Any other information required by the assessor to determine eligibility, amount of exemption requested, or spatial apportionment, if applicable.
- (D) Definitions. For purposes of this section, "property used exclusively for religious purposes" includes the following property owned by a religious organization:
- (1) The residence of an educator in a private religious or parochial school or a bishop, pastor, priest, rabbi, minister, or religious order

of a recognized religious organization; for purposes of this subsection, “minister” means an individual who is:

- (a) Ordained, commissioned, or licensed as a minister according to standards of the religious organization for its ministers; and
- (b) Employed by the religious organization to carry out a ministry of that religious organization;

(2) A structure, its furniture, and its fixtures used solely for public worship, charitable purposes, religious administrative offices, religious education, or a nonprofit hospital;

(3) A lot or space required for parking near a structure defined in subsection (D)(2) above.

(E) Definitions. For purposes of this section “charitable purpose” means exclusive use that:

- (1) Is done out of good will or provides a benefit to the general public;
- (2) Adds to the moral, mental, and physical welfare, good will and betterment of the public; or
- (3) The charity entails a gift to the general public through contributions of services or aid to society in general.

(F) Definitions. For purposes of this section, "hospital" means a public or private institution or establishment devoted primarily to providing diagnosis, treatment, or care over a continuous period of 24 hours each day for two or more unrelated individuals suffering from illness, physical or mental disease, injury or deformity, or any other condition for which medical or surgical services would be appropriate

(G) Definitions. For purposes of this section "property used exclusively for cemetery purposes" does not include a family cemetery on a property which includes other concurrent property uses.

(H) Income. Property described in this section from which income is derived is exempt only if that income is solely from use of the property by nonprofit religious, charitable, hospital, or educational groups. If used by nonprofit educational groups, the property is exempt only if used exclusively for classroom space.

5.13.170. - Community purpose real property tax exemption—Application requirements and criteria.

- (A) Exemption. Pursuant to KPB 5.13.080(D), property used exclusively for community purpose is eligible for a tax exemption in an unlimited amount, as set forth in state law, KPB Chapter 5.12, and this chapter.
- (B) Criteria. To qualify for this exemption, on January 1 of the assessment year the property must:
- (1) Be owned by a non-profit entity with Employer Identification Number (EIN) issued by the IRS or a wholly-owned subsidiary of such an entity; and
 - (2) Be used exclusively for community purposes in a manner that directly and substantially benefits public welfare; or
 - (3) Be donated or devoted for use by the general public and provides a benefit to the community.
- (C) Application deadline and requirements. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought. An updated application is not required for successive years unless there is a change in ownership or use of the property, or the assessor has selected the parcel for audit. The application must include:
- (1) The applicant's articles of incorporation;
 - (2) Not-for-profits status documentation for the organization (i.e., IRS determination letter or equivalent);
 - (3) Proof of current registration with the Alaska State Division of Corporations;
 - (4) Verification property is exclusively used for exempt purpose and description of use of the property consistent with the requested exemption; and
 - (5) Any other information required by the assessor to determine eligibility, amount of exemption requested, or spatial apportionment, if applicable.
- (D) Assessor determination. The assessor will determine if the applicant meets the requirements of this chapter and KPB 5.12. The assessor, in determining whether to grant an exemption and the amount of exemption to be granted, will consider whether:

- (1) The property is open to public use regardless of sex, color, race, age, marital status, religion, political affiliation, or national origin;
- (2) Any part of the net earnings of the applicant inures to the benefit of any private entity or individual;
- (3) There is evidence of a dominant financial motive such as excessive charges, excessive employee compensation or income that exceeds operating expenses;
- (4) There is evidence that the property is being used to financially benefit any officer, trustee, director, shareholder, member, or contributor of the applicant;
- (5) The property is used for the actual operation of the community activity and does not exceed an amount of property reasonably necessary for the accomplishment of the community activity;
- (6) The fees and charges for the use of the property do not effectively deny to a significant portion of the borough the privileges and benefits provided by such property;
- (7) The applicant organization is governed by a volunteer board of directors;
- (8) A tax exemption is necessary to provide the community benefit;
- (9) The existence of substantially similar community benefits through other public or private entities; or
- (10) The impact of the use on the quality of life of borough residents.

(E) Senior housing. In addition to the community purpose exemptions granted by the assessor, the property owned by the following organizations for the purposes of providing affordable housing for senior citizens is exempt from real property taxation under this section:

- (1) Cooper Landing Senior Citizen Corporation, Inc.
- (2) Homer Senior Citizens, Inc.
- (3) Nikiski Senior Citizens, Inc.
- (4) Sterling Area Senior Citizens, Inc.
- (5) Soldotna Area Senior Citizens, Inc.

(6) Anchor Point Senior Citizens, Inc.

(7) Ninilchik Senior Citizens, Inc.

**5.13.180. - Economic development property tax exemption or tax deferral—
Application requirements and criteria.**

- (A) Exemption, tax credit, or tax deferral. Pursuant to KPB 5.13.080(D), property used exclusively for community purpose is eligible for a partial tax exemption, tax credit, or tax deferral as set forth in this section, KPB Chapter 5.12 and KPB Chapter 5.13.
- (B) Criteria. To qualify for this exemption, on January 1 of the assessment year the property must be used for economic development purposes, provide an economic benefit to the borough, and:
- (1) A business applicant must have a current business license; and
 - (2) The property owner is in compliance with all borough, city, and state tax obligations; and
 - (3) The applicant must specify: (a) whether an exemption, tax credit, or tax deferral is requested; (b) the exemption, tax credit, or tax deferral amount and length of time being requested. The amount requested may be expressed as a percentage of the full taxable amount.
- (C) Application deadline. On a form prescribed by the assessor, the application must be postmarked by or hand-delivered to the assessing department on or before February 15 of the tax year for which the exemption is sought. The applicant must include a business plan and other documents requested by the assessor. If the assessor determines that the application is deemed complete and meets the subsection (B) criteria, the mayor will submit a resolution to the assembly for a determination under subsection (F).
- (D) Assembly determination. The assembly may by resolution grant a tax exemption, tax credit, or tax deferral at an amount up to fifty percent (50%) of the assessed value of the property and for a length of time to be determined by the assembly. If approved under this section, a tax exemption may not exceed five years unless the assembly finds it is in the best interests of the borough to grant a longer exemption. A tax credit or tax deferral may not exceed seven years. The grant or denial of an application is a discretionary legislative act which shall not give rise to any claim against the borough or its agents. The assembly, in determining whether to grant an exemption, tax credit or tax deferral, and the amount granted, may consider various factors including, but not limited to, whether:

- (1) The proposal creates at least five full time new employment positions within the borough;
 - (2) The proposal generates sales outside of the borough of goods or services produced in the borough;
 - (3) The proposal materially reduces the importation of goods or services from outside the municipality;
 - (4) The proposal competes with a taxpaying trade or business already established in the borough;
 - (5) The proposal will enable a significant capital investment in physical infrastructure that will generate property tax revenue after the exemption, tax credit, and/or deferral expires;
 - (6) The location of the trade, industry, or business is compatible with land use and development plans of the borough;
 - (7) The exemption, tax credit, and/or deferral is necessary to allow adequate time for improvements to be completed and revenue to be generated by the property; or
 - (8) The exemption, tax credit, and/or deferral will provide measurable public benefits commensurate with the level of incentive granted.
- (E) *Independent power producer exception.* Notwithstanding the durational limits set forth in KPB 5.13.180(D) above, an independent power producer is eligible for an exemption for a designated period up to fifteen consecutive years if the requirements and criteria in KPB 5.12.180 are otherwise met and the assembly approves the exemption application. To qualify as an Independent Power Producer under this section, an entity must:
- (1) Own and operate a generation facility larger than two-megawatts;
 - (2) Sell electricity to a public utility which is regulated by the Regulatory Commission of Alaska.
- (F) *Service area taxes excluded.* This exemption will not apply to taxes levied for special services in a service area. An exemption for property used for economic development under this section may not be combined with or in addition to any other exemption required or allowed under law.
- (G) *Revocation.* The applicant must annually certify that the factors establishing qualification for the tax relief under this section upon which approval was granted remain in existence. If the applicant's proposal is not competed as stated in the application or if the applicant becomes delinquent in any tax

obligation to the borough, the mayor will forward to the assembly a resolution revoking the tax relief granted under this section.

5.13.190. - Definitions.

Unless the context clearly requires a different meaning, in this chapter:

"Active volunteer" means a person meeting the training, response, and participation criteria as established by each recognized first responder service, registered fire department and/or state certified ambulance service. The criteria established by each department that defines "active volunteer" shall be on file with the Kenai Peninsula Borough assessing department. Persons serving "on-call" who are not regular borough employees as either a firefighter or emergency medical services provider shall be eligible for consideration as an active volunteer if all other criteria are satisfied.

"Assessor" means the Kenai Peninsula Borough assessor or designee;

"Damage" means harm resulting from physical injury to property, including partial or total destruction, and a diminution in the value of improvements or land resulting from restricted access to property caused by the disaster;

"Developed" means a purposeful modification of the property from its original state that effectuates a condition of gainful and productive present use without further substantial modification, including but not limited to construction, installation, or placement upon land of a structures, fixtures, roads, trails if the use for recreational purposes, or utilities;

"Disabled veteran" means a disabled person (a) separated from the military service of the United States under a condition that is not dishonorable who is a resident of the state, whose disability was incurred or aggravated in the line of duty in the military service of the United States, and whose disability has been rated as 50 percent or more by the branch of service in which that person served or by the Veteran's Administration; or (b) who served in the Alaska Territorial Guard, who is a resident of the state, whose disability was incurred or aggravated in the line of duty while serving in the Alaska Territorial Guard, and whose disability has been rated as 50 percent or more;

"Disaster" has the meaning given in AS 26.23.900, as amended;

"Economic development" means an action intended to result in an outcome that causes an increase in, or avoids a decrease of, economic activity, gross domestic product, or the tax base.

"Exclusive use" means the property is being used primary or dominantly for the purpose of the exemption and not used for any other purpose;

"Gross household income" means total annual compensation, earned and unearned, from all sources, of all members of the household.

"Own and occupy" means possession of an interest in real property, which interest is recorded in the office of the district recorder, or, if unrecorded, is attested by a contract, bill of sale, deed, or other proof in a form satisfactory to the assessor, and living on that real property as one's primary residence;

"Permanent place of abode" means a dwelling, or a dwelling unit in a multiple dwelling, including lots and outbuildings or an appropriate portion of these, that are necessary to convenient use of the dwelling unit;

"Real property" means land and rights and interests in land, including interests less than full title such as easements, uses, leases, and licenses, and includes mobile homes classified as real or for municipal tax purposes;

"Resident" means an applicant who has a fixed habitation in the State of Alaska for at least 185 days per calendar year, and, when absent, intends to return to the State of Alaska;

"Senior citizen" means a person who is 65 or older before January 1 of the exemption year;

"Serious condition or event" means a grave medical condition, out-of-state medical treatment, a family emergency requiring the presence of the party, a death in the family, or a natural disaster or emergency outside of human control;

"Spatial apportionment" means the division of a portion of real property, buildings or other property for tax exemption, tax credit or tax deferral purposes with the remaining portion being taxable;

SECTION 5. That the KPB Code of Ordinances is hereby amended by adding a new chapter to be numbered KPB 5.15, relating to Tax Appeals, which shall read as follows:

CHAPTER 5.15. - TAX APPEALS

5.15.010. - Valuation appeals.

(A) *Appeal rights.*

- (1) *Appeals by taxpayer.*** A person whose name appears on the assessment roll or the agent or assign of that person may appeal to the board of equalization for relief from an alleged error in valuation not adjusted by the assessor to the appellant's satisfaction.

- (2) Appeals by city. A city in the Borough may appeal an assessment to the board of equalization in the same manner as a taxpayer. Within five days after receipt of the appeal, the assessor shall notify the person whose property assessment is being appealed by the city.
- (B) Appeal Deadline; Fee. No later than 30 days after the date of mailing the notice of assessment, a person contesting a property valuation must submit to the clerk's office a written appeal specifying grounds for the appeal on a form prescribed by the Clerk. An appeal will be rejected if: (i) the appellant fails to provide a filing fee in the amount listed in borough's Schedule of Rates, Charges and Fees at the time of filing; or (ii) the appeal form is modified by the appellant. Within 3 business days of accepting the appeal, the clerk will provide each appeal to the assessor. For purposes of this section, the appeal is submitted on the date it is received in the clerk's office or, if delivered by first class mail, the date it is postmarked. An application to proceed with an appeal without a filing fee under a hardship waiver may be filed with the Clerk's office in accordance with the procedures provided in subsection (1) below. If the appeal is withdrawn before evidence is due under KPB 5.15.020 below, or if the appellant or agent of the appellant participates at hearing, then the filing fee will be fully refunded within 30 days after the hearing date.
- (1) Hardship Waiver. An appellant may qualify for a hardship waiver if the filing fee is greater than 0.5% of the Appellant's gross household income. The request for a hardship waiver must be submitted as a sworn statement on a form prescribed by the clerk.
- (2) Returned Checks. An appellant will be charged a fee in the amount listed in the borough's Schedule of Rates, Charges and Fees for a returned personal check on an appeal filing fee.
- (3) Agent of Property Owner. If the party filing the appeal is an agent of the property owner, in order for an appeal to be considered timely, the appeal form must be accompanied by the property owner's notarized signature granting the authority for the agent to act on the property owner's behalf.
- (C) Request for filing deadline extension due to inability to comply. A person who misses the 30-day valuation appeal deadline may request a deadline extension from the board of equalization by demonstrating inability to comply with the deadline. The request for extension, affidavit demonstrating an inability to comply, and the written valuation appeal must be filed with the Clerk no later than June 1 of that tax year. The board of equalization's determination will be made in accordance with KPB 5.15.040:

- (1) If the extension request is granted for a valuation appeal, the valuation appeal will be set for hearing and the appellant and the property owner will be given notice of the hearing.
- (2) If the extension request is denied, the clerk's office shall notify the appellant and the property owner of the board's decision.

5.15.020. - Exemption appeals—individuals or residential property.

- (A) Individuals or residential property exemptions. An applicant aggrieved by any determination of the assessor regarding an exemption applicable to residents may appeal to the board of equalization or a Superior Court within the borough.
- (B) Appeal deadline. No later than 30 days after the date of mailing of the assessor's decision, an applicant contesting a determination of the assessor regarding an individual or residential property tax exemption may submit a written appeal specifying grounds for the appeal to the clerk on a form prescribed by the clerk. An appeal will be rejected if: (i) the appellant fails to provide a filing fee in the amount listed in borough's Schedule of Rates, Charges and Fees at the time of filing for tax appeals; or (ii) the appeal form is modified by the appellant.
- (C) Request for filing deadline extension due to inability to comply. A person who missed the deadline for filing an individual or residential exemption application may request a deadline extension from the assessor by demonstrating inability to comply with the deadline. The extension request, affidavit signed by the applicant, supporting documents, and the exemption application must be filed with the clerk no later than June 1 of the year for which the exemption is sought. If the extension request is granted for the exemption application deadline, the assessor will accept the application as if timely filed.

5.15.030. - Exemption appeals—entities.

An applicant aggrieved by any determination of the assessor regarding a nonprofit religious, charitable, cemetery, hospital, educational, or community purposes exemption may file an appeal in the Kenai Superior Court within 30 days of the date of mailing of the decision.

5.15.040. - Deadline extension requests.

- (A) Inability to comply determinations. A request for an extension to a filing deadline under this chapter will be processed as follows:

- (1) An affidavit, signed by the applicant, along with any supporting documentation setting forth the reasons for the inability to comply with the appeal deadline must be filed with a request for a deadline extension based upon an inability to comply.
 - (2) The assessor will be provided an opportunity to respond to the request within five business days of the clerk sending the request to the assessor.
 - (3) The board of equalization chair will issue a decision on the request for an extension or may refer the request to a panel of three board of equalization members chosen by lot for a decision. The decision maker may only consider the extension request based on the documents submitted by the applicant and the assessor and may not consider any other evidence, nor consider the merits of the appeal.
- (B) Current tax year only. Determinations must be limited to the current tax year. The authority provided in this chapter to grant extensions may not be exercised so as to permit acceptance of an application or appeal other than for the current tax year. If the extension request is granted for a valuation appeal, the valuation appeal will be set for hearing and the appellant and the property owner will be given notice of the hearing. If the extension request is denied, the clerk's office shall notify the appellant and the property owner of the board's decision.
- (C) Duty of taxpayer. A failure to pick up or read mail, or to make arrangements for an appropriate and responsible person to pick up or read mail, or a failure to timely provide a current address to the office of the assessor, will not be deemed to result in an inability to comply and the appeal will not be accepted for that tax year.

5.15.050. - Grounds for appeal—Burden of proof.

- (A) Grounds for appeal. All valuation appeals to board of equalization must provide the grounds for the appeal and the appellant's opinion of value. The only grounds for appeal are: unequal, excessive, improper or under valuation of the property or an error in ownership or classification of property, based on facts that are stated in a valid written appeal.
- (B) Burden of proof. The burden of proof rests with the appellant.

An appeal that fails to comply with this section will be rejected by the clerk as being incomplete.

5.15.060. - Board of Equalization Appeal Procedure—Hearing Notice; Evidence; Motions.

- (A) Notice of hearing. The clerk, in consultation with the board chair, will notify the appellant by the method of service selected by the appellant on the appeal form, of the time and place of hearing, and will notice the assessor by electronic service. The notices must be served no later than 25 calendar days before the date of the hearing.
- (B) Evidence due date.
- (1) The appellant may submit any evidence deemed relevant to the appeal. The appellant's evidence must be provided to the Clerk no later than 15 days before the appeal hearing date. Pages will be marked as "Appellant's exhibits" and numbered.
 - (2) The assessor will prepare for use by the board of equalization a summary of assessment data relating to each valuation assessment that is appealed. The assessor may also submit any other evidence deemed relevant to the appeal. The assessor's evidence must be provided to the Clerk no later than 15 calendar days before the appeal hearing date. Pages will be marked as "Assessor's exhibits" and numbered.
 - (3) The complete appeal hearing packet will include all evidence submitted by the parties. Within two business days of the evidence due date, the Clerk will serve a copy of the appeal packet to: (i) the appellant by service method selected by the appellant on the appeal form; and (ii) to the assessor.
- (C) Motions. Any pre-hearing request or motion, except for a request for an extension of time under KPB 5.15.040, must be submitted to the Clerk in writing no later than seven business days before the scheduled hearing. The non-moving party will have three business days to respond to any request or motion filed with the Clerk. Any request or motion or response thereto must be accompanied by a certificate of service certifying that a true and correct copy of the filing was served on the other party to the appeal by electronic service if the party consents to email service, personal service, or U.S. mail delivery and provide the email or mailing address that was served. The following certificate of service may be used:

CERTIFICATE OF SERVICE

This is to certify that on {insert date} a true and correct copy of this document including a total of ____ pages was served via [] email [] mail [] personal delivery on the following parties at the address listed below:

[insert email, mailing, or physical address]

[Signature of individual serving documents]

[Print name of individual serving documents]

- (D) *Decision.* The chair of the board, or designee, is authorized to decide each submitted motion. The decision may be reviewed by the board at the discretion of the chair, or designee, as appropriate. For good cause shown, a party may submit a motion to the board no less than two business days before the scheduled hearing. In this instance, the chair, or designee, must provide the other party with a reasonable opportunity to respond to the motion prior to issuing a decision.
- (E) *Appearance at hearing; requesting a continuance.* A party to an appeal may appear via videoconference or teleconference, as available. A party can request a continuance of hearing only for good cause and only if the request at least 15 days prior to the hearing date unless the reason for the continuance is a serious condition or event that prevented a timely request or that arose after the deadline. A continuance may not be granted if it will cause substantial prejudice to the other party. Subject to the hearing deadline date under KPB 5.15.070(A), the chair of the board of equalization is given the discretion to determine whether to grant a request for a continuance. A continuance does not extend the evidence deadline under KPB 5.15.060.

5.15.070. - Board of Equalization—Hearing Procedure.

- (A) *Hearing deadline.* All appeals must be heard and decided before June 1, unless: (1) the board finds there is a good cause basis for setting a later hearing date; and (2) the later hearing date will not prejudice the appellant or the assessor.
- (B) *Quorum.* A quorum of the board of equalization consists of three members. A quorum must be present in order to convene and take action. Actions of the board will be by the majority of members present. The presiding officer will select the alternate member to fill a vacancy or substitute in the absence of a regular board member. If membership of the board changes while an appeal is pending the new member may participate only by making an oral or written statement on the record that the member has reviewed the record in the matter and feels qualified to render an informed and impartial decision.
- (C) *Presiding officer.* The board chairperson presides over the board hearing. In the absence of the chair, the vice-chairperson will preside. If both are absent, the members present will select a person to preside. The clerk will attend the hearings to record the proceedings, record votes, and administer the oaths to witnesses. An attorney will be available to advise the board.

- (D) Agenda. The presiding officer will open the board session by calling the board to order and by calling each appellant's name and asking if the appellant or agent is present. Only an agent whose name was submitted to the clerk in writing with the appellant's evidence may appear on behalf of the appellant. The presiding officer will bring each appeal before the board in the order scheduled by the Clerk.

Each appeal hearing will be conducted in the following order:

- (1) Summary of Assessment Data (read into the record by the presiding officer);
- (2) Appellant's Opening Presentation;
- (3) Assessor's Opening Presentation;
- (4) Rebuttal by the Appellant;
- (5) Rebuttal and closing by the Assessor;
- (6) Sur-Rebuttal and closing by the Appellant.

- (E) Oath. All persons presenting evidence must do so under oath, administered by the clerk.

- (F) Hearing and Exhibits. The hearing will be conducted informally with respect to the introduction of evidence. Irrelevant evidence may be excluded by the presiding officer upon motion or objection of a party. Each side will have a total of no more than 15 minutes to present their case. Each side is responsible for dividing their 15 minutes between oral presentation, argument, testimony (including witness testimony), and rebuttal. The board may expand or limit the length of the hearing depending on its complexity, combine multiple parcels under appeal by the same appellant, or take other action to expedite the proceedings. Cross-examination will not be permitted during presentation of the case. If a witness testifies during presentation of either the appellant's or the assessor's case, unless excused by the board with the concurrence of the appellant and the assessor, the witness must remain available in the assembly room to be called to testify during rebuttal by the appellant and the assessor. The only exhibits that will be admitted into the record at the hearing are those exhibits provided to the clerk in accordance with KPB 5.15.020. However, at the hearing, parties may use demonstrative or illustrative exhibits, provided that all such exhibits may only be duplicates of exhibits or information provided to the board in accordance with KPB 5.15.020. Additionally, witnesses may write on a board while orally testifying to illustrate their testimony. The limitation on the use of exhibits in this section does not preclude the parties from presenting oral

testimony at the hearing. The assessor may recommend changes to the existing value during the hearing.

- (G) *Questioning.* The time required to answer questions from the board will not be charged against either party. The appellant and assessor may call and cross-examine each other's witnesses during rebuttal. The scope of cross-examination is limited to the issues raised in direct questioning. Witness questioning or cross-examination counts against each party's total time of 15 minutes.
- (H) *Access to property.* If an appellant has refused or failed to provide the assessor, or designee, full access to property or records related to assessment of the property, the appellant is precluded from offering evidence on the issue or issues affected by that lack of access. Before a ruling is issued on the admissibility of such evidence, the appellant shall be provided with a reasonable opportunity by the presiding officer to present its case as to why this sanction should not be imposed, and the assessor shall have a reasonable opportunity to respond.
- (I) *Closing the hearing.* After the appellant and assessor have presented their cases, the hearing will be closed by the presiding officer, and no further evidence may be offered or considered in deliberations unless a member of the board of equalization asks for additional information from either party. Both parties must be given an equal opportunity to respond to any such requests for additional information.
- (J) *Decision.* The board may decide the appeal after the presentations, or it may defer a decision until no later than the last hearing date. The board may move to go into an adjudicative session for purposes of making a decision. Final board action will be taken by motions, after reconvening in public, that set out specific findings of fact. Final board action may not be reconsidered, amended or rescinded by the board. The motions available to the board are: motion to go into adjudicative session, motion to uphold the assessor's valuation, motion to reduce the assessment, motion to increase the assessment, motion to dismiss the appeal, motion to defer the decision, or any other motion set out in Alaska statutes and regulations governing board of equalization appeals. Only one motion may be on the floor at a time, and the board shall vote on the motions until its findings are established. The vote must be taken and entered into the permanent record of the proceedings.
- (K) *Appeal.* Either the appellant or the assessor may appeal the decision of the board to the superior court in the Kenai, Homer, or Seward venue district, within 30 days of the date of mailing of the board's decision, as provided by the rules of appellate procedure governing appeals from administrative agency decisions. The record on appeal is the record established at the board hearing.

- (L) Failure to appear. If, without good cause, the appellant or appellant's agent fails to appear at hearing, whether in person, telephonically or by videoconference, the board will not consider the appeal and the appeal will be dismissed and the assessor's valuation will be upheld. Good cause for failing to appear may include a statement in writing provided by the appellant, not later than the day of the hearing, of a serious condition or event, as defined in KPB 5.15.050, that prevented the appellant or appellant's agent from appearing in person or by telephone. An appellant who fails to appear at the hearing forfeits the appeal filing fee.

5.15.080. - Board of Equalization—Organization.

- (A) Members. The board of equalization is established with five regular members selected from the public. It shall also include four alternate members who shall meet the same qualifications as a regular board member. Members of the public shall be appointed by the mayor and confirmed by the assembly on the basis of their expertise in real and personal property appraisal, the real estate market, the personal property market, and other fields related to their functions as board members. Additionally, each member shall be a resident of the Kenai Peninsula Borough. Assembly members may serve as members of the board of equalization, subject to appointment by the Assembly.
- (B) Chair. The board will select a chair and vice-chair at each first annual meeting.
- (C) Term. Board members will serve three-year staggered terms.
- (D) Vacancies. A vacancy is created under the following conditions and upon a declaration of vacancy by the board, after a member:
- (1) Fails to take office within 30 days of appointment;
 - (2) Is physically absent from the borough for a 90-day period, unless excused by the board;
 - (3) Resigns;
 - (4) Is physically or mentally unable to perform the duties of the office;
 - (5) Is removed from office;
 - (6) Misses three consecutive regular meetings unless excused;
 - (7) Is convicted of a felony or of an offense involving a violation of his or her oath of office; or

- (8) Changes residency to a location outside of the borough for a period longer than 60 days.

A vacancy on the board will be filled by appointment as described in paragraph A of this section for the unexpired term, or for a three-year term if no unexpired term remains.

(E) Meetings. The board may be called as required for equalization matters.

(F) Compensation. Board members will be compensated at the rate of \$175.00 per day except the board chair, who will be compensated at the rate of \$200.00 per day. All requests for reimbursement will be actual expenses incurred on authorized board business. The board chair will be reimbursed at a rate of \$30.00 per hour for time spent on pre-trial requests, motions or decisions.

5.15.090. - Definitions

Unless the context clearly requires a different meaning, in this chapter:

"Assessor" means the Kenai Peninsula Borough assessor or designee

"Good cause" means adequate grounds based on a serious condition or event beyond a party's control to justify a party's request or failure to act.

"Gross household income" means total annual compensation, earned and unearned, from all sources, of all members of the household.

"inability to comply" means that the failure to timely appeal was based upon a serious condition or event beyond the taxpayer's control.

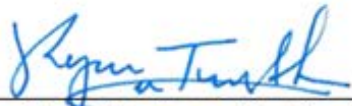
"Irrelevant evidence" means evidence or information that is not material to or does not effect a property's valuation or exemption determination.

"Serious condition or event" means a grave medical condition, out-of-state medical treatment, a family emergency requiring the presence of the party, a death in the family, or a natural disaster or emergency outside of human control.

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 shall become effective at 11:59 PM on December 31, 2025.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 28TH DAY OF OCTOBER, 2025.



Ryan Tunseth, Assembly President

ATTEST:



Michele Turner, CMC, Borough Clerk



10/14/25 Enacted as Amended

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

No: None

Absent: None

10/28/25 Final Action Rescinded

Yes: Cooper, Eicher, Griebel, Hicks, Niesen, Truesdell, Tunseth

No: Dunne, Ecklund

Absent: None

10/28/25 Cox Amendment Rescinded

Yes: Cooper, Ecklund, Eicher, Griebel, Hicks, Niesen, Truesdell, Tunseth

No: Dunne

Absent: None

10/28/25 Enacted as Amended

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

No: None

Absent: None

Introduced by: Tunseth at the Request of
the Borough Clerk
Date: 01/06/26
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2026-002**

**A RESOLUTION APPROVING A QUARTERLY UPDATE TO THE
BOROUGH RETENTION SCHEDULE**

WHEREAS, KPB 2.52.030(F) provides for the review and quarterly update of the retention schedule; and

WHEREAS, the records manager continues to address inconsistencies and updates throughout the schedule;

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

SECTION 1. That the revisions to the Kenai Peninsula Borough Records Retention Schedule, as shown in Attachment A to this resolution – KPB Records Retention Schedule Revision Request (4 pages), amend the schedule in an effort to meet current business practices as well as state and federal laws.

SECTION 2. That the accompanying revision requests are approved for adoption into the current Kenai Peninsula Borough Records Retention Schedule.

SECTION 3. This resolution is effective immediately.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF JANUARY, 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:


Absent:


Kenai Peninsula Borough

Clerk's Office

MEMORANDUM

TO: Members, KPB Assembly

THRU: Ryan Tunseth, Assembly President 

FROM: Michele Turner, Borough Clerk 

DATE: December 18, 2025

RE: Resolution 2026-002, Approving a Quarterly Update to the Borough Retention Schedule (Tunseth at the Request of Borough Clerk)

KPB 2.52.030(F) provides for review and quarterly update of the retention schedule. In collaboration with the KPB departments and service areas, four retention schedule updates accompany the resolution.

Your consideration is appreciated.

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <u>PER.ADM.01</u>
Years Retained: C+ [1] <u>50</u> Office [49] Record Center <u>50</u> Total	Media: <input type="checkbox"/> (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper <input checked="" type="checkbox"/> (V) Vital <input type="checkbox"/> (F) Film <input type="checkbox"/> (M) Microfiche <input checked="" type="checkbox"/> (E) Electronic
Department of Record: <u>Human Resources</u>	Record Title: <u>EMPLOYEE FILES / PERSONNEL FILES</u>

Description:

Full-time, part-time, on-call/volunteer, assembly members, board and commission members. Contains application/resume, tax forms, payroll deduction authorizations, test and scores, retirement data, references, evaluations, transfers, promotions/demotions, salary increases/decreases, levies/attachments, deferred compensation data, disciplinary actions. Health and benefit enrollment information.

C = Upon employee's separation from employment.

Note: Personnel records prior to 2026 are paper records.

Requested by: Tiffany Collier-PHR, Human Resources Generalist Date: _____

DEPARTMENT DIRECTOR/MANAGER USE ONLY

☒ Approved (Departmental needs are met)
☐ Denied ☐ Insufficient Retention ☐ Excessive Retention

Director/Manager Name:

JUSTIN HUFF
 (Print Name)

Comments:

Signature: [Signature]

Date: 11/5/25

BOROUGH ATTORNEY USE ONLY

☒ Approved (Legal needs are met)
☐ Denied ☐ Insufficient Retention ☐ Excessive Retention

Borough Attorney:

Sean Kelley
 (Print Name)

Comments:

Signature: [Signature]

Date: 11-20-25

RECORDS MANAGEMENT USE ONLY

Resolution Number _____
 Date Approved by Assembly _____

Records Management Software Updated _____
 Revised Retention Schedule Distributed _____

Comments:

Updating media type from paper record to electronic record. Archived electronically In NeoGov.

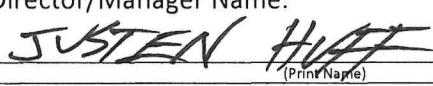

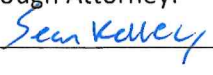

Records Manager:

Robin Horne
 (Print Name)

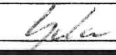


Signature: _____

Date: _____

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? Yes _____ <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center;">PER.ADM.09</div>
Years Retained: <div style="display: flex; justify-content: space-between;"> <div> <input type="text" value="[1] 4"/> Office <input type="text" value="[3]"/> Record Center <input type="text" value="4"/> Total </div> </div>	Media: <div style="display: flex; justify-content: space-between;"> <div> <input type="text"/> (A) Audio Tapes <input type="text"/> (V) Vital <input type="text"/> (M) Microfiche </div> <div> <input checked="" type="checkbox"/> (P) Paper <input type="text"/> (F) Film <input checked="" type="checkbox"/> (E) Electronic </div> </div>
Department of Record: <div style="text-align: center;">Human Resources</div>	Record Title: <div style="text-align: center;">Recruitment and Selection</div>
Description: Job announcements, solicited applications, transcripts, test scores, interview schedules and selection. [Background screenings]	
Note: Recruitment records prior to 2026 are paper records.	
Requested by: Tiffany Collier-PHR, Human Resources Generalist	Date:
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
<input checked="" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <div style="text-align: center;">  <small>(Print Name)</small> </div>
Comments:	
Signature: 	Date: 11/5/25
BOROUGH ATTORNEY USE ONLY	
<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center;">  <small>(Print Name)</small> </div>
Comments:	
Signature: 	Date: 11-20-25
RECORDS MANAGEMENT USE ONLY	
Resolution Number _____ Date Approved by Assembly _____	Records Management Software Updated _____ Revised Retention Schedule Distributed _____
Comments: Updating media type from paper record to electronic record. Archived electronically In NeoGov.	Records Manager: <div style="text-align: center;"> Robin Horne <small>(Print Name)</small> </div>
Signature: _____	Date: _____

KPB RECORDS RETENTION SCHEDULE REVISION REQUEST

Is request for a New Record Series Number? Yes _____ <input checked="" type="checkbox"/> No (If no, provide record series number you wish to revise)	Record Series Number: <div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;">RSK.CLM.05</div>
Years Retained: C+[5] <u>40</u> Office <u>[35]</u> Record Center <u>40</u> Total	Media: _____ (A) Audio Tapes <input checked="" type="checkbox"/> (P) Paper _____ (V) Vital _____ (F) Film _____ (M) Microfiche <input checked="" type="checkbox"/> (E) Electronic
Department of Record: <div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;">Risk Management</div>	Record Title: <div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;">WORKERS' COMPENSATION CLAIMS</div>
Description: Workers' Compensation claims submitted to the Borough, District, and service areas, which may include no treatment, first aid, and recordable incidents. Claim files may include reports of injury, investigation reports, medical reports, correspondence, release agreements, vocational rehabilitation reports, indemnity and medical payments, and medical examinations. C = Until claim is closed and all legal aspects are resolved. <u>Note: Claims records prior to 2021 are paper records.</u>	
Requested by: <u>Sovala Kisenia, Risk Manager</u> Date: <u></u>	
DEPARTMENT DIRECTOR/MANAGER USE ONLY	
<input checked="" type="checkbox"/> Approved (Departmental needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Director/Manager Name: <div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;">Sovala Kisenia</div> <div style="text-align: center; font-size: small;">(Print Name)</div>
Comments:	
Signature: <u></u> Date: <u>11-26-25</u>	
BOROUGH ATTORNEY USE ONLY	
<input checked="" type="checkbox"/> Approved (Legal needs are met) <input type="checkbox"/> Denied <input type="checkbox"/> Insufficient Retention <input type="checkbox"/> Excessive Retention	Borough Attorney: <div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">(Print Name)</div>
Comments:	
Signature: <u></u> Date: <u>12-3-25</u>	
RECORDS MANAGEMENT USE ONLY	
Resolution Number _____ Date Approved by Assembly _____	Records Management Software Updated _____ Revised Retention Schedule Distributed _____
Comments: Update media type from paper record to electronic record.	Records Manager: <div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;">Robin Horne</div> <div style="text-align: center; font-size: small;">(Print Name)</div>
Signature: _____ Date: _____	

Introduced by:

Mayor

Date:

01/06/26

Action:

Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2026-003**

**A RESOLUTION REQUESTING THE GOVERNOR OF THE STATE OF
ALASKA TO DESIGNATE BY PROCLAMATION THE AREA OF THE
UPPER COOK INLET EAST SIDE SET NET FISHERY AS AN AREA
IMPACTED BY AN ECONOMIC DISASTER IN 2025 AND SUPPORTING
A RECOVERY PLAN**

WHEREAS, the loss of the opportunity to harvest in the Upper Cook Inlet East Side Set Net (ESSN) fishery threatens the livelihood of the individuals, families, and businesses participating in the fishery, and jeopardizes the continued viability of the commercial fishing industry in the Upper Cook Inlet Region; and

WHEREAS, the Upper Cook Inlet ESSN is a unique Alaska fishery, in that 86% of the participants are Alaskan residents, 80% of which are Kenai Peninsula Borough residents; and

WHEREAS, AS 44.33.285 authorizes the governor, upon recommendation of the commissioner of commerce, community, and economic development, to designate by proclamation an area as an area impacted by an economic disaster; and

WHEREAS, the Kenai Peninsula Borough is a political subdivision of the State of Alaska; and

WHEREAS, in 2025, the ESSN fishery was limited to two restricted eight-hours openings with harvest significantly below historical levels; and

WHEREAS, in 2025, the ex-vessel value for the ESSN was 82% below historical levels; and

WHEREAS, an economic disaster declaration by the governor would allow the legislature to appropriate funds for assistance grants and the governor may recommend in the governor's budget that capital projects planned for the area be accelerated and other steps may be taken as provided in AS 44.33.285 - .310 to accelerate the recovery from this disaster; and

WHEREAS, it is in the best interest of the Kenai Peninsula Borough to request that Governor Mike Dunleavy, upon a recommendation of the Commissioner of the Department of Commerce, Community, and Economic Development, proclaim an Economic Disaster in the Upper Cook Inlet Fisheries Region, and support a recovery plan that directly assists fisheries participants and benefits all users of this important natural resource;

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

SECTION 1. That the Kenai Peninsula Borough Mayor and Assembly respectfully request that Commissioner Julie Sande, Department of Commerce, Community and Economic Development, recommend to Governor Dunleavy to designate, by proclamation, the areas of the Kenai Peninsula Borough affected by the 2025 Upper Cook Inlet ESSN Fishery closure as area impacted by an economic disaster.

SECTION 2. That the Kenai Peninsula Borough respectfully requests that Governor Dunleavy designate by proclamation, as described in AS 44.33.285, the area of the Upper Cook Inlet ESSN Fishery as an area impacted by an economic disaster and that the State of Alaska implement a recovery plan that provides private assistance and takes other actions that benefit commercial fisheries participants and others that rely on this important fishery resource.

SECTION 3. That the Mayor and Assembly also respectfully request that the State of Alaska urge the United States Department of Commerce and all other applicable federal agencies to render private and public assistance to all affected persons and entities.

SECTION 4. That a copy of this resolution will be provided to Governor Michael J. Dunleavy; Commissioner Julie Sande, Department of Commerce, Community and Economic Development; 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 5. That this resolution is effective immediately.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF JANUARY, 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Mayor's Office

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members, KPB Assembly

FROM: Peter A. Micciche, Mayor *PAM*

DATE: December 18, 2025

SUBJECT: Resolution 2026- 003 , Requesting the Governor of the State of Alaska to Designate by Proclamation the Area of the Upper Cook Inlet East Side Set Net Fishery as an Area Impacted by an Economic Disaster in 2025 and Supporting a Recovery Plan (Mayor)

The Upper Cook Inlet East Side Set Net (ESSN) Fishery is an important Alaskan fishery that continues to face unprecedented challenges largely due to closures of the fishery. For seven of the last eight years, the ESSN Fishery has found itself in a fishery disaster status. Again, in 2025, the ESSN Fishery experienced a disastrous season. ESSN set netters were permitted to fish two, significantly restricted, 8-hour openings in August. The harvest for those two openings was low and well below the historical levels. An effort by set netters to harvest sockeye with dipnets also fell far short of the historical harvest of the fleet.

To put a face to “the fishery”, these are our friends, neighbors and community members, not folks from somewhere else. The Upper Cook Inlet ESSN is a unique Alaska fishery, in that 86% of the participants are Alaskan residents, 80% of which are Kenai Peninsula Borough residents. The economic impacts to our constituents and communities have been real and severe.

The resolution supports a request to Governor Dunleavy to designate the Upper Cook Inlet ESSN Fishery as an area impacted by economic disaster and to implement a recovery plan for the benefit of all that rely on this important fishery. The resolution also supports a request from the State of Alaska to the U.S. Department of Commerce and other federal agencies to provide private and public assistance to all affected entities and persons.

The information on page 2 of this memo reflects the ex-vessel values for the ESSN fishery since 2007. The 2025 ex-vessel value for the ESSN Fishery was \$1,672,326.90 which was 82% below the historical average of \$9,063,869.40. Current NOAA policy states that if a fishery suffers an 80% loss, then a disaster has occurred.

Page 2 of 2

December 18, 2025

RE: Resolution 2026-003

**Upper Sub-District of the Central District, commonly referred to as “Eastside Setnet Area”
Value of Eastside Setnet Fishery 2007-2025**

2007 \$9,073,953.05
2008 \$8,200,460.57
2009 \$6,046,863.00
2010 \$12,070,977.05
2011 \$18,674,343.80
2012 Omitted pursuant to disaster declaration and subsequent compensation
2013 \$ 11,667,952.20
2014 \$7,248,183.50
2015 \$11,743,823.18
2016 \$9,052,722.99
2017 \$9,420,732.84
2018 Omitted pursuant to disaster declaration and subsequent compensation
2019 \$7,853,884.45
2020 Omitted pursuant to disaster declaration and subsequent compensation
2021 Omitted pursuant to disaster declaration and subsequent compensation
2022 Omitted pursuant to disaster declaration and subsequent compensation
2023 Omitted pursuant to disaster declaration and subsequent compensation
2024 Omitted pursuant to disaster declaration and subsequent compensation
2025 \$1,672,326.90

2014, 2015, 2016, 2017 and 2019 average ex-vessel value is \$9,063,869.40. (Previous 5 normal years without disaster declarations)

2025 ex-vessel value is \$1,672,326.90 which, when divided into 2014, 2015, 2016, 2017 and 2019 ex-vessel value constitutes an 82% loss to the Eastside Setnet Fishery.

2018, 2020, 2021, 2022, 2023 and 2024 were not used in the determination due to already declared disasters. Current NOAA policy states that if a fishery suffers a 70% loss, then a disaster has occurred.

The breakdown per gear type for the Eastside Setnet Fishery is below per the Alaska Department of Fish and Game:

Dip net salmon harvest	\$1,251,440.87
Set net salmon harvest	\$420,886.03
Total Harvest	\$1,672,326.90

Your consideration is appreciated.

Introduced by: Mayor
Date: 01/06/26
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2026-004**

**A RESOLUTION ESTABLISHING THE KENAI PENINSULA
BOROUGH'S STATE CAPITAL PROJECT PRIORITIES FOR THE
YEAR 2026**

WHEREAS, the State of Alaska's Thirty-Fourth Legislature, Second Regular Session, will consider adoption of the State's operating and capital budget during the session convening January 20, 2026; and

WHEREAS, the Assembly finds it is in the best interest of the Kenai Peninsula Borough ("Borough") to establish priorities for capital projects which can be submitted to the State for possible funding;

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

SECTION 1. That the Borough priorities for capital projects for the year 2026, as shown in the document entitled, "Kenai Peninsula Borough State Funding Priorities – 2026," on file in the Clerk's Office, are hereby adopted.

SECTION 2. That a copy of this resolution and accompanying state funding priorities document shall be provided to Governor Dunleavy and all legislators representing the Kenai Peninsula Borough.

SECTION 3. That this resolution is effective immediately upon adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF JANUARY, 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

KENAI PENINSULA BOROUGH

State Funding Priorities 2026



Ryan Tunseth
Assembly President

Peter A. Micciche
Borough Mayor

Compiled and Produced by:

Kenai Peninsula Borough Clerk's Office
144 North Binkley Street
Soldotna, Alaska 99669
(907) 714-2160 Tel
(907) 714-2388 Fax

See this document on the web: kpb.legistar.com/legislation.aspx

Table of Contents

KENAI PENINSULA BOROUGH CAPITAL PRIORITIES

Administrative Letter to the Legislature.....	1
Resolution 2026-004.....	2

The following are the Ranking Capital Priorities of the Kenai Peninsula Borough:

1. Road Service Area – Substandard Road Improvements.....	4
2. Solid Waste Department – Waste Handling Improvements	6
3. Seward/Sterling Highway Corridor Critical Communications Upgrades	8
4. Fire Fighting & EMS Area Wide Equipment & Apparatus Purchases	10

UNINCORPORATED COMMUNITIES

Anchor Point (Library Roof Replacement).....	12
Anchor Point (Food Pantry Parking Lot Extension)	14
Bear Creek (National Iditarod Trail Bike Path Extensions)	16
Bear Creek (Bear Creek Weir Expanded Parking & Viewing Platform)	18
Cohoe (Towable Solar Powered Lighted Signs)	20
Cooper Landing (Town Road Pathway Planning Project)	22
Cooper Landing (Community Emergency Water Source).....	24
Diamond Ridge (Homer Rope Tow Night Skiing).....	26
Diamond Ridge (Access Road to Diamond Creek Recreation Area).....	28
Fox River (Eastland Trails Upgrades)	30
Fritz Creek (Ski Trail Grooming Equipment)	32
Fritz Creek (Biathlon Ski Trails Lighting and Improvements).....	34
Funny River (ADA Push Button Doors)	36
Funny River (Outdoor Restrooms)	38
Hope (Sanitation System for Firehall)	40
Hope / Sunrise (Solid Waste Transfer Site)	42
Kasilof (Yukon/Byington Road Capital Project)	44
Kasilof (Fish Waste Dumping Prevention Signage Project)	46
Lowell Point (Emergency Shelter Improvements).....	48
Lowell Point (Volunteer Fire Department Personal Protective Equipment)	50
Moose Pass (Community Hall Flood Control).....	52
Moose Pass (Clean Water and Renewable Power Study)	54
Nikiski (North Road History Preservation Project)	56
Nikiski (Get Thrifty for Nikiski).....	58
Ninilchik (Alice Avenue over the Ninilchik River to Oil Well Road)	60
Sterling (Senior Center & Moose River Manor Bldg. A Septic System Replacement)	62
Sterling (Senior Center Flooring, Table/Chairs, Hockey Rink)	64

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

2026 Legislative Priorities.....	66
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January 6, 2026

Dear State Legislators:

This document contains the Kenai Peninsula Borough's funding priorities for the 2026 legislative session.

Each of the projects listed within this publication represents the needs of the borough and our communities as identified through the public process. A courtesy copy of the school district priorities are also included.

We hope you will fund projects both within your district and also those that will benefit the Kenai Peninsula Borough as a whole. We applaud your efforts and pledge our support to make this process productive and successful.

Respectfully,

Peter A. Micciche, Borough Mayor

Ryan Tunseth, Assembly President

Introduced by: Mayor
Date: 01/06/26
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2026-004**

**A RESOLUTION ESTABLISHING THE KENAI PENINSULA BOROUGH'S STATE
CAPITAL PROJECT PRIORITIES FOR THE YEAR 2026**

WHEREAS, the State of Alaska's Thirty-Fourth Legislature, Second Regular Session, will consider adoption of the State's operating and capital budget during the session convening January 20, 2026; and

WHEREAS, the Assembly finds it is in the best interest of the Kenai Peninsula Borough ("Borough") to establish priorities for capital projects which can be submitted to the State for possible funding;

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

SECTION 1. That the Borough priorities for capital projects for the year 2026, as shown in the document entitled, "Kenai Peninsula Borough State Funding Priorities – 2026," on file in the Clerk's Office, are hereby adopted.

SECTION 2. That a copy of this resolution and accompanying priority list shall be provided to Governor Dunleavy and all legislators representing the Kenai Peninsula Borough.

SECTION 3. That this resolution is effective immediately upon adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF JANUARY, 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

Kenai Peninsula Borough Road Service Area

Funding Recipient: Kenai Peninsula Borough – Road Service Area

Project Name: Kenai Peninsula Borough – Substandard Road Improvements

Project Priority
Ranking:

1

Detailed Project Description and Justification:

The Kenai Peninsula Borough is seeking \$12,000,000 to improve roads and road service area infrastructure, currently maintained by the Kenai Peninsula Borough Roads Service Area (KPB RSA).

Background

The Kenai Peninsula Borough (KPB) - Road Service Area (RSA) provides for year-round maintenance of over 650 miles of roads in the Kenai Peninsula Borough. Roughly, 98% of the roads in the system are gravel surfaces. The majority of the roads in the system were adopted by the Kenai Peninsula Borough from the State of Alaska. The remaining were either adopted into the program by the property owners through a road maintenance application process, or constructed to current RSA standards then adopted into the road maintenance program. Many roads throughout the borough did not meet RSA Standard Specifications when originally adopted but were “grandfathered” in to the services area based on a history of prior use. To this day, the majority of the prioritized RSA projects are substandard roads from the 1986 KPB state road adoption.

The order of priority for capital improvements, is defined through use of the established RSA “Tier List”, that is generated by the department through operational assessments. Priority is outlined annually in the KPB budget document, within the “Capital Improvements Project Detail” section under “Department 33950 - Road Service Area Capital Projects Fund” heading (Fund 434). The document displays project priorities along an estimated 5-year timeline, with progression of ordered projects moving up as some are funded each fiscal cycle. Within the “Fund 434” document, “unfunded capital projects”, beyond the estimated 5-year timeline are grouped and represented at the end of the document. The defined projects represent a much larger obligation than represented by this funding request. The total estimated cost of the current capital improvement project Tier list is in excess of \$30 million over the next 10 years. Utilization of potential funds would follow the ordered project progression priority through the completion of as many projects as could be accomplished with available funding

Justification

On an annual basis, the KPB RSA spends approximately \$2.5 million on capital improvements with a focus on bringing all the roads under service area maintenance up to the most current RSA Standard Specifications. Projects are prioritized based on public safety, maintenance cost reduction, and quality improvements. The impacts of these improvements are area wide and serve to improve quality of life, improved recreational access, and safety while lowering the cost of maintenance to the taxpayer for years to come.

Methodology

As funding is made available the KPB and the RSA will immediately seek professional design services to prepare bid ready documents for construction. Projects may include, safety improvements, road embankment upgrades, drainage improvements, pavement rehabilitation, road realignments, culvert upgrades, bridge improvements, etc. The RSA already has a standard specification established for road improvements that will help to expedite the design efforts and allow projects to be on the street for construction as early as 2025.

Funding Requested:	\$	12,000,000
Total Project Cost:	\$	56,000,000
Local Match (if any):	\$	11,000,000

Election District:	Senate:	C, D, S
	House:	5, 6, 7, 8, 37

CONTACT INFORMATION

Name, Title:	John Hedges, Purchasing and Contracting Director
Address:	47140 E. Poppy Ln
City, State Zip:	Soldotna, AK, 99669

Phone:	(907) 262-2037
Fax:	(907) 714-2373
E-mail:	jhedges@kpb.us

Funding Plan:

Total Project Cost:	\$ 56,000,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 11,000,000 (\$2.2M annually over 5-year projected budget)	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 12,000,000	How much is being requested from this year's capital budget.
Pending Requests	\$ 0	Amount requested from other sources not yet received.
Project Deficit:	\$ 0	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

Currently appropriated RSA capital funds: \$1,395,000

Forward RSA appropriations: **\$7,600,000** (\$1,900,000 each: FY27, FY28, FY29 & FY30)

If this project is funded this year, will you be requesting state funding again?Yes: ☒No: ☐**Please describe the project time-line and when the expenditures will occur:**

Project planning and design will proceed immediately upon available funds, with an estimate 3-year completion for prioritized projects that are supported by this funding. Utilizing SOA provided funds, along with KPB match, design services will be contracted, summer 2025. The design goal will be for construction bid phase to commence late summer 2025 for ensuing construction summer 2026.

Has this project gone through a public review process at the local level?Yes: ☒No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒No: ☐**If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?**

The "Tier List," representing the KPB RSA project priority commitment, is reviewed by the Road Service Area Board annually at the November or December meeting. The meetings are attended by board members and staff. Board meetings are open to public attendance in person or remote via "Zoom".

Who will own the project or facility?

Kenai Peninsula Borough – Road Service Area

Entity responsible for providing ongoing operation and maintenance of this project?

KPB – Road Service Area

How will operations and maintenance be funded after the project is complete?

Through the KPB – Road Service Area annual budget process and supported through the RSA fund.

Please select a project type (choose only one):

- ☐ Planning and Research
- ☒ Maintenance and Repairs
- ☒ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

Solid Waste Handling Improvements

Funding Recipient: Kenai Peninsula Borough

Project Name: Solid Waste Department – Waste Handling Improvements

Project Priority
Ranking:

2

Detailed Project Description and Justification:

The Kenai Peninsula Borough is seeking \$5,000,000 to improve waste handling in various locations across the Borough.

Background

The Kenai Peninsula Borough (KPB) Solid Waste Department is responsible for developing and implementing programs for disposal of all solid waste generated within the Borough in an economically feasible and environmentally responsible manner. Facilities for collection of waste at various locations around the Borough allow for the public to dispose of their waste close to their residence as economically possible so that Solid Waste Department can manage it through most cost-effective method possible. These methods currently include, recycling, segregation of inert waste, consolidation of waste both in landfills and for transport, reduction in handling, and recycling and/or reuse of value-added products.

The Kenai Peninsula Borough's solid waste operations are funded through local property taxes but support tens of thousands of visitors, both Alaskans and otherwise, on an annual basis who work, play and enjoy all the Kenai Peninsula has to offer.

Justification

KPB Solid Waste Department is committed to providing solid waste programs for disposal across the peninsula to the benefit of local residents, other Alaskans that visit the Kenai Peninsula for work and recreation, and the countless tourists that visit every year. Due to limited funding and the burden on the local taxpayer the Borough has numerous improvement possibilities that could not be realized without an increase in capital project funding.

Used tire shredder; \$900,000.00

The Kenai Peninsula Borough receives thousands of used tires annually. Tires present an operational challenge to landfills as they require special care to ensure that they are compacted into the waste mass when disposed of. The use of a tire shredder is a more effective means of dealing with their disposal and presents opportunities for value added products that can be used in waste handling operations as well other rubberized mulch products. All of these improvements would provide a benefit to Borough residents by improving the level of service we provide to the public.

Injection well for leachate and liquid waste disposal; \$1,100,000.00

Modern lined landfills produce a regulated liquid effluent, referred to as leachate, that collects on the liner at the bottom of the cell and must be removed and treated for disposal. The Kenai Peninsula Borough's Central Peninsula Landfill produces approximately 4million to 8million gallons of leachate on an annual basis. The current method for disposal is through an evaporator unit that relies on natural gas to evaporate the leachate. The Borough is working on the preliminary design for the development of an injection well disposal system. This method would substantially lower the disposal cost to the tax payer, increase our capacity for disposal and is a more environmentally friendly method of disposal.

Solid Waste infrastructure improvements area wide; \$3,000,000.00

Other projects include improvements to waste handling infrastructure located at the major collection locations on the eastern, central and southern peninsula. Improvements to waste handling will reduce the amount of effort to receive, process and ultimately landfill or divert waste. Consolidation of waste will extend the life of landfills and reduce transportation costs. Segregation of waste allows for less costly waste disposal. And recycling/reuse diverts waste away from landfills extending the capacity and reducing long term maintenance costs.

Methodology

Should funding be made available, the Kenai Peninsula Borough would immediately begin a project that addresses site improvements to public access, commercial hauling, drainage, security and safety. An expedited design project will ensure that improvement work would begin in the first construction season after funding is received.

Funding Requested:	\$	5,000,000	Election District:	Senate:	C, D, S
Total Project Cost:	\$	6,300,000		House:	5, 6, 7, 8, 37
Local Match (if any):	\$	1,300,000			

CONTACT INFORMATION

Name, Title:	John Hedges, Purchasing & Contracting Director	Phone:	(907) 262-2037
Address:	47140 E. Poppy Lane	Fax:	(907) 714-2373
City, State Zip:	Soldotna, AK 99669	E-mail:	jhedges@kpb.us

Funding Plan:

Total Project Cost:	\$	6,300,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	\$1,300,000	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$	5,000,000	How much is being requested from this year's capital budget.
Pending Requests	\$	0	Amount requested from other sources not yet received.
Project Deficit:	\$	0	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

Solid Waste currently has \$1,300,000 appropriated or slated for appropriation for transfer site improvements at Hope, McNeil Canyon. A private partner has also expressed interest in partnering should funding be secured.

If this project is funded this year, will you be requesting state funding again? Yes: ☒ No: ☐

Please describe the project time-line and when the expenditures will occur:

Depending upon award of the funding, project would expect to take place within 18 to 24 months. This would allow design and surveying to take place over a summer for bidding and construction the following summer. Orders for items like waste or recycling dumpsters would have longer lead times, could be completed within 12 months.

Has this project gone through a public review process at the local level? Yes: ☐ No: ☒
Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☐ No: ☒

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

Yes, The Kenai Peninsula Borough completed a Solid Waste Master plan that identify various needs for improvements area wide. This was approved and reviewed by the Assembly.

Who will own the project or facility? Kenai Peninsula Borough

Entity responsible for providing ongoing operation and maintenance of this project? Kenai Peninsula Borough

How will operations and maintenance be funded after the project is complete?

Annual budgetary approval process for Kenai Peninsula Borough operations and funding of the Solid Waste Department. The Solid Waste Department is funding by the General Fund for the Kenai Peninsula Borough and is not a Service Area or Enterprise Fund.

Please select a project type (chosed only one): ☐ Planning and Research
☐ Maintenance and Repairs
☒ Remodel, Reconstruction and Upgrades
☐ New Construction and Land Acquisition
☒ Equipment and Materials
☐ Information System and Technology
☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

Seward/Sterling Highway Corridor Critical Communications Upgrades

Funding Recipient: Kenai Peninsula Borough

Project Name: Seward/Sterling Hwy Corridor Critical Communications Upgrades

Project Priority
Ranking:

3

Detailed Project Description and Justification:

The Kenai Peninsula Borough is requesting funding in the amount of \$5,900,000 to provide infrastructure along the Sterling and Seward Highway and surrounding areas to improve emergency communications.

Background & Justification

There are several sections of the Seward Highway within the Kenai Peninsula Borough where communications infrastructure is nonexistent. Much of the highway from the Hope Cutoff to Turnagain arm lacks coverage for cellular service or any other form of radio communication. This section of the Seward highway sees tens of thousands of travelers monthly, with thousands of visitors from out of state, or from other areas in Alaska.

The Kenai Peninsula Borough provides critical services to its residents and to thousands of Alaskans, US and international visitors every year. These services require reliable communications, for first responders and those agencies who directly support them.

The lack of connectivity along a heavily utilized highway corridor poses a real risk to public safety, where an accident may turn from serious to life threatening simply due to the lack of communications infrastructure.

Quantifying delay in emergency response is a multifaceted problem. If a motorist has to drive 20 minutes to get cell service to dial 911, that delay could drastically impact outcomes. Furthermore, after arriving on scene, if a first responder has to drive 20 minutes to ask for resources, or to call in a helicopter, these delays are compounded. Each step we take to reduce time to report or time to respond to changing conditions can have significant and lasting impact on public safety, both for the public and for first responders.

Traditionally, KPB has leaned on industry to provide communications and networking between Borough facilities. Because telecommunications infrastructure expansion has historically been facilitated through FCC subsidies, KPB worked with industry partners offering services tariffed with the Regulatory Commission of Alaska. These partners approached service delivery as public utilities, and were generally collaborative in serving KPB's needs, which often don't align with telecommunications market dynamics. (Most KPB locations are remote from population centers, and our service needs are disparate from residential subscribers). In recent years, as telecommunications companies have moved towards unregulated variants of their services, KPB's communications needs appear to be further afield from industry offerings.

The broader Kenai Peninsula Borough service area is a varied landscape of service availability, with some areas well provisioned and others completely devoid of service. The Kenai Peninsula Borough is well positioned to expand communications infrastructure availability in many areas where commercial interest is lacking.

Methodology

The Kenai Peninsula Borough is seeking funding to construct tower and telecommunications infrastructure at four locations throughout the borough, with the intention to increase resiliency and performance in communications to first responders as well as borough support operations. While these locations may not be of prime interest to telecommunications providers, those providers would almost certainly have a tangential interest in the resource, were it available.

KPB completed a study of communication coverage throughout the Kenai Peninsula Borough in 2020. With an eye on reducing time to report and respond, we will refine these recommendations and identify the most impactful infrastructure investment possible. All expenditures are anticipated to be completed by the end of the construction season of 2027.

Communications Infrastructure Projects:

Turnagain Pass Communications Platform - \$2,500,000

Construct tower along the Seward Highway between the Hope Cutoff and Turnagain Arm with a focus on improving communications in the Turnagain Pass area. Installation would support multiple municipal or commercial partners, with a primary goal of reducing time to report and time to respond during emergency response. This project reflects the high probable cost for construction, along with the need for on-site power generation due to a lack of available power in the area. Ongoing maintenance and operating costs will be funded through a combination of leased space revenue and local support.

Victor Creek (Seward Area) Tower Location – Victor Creek - \$1,000,000

Construct 125 - 180-foot, multi-carrier tower along highway corridor near Victor Creek. There remain significant cell coverage gaps in this area. Well placed facilities could cut time to service between Crowne Point and Bear Creek, and potentially provide improve coverage in the Primrose area as well.

Nikiski Area Tower Location – Nikiski Fire Station 2 (or surrounding area) - \$850,000

Construct 125 - 180-foot, multi-carrier tower at NFSA Station 2, establishing dedicated backhaul between multiple NFSA facilities. KPB has several properties in this area which may also provide resilient communications to multiple school facilities in the Nikiski area.

Homer Area Tower Location – Kachemak Emergency Services Diamond Ridge station - \$850,000

Construct 125 - 180-foot, multi-carrier tower at KESA Station 2, establishing dedicated backhaul from this facility to Homer proper.

CONTACT INFORMATION

Funding Requested:	\$	5,900,000	Election District:	Senate:	C, D, S
Total Project Cost:	\$	6,400,000		House:	5, 6, 7, 8, 37
Local Match (if any):	\$	500,000			
Name, Title:	John Hedges, Purchasing and Contracting Director		Phone:	(907) 262-2037	
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City, State Zip:	Soldotna, AK 99669		E-mail:	jhedges@kpb.us	



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

Fire and Emergency Medical Service Areas

Funding Recipient: Kenai Peninsula Borough

Project Name: Fire Fighting & EMS Funding Request – Area Wide Equipment and Apparatus Purchases

Project Priority
Ranking:

4

Detailed Project Description and Justification:

The Kenai Peninsula Borough is seeking \$5,500,000 for the purchase of various firefighting apparatus and emergency response equipment, area wide.

Background

The Kenai Peninsula Borough supports six fire and medical service areas in various locations across the Kenai Peninsula Borough. These service areas provide emergency fire, rescue, and medical services to a population base of approximately 41,000 taxpayers, that is often dispersed over a large rural area and in remote or difficult to access locations. In addition to the 5 established services areas multiple volunteer organizations exist that provide support for the service areas themselves and regions that are not supported by a local tax base. Support across those organizational lines is common practice and funding constraints often complicates the delivery of critical services.

Justification

Due to the complicated nature of area wide EMS coverage in the Kenai Peninsula Borough shifting capital needs and funding limitations are common place. The Borough's role in ensuring adequate coverage over its vast rural area is critical to the health and life safety needs of the taxpayers. Flexible funding resources to address capital infrastructure and equipment needs, benefits all Kenai Peninsula taxpayers and Alaska residents that work and play on the Kenai Peninsula.

The service areas are funded by local property taxes to address the needs of the residents. Due to seasonal tourism, the demand on these service areas can increase at peak times often doubling the local EMS service demand. As a result, the property owners of the Kenai Peninsula Borough are left with carrying the burden of those services and providing capital support in the form of facilities and equipment.

The volunteer organizations depend largely on private donations and support from the established service areas resulting in very limited resources, often in areas that demand wide spread coverage and a large influx of recreational visitors from Alaska and beyond.

Escalation, limited work force, increases in tourism, increases in outdoor recreation, and public resource access has led to a direct increase in demand on local fire, rescue and EMS services. Due to these steadily increasing services the resources necessary to continue to improve and replace capital equipment and infrastructure has been tapped for operational demands. The result is a strain on the available capital equipment and infrastructure improvements necessary to maintain the current quality of services.

The Kenai Peninsula Borough's population is an aging demographic and with that comes a higher demand for EMS services. Local and state tax exemptions for the benefit of the senior population also impacts our local property tax base and limits available resources for the necessary EMS services.

Methodology

Should funding be made available the Kenai Peninsula Borough Administration, in consideration of the requests from its EMS service areas and agencies, will prioritize and allocate resources area wide. The funding will be used for the purchase of fire apparatus, such as Ambulances, Fire Engines, Pumper tankers, and miscellaneous EMS equipment. Once allocations have been distributed competitive purchasing, governed by Borough code will ensure the most effective use of the funding.

Funding Requested:	\$	\$5,500,000	Election District:	Senate:	C, D, S
Total Project Cost:	\$	\$5,500,000		House:	5, 6, 7, 8, 37
Local Match (if any):	\$				

CONTACT INFORMATION

Name, Title:	John Hedges, Purchasing and Contracting Director	Phone:	(907) 262-2037
Address:	47140 E. Poppy Ln.	Fax:	(907) 714-2373
City, State Zip:	Soldotna AK, 99669	E-mail:	jhedges@kpb.us

Funding Plan:

Total Project Cost:	\$	\$5,500,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	Our fire and emergency service areas have \$5,300,000 planned and locally funded capital project funds through FY28	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$	\$5,500,000	How much is being requested from this year's capital budget.
Pending Requests	\$	0	Amount requested from other sources not yet received.
Project Deficit:	\$	N/A	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

Local taxpayer funding is the primary resource for all EMS services.

If this project is funded this year, will you be requesting state funding again? Yes: ☒ No: ☐

Please describe the project time-line and when the expenditures will occur:

All expenditures are anticipated to be completed by 2027.

Has this project gone through a public review process at the local level? Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

The value requested is based on estimated costs for identified capital needs from area wide capital planning that has been reviewed, prioritized, and recommended by the various service area boards as well as the Kenai Peninsula Borough Assembly.

Who will own the project or facility? Kenai Peninsula Borough

Entity responsible for providing ongoing operation and maintenance of this project? Kenai Peninsula Borough

How will operations and maintenance be funded after the project is complete?

Through Service area local taxes.

Please select a project type (choose only one):

- ☐ Planning and Research
- ☐ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☒ Other: Various types of renovation, procurement, and construction



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: ANCHOR POINT

Funding Recipient: Anchor Point Public Library, Inc.

Project Name: Library Roof Replacement

Project Priority Ranking:	1
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Detailed Project Description and Justification:

The Anchor Point Public Library needs a new roof. Over the last few years, high winds have caused damage to the existing metal roofing. We have had to replace several pieces in the last year. This summer's wind storm pulled up a few pieces which we were able to have screwed back into place. We are hoping the roof will last until next summer.

If the roofing continues to come loose, we may end up with water damage which would be more costly.

At this time, the metal roofing and underlayment is what needs to be replaced.

Our priority for 2025 was to get the septic system replaced. That project is completed.

Funding Requested:	\$	36,380.00
Total Project Cost:	\$	36,380.00
Local Match (if any):	\$	

Election District:	Senate:	C
	House:	6

CONTACT INFORMATION

Name, Title:	Deanna Thomas, Library Director
Address:	PO Box 129
City, State Zip:	Anchor Point AK 99556

Phone:	907	235-5692
Fax:	907	235-5692
E-mail:	anchorpointlibrary@gmail.com	

Funding Plan:

Total Project Cost:	\$ 36,380.00	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 36,380.00	How much is being requested from this year's capital budget.
Pending Requests	\$	Amount requested from other sources not yet received.
Project Deficit:	\$	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

We will be having raffles, bake sales, and book sales to offset the cost.

If this project is funded this year, will you be requesting state funding again?

Yes: ☐No: ☒**Please describe the project time-line and when the expenditures will occur:**

The job will need to be done between June and September 2026.

Has this project gone through a public review process at the local level?Yes: ☒No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☐No: ☒**If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?**

The proposed CIP was identified in a public meeting sponsored by Kenai Peninsula Borough on September 27, 2025 at the Anchor Point Senior Center. Those members of the community present voted unanimously to make this project the #1 priority. This meeting was advertised on the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community. Representing the library were Tressa Hidden Friend, Chris Turpin and Mary Perry. Borough representatives included Heather Geer and Dana Cannava. Other attendees included Assemblyman Brent Johnson, Sarah Cross, Debbie McFarland, Missy Martin and Laurie Rudy.

Who will own the project or facility? Anchor Point Public Library

Entity responsible for providing ongoing operation and maintenance of this project? Anchor Point Public Library

How will operations and maintenance be funded after the project is complete?

Completed project will eliminate the need for more funding.

Please select a project type (choose only one):

- ☐ Planning and Research
- ☒ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Anchor Point

Funding Recipient: Anchor Point Food Pantry

Project Name: PANTRY PARKING LOT Extension for Safe and Accessible Parking

Project Priority
Ranking:

2

Detailed Project Description and Justification:

The Anchor Point Food Pantry is requesting \$44,000 in capital improvement funding to expand our limited parking area. This project addresses a critical safety concern: our current parking configuration poses a significant hazard to both volunteers and clients due to inadequate space for vehicle circulation. With only a small, congested parking area, vehicles often block one another, creating confusion and frustration. Recently, one of our parking attendants was nearly struck by an impatient driver attempting to exit the lot. This near-miss underscores the urgent need for a safer, more functional parking layout. The proposed parking lot extension will provide designated parking for our volunteers and delivery truck, allowing client vehicles to enter, park, and exit more safely and efficiently. This improvement will reduce congestion, improve traffic flow, and most importantly, protect the safety of our staff, volunteers, and community members.

We are actively pursuing additional funding sources to complete the full parking lot design, but those grants have not yet materialized. This \$44,000 request will allow us to begin the most critical phase of the project at this time — extending the parking lot and creating a safe pull-off area — while we continue to seek support for future phases.

This project is shovel-ready. We have a complete set of plans and specifications prepared by a civil engineer complete with a soils investigation. Site clearing for this portion of the project has already been completed in preparation for the upcoming construction season. We are currently soliciting bids from local contractors; some of whom are ready to begin work immediately. However, without secured funding, we are unable to proceed.

While this project will not fully complete our long-term parking plan, it represents a vital step forward. It will significantly improve safety, accessibility, and operational efficiency — ensuring that our volunteers can serve the community without fear for their safety, and that our clients can access food with dignity and ease.

Civil Engineer Design pictures are attached.

Funding Requested:	\$	44,000
Total Project Cost:	\$	46,300
Local Match (if any):	\$	\$2,300

Election District:	Senate:	D
	House:	7

CONTACT INFORMATION

Name, Title:	Melissa Martin
Address:	PO Box 266
City, State Zip:	Anchor Point, AK 99445

Phone:	907	299-8437
Fax:		
E-mail:	apfp.266@gmail.com	

Funding Plan:

Total Project Cost:	\$	\$46,300	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	2300	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$	44,000	How much is being requested from this year's capital budget.
Pending Requests	\$		Amount requested from other sources not yet received.
Project Deficit:	\$		Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

\$2300 from local fundraiser

If this project is funded this year, will you be requesting state funding again?

Yes: ☒ No: ☐

Please describe the project time-line and when the expenditures will occur:

This project will start ASAP and should be completed within 3 good weeks of weather. But, because we don't know the weather and when we will receive the funding, we will say the plan will be done before June 15.

Has this project gone through a public review process at the local level?

Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

The proposed CIP was identified in a public meeting sponsored by Kenai Peninsula Borough on September 27, 2025 at the Anchor Point Senior Center. Those members of the community present voted unanimously to make this project the #1 priority. This meeting was advertised on the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community. Borough representatives included Heather Geer and Dana Cannava. Other attendees included Assemblyman Brent Johnson.

Who will own the project or facility? The Anchor Point Food Pantry

Entity responsible for providing ongoing operation and maintenance of this project? Anchor Point Food Pantry

How will operations and maintenance be funded after the project is complete?

Through various sources...

- Applying for a mix of public & private grants.
- Develop a base of monthly individual donors
- Partner with local businesses & civic groups
- Host community events to raise both funds & awareness.

We have been in operation since 2006. Our neighbors have not missed a meal nor a bag of food, and our bills have been paid on time.

Please select a project type (chosed only one):

- ☐ Planning and Research
☐ Maintenance and Repairs
☐ Remodel, Reconstruction and Upgrades
☒ New Construction and Land Acquisition
☐ Equipment and Materials
☐ Information System and Technology
☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Bear Creek

Funding Recipient:	Seward Iditarod Trail Blazers nonprofit Inc.		
Project Name:	Bike path extensions for the National Iditarod Trail in the Bear Creek Community	Project Priority Ranking:	1

Detailed Project Description and Justification:

First, path extension of the existing National Iditarod Trail along the Seward highway. The community of Bear Creek is requesting a Capital Improvement project funding requesting include an extension of the existing path at mile 3 to turn on Nash Road. This is a 2-mile extension for a connection to the National Historic Iditarod Trail for pedestrians to use which would allow community members families to travel safely to the trail. The National Iditarod Trail would help to connect the new long trail project from Seward to Fairbanks as Alaska is currently working to develop.

Second, path extension of the existing National Iditarod Trail along the Seward highway which begins at mile zero and stops at mile 5. The community of Bear Creek is requesting a Capital Improvement project funding for a 3-mile extension. This three-mile project would begin from mile 5 of the Seward Highway across from the Bear Creek multi use to mile 8 Grouse Lake turn. This request is for the safety of pedestrians due to high volume traffic.

Local gravel from the Kenai Peninsula Borough could be attained for the base layer of the needed areas to extend the pathway. Additional grades will be needed for the surface as the extension of the path using a crushed surface verse payment to reduce the cost of the project. Local contractors will provide quotes for the hauling and construction of the additional path areas. Fencing will be required in areas of the Alaska railroad tracks to provide an adequate barrier for the path. There is existing bridge crossing for pedestrians at both creek bridges on the Seward highway. The Nash Road will require bridge crossings for pedestrians which will be an additional cost to the project. Right of ways of the State highway DOT, Railroad boundary and road easements will require the Kenai Borough to assist with path construction access.

Justification:

This path is needed for pedestrians and cyclists, which includes families, small children, and seasonal workers that walk or bike this area of the highway into Seward daily. This has been a community safety concern for many years. There is significant vehicle traffic at all times of the day and late evening when visibility is reduced. Currently it is dangerous for people to walk on the road at any time without a dedicated pathway. Nash Road has high volume traffic which has had many traffic accidents where pedestrians and cyclists have encountered vehicles over the years at the turn on to Nash Road. Due to increased summer and winter traffic within our community. Tourist travel has increased with the addition of cruise ships, commercial tours, motorized camping in the area, along with commercial trucking of goods barged into Resurrection Bay. With the construction of a new cruise rail terminal to accommodate additional tourists in larger cruise ships, it will increase the traffic along the Seward highway.

Our goal is to improve the existing trail system providing improved connectivity to the National Historic Iditarod Trail which this pathway will provide safety for all that use our community area which includes visitors. This project is a part of a structure to a multi-phase endeavor of connecting by building new segments which will assist multi use with the partnership of multiple government agencies and local the non-profit Seward Iditarod Trail Blazers to help connect our area to this route.

Funding Requested:	\$	2,178,468.15	Election District:	Senate:	D
Total Project Cost:	\$	2,193,468.15		House:	8
Local Match (if any):	\$	15,000.00			

CONTACT INFORMATION

Name, Title:	Kimberly Strehlow Secretary Iditarod Trail Blazers	Phone:	907	224-2814
Address:	11772 Amber Street Box 1923	Fax:	907	224-2904
City, State Zip:	Seward, AK 99664	E-mail:		Kimberly.strehlow@providence.org

Funding Plan:

Total Project Cost:	\$ 2,193,468.15	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 15,000.00	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 2,178,468.15	How much is being requested from this year's capital budget.
Pending Requests	\$ 0	Amount requested from other sources not yet received.
Project Deficit:	\$ 2,178,468.15	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

Seward Iditarod Trail Blazers 15,000.00

If this project is funded this year, will you be requesting state funding again? Yes: ☐ No: ☒

Please describe the project timeline and when the expenditures will occur:

Project to begin Spring of 2026

Has this project gone through a public review process at the local level? Yes: ☒ No: ☐
Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A Kenai Peninsula Borough sponsored community meeting was held at the Moose Pass Community Center on September 20, 2025 and was attended by the public, Mayor Micciche, KPB support staff and KPB Assemblyman Cindy Eklund. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility? Bear Creek community

Entity responsible for providing ongoing operation and maintenance of this project? Seward Iditarod Trail Blazers

How will operations and maintenance be funded after the project is complete?

Seward Iditarod Trail Blazers is a non-profit that operates on cash and in-kind donations and volunteer labor.

Please select a project type (chosed only one): ☐ Planning and Research
☐ Maintenance and Repairs
☐ Remodel, Reconstruction and Upgrades
☒ New Construction and Land Acquisition
☐ Equipment and Materials
☐ Information System and Technology
☐ Other:

Recipients Federal Tax ID: 943112652



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Bear Creek

Funding Recipient: Kenai Peninsula Borough

Project Name: Bear Creek Weir

Project Priority
Ranking:

2

Detailed Project Description and Justification:

The Bear Creek Weir has become a popular attraction for visitors in the Bear Lake subdivision. The weir is found on the inside of a sharp curve on Bear Lake Road, and the increased foot-traffic during the spawning season creates a safety issue for both pedestrians and motorists, when they cross the road from the existing parking and stand on or near the road to view the action at the weir. This can be reduced or eliminated by expanding gravel parking and creating a viewing platform.

Attached you will find a PDF and pictures showing the areas of work proposed. See below for further explanation.

The orientation of the map is in the top-left.

The green space would be intended for small-vehicle parking with enough room for approximately 10 spaces, leaving enough room for motorists to back out without entering the roadway. Approximately 4,800 Sq. Ft.

This would corral visitors to the weir-side of the road, eliminating in-road foot traffic.

The blue space would be intended for bus parking, as well as additional small vehicle parking. Approximately 7,200 Sq. Ft.

There is already a little parking. Roughly space for three small vehicles.

This area is not ideal due to the need to cross the road to the viewing platform.

The orange space would be an alternate space for bus parking, replacing the blue parking area. Approximately 2,000 Sq. Ft.

This would be ideal, eliminating any cross-road walking within the curve.

If this alternate is on the final project, there would need to be some barrier that eliminates parking in the blue area.

This may not be feasible. Not sure how the right-of-way meets up with private parcel lines.

Option 1 would include the green and orange areas, and total approximately 6,800 Sq. Ft.

Option 2 would include the green and blue areas, and total approximately 12,000 Sq. Ft.

The red area is a viewing platform that spans the creek in front of the weir. Approximately 15' X 50'.

The violet numbers show the picture number and direction taken.

Funding Requested:	\$	250,000
Total Project Cost:	\$	250,000
Local Match (if any):	\$	0

Election District:	Senate:	D
	House:	8 (187)

CONTACT INFORMATION

Name, Title:	Richard Brackin, Fire Chief
Address:	13105 Seward Hwy. (PO Box 1565)
City, State Zip:	Seward, Ak 99664

Phone:	334 414-1174
Fax:	
E-mail:	rbrackin@kpb.us

Funding Plan:

Total Project Cost:	\$ 250,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 0	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 250,000	How much is being requested from this year's capital budget.
Pending Requests	\$ 0	Amount requested from other sources not yet received.
Project Deficit:	\$ 250,000	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

There is no current funding for this project.

If this project is funded this year, will you be requesting state funding again?

Yes: ☐

No: ☒

Please describe the project time-line and when the expenditures will occur:

Project is intended to be completed within two years of receipt of funding.

Has this project gone through a public review process at the local level?

Yes: ☒

No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒

No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A Kenai Peninsula Borough sponsored community meeting was held at the Moose Pass Community Center on September 20, 2025 and was attended by the public, Mayor Micciche, KPB support staff and KPB Assemblyman Cindy Eklund. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility? State of Alaska

Entity responsible for providing ongoing operation and maintenance of this project? State of Alaska

How will operations and maintenance be funded after the project is complete?

As this project falls entirely in the right-of-way and on property owned and operated by the State of Alaska, it is assumed that any continued maintenance will be funded through the State.

Please select a project type (chosed only one):

- ☐ Planning and Research
- ☐ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☒ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☒ Other: Parking/Viewing Construction



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Cohoe

Funding Recipient: Alaska DOT on behalf of the Cohoe Community

Project Name: "No Parking" Solar Signage

Project Priority
Ranking:

1

Detailed Project Description and Justification:

PROJECT DESCRIPTION: Purchase of (2) large solar powered lighted signs on towable flatbed transport trailers, to be positioned by the Alaska DOT to read "No Parking on Road or ROW" to be placed in the Kasilof River Valley approximately 1/4 -- 1/2 mile before reaching the Kasilof River Bridge on the North and South sides of the river. This area of roadway is *IDENTIFIED AS PRIORITY 15 on PAGE 69 of 2025 KPB SAFE STREETS AND ROADS FOR ALL COMPREHENSIVE SAFETY PLAN*

JUSTIFICATION: In recent times, during late June, July, and August, throughout fishing seasons the Kenai Peninsula is experiencing ever increasing numbers of people, with every kind of vehicle, arriving into our communities primarily to catch fish. For local year-round residents this influx of people is growing very dangerous and life threatening especially on Kenai Peninsula roads.

Summer fishermen believe it's okay to go and park anywhere they want to, no matter if lawfully or unlawfully trespassing. In the Kasilof River valley the roadway and Kasilof River Bridge is narrow. Vehicles if allowed to park along our State Highways, in this already documented accident-prone stretch of highway, greatly increases the likelihood of serious safety hazards, accident-related injuries, and death. Additionally, pedestrians of all ages are suddenly dashing across the road carrying tackle box, rain gear, and fishing poles, while vehicles on the highway headed northbound or southbound, are attempting to slow down to 45 MPH. Completely unacceptable.

The majority of local residents of the Kasilof and Cohoe communities are calling for an ALL STOP to these unsafe, parking practices along the Highway and ROWs in the Kasilof River valley. To stop these bad practices from becoming customary and traditional safety risks for all involved, we ask the above stated project be approved for funding.

Funding Requested:	\$	40,000
Total Project Cost:	\$	40,000
Local Match (if any):	\$	

Election District:	Senate:	C
	House:	6

CONTACT INFORMATION

Name, Title:	Debra Holle Brown
Address:	PO Box 592
City, State Zip:	Kasilof, AK 99610

Phone:	907-252-2273
Fax:	
E-mail:	db@gci.net

Funding Plan:

Total Project Cost:	\$ 40,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 40,000	How much is being requested from this year's capital budget.
Pending Requests	\$	Amount requested from other sources not yet received.
Project Deficit:	\$	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

If this project is funded this year, will you be requesting state funding again? Yes: ☐ No: ☒

Please describe the project time-line and when the expenditures will occur:

The project is of great urgency. This equipment is needed for June-August 2026. We are asking the Alaska Department of Transportation to be tasked to purchase the large solar signs and towable trailers for the signs, as they (ADOT) already have similar large solar signs which are needed for other ADOT purposes also.

Has this project gone through a public review process at the local level? Yes: ☒ No: ☐
Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A Kenai Peninsula Borough sponsored community meeting was held at the Tustumena Elementary on September 25, 2025 and was attended by the public, Mayor Micciche, KPB support staff and KPB Assemblyman. This meeting was advertised on the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility?

It is requested that the Alaska Department of Transportation, (Kenai Peninsula location) will purchase, own, and provide safe storage and upkeep of the (2) large solar signs and the (2) towable flatbed trailers needed to transport the signs.

Entity responsible for providing ongoing operation and maintenance of this project? (Alaska Department of Transportation - Kenai Peninsula)

How will operations and maintenance be funded after the project is complete?

Alaska DOT will be tasked by the appropriate state authority. Governor of Alaska, or state authority as appropriate.

Please select a project type (choose only one): ☐ Planning and Research
☐ Maintenance and Repairs
☐ Remodel, Reconstruction and Upgrades
☐ New Construction and Land Acquisition
☒ Equipment and Materials
☐ Information System and Technology
☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Cooper Landing, Alaska

Funding Recipient: Cooper Landing Community Club, Trails and Walkable Community Committee

Project Name: Cooper Landing Town Road Pathway Planning Project (CLTRPPP)

Project Priority
Ranking:

1

Detailed Project Description and Justification:

The current Cooper Landing Town Road Pathway Project proposal asks for funding to develop a detailed plan for safe, active transportation through the complex travel corridor along the existing alignment of the Sterling Highway which will become a "town road" serving all modes of traffic originating from and destined for the town of Cooper Landing.

The new, second roadway introduced to this narrow valley by the Sterling Highway MP 45-60 project bypasses the town of Cooper Landing. Protecting the natural resources, wildlife, and culturally important areas extending from the headwaters of the Kenai River through the Chugach National Forest and into the Kenai National Wildlife Refuge while accommodating the public's need to access the abundant state and federal assets of this area via an active transportation pathway will require using the latest evidence, incorporating stakeholder input and expert advice including engineering solutions, project planning and community organization. While the master Cooper Landing Walkable Community Project adopted by the Kenai Peninsula Comprehensive Plan and ranked 6:20 in the KPB Safety Action Plan encompasses the entire length of the existing alignment of the Sterling Highway travel corridor between MP 45-60, the focus areas of this planning proposal are the following segments (listed from east to west) which serve to correct the most immediate deficiencies left unaddressed by the bypass project:

- A small section east of MP 45 and the start of the new Sterling Highway re-alignment,
- MP 47-50 through the main part of town. The existing Safety Path running from MP 45-50 has been in continuous use since its 1993 construction, and its condition has significantly degraded. This pathway should be extended west to allow safe access to federal recreation and subsistence sites.
- MP 50-53.2 that will encompass the most popular federal recreation sites, and
- MP 53.2-56 completing the link to the new Sterling Highway alignment, approximate location of intersection beyond Sportsman's Landing.

The proposed outcome of this proposal will be a project plan that can be used to complete project goals at once or in phases as construction funding is obtained. More details may be read on the following website:

<https://www.walkcooperlanding.org/townroadpathway>

Funding Requested:	\$	200,000
Total Project Cost:	\$	200,000
Local Match (if any):	\$	

Election District:	Senate:	D
	House:	8

CONTACT INFORMATION

Name, Title:	David Story, Chair or Janette Cadieux, Secretary
Address:	P.O. Box 863
City, State Zip:	Cooper Landing, AK 99572

Phone:	cell	402-709-3275 DS
No fax:	cell	907-598-5011 JC
E-mail:		Walkcooperlanding@gmail.com

Funding Plan:

Total Project Cost:	\$ 200,000.00	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 200,000.00	How much is being requested from this year's capital budget.
Pending Requests	\$ NA	Amount requested from other sources not yet received.
Project Deficit:	\$ NA	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

We have not obtained any funding sources thus far.

If this project is funded this year, will you be requesting state funding again?

Yes: ☒ No: ☐

Please describe the project time-line and when the expenditures will occur:

This project will be placed on the work schedule of the Department of Parks and Outdoor Recreation, Engineering unit as soon as funding is obtained. Work would likely be accomplished in the appropriate seasons of 2026 or 2027, depending on when funding is obtained. Rhys Miranda, Lead Engineer for DPOR is the individual from that organization who will schedule and manage the project. Community-lead portions of the public outreach will be scheduled within the process of the master plan in 2026 or 2027 when funding is obtained.

Has this project gone through a public review process at the local level?

Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A Kenai Peninsula Borough sponsored community meeting was held at Cooper Landing School on 9/20/25 and was attended by the public, Mayor Micciche, KPB Assembly member and support staff. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility?

This is a planning project. Cooper Landing Community Club, Trails Committee will hold the planning documents including a tentative construction budget and use them to apply for future construction funding.

Entity responsible for providing ongoing operation and maintenance of this project?

This is a planning project. Operation and maintenance of a constructed pathway have not yet been determined.

How will operations and maintenance be funded after the project is complete? This is a planning project. Once the tentative budget is determined by this planning project for the construction of a pathway, then operation and maintenance funding would be proposed. It is premature to do so now.

Please select a project type (chosed only one):

- ☒ Planning and Research
- ☐ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Cooper Landing

Funding Recipient: Cooper Landing Emergency Services

Project Name: Community Emergency Water Source (hydrant)

Project Priority
Ranking:

2

Detailed Project Description and Justification:

Description:

Our community wishes to store 10,000-20,000 gallons of water on site at our fire station for use during emergencies and training. We have requested a recycled tank from the Alaska Railroad, between 10,000 and 20,000 gallons that will be installed 8-12 feet underground. Alternative materials may include a cement "bottomless" cistern if the donation of a tank is not received. We believe our existing well may suffice for tank refill operations, but the majority of the expense will be for excavation, plumbing to the outlet, a submersible pump, a small non insulated pump house that will protect the access point, and installation of the tank and driveway approach. The result will be a 1 ¾" to 3-inch connection point that will become the only functioning "hydrant" in our service area. We have spoken with several fire chiefs on The Kenai Peninsula about their estimated price points for their hydrants and \$100,000 was the lowest price point provided.

Justification:

Fire and life safety is our top priority. We do not have adequate year-round water access for refilling at this time. During the winter, the boat launch is not always plowed and when it is, it can be icy and dangerous for our apparatus to navigate to the low water line. Refilling by drafting is a slow process that requires multiple trained responders to climb to the top of the truck for large rigid hoses and to climb into the river to place the foot. We have had close calls with injuries while drafting as well as a tanker that was unable to climb up the icy boat ramp during a winter fire. As a volunteer department, we need a safer and streamlined refill access point so that more of our responders can be working on the fireground.

We are experiencing an increasing call volume with more vehicle fires on the 70 miles of Seward and Sterling Highways than in the years past. We have also seen back-to-back calls this summer with only a few hours in between fire calls to rehabilitate our equipment to ready state. We serve not only Cooper Landing but all of the travelers who come through our area and mutual aid partners including Moose Pass and Hope. We also plan to offer water access to any state or federal firefighting resources who may need a fill site.

We are one of the last communities on the Kenai Peninsula without a dedicated water source for emergencies, but we are in a well-known wildland fire danger zone. Insurance companies are expecting to find fire hydrants when deciding on individual policies as well as community wide risk assessments that influence their coverage. Our community has worked together to achieve a Firewise credential but without an emergency water access point, we could still be considered less insurable. We hope to be ready for the next large-scale emergency, and we humbly request funding and guidance for this community project.

Funding Requested:	\$	100,000
Total Project Cost:	\$	102,500
Local Match (if any):	\$	2,500

Election District:	Senate:	D
	House:	8

CONTACT INFORMATION

Name, Title: Rachel Sullivan, Operations Coordinator
Address: PO Box 510
City, State Zip: Cooper Landing, AK 99572

Phone: (907)595-1800
Fax: (907)595-1800
E-mail: Operations.cles@outlook.com

Funding Plan:

Total Project Cost:	\$ 102,500	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 0	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 100,000	How much is being requested from this year's capital budget.
Pending Requests	\$ 2,500 volunteer	Amount requested from other sources not yet received.
Project Deficit:	\$ 100,000	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

If this project is funded this year, will you be requesting state funding again? Yes: ☒ No: ☐

Please describe the project time-line and when the expenditures will occur:

If funding is secured, installation will begin as soon as possible. Excavation and installation should be completed within one year of project funding.

Has this project gone through a public review process at the local level? Yes: ☒ No: ☐
Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

Firefighter water access has been discussed at several meetings included a zoom discussion on 12/6/2024, numerous board meetings (including 9/16/2024) that are open to the public and advertised online as well as the post office, Wildman's and Sunrise Inn. A Kenai Peninsula Borough sponsored community meeting was held at Cooper Landing School on 9/20/25 and was attended by the public, Mayor Micciche, KPB Assembly member and support staff. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community. Meetings were advertised in the Cooper Landing Community Crier on repeated publications at least one week prior to the meetings.

Who will own the project or facility? On leased Kenai Peninsula Borough Land

Entity responsible for providing ongoing operation and maintenance of this project? Cooper Landing Emergency Services

How will operations and maintenance be funded after the project is complete?

Cooper Landing Emergency Services will be responsible for the ongoing maintenance tasks and costs associated with this project.

Please select a project type (chosed only one): ☐ Planning and Research
☐ Maintenance and Repairs
☐ Remodel, Reconstruction and Upgrades
☒ New Construction and Land Acquisition
☐ Equipment and Materials
☐ Information System and Technology
☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Diamond Ridge

Funding Recipient: Kachemak Ski Club, Inc (Homer Rope Tow)

Project Name: Homer Rope Tow Night Skiing Project

Project Priority Ranking:	1
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Detailed Project Description and Justification:

Project Description & Benefit: The Kachemak Ski Club is arguably Homer's oldest non-profit organization and was founded more than seventy-five years ago to operate a rope tow just off Ohlson Mountain Road near Homer. Our founders wanted to get Homer kids out of the house on winter weekends and have them receive a safe introduction to alpine snow sports. It is no different today. Over the years, this historic public recreational treasure has hosted thousands of downhill sports enthusiasts, family and social gatherings and also has served as a venue for snow sports safety instruction.

Historically, the Rope Tow offered night skiing, with expanded hours of skiing beyond the usual Sunday and occasional Saturday daytime openings. Sadly, during a low point of club membership and finances, the lighting fixtures and accompanying electrical hookups fell into disrepair and were abandoned over 25 years ago. A substantial increase in youth and family memberships occurred during the Covid pandemic, and a sustained surge in ridership has continued since then. During a strategic planning session 2 years ago, the KSC Board identified a resumption of night skiing at the Rope Tow as an achievable priority goal to increase skiing opportunities for our members, especially for youth and adults who will thus have access during after-school or after-work hours one to two days per week.

Plans/ Progress: A KSC board member with general contracting experience prepared the following cost estimate, which does not include in-kind/ volunteer labor costs:

Five to six 150-200 lumen LED floodlights would be installed, divided between two at the top of the hill, one to two on an existing pole in mid-mountain and one to two at the base. These would provide illumination of the main northeast face of the ski slope, as well as the lodge/ loading area (which would be supplemented with lower intensity flood lighting as well). At least one new light tower would need to be installed on or near the Top House (Operator's Station) at the top of the rope tow.

Matching funds would be sought locally (from such sources as the Homer Foundation, 100 Homer Men/ Women Who Care), with the balance being sought from State of Alaska funding sources (CIP grant) or Kenai Peninsula Borough pass-through funding from the state (CAP program grant).

Funding Requested:	\$	40500
Total Project Cost:	\$	40500
Local Match (if any):	\$	

Election District:	Senate:	C
	House:	6

CONTACT INFORMATION

Name, Title:	Randy Borland, KSC Board President
Address:	62243 Skyline Drive
City, State Zip:	Homer, AK 99603

Phone:	907 299-1004
Fax:	
E-mail:	borlandr@gmail.com

Funding Plan:

Total Project Cost:	\$ 40500	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 40500	How much is being requested from this year's capital budget.
Pending Requests	\$	Amount requested from other sources not yet received.
Project Deficit:	\$	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

Matching funds would be sought locally (from such sources as the Homer Foundation, 100 Homer Men/ Women Who Care), with the balance being sought from State of Alaska funding sources (CIP grant) or Kenai Peninsula Borough pass-through funding from the state (CAP program grant).

If this project is funded this year, will you be requesting state funding again?

Yes: ☐ No: ☒

Please describe the project time-line and when the expenditures will occur:

Work would be done in the summer months prepping for the 2026/27 ski season

Has this project gone through a public review process at the local level?

Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A Kenai Peninsula Borough sponsored community meeting was held at Kachemak Emergency Services on 9/27/25 and was attended by the public and KPB support staff. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility? Kachemak Ski Club

Entity responsible for providing ongoing operation and maintenance of this project? Kachemak Ski Club

How will operations and maintenance be funded after the project is complete?

Maintenance and upkeep will become part of KSC's annual operations budget, with funds supplied by annual and daily membership fees and donations to the club. A portion of KSC operational funds have come from CAP grants in the past.

Please select a project type (choose only one):

- ☐ Planning and Research
- ☐ Maintenance and Repairs
- ☒ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Diamond Ridge

Funding Recipient: Homer Cycling Club

Project Name: Diamond Creek Access Improvement Project

Project Priority Ranking:	2
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Detailed Project Description and Justification:

The Diamond Creek Recreation Area currently provides the only trail system with beach access within Kachemak Bay State Park on the north side of Kachemak Bay. The current access road and parking areas are in disrepair and continue to degrade due to improper drainage and lack of maintenance. Runoff from storms currently flows down the roadbed causing increased damage with each storm event. The access road is no longer safe for normal vehicle traffic, and the upper parking area needs to be expanded to provide adequate parking for the current number of trail users. If drainage along the old roadbed is not fixed during the summer of 2026, it is very likely that the lower parking lot and beach trail will be lost beyond repair from the next big storm system.

This project can be completed in phases. Phase I (\$56,000) is the correction of drainage along the current roadbed, which will require dredging of the old drainage ditches, brush mulching, and redirection of water flow away from the road and trails. The installation of new culverts may be required to reroute flow at the bottom of the road should the contractor decide the old culverts are no longer serviceable. The access road will then need to be grated into a crown and resurfaced with additional gravel. Phase II (\$35,000) is the improvement and expansion of the current parking lot at the top of the road/trail system. Expansion will require the removal of trees and shrubs, leveling of the topsoil, application of tyrod fabric, and graveling.

Phase II could be completed without Phase I, but then it is likely that continued degradation to the beach trail and the road will make these routes impassable in the future. The beach trail will be lost, and the road will only be passable to foot and bike traffic.

Funding Requested:	\$	79,500
Total Project Cost:	\$	91,000
Local Match (if any):	\$	11,500

Election District:	Senate:	C
	House:	6

CONTACT INFORMATION

Name, Title:	Jason Herreman, HCC Board Member
Address:	2554 Spruce Lane
City, State Zip:	Homer, AK, 99603

Phone:	907-756-3103
Fax:	
E-mail:	jkherreman@hotmail.com , jason.herreman@alaska.gov

Funding Plan:

Total Project Cost:	\$ 91,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 1,500	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 79,500	How much is being requested from this year's capital budget.
Pending Requests	\$ 10,000	Amount requested from other sources not yet received.
Project Deficit:	\$ 0	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts: Homer Cycling Club funds

If this project is funded this year, will you be requesting state funding again? Yes: ☐ No: ☒

Please describe the project time-line and when the expenditures will occur:

Construction would occur in the summer of 2026 after the ground thaws and firms up, typically in June. Road and drainage work would be completed before September of 2026. Upper parking lot improvements will be completed based on the availability of the volunteered labor and equipment from local contractors. Amrakh Enterprises LLC has tentatively volunteered time and equipment.

Has this project gone through a public review process at the local level? Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☐ No: ☒

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

The need for road repair and parking lot improvements have been discussed at the Kachemak Bay Citizen's Advisory Board meetings and Homer Cycling Club meetings over the course of the last 2 years. These meetings are open to the public. Meeting minutes, recordings, and attendance rolls are available through Alaska State Parks and the Homer Cycling Club. Additionally, A Kenai Peninsula Borough sponsored community meeting was held at Kachemak emergency Services on 9/27/25 and was attended by the public and KPB support staff. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility? Alaska State Parks

Entity responsible for providing ongoing operation and maintenance of this project? Homer Cycling Club

How will operations and maintenance be funded after the project is complete?

The Homer Cycling Club has a rental yurt at this location. Proceeds generated by the yurt rental are dedicated to trail and facility maintenance. Additionally, the club allocates proceeds raised during fundraisers each year to trail and facility maintenance and improvement.

Please select a project type (choose only one): ☐ Planning and Research
☐ Maintenance and Repairs
☒ Remodel, Reconstruction and Upgrades
☐ New Construction and Land Acquisition
☐ Equipment and Materials
☐ Information System and Technology
☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Fox River

Funding Recipient: Homer Cycling Club

Project Name: Eastland Trails

Project Priority
Ranking:

1

Detailed Project Description and Justification:

Project Description

The Eastland Trails Project is building an 11.5-mile, year-round, hiking, biking, skiing, snowshoeing trail system in the Cottonwood Eastland Unit of Kachemak Bay State Park, 17 miles east of Homer.

- Phase 1 is fully funded: parking, road upgrades, and staging area are complete, and 3 miles of trail are under construction.
- This CIP request is for Phases 2 & 3, adding 8.5 additional miles and completing the system.

Project Justification

Homer is trail poor. Unlike many Alaskan communities, it has very few accessible trails, leaving residents and visitors with limited options for safe, local recreation.

Although Kachemak Bay State Park contains more than 80 miles of trails, of which only 25 miles are usable, nearly all lie across the bay and are expensive to reach by water taxi or air service. Even when residents do make the trip, most of those trails are too physically demanding and are unsuitable for families, seniors, or casual users. As a result, a world-class park remains effectively inaccessible to the majority of Alaskans who live nearby.

Eastland Trails fills this gap by providing the first significant road-accessible front-country trail system into Kachemak Bay State Park, ensuring safe, affordable recreation close to home.

Benefits include:

- **Health & Well-Being:** accessible trails for walking, biking, skiing, and snowshoeing that serve all ages and abilities.
- **Mental Health:** nature access is strongly linked to stress reduction, improved mood, and resilience; Eastland Trails provides daily opportunities for restorative outdoor experiences.
- **Economic Development:** trail systems attract visitors and improve livability, supporting workforce retention and local businesses.
- **Leverage:** more than \$500,000 already secured in grants and donations, showing broad volunteer and community support.

State investment in Phases 2 & 3 will complete this shovel-ready project by 2027, creating a lasting public asset for Homer, the Kenai Peninsula Borough, and Alaska.

Funding Requested:	\$	1,000,000
Total Project Cost:	\$	1,500,000
Local Match (if any):	\$	500,000

Election District:	Senate:	C
	House:	6

CONTACT INFORMATION

Name, Title:	Cameale Johnson
Address:	PO Box 1143
City, State Zip:	Homer, AK 99603

Phone:	907-229-0040
Fax:	
E-mail:	Ak.fritterbug@gmail.com

Funding Plan:

Total Project Cost:	\$ 1,500,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 500,000	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 1,000,000	How much is being requested from this year's capital budget.
Pending Requests	\$ none	Amount requested from other sources not yet received.
Project Deficit:	\$ 1,000,000	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

Recreational Trails Program Grant \$200,000

Community Donations \$300,000

If this project is funded this year, will you be requesting state funding again?Yes: ☐No: ☒**Please describe the project time-line and when the expenditures will occur:**

Phase 2 consisting of @5 miles of trail will be completed in 2026. Phase 3, another 3.5 miles of trail in 2027

Has this project gone through a public review process at the local level?Yes: ☒No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒No: ☐

Resolutions of support from City of Homer & Kenai Peninsula Borough Assembly

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

Monthly community meetings open to the public were held starting in December 2021 through February 2025. They were Zoom meetings through Covid then in person at the Alaska Maritime National Wildlife Refuge. The meetings were advertised "word of mouth", email to interested parties, and public announcement in the Homer News, although the latter was inconsistent. After years of input and planning, the project went through a Public Notice and Comment Period October 2024. At the 9/27/25 meeting, hosted by Kenai Peninsula Borough, those members of the community present voted unanimously to make this project the #1 priority. This meeting was advertised on the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility? Alaska State Parks**Entity responsible for providing ongoing operation and maintenance of this project?**Homer Cycling Club & Friends of
Kachemak Bay State Park**How will operations and maintenance be funded after the project is complete?**

In addition to operating funds from Homer Cycling Club & Friend of Kachemak Bay State Park, a fund had been set up at the Homer Foundation which should generate funds for maintenance in perpetuity.

Please select a project type (chosed only one):

- ☐ Planning and Research
- ☐ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☒ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:

Recipients Federal Tax ID: 273189396



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Fritz Creek

Funding Recipient: Kachemak Nordic Ski Club

Project Name: Ski Trail Grooming Equipment

Project Priority
Ranking:

1

Detailed Project Description and Justification:

The Kachemak Nordic Ski Club (KNSC) maintains over 26 km of ski trails near the McNeil Elementary School. Trails are used for skate and classic cross-country skiing in the winter; and hiking, biking, birding and wildflower viewing in the summer. While volunteers provide all of the labor for grooming and other management activities, KNSC must raise funds through donations, membership, and grants to pay for non-labor costs—e.g. all-terrain vehicles (ATVs) and snowmachine capital costs, fuel, repairs, signage, power, outhouses, and insurance and other administrative costs.

We request funding for a new Honda ATV to replace an existing high-mileage ATV that is no longer cost effective to repair by our skilled volunteers or local vendors. A tracked ATV serves important functions both in the winter for towing snow grooming equipment and in the summer for maintaining vegetation. The CIP request is for \$20,000 based on the attached quote from Homer Saw & Cycle.

The McNeil trail system has spectacular scenery and is used extensively by local residents, Alaskans from around the state, and tourists from Outside.

KNSC volunteers will maintain the ATV. There will be no ongoing cost to the KPB or State after the equipment is purchased.

Funding Requested:	\$	20,000
Total Project Cost:	\$	20,000
Local Match (if any):	\$	

Election District:	Senate:	C
	House:	6

CONTACT INFORMATION

Name, Title:	Bob Glen, President, Kachemak Nordic Ski Club
Address:	PO Box 44
City, State Zip:	Homer, AK 99603

Phone:	907-440-6709
Fax:	
E-mail:	bglen.ak@gmail.com

Funding Plan:

Total Project Cost:	\$ 20,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 0	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 20,000	How much is being requested from this year's capital budget.
Pending Requests	\$ 0	Amount requested from other sources not yet received.
Project Deficit:	\$ 20,000	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

N/A

If this project is funded this year, will you be requesting state funding again? Yes: ☐ No: ☒**Please describe the project time-line and when the expenditures will occur:**

If funded, we will purchase the ATV immediately. Thus, if the project was funded in June, 2026 we would purchase the ATV during summer, 2026.

Has this project gone through a public review process at the local level? Yes: ☒ No: ☐
Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☒ No: ☐**If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?**

The proposed CIP was identified at a Kenai Peninsula Borough sponsored community meeting was held at Kachemak Emergency Services Station on 9/27/25 and was attended by the public and KPB support staff. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community. Earlier Kachemak Nordic Ski Club board of directors have identified the need for a new ATV at Club board meetings that are always open to the public and noticed on the Club website and social media.

Who will own the project or facility? Kachemak Nordic Ski Club**Entity responsible for providing ongoing operation and maintenance of this project?** Kachemak Nordic Ski Club**How will operations and maintenance be funded after the project is complete?**

O&M will be accomplished by skilled volunteers using the facilities at the KNSC shed at the McNeil ski area. KNSC volunteers have a long history of successfully maintaining snowmachines, ATVs and other equipment.

Please select a project type (chosed only one):

- ☐ Planning and Research
- ☐ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☒ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Fritz Creek

Funding Recipient: McNeil Canyon Community Council, Inc.

Project Name: Biathlon Ski Trails Lighting and Improvements

Project Priority Ranking:	2
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Detailed Project Description and Justification:

It is the intent of this project to provide the first steps in making nighttime skiing and Biathlon activities a possibility at McNeil Canyon School by placing lighting along three ski trail loops that originate on the McNeil campus. These trails are each about 1K in length which would equate to approximately 10,000 feet.

Preliminary studies indicate that adequate lighting can be achieved with simple poles installed just off the trails at 100' intervals with low voltage LED lamps designed for outside trail lighting. Each pole and light will cost approximately \$1000 with an overall number of poles and lights to be 100, which would cost \$100,000. The wire and connection hardware would be about \$50,000.

There would also be a need for landscaping and trail improvement such as ditching and culverts to improve drainage. This could be accomplished with excavators and skid steer work that would probably cost \$25,000.

Poles and lights	100@\$1,000= \$100,000
Wire and connections	\$50,000
Equipment and operator cost	\$25,000
Total	\$175,000

These lighted trails would provide an extended time frame for all community members that currently ski and use the biathlon course during daylight hours. This would be a significant benefit to our community as the Winter days are short and many people are unable to leave work during the day to access this great wintertime recreation and experience the healthy benefit of outside exercise.

Funding Requested:	\$	150,000
Total Project Cost:	\$	175,000
Local Match (if any):	\$	25,000

Election District:	Senate:	C
	House:	6

CONTACT INFORMATION

Name, Title: Pete Swanson, principal
Address: 52188 East End Rd
City, State Zip: Homer, AK 99603

Phone: 907.235.8181
Fax: 907.235.8183
E-mail: pswanson@kpbsd.org

Funding Plan:

Total Project Cost:	\$ 175,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 10,000	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 150,000	How much is being requested from this year's capital budget.
Pending Requests	\$ 15,000	Amount requested from other sources not yet received.
Project Deficit:	\$ 0	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

McNeil Canyon Community Council, Inc. set aside for ski/biathlon project. \$10,000.

If this project is funded this year, will you be requesting state funding again?

Yes: ☐

No: ☒

Please describe the project time-line and when the expenditures will occur:

Materials ordered Winter of 2025, payment made at delivery.

Trail work to begin in Spring 2026 as soon as ground is dry enough to begin work.

Has this project gone through a public review process at the local level?

Yes: ☒

No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒

No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A Kenai Peninsula Borough sponsored community meeting was held at Kachemak emergency Services on 9/27/25 and was attended by the public and KPB support staff. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility? KPB

Entity responsible for providing ongoing operation and maintenance of this project? MCCC

How will operations and maintenance be funded after the project is complete?

MCCC will provide/pursue funds for project maintenance.

Please select a project type (choose only one):

- ☐ Planning and Research
- ☐ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☒ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Funny River

Funding Recipient: Funny River Community Association

Project Name: Ada Push Button Doors

Project Priority Ranking:	1
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Detailed Project Description and Justification:

Our current double doors do not allow easy access to wheelchair individuals. We want to replace our double doors with an ADA Push Button Door. This will include:

- . Removal of current double doors and framing and threshold.
- . New wiring for the electronic door opener
- . Installation of door Opener
- . Installation of new double doors.

This will give our disabled members easy access to the Community Center.

Funding Requested:	\$	8,500
Total Project Cost:	\$	8,500
Local Match (if any):	\$	

Election District:	Senate:	D
	House:	8

CONTACT INFORMATION

Name, Title:	Katie Pittmann
Address:	35850 Pioneer Access Rd
City, State Zip:	Soldotna, AK 99669

Phone:	(907)953-2510
Fax:	
E-mail:	frca35850@gmail.com

Funding Plan:

Total Project Cost:	\$ 8,500	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 8,500	How much is being requested from this year's capital budget.
Pending Requests	\$	Amount requested from other sources not yet received.
Project Deficit:	\$	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

None Available

If this project is funded this year, will you be requesting state funding again?Yes: ☒ No: ☐**Please describe the project time-line and when the expenditures will occur:**

October: Contractor Bid

November- April: Electrical Wiring

April: Demolition of Current Door

April to May: Contractor Installation of new Doors and Opener

Has this project gone through a public review process at the local level?Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒ No: ☐**If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?**

A Kenai Peninsula Borough sponsored community meeting was held at Funny River Community Center on 9/23/25 and was attended by the public, Mayor Micciche and support staff. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community and the Funny River Community Association Facebook pages

Who will own the project or facility? Funny River Community Association**Entity responsible for providing ongoing operation and maintenance of this project?** Funny River Community Association**How will operations and maintenance be funded after the project is complete?**

Through our annual building maintenance budget of Funny River Community Association.

Please select a project type (chosed only one):

- ☐ Planning and Research
☐ Maintenance and Repairs
☒ Remodel, Reconstruction and Upgrades
☐ New Construction and Land Acquisition
☐ Equipment and Materials
☐ Information System and Technology
☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Funny River, Alaska

Funding Recipient: Funny River Community Association

Project Name: Outdoor Double Privy Construction

Project Priority
Ranking:

2

Detailed Project Description and Justification:

There are currently no outdoor restroom facilities on the Funny River Community Center grounds. The center is not open every day or even regular hours to allow regular use of the indoor restrooms.

Outdoor restrooms are needed for a variety of reasons:

1. In case of community disaster (as was true during the 2017 Funny River fire) outdoor restrooms are needed to augment the existing indoor toilet facilities for emergency personnel, individuals and families using the community center or parking RV's on the FRCA grounds.
2. Families bring children to FRCA's outdoor playground most of the year, and the walking track around the grounds are kept plowed and are used year-round. Outdoor restroom facilities are needed for users of both amenities as the community center is often locked.
3. The indoor restroom facilities are not adequate for visitor use during times of high usage such as during the Funny River Festival.

An ADA compliant, two-room, two-toilet, permanent dry privy similar to the dry restrooms available on Alaska highways will be constructed on the Funny River Community Association grounds. The building will be lockable and each toilet room will have a privacy window to admit light. Electric lights will be installed in each toilet room and outside the entrance. There will be no water to the facility, but each toilet room will have sanitary hand gel and toilet paper available. The privy building will be constructed over a single pumpable vault covered with a concrete floor and entry apron. The building will be built of wood with a metal roof and overhang and the building will be vented.

Funding Requested:	\$	190,000.00
Total Project Cost:	\$	200,000.00
Local Match (if any):	\$	10,000.00

Election District:	Senate:	AK	D
	House:	AK	8

CONTACT INFORMATION

Name, Title:	Don Fritz, President
Address:	35850 Pioneer Access Road
City, State Zip:	Soldotna, AK 99669

Phone:	907 262-0879
Fax:	
E-mail:	Frc35850@gmail.com

Funding Plan:

Total Project Cost:	\$ 200,000.00	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 10,000.00	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 190,000.00	How much is being requested from this year's capital budget.
Pending Requests	\$ 0	Amount requested from other sources not yet received.
Project Deficit:	\$ 190,000.00	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

FRCA savings - \$10,000.00

If this project is funded this year, will you be requesting state funding again? Yes: ☐ No: ☒

Please describe the project time-line and when the expenditures will occur:

Bids will be sought as soon as funding is secured. Construction is expected to commence in June or July 2026 as soon as the ground is thawed, and is expected to be completed within three months. Project expenditures will occur as a contract, with ¼ paid when contract is signed, ¼ when vault is placed and concrete is poured, ¼ when building is erected and toilets installed, and the final ¼ when the project is completed and approved by the FRCA President.

Has this project gone through a public review process at the local level? Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A Kenai Peninsula Borough sponsored community meeting was held at Funny River Community Center on 9/23/25 and was attended by the public, Mayor Micciche and support staff. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community and the Funny River Community Association Facebook pages.

Who will own the project or facility? Funny River Community Association

Entity responsible for providing ongoing operation and maintenance of this project? Funny River Community Association

How will operations and maintenance be funded after the project is complete?

Operations and maintenance will be funded from FRCA's annual budget.

Please select a project type (choose only one): ☐ Planning and Research
☐ Maintenance and Repairs
☐ Remodel, Reconstruction and Upgrades
☒ New Construction and Land Acquisition
☐ Equipment and Materials
☐ Information System and Technology
☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Hope

Funding Recipient: Hope Sunrise Emergency Services

Project Name: Sanitation System for Firehall

Project Priority
Ranking:

1

Detailed Project Description and Justification:

. Community Background

Upon receiving funds from the 2026 State Capital Improvement Project grant, Hope Sunrise Emergency Services (HSES) will proceed with much-needed capital improvements to the community's existing emergency services building. Currently, the communities of Hope and Sunrise are home to approximately 200 non-seasonal individuals and are visited by thousands throughout the year. HSES is an all-volunteer department sustained by the commitment of our community. This small group of non-professional EMTs and Firefighters, who on multiple occasions throughout the year, respond to fire, trauma, and medical emergencies for Hope, Sunrise, and the Northeastern Kenai Peninsula/Turnagain Arm Area.

Justification

Hope's two-story, pass-through garage was built by the community using funds from federal grants, state assistance, borough cooperation, individual donations, and in-kind work contributions; these entities came together to ensure that there is assistance to anyone from the most northern unincorporated community on the Kenai Peninsula.

HSES has worked hard to keep up with the increasing need for our services. We meet weekly for training, vehicle and building preventative maintenance, and to discuss station operations. We fundraise and do regular outreach in the community, but because of limited capital, our facilities have not seen expansion or improvement necessary to meet the increased needs of our service area. HSES is currently unable to practice best standards in personnel safety and infection control when responding to local emergencies or when assisting other departments with mutual aid responses in the Turnagain Arm Safety Corridor.

Project Proposal

HSES will use funds from the CIP to drive necessary infrastructure improvements to existing emergency services building. HSES does not currently meet the state and federal sanitation standards. Needed: hot water, septic tank, plumbing hookup, bathroom installation and extractor hookup to adhere to minimum standards. Volunteer EMTs and firefighters do not have the ability to clean turnouts, gear, emergency vehicles or themselves beyond basic cold water handwashing. Using grant funding, individual donations and volunteer hours, HSES could vastly improve sanitation, health and safety for members and the community at large. Our planning committee estimates the project cost to be \$150,000 from start to finish, and a timeline of three years.

This project is aimed at satisfying the NFPA standard 1581 which addresses Infection Control Standards in the fire/EMS industry and OSHA standards 1910.141(d)(2)(i), 1910.1030(d)(2)(v), 1910.1030(d)(3)(iv), see appendix for definitions (NFPA, 2022; US Department of Labor, n.d.).

Project Goal:

- Improve station decontamination standards.
- Improve the health of volunteers, their families, and the community at large.
- Bring the station closer to meeting State and Federal minimum standards.
- Improve the station's ability to acquire new volunteers, attract experienced volunteers, and host visiting trainers.
- Improve station response capabilities for rural North Kenai, including the Seward Hwy.

Funding Requested:	\$	150,000.00
Total Project Cost:	\$	155,000.00
Local Match (if any):	\$	5,000.00

Election District:	Senate:	D
	House:	8

CONTACT INFORMATION

Name, Title:	Molly Trostel, Board of Directors Vice President/EMT	Phone:	907 723-3563
Address:	PO Box 4	Fax:	N/A
City, State Zip:	Hope, AK 99605	E-mail:	mollytrostel@gmail.com

Funding Plan:

Total Project Cost:	\$	155,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	5,000	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$	150,000	How much is being requested from this year's capital budget.
Pending Requests	\$	0	Amount requested from other sources not yet received.
Project Deficit:	\$		Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

Private donations.

If this project is funded this year, will you be requesting state funding again? Yes: ☐ No: ☒

Please describe the project time-line and when the expenditures will occur:

- Phase one: Getting percolation test, purchasing septic drum, digging, burying, and placing septic system pipes, surveying floors for heating elements in the floor, placing a pad for extractor anchoring, and setting septic and plumbing for decontamination room and bathrooms. This phase will begin immediately upon receiving notification of funding. Estimated completion by the end of the summer of 2026.
- Phase Two: Purchase and install a hot water system, frame and finish walls for both the bathroom and decontamination room. all necessary supplies and hardware for the bathroom (OSHA). HSES has already procured an extractor after receiving

Has this project gone through a public review process at the local level? Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A Kenai Peninsula Borough sponsored community meeting was held at the Hope Social Hall on September 23, 2025 and was attended by the public, Mayor Micciche and KPB support. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility? Kenai Peninsula Borough

Entity responsible for providing ongoing operation and maintenance of this project? Hope Sunrise Emergency Services

How will operations and maintenance be funded after the project is complete?

Fundraising, patient transport billing, donations.

Please select a project type (chosed only one): ☐ Planning and Research
☐ Maintenance and Repairs
☒ Remodel, Reconstruction and Upgrades
☐ New Construction and Land Acquisition
☐ Equipment and Materials
☐ Information System and Technology
☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Hope / Sunrise

Funding Recipient: Kenai Peninsula Borough

Project Name: Hope Solid Waste Transfer Site

Project Priority Ranking:	2
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Detailed Project Description and Justification:

Relocate Hope/Sunrise Transfer Site to a Kenai Peninsula Borough owned location. Build a retaining wall that containers can be placed along, making it easier for the public to deposit their waste. This will make it easier to maintain and keep monitored.

Current KPB Transfer site is located on State of Alaska property.

Funding Requested:	\$	125,000.00
Total Project Cost:	\$	300,000.00
Local Match (if any):	\$	175,000.00

Election District:	Senate:	D
	House:	8

CONTACT INFORMATION

Name, Title:	Jim Skogstad
Address:	POB 8
City, State Zip:	Hope AK 99605

Phone:	907 229-1430
Fax:	
E-mail:	akskogstad@aol.com

Funding Plan:

Total Project Cost:	\$ 300,000.00	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 175,000.00	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 125,000.00	How much is being requested from this year's capital budget.
Pending Requests	\$ 50,000.00	Amount requested from other sources not yet received.
Project Deficit:	\$ 0	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

2 ½ acres has been surveyed and designated for this project
\$175,000.00 is the assessed value of the property.

If this project is funded this year, will you be requesting state funding again?Yes: ☐ No: ☒**Please describe the project time-line and when the expenditures will occur:**

Once funding is secured the project will be completed within a one-year time frame.

Has this project gone through a public review process at the local level?Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒ No: ☐**If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?**

A Kenai Peninsula Borough sponsored community meeting was held at the Hope Social Hall on September 23, 2025 and was attended by the public, Mayor Micciche and KPB support staff. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility? Kenai Peninsula Borough**Entity responsible for providing ongoing operation and maintenance of this project?** KPB Solid Waste Department**How will operations and maintenance be funded after the project is complete?**

Through KPB property taxes

Please select a project type (chosed only one):

- ☐ Planning and Research
- ☐ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☒ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Kasilof

Funding Recipient: Kasilof Community

Project Name: Yukon/Byington Road Capital Project

Project Priority
Ranking:

1

Detailed Project Description and Justification:

This Capital Improvement Project is to bring Yukon/Byington Road up to Borough Standards so that it then could be maintained by the Borough. This road improvement project is past due. There are approximately 72 families that live on this road that have been battling poor road conditions for many years. There are elderly with limited abilities, disabled families, and children who need to get to school. Many times, the road is almost all but impassable and families are trying to get kids to school, to work, to town for appointments or supplies. Often people park their cars and walk or stay at other's houses because the road is muddy, potholes 2 ft deep in water or snow too deep for cars to drive. Residence have taken to raising money to pay individuals to help maintain the road to plow, filling potholes, grading the road or paying for gravel to fill potholes. There are over 100 parcels of land accessed by this road with Borough assessed value of over \$19,100,000.00. These residences have been paying taxes and Borough Road service fees for many years and are not receiving any services. Borough Property taxes collect a great deal of money with the number of residences served by the road and the value of the land. Several individuals would like to develop their property but are not able to because construction companies don't want to drive their equipment on this road. Dave Blossom contacted 4 different construction companies before finding one that would simply deliver some gravel. There are several public services that are not available to residence of this road because of the condition of the road. Safety is a huge factor as people get stuck in all weather.

In the cases of any emergencies that were to occur on Yukon/Byington Road, there are times when any emergency service vehicles, whether they be Ambulances, State Troopers, Fire trucks or Police Services, the road is all but impassable due to unplowed snow or water/mud holes too deep to get through. This creates a very real concern for the residence on Yukon Road who may need these life and property saving services.

Yukon Road now services a recently developed network of at least 16 miles of trail created by Back Country Horseman's Association (BCHA), and the beginning of the Doc Pollard Horse Trail to Tustumena Lake which is used for accessing the lake by horseback, snowmachine and recreating at the Refuge Public Use Cabin the Nurses Cabin. The BCHA was granted Borough permission and access to the 800 acres of land adjacent to this road and serviced by this road. Kenai National Wildlife Refuge has purchased a piece of property and now has a road built to a parking lot for horse trailers, hikers, skiers, and bikers to park and access the trails and the Wildlife Refuge. Driving this road towing a horse trailer is not very feasible in its current condition. It is extremely hard on the trailers, horses, not to mention the drivers. The land for the trails is gorgeous with rolling hills and views of the mountains in both directions and Tustumena Lake. These trails are becoming more and more popular and a great way for people from all over the Peninsula and beyond to get out and enjoy our beautiful Kenai Peninsula. The BCHA holds an annual Fun Ride/ Fund Raiser on the new trails bringing riders from Homer and the Valley to enjoy the trails.

Phase 1 of this project will be some right of way acquisitions which all the land owners have now agreed to grant right of way and are working with the borough to get them recorded.

Requesting that the borough apply for a Federal Lands (FLAP) Grant for \$500,000.00 as this road is an access to federal land. Requesting that the Kenai Peninsula Borough apply for \$500,000.00 state road improvement dollars.

Requesting that the Kenai Peninsula Borough contribute at least \$500,000.00 to \$1,000,000.00 to help get this project completed. The taxes the Borough receives from these lands warrant the Borough contribution. Matching funds.

Funding Requested:	\$	500,00
Total Project Cost:	\$	1,500,000
Local Match (if any):	\$	500,000-1,000,000

Election District:	Senate:	C
	House:	6

CONTACT INFORMATION

Name, Title:	Dave Blossom
Address:	PO box 313
City, State Zip:	Kasilof. AK 99610

Phone:	(907)398-7073
Fax:	
E-mail:	cisprifv@acsalaska.net

Funding Plan:

Total Project Cost:	\$ 1,500,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 500,000	How much is being requested from this year's capital budget.
Pending Requests	\$ 1,000,000	Amount requested from other sources not yet received.
Project Deficit:	\$	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:**If this project is funded this year, will you be requesting state funding again?**Yes: ☒ No: ☐**Please describe the project time-line and when the expenditures will occur:**

Timeline is when the Kenai Peninsula Borough approves the funding for this project and work can begin. This project is longtime: overdue and the sooner the better.

Has this project gone through a public review process at the local level?Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒ No: ☐**If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?**

A Kenai Peninsula Borough sponsored community meeting was held at the Tustumena Elementary on September 25, 2025 and was attended by the public, Mayor Micciche, KPB support staff and KPB Assemblyman. This meeting was advertised on the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility? Kenai Peninsula Borough**Entity responsible for providing ongoing operation and maintenance of this project?** Kenai Peninsula Borough**How will operations and maintenance be funded after the project is complete?**

Kenai Peninsula Borough Taxes through property assessments. This road alone with the number of residences served, over 100 parcels and the value of land, over \$19,100,000.00, with much of it being river front property generates a significant amount of revenue to the Borough.

Please select a project type (chosed only one):

- ☐ Planning and Research
- ☐ Maintenance and Repairs
- ☒ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Kasilof

Funding Recipient: Muskeg Wellness

Project Name: Fish Waste Dumping Prevention Signage Project

Project Priority
Ranking:

2

Detailed Project Description and Justification:

In Kasilof, in the Summers, many tourists come to fish. Unfortunately, they can also leave their gallons of fish waste behind, often dumping it illegally on private properties, and at the side of country roads, off of Johnson Lake Road, Cohoe Loop Road and Crooked Creek Road. Local residents find themselves repeatedly cleaning up these messy piles of guts and bones, to prevent attracting bears and to avoid rotting stinky garbage piling up in our neighborhoods, which is a health and quality of life hazard for our local citizens.

This project is to try to help prevent this disrespectful and illegal behavior, through strategically posted, entertaining yet stern signs discouraging this dumping of garbage at sites not specifically set up to receive it. We will post nine, 3 x 4, attention-grabbing signs with dissuading messages such as:

THERE IS NO WASTE FAIRY! PACK OUT YOUR FISH WASTE.

And

DUMPING FISH WASTE IN OUR NEIGHBORHOOD IS ILLEGAL LITTERING, & WILL BRING YOU BAD JUJU PLUS A FINE OF UP TO \$1,000.

And

BE BEAR-WISE AND STREET-SMART: DON'T DUMP YOUR FISH WASTE IN OUR NEIGHBORHOODS!

And

BE A GOOD NEIGHBOR: BACK TO THE RIVER FOR ALL FISH WASTE!

Permission from the Kenai Peninsula Borough Roads and Planning Commission has been requested and we expect it to be granted. If this request is successful, colorful, heavy aluminum signs will be created by Sherman Signs or a similar sign shop in Soldotna, within 8 weeks of funds being awarded; bringing commerce to our local businesses. Two local citizens, Assemblyman Brent Johnson and Warren Wyrick from the Department of Fish and Game, have committed approximately 24 volunteer hours to post the signs as recommended by KPB, for this project. Signs will be posted at the Kasilof River bridge ramp, as well as by the shoulders of roads where fish waste is often dumped. This project will be complete by September 30, 2026.

Funding Requested:	\$	15,000.
Total Project Cost:	\$	16,440.
Local Match (if any):	\$	1,440

Election District:	Senate:	C
	House:	6

CONTACT INFORMATION

Name, Title:	Eliza Eller, Director of Programs
Address:	54908 Tipi Village Loop
City, State Zip:	Kasilof, AK 99610

Phone:	907- 252-2314
Fax:	
E-mail:	support@muskegwellness.org

Funding Plan:

Total Project Cost:	\$ 16,440.00	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 1,440.00	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 15,000.00	How much is being requested from this year's capital budget.
Pending Requests	\$ 0	Amount requested from other sources not yet received.
Project Deficit:	\$ 0	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

Two hours skilled volunteer labor @ \$60/hour TOTAL: \$1,440. in-kind labor

If this project is funded this year, will you be requesting state funding again? Yes: ☐ No: ☒

Please describe the project time-line and when the expenditures will occur:

Expenditures will occur June-August 2026 and project will be complete by September 30, 2026.

Has this project gone through a public review process at the local level? Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A Kenai Peninsula Borough sponsored community meeting was held at the Tustumena Elementary on September 25, 2025 and was attended by the public, Mayor Micciche, KPB support staff and KPB Assemblyman. This meeting was advertised on the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility? Kenai Peninsula Borough

Entity responsible for providing ongoing operation and maintenance of this project? Kenai Peninsula Borough

How will operations and maintenance be funded after the project is complete?

Kenai Peninsula Borough Roads Department budget.

Please select a project type (chosed only one): ☐ Planning and Research
☐ Maintenance and Repairs
☐ Remodel, Reconstruction and Upgrades
☐ New Construction and Land Acquisition
☒ Equipment and Materials
☐ Information System and Technology
☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Lowell Point

Funding Recipient: Lowell Point Community Council, Inc.

Project Name: Lowell Point Fire Department/Emergency Shelter Repairs Phase 1

Project Priority
Ranking:

1

Detailed Project Description and Justification:

Community Overview

Lowell Point sits two miles south of Seward, Alaska, connected only by Lowell Point Road—a narrow, poorly constructed gravel route running between steep cliffs and the ocean. Rockfalls, snow, landslides, and potholes frequently block this road, isolating our community from Seward.

We're a year-round community of approximately 100 residents that swells to over 2,500 people during summer with seasonal workers and visitors. This isolation makes emergency preparedness and self-sufficiency critical to our survival.

Our Fire Department History

After several devastating structure fires in 2002, the Lowell Point Community Council established our Volunteer Fire Department. Through fundraising and grants, we've built significant emergency infrastructure:

- A one-acre facility housing both our community center and fire department
- A 20,000-gallon underground water tank with emergency generator and fuel storage
- A helicopter landing zone
- A deep community well
- Emergency supplies including portable generators, 50 cots, 100 blankets, and disaster provisions

Many longtime residents remember the 1964 Alaska earthquake and subsequent tsunamis that struck Lowell Point directly. This history reinforces our commitment to preparedness. Our trained volunteer firefighters maintain strong mutual aid partnerships with the Seward Fire Department and Bear Creek Fire Department to address structure fires, landslides, and other natural disasters.

Phase 1: Critical Roof Repairs

Our fire department and emergency shelter building, constructed in 2013, has developed roof leaks from design flaws and normal deterioration. After unsuccessful DIY repairs, a professional inspection identified necessary work:

- Installing a metal ridge cap along the roof peak
- Replacing loose or missing screws
- Replacing a metal expansion joint

These repairs are essential to prevent structural damage and protect our emergency supplies.

Conclusion

The Lowell Point Volunteer Fire Department and Emergency Shelter is our community's emergency lifeline. Given our geographic isolation and disaster history, maintaining this facility is vital to protecting residents and visitors. These improvements ensure we remain prepared, self-reliant, and capable of responding effectively during emergencies.

Funding Requested:	\$	25,000
Total Project Cost:	\$	30,000
Local Match (if any):	\$	5,000

Election District:	Senate:	
	House:	

CONTACT INFORMATION

Name, Title:	Chip Arnold – Acting President
Address:	PO Box 709
City, State Zip:	Seward, AK 99664

Phone:	907 362-2279
Fax:	
E-mail:	lowellpointak@gmail.com

Funding Plan:

Total Project Cost:	\$	30,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	5,000	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$	25,000	How much is being requested from this year's capital budget.
Pending Requests	\$	0	Amount requested from other sources not yet received.
Project Deficit:	\$	0	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

Lowell Point Community Council Savings

If this project is funded this year, will you be requesting state funding again?

Yes: ☒ No: ☐

Please describe the project time-line and when the expenditures will occur:

The roofing contractor has been selected and has given us a firm estimate for the repairs. This work could start and be complete within a month of receiving the funding for the project.

Has this project gone through a public review process at the local level?

Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

Lowell Point Community Council has included this as our #1 CIP priority for several years and have had multiple meetings in previous years to select this as a priority. This year, LPCC held our annual meeting on September 28th, 2025 and selected this as our #1 priority again. Kenai Peninsula Borough sponsored a community meeting on October 1st, 2025 to discuss this further and inform the Borough of our CIP choice. Borough support staff and community members attended the meeting. This meeting was advertised on the Kenai Peninsula Borough's webpage and Facebook page. Both of these meetings were advertised to the entire community of Lowell Point through direct email, social media announcements and flyers on the buildings.

Who will own the project or facility? Lowell Point Community Council

Entity responsible for providing ongoing operation and maintenance of this project? Lowell Point Community Council

How will operations and maintenance be funded after the project is complete?

Lowell Point Community Council Operating Budget

Please select a project type (chosed only one):

- ☐ Planning and Research
- ☒ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Lowell Point

Funding Recipient: Lowell Point Community Council, Inc.

Project Name: LP Volunteer Fire Department Personal Protective Equipment

Project Priority
Ranking: 2

Detailed Project Description and Justification:

The community of Lowell Point is located approximately two miles south of Seward, Alaska. Our only access route, the two-mile Lowell Point Road, runs along the base of steep mountainside cliffs and the ocean. This narrow, gravel road was poorly constructed and is frequently obstructed by rockfalls, snow, landslides, or large potholes. As a result, Lowell Point is often temporarily cut off from road access to Seward. We are a small, year-round community of about 100 residents, though this number increases dramatically during the summer months to more than 2,500 people with the arrival of seasonal employees and visitors. Given the isolation of our access road, self-sufficiency and emergency preparedness are vital for our community's safety and resilience. Lowell Point was directly affected by the 1964 Alaska earthquake and its locally generated tsunamis. Many long-term residents remember that event and understand the critical importance of emergency preparedness and community self-reliance. In 2002, following several devastating structure fires, the Lowell Point Community Council established the Lowell Point Volunteer Fire Department. Through fundraising and grant assistance, we have accomplished the following:

- Purchased one acre of land and constructed a combined community center and fire department building.
- Installed a 20,000-gallon underground water tank and an emergency generator with accompanying fuel tanks.
- Cleared and coordinated land to create a helicopter landing zone.
- Drilled a deep well to serve as a community water source.
- Procured portable generators, 50 cots, 100 blankets, and emergency food and supplies to support disaster response.
- Purchased and maintain two fire trucks and necessary equipment
- Purchased personal protective equipment (bunker gear and SCBAs) for firefighters in 2002
- Maintain a roster of volunteers that attend weekly training meetings and respond to calls
- Successfully trained volunteers to be certified as FF1, FF2 and ETT
- Developed strong mutual aid partnerships with Seward Fire Department and Bear Creek Fire Department
- Successfully operated LPVFD for over 20 years, responding to emergencies both on LP and the surrounding area

The personal protective equipment (PPE) purchased in 2002 and in continuous service since then is now in urgent need of replacement. For our small volunteer department, the cost of replacing this critical equipment is financially prohibitive without external assistance. Our structural firefighting gear (bunker gear) has a recommended service life of approximately 10 years, yet some of our current sets have been in use for over 23 years. Likewise, our self-contained breathing apparatus (SCBA) units have an expected life span of 8 years, and ours are well beyond that standard. Despite these limitations, our volunteers have worked diligently to maintain this essential equipment by performing regular testing, maintenance, and sourcing replacement parts from other departments whenever possible. However, continued use of outdated PPE poses significant safety risks to our firefighters and limits our ability to respond effectively to emergencies.

BUDGET:

(6) Bunker Gear Sets - \$6,000/ea

(8) SCBA Sets - \$8,500/ea

(16) Annual Inspection - \$100/bottle

(8) Hydrotest/Flowtest- \$75/ea

Funding Requested:	\$	100,000
Total Project Cost:	\$	106,200
Local Match (if any):	\$	6,200

Election District:	Senate:	
	House:	

CONTACT INFORMATION

Name, Title:	Chip Arnold – President
Address:	PO Box 709
City, State Zip:	Seward, AK 99664

Phone:	907 362-2279
Fax:	
E-mail:	lowellpointak@gmail.com

Funding Plan:

Total Project Cost:	\$	106,200	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	6,200	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$	100,000	How much is being requested from this year's capital budget.
Pending Requests	\$	0	Amount requested from other sources not yet received.
Project Deficit:	\$	0	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

Lowell Point Community Council Savings

If this project is funded this year, will you be requesting state funding again? Yes: ☒ No: ☐

Please describe the project time-line and when the expenditures will occur:

A vendor has been carefully chosen and firm estimates for this equipment have been received. The personal protective equipment would be purchased immediately upon the receipt of this funding so our it can be quickly placed into service for our volunteer firefighters.

Has this project gone through a public review process at the local level? Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

LPCC held our annual meeting on September 28th, 2025 and selected this as our #2 priority. Kenai Peninsula Borough sponsored a community meeting on October 1st, 2025 to discuss this further and inform the Borough of our CIP choice. Borough support staff and community members attended the meeting. This meeting was advertised on the Kenai Peninsula Borough's webpage and Facebook page. Both of these meetings were advertised to the entire community of Lowell Point through direct email, social media announcements and flyers on the buildings.

Who will own the project or facility? Lowell Point Community Council

Entity responsible for providing ongoing operation and maintenance of this project? Lowell Point Community Council

How will operations and maintenance be funded after the project is complete?

Lowell Point Community Council Operating Budget

Please select a project type (chosed only one): ☐ Planning and Research
☐ Maintenance and Repairs
☐ Remodel, Reconstruction and Upgrades
☐ New Construction and Land Acquisition
☒ Equipment and Materials
☐ Information System and Technology
☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Moose Pass

Funding Recipient:

Moose Pass Sportsmans Club

Project Name:

Community Hall Flood Control

Project Priority
Ranking:

1

Detailed Project Description and Justification:

Project

Hire an engineering firm to design a drainage system to alleviate flooding in the parking lot. The firm will need to secure permission and permits from ADNOR (adjacent property owner) to bury a pipeline and ADOT to utilize their Right of Way to get water to flow into their drainage system.

Scope

Verify ADOT elevations, locate services, hire contractor to install culvert and access ROW drainage. Dig culverts, grade, and resurface (gravel) parking lot.

The Moose Pass Community Hall parking lot is subject to continual flooding due to improper drainage. The State of Alaska paved Depot Road eliminating the ability for the parking lot to drain, thus causing water to build up and flood the Library and Meeting Hall. The buildup of water often 6" deep makes the Community Hall unusable for portions of the winter. The Community Hall houses the Moose Pass Library.

The past several winters volunteers have gathered with a series of pumps and have used a drain culvert to insert a sump pump into and discharged with a garden hose. The pump and hoses needed to be stored in a warm place every night and then reinstalled every day. This process extends into 6 weeks.

The project was selected as the highest priority during the public scoping session hosted by the KPB on Saturday September 23rd, 2023. The subject property is owned by the Moose Pass Sportsmen's Club and will be managed by the Board of Directors led by Jeff Hetrick, President.

Project type

Planning, maintenance, and Repairs

Funding Requested:	\$	42,000
Total Project Cost:	\$	50,000
Local Match (if any):	\$	8,000

Election District:	Senate:	
	House:	

CONTACT INFORMATION

Name, Title:	Jeff Hetrick
Address:	P.O. Box 72
City, State Zip:	Moose Pass, Alaska 99631

Phone:	907 362 2378
Fax:	
E-mail:	jjeffhetrick@gmail.com

Funding Plan:

Total Project Cost:	\$	50,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	8,000	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$	42,000	How much is being requested from this year's capital budget.
Pending Requests	\$		Amount requested from other sources not yet received.
Project Deficit:	\$	42,000	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

Moose Pass Sportsmen's Club reserves

If this project is funded this year, will you be requesting state funding again?

Yes: ☐ No: ☒

Please describe the project time-line and when the expenditures will occur:

When the project is funded, Request for Proposals (RFP) will go out for bid to design, permitting and then the earthwork and installation of the drainage system.

Has this project gone through a public review process at the local level?

Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☐ No: ☒

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A Kenai Peninsula Borough sponsored community meeting was held at the Moose Pass Community Center on September 20, 2025 and was attended by the public, representatives of the civic groups, Mayor Micciche, KPB support staff and KPB Assemblyman Cindy Eklund. This meeting was advertised in the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility? Moose Pass Sportsmen's Club

Entity responsible for providing ongoing operation and maintenance of this project? Moose Pass Sportsmen's Club

How will operations and maintenance be funded after the project is complete?

The operation and maintenance will become part of the annual operating budget.

Please select a project type (choose only one):

- ☐ Planning and Research
- ☒ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Moose Pass

Funding Recipient: Moose Pass Volunteer Fire Company

Project Name: Clean Water and Renewable Power Study

Project Priority
Ranking:

2

Detailed Project Description and Justification:

Hire a reputable firm to do a study on renovating an existing reservoir, penstock and generating plant for the purpose of providing fire suppression water and renewable power generation. Also search options for potable water sources and construction of a distribution system.

Scope

Analyze the condition and engineering of the existing dam head, penstock and hydro-generator. Recommend alternatives in engineering, equipment and materials. Provide estimated costs and possible returns from power generation. Determine possible sources of potable water, storage and distribution systems for the Moose Pass town site. Estimate cost of development, construction and maintenance.

History

There is a reservoir and penstock that fed a Pelton Wheel generator in Moose Pass. This provided power for several years until the control board malfunctioned and could not be fixed. One of the other functions of the system was to provide a reliable water source for the fire department. The metal penstock has deteriorated to a point that it is no longer serviceable. This has made access to water for fire suppression much more difficult.

Also, it is a challenge to find potable water sources in the area. Many of the attempts to drill wells have found water that is brackish, high in sulfur. Containing gas or other contaminants. That includes wells for the Moose Pass School and Community center. Most people in the area collect surface water in "water boxes".

Funding Requested:	\$	60,000
Total Project Cost:	\$	60,000
Local Match (if any):	\$	

Election District:	Senate:	D
	House:	8

CONTACT INFORMATION

Name, Title:	Jeff Hetrick
Address:	PO Box 72
City, State Zip:	Moose Pass, AK 99631

Phone:	(907) 362-2378
Fax:	
E-mail:	jjeffhetrick@gmail.com

Funding Plan:

Total Project Cost:	\$	60,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	0	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$	60,000	How much is being requested from this year's capital budget.
Pending Requests	\$	0	Amount requested from other sources not yet received.
Project Deficit:	\$	0	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:**If this project is funded this year, will you be requesting state funding again?**Yes: ☒No: ☐**Please describe the project time-line and when the expenditures will occur:**

When this project is funded we will solicit bids from qualified firms and award the project by March and would expect the study to be done within 12 months from the signing of a contract.

Has this project gone through a public review process at the local level?Yes: ☒No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☐No: ☒**If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?**

A borough sponsored community meeting was held at Penny Hardy Community Center on September 23, 2023 and was attended by the public, Kenai Peninsula Borough Assembly Member and Mayor, as well as support staff. The community meeting was advertised in local newspapers of general circulation, the Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility?

Moose Pass Volunteer Fire Co. will administer the grant.

Entity responsible for providing ongoing operation and maintenance of this project? N/A**How will operations and maintenance be funded after the project is complete?**

N/A

Please select a project type (choose only one):

- ☒ Planning and Research
- ☐ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Nikiski

Funding Recipient: North Road Pioneers, Inc.

Project Name: North Road History Preservation Project

Project Priority Ranking:	1
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Detailed Project Description and Justification:

The North Road Pioneers Rural Community Museum Project is grassroots, nonprofit initiative based in Nikiski, Alaska. The organization, founded by a group of residents, is dedicated to preserving the stories, artifacts and cultural heritage of the North Road, (Nikiski), community.

The Mission Statement of the North Road Pioneers is:

To preserve, protect and celebrate the history and heritage of Nikiski and the North Road area by creating a community led museum that educates, connects and inspires current and future generations.

Nikiski, a small but historically rich community, lacks a centralized preservation effort. With a population deeply connected to native Alaskan, oilfield, homesteading and fishing legacies, the museum will serve as both a cultural asset and tourism opportunity. This project will attract historians, students and community members seeking to engage with the local past. A museum is needed in Nikiski in order to preserve the history of an area with such historical significance. This project is one that looks into the future, allowing generations to follow to remember the important role that the North Road played in the development of not only the Kenai Peninsula, but the state of Alaska.

This museum will offer an opportunity for visitors to connect with the history of the past through oral history, local artifacts, community workshops and volunteers who are dedicated to preserving and passing on the history of the North Road.

This grant will be used for—

- Land Purchase
- Architectural Design and Engineering
- Permits, Licensing, Insurance
- Building Construction
- Museum Furnishings
- Technology and Equipment
- Archival Supplies

Funding Requested:	\$	800,000
Total Project Cost:	\$	800,000
Local Match (if any):	\$	-----

Election District:	Senate:	D
	House:	8

CONTACT INFORMATION

Name, Title:	Jack Porter, President
Address:	PO Box 7331
City, State Zip:	Nikiski, AK 99635

Phone:	(907) 398-1323
Fax:	
E-mail:	Porterjack1946@gmail.com

Funding Plan:

Total Project Cost:	\$	800,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	----	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$	800,000	How much is being requested from this year's capital budget.
Pending Requests	\$	----	Amount requested from other sources not yet received.
Project Deficit:	\$	----	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

If this project is funded this year, will you be requesting state funding again? Yes: ☐ No: ☒

Please describe the project time-line and when the expenditures will occur:

When funding is granted, Phase 1 of the project will commence July 2026. Work will continue through the completion of the project.

Has this project gone through a public review process at the local level? Yes: X ☐ No: ☐
Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☐ No: ☒

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

The meeting was advertised on the Community Face Book page and posted at M and M market. It was held on September 8, 2025 at Nikiski, Fire Station 1. The Nikiski Community council attended as well as Get Thrifty, Inc, Peninsula Love, Inc, Nikiski Senior Center, North Star Methodist Church Food Pantry and the North Road Pioneers.

Who will own the project or facility? North Road Pioneers, Inc.

Entity responsible for providing ongoing operation and maintenance of this project? North Road Pioneers

How will operations and maintenance be funded after the project is complete?

Volunteers, Donations, Fundraisers, Future Grants, Admission by Donation

Please select a project type (chosed only one):

- ☐ Planning and Research
- ☐ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☒ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Nikiski

Funding Recipient: Get Thrifty Inc.

Project Name: A Fresh Start: Revitalizing Get Thrifty for Nikiski

Project Priority Ranking:

2

Detailed Project Description and Justification:

Get Thrifty, Inc. is a 501(c)3 non-profit located in Nikiski. We serve the entire peninsula, with regular customers from Homer, Seward, Sterling, and even Anchorage.

Our purpose is to provide gently-used household goods, clothes, shoes, kitchen appliances and specialty items at a discounted price in order to help those in need and keep perfectly good items from being put in the landfill. We regularly donate necessities to LeeShore Center, Nikiski Shelter of Hope, Nikiski Senior Center, KPBSD schools, and families in hardship situations. In addition to donating back-to-school supplies, clothes, and winter gear to local children in need, we provided 997.9lbs of goods to families affected by the October 2025 typhoon.

Since August 2025 we have diverted over 6300 pounds from the borough landfill, giving items a second life.

Our location, a condo space in Nikiski Mall, is in need of maintenance and upgrades to provide safety, energy efficiency and overall workability. The costs of upgrading the roof, repairing floors and walls, and acquiring better storage go beyond the great support we have from the community. The following list of estimated costs will enable us to implement the needed changes:

\$75,000 Repair the roof and add insulation

\$500 Repair and paint the walls

\$7000 Repair and put in flooring

\$10,000 Acquire Conex boxes for storage of seasonal items and decor

\$2000 Acquire clothing racks

Funding Requested:	\$	94,500
Total Project Cost:	\$	100,000
Local Match (if any):	\$	0

Election District:	Senate:	D
	House:	8

CONTACT INFORMATION

Name, Title:	Amy B. Kivi
Address:	50590 Romanov Drive
City, State Zip:	Kenai, Alaska 99611

Phone:	(907)252-0123
Fax:	
E-mail:	getthriftnikiski@gmail.com

Funding Plan:

Total Project Cost:	\$ 100,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 5,500	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 94,500	How much is being requested from this year's capital budget.
Pending Requests	\$ 0	Amount requested from other sources not yet received.
Project Deficit:	\$ 0	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

Donations from customers -- \$5,500

If this project is funded this year, will you be requesting state funding again?

Yes: ☐

No: ☒

Please describe the project time-line and when the expenditures will occur:

The roof repair will be done within 1 year of receiving funding based on availability of the contractors. The insulation, floor repair and painting of the walls will be completed within 6 months of receiving funding. Clothing racks and Conex boxes will be acquired as soon as possible after funding is received.

Has this project gone through a public review process at the local level?

Yes: ☒

No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒

No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

The vote was held at a community council meeting on Monday October 13th at 6:30pm at Fire Station #1 in Salamatof. There were 14 total people present, including the majority of the Nikiski Community Council, the Senior Center, North Road Pioneer's, Get Thrifty Inc. and various community members interested in the future of Nikiski. Our project received 12 out of 13 votes.

Who will own the project or facility? Amy B. Kivi

Entity responsible for providing ongoing operation and maintenance of this project? Get Thrifty Inc.

How will operations and maintenance be funded after the project is complete?

Operations and maintenance will be funded by community support and donations after the project is complete.

Please select a project type (chosed only one):

- ☐ Planning and Research
- ☒ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Ninilchik

Funding Recipient: Kenai Peninsula Borough

Project Name: Alice Avenue over the Ninilchik River to Oil Well Road

Project Priority
Ranking:

1

Detailed Project Description and Justification:

Description: The Alice Avenue over the Ninilchik River to Oil Well Road Project includes building Alice Avenue to Code from the intersection of Foste McMann Road along the Alice Avenue ROW with intersections at Facher Cummings Road, Bear Paw Road and Wild Salmon Way. Then continues West on the Alice Avenue ROW over the Ninilchik River to Oil Well Road. The length of construction is about 6025 ft. plus the length of connections to intersections. The type and size of the structure over the Ninilchik River will be determined in the design process (see attached project limits file).

Justification: This new alignment replaces a poorly designed and failing bridge over the Ninilchik River on Garrison Ridge Road. This bridge was constructed in the late 1980's. The design flaws include the span, the abutments are floating with no structural piles, elevation above the river, location on the river and poor horizontal and vertical alignment for the approaches to the bridge. The approach slope from the Oil Well Road side of the Garrison Ridge Road Bridge is about 16% and has sharp horizontal curves. The approach slope on Garrison Ridge Road on the Wild Salmon Way side of the bridge is 18%. The slopes are too steep to safely maintain, especially in the winter months. Because the North Abutment sits on the edge of a turn in the river, the river has caused scour erosion under the abutment footer. This has caused the abutment to settle and become unstable. Since 2018 the Garrison Ridge Road Bridge has been rated at an 8-ton limit. Since then, all Emergency Vehicles, construction and delivery vehicles must use the Oil Well Road, Brody Road to Alice Avenue to Bear Paw Road to access the Ninilchik River Estates Subdivision as well as all other residents on the Northside of the Ninilchik River (see attached detour file). This detour is just over 5 miles long, but it includes Brody Road with approaches to Bridge #1877 that are over 10% (12% to 14.5%). Also, Alice Avenue from the intersection of Foste McMann Road to the intersection of Bear Paw Road is not built to Code and is not plowed or maintained by the KPB. This detour from the Garrison Ridge Road access route over the Ninilchik River causes a 15-to-20-minute delay in the summer months and 20 minutes to not at all in the winter months. The extra time it takes Emergency Services to reach residents, especially those living on Alice Avenue and the Ninilchik River Estates Subdivision puts everyone and their property at risk. The proposed new alignment on Alice Avenue ROW will provide direct safe access with a properly designed and built structure over the Ninilchik River and a centerline profile with no grades over 10%. See attached Alice Avenue Direct Access File and Alice Avenue PowerPoint Presentation and photos.

The Brody Road Bridge #1877 over the Ninilchik River is also being surveyed and studied for repair or replacement by the KPB. If the Bridge #1877 fails, a serious access problem for all Emergency and other services would exist.

Even if the Brody Road Bridge were repaired or replaced the approaches would still be over 10% and the delay caused by the detour would still be there. If the Alice Avenue direct access project is built, the Emergency Services response time would be cut to 5 minutes or less for every resident along Alice Avenue all the way to Brody Road. Also, all traffic, including deliveries, would use Alice Avenue access.

We are requesting a Two-Phase request for this project. Phase One would be for the Preliminary Survey, Bridge Site Survey and Design of the structure at the Ninilchik River and the Alice Avenue Roadway to the intersection of Foste McMann Road. The Second Phase request is for the Construction of Project. The Second Phase amount will be determined by the Design Process.

Funding Requested:	\$	1,500,000
Total Project Cost:	\$	6,750,000
Local Match (if any):	\$	52,000

Election District:	Senate:	C
	House:	6

CONTACT INFORMATION

Name, Title:	Arnold E Mason, President NREHOA
Address:	PO Box 39597
City, State Zip:	Ninilchik, Alaska 99639

Phone:	(907)953-5553
Fax:	
E-mail:	aemason50@gmail.com

Funding Plan:

Total Project Cost:	\$ 6,750,000	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 52,000	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 1,500,000	How much is being requested from this year's capital budget.
Pending Requests	\$ 0	Amount requested from other sources not yet received.
Project Deficit:	\$ 5,250,000	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

In-kind contribution for Lot Tract A \$52,000

If this project is funded this year, will you be requesting state funding again?

Yes: ☒

No: ☐

Please describe the project time-line and when the expenditures will occur:

Phase One Request for required Surveys and Design should be as soon as possible. The Phase One Request should be a bid process which may be a lower cost. The Design process will determine the size and type of structure over the Ninilchik River. This estimate was based on a 125' x35' Single Span Concrete Girder Bridge. The project bridge location is about 2 miles upstream of that bridge and should be smaller and less costly. The Design process may determine that a multiplate culvert would be acceptable, which would also lower the cost.

The Phase Two Request would be based on the Design Specifications, type of structure and item quantities from the final design. That request will be made as soon as the design process is completed.

Has this project gone through a public review process at the local level?

Yes: ☒

No: ☐

Is it a community or service area priority demonstrated by resolution or other official action?

Yes: ☒

No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A KPB sponsored Community Meeting was held at the Ninilchik Senior Center on September 27, 2025. The meeting was attended by Ninilchik residents, KPB Assemblymen Brent Johnson and KPB staff. The community meeting was advertised on the Kenai Peninsula Borough webpage and Facebook page. In addition, posters were displayed in various places throughout the community.

Who will own the project or facility? Kenai Peninsula Borough

Entity responsible for providing ongoing operation and maintenance of this project? Kenai Peninsula Borough

How will operations and maintenance be funded after the project is complete?

Kenai Peninsula Borough as stated in a Resolution passed by the KPB Assembly in 2022.

Please select a project type (chosed only one):

- ☐ Planning and Research
- ☐ Maintenance and Repairs
- ☐ Remodel, Reconstruction and Upgrades
- ☒ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: STERLING

Funding Recipient: STERLING AREA SENIOR CITIZENS, INC.

Project Name: STERLING SENIOR CENTER & MOOSE RIVER MANOR BLDG A SEPTIC SYSTEM REPLACEMENT

Project Priority
Ranking:

1

Detailed Project Description and Justification:

- The first project of the septic system replacement concerns the Sterling Senior Center. The current system is approximately 25 plus years old. The main problem has been identified as a downward shift in the septic line which causes buildup and backup. The downward shift in the line is approximately 18 inches from the original position when installed. The current solution is to have the system pumped out every four weeks in order for the system to operate properly. To include having the system pumped, the Senior Center also has the system jetted with hot water to unclog and clear the line to keep this old system operational. The leach field has proved to cause additional problems with filtration and emptying the system. The financial burden incurred with this septic system is approximately \$500.00 for each pumping occurrence. The estimate the Sterling Senior Center received is around \$70,000.00 for total septic system and leach field replacement.
- The second project of the septic system replacement concerns the Moose River Manor Building A. The current system is, at a minimum, 20 plus years old. The main problem has been identified by numerous side shifts within the septic line system, from the building to the leach field. The leach field is shared with the Sterling Senior Center building. This has caused numerous backups, even into tenants' apartments. The current septic system is on a rotational pumping schedule of six weeks. This has to be completed to keep the septic system properly operational for the current tenants. Previous tenants have placed unauthorized items down the system which has caused major problems with proper operation. The cost is approximately, for each pumping occurrence, \$475.00. The estimate for the Moose River Manor Building A is around \$60,000.00 for total replacement.
- This complete project replacement is estimated at \$130,000.00. This replacement would ensure all individuals are safe from contaminants associated with the septic system. We, Sterling Area Senior Citizens, Inc. are requesting \$130,000.00 for your consideration as a part of the 2023 State Capital Improvement Projects. This requested financial capital would cover all expenses incurred with the septic system replacement combination.
- Appreciate your careful consideration for approval of this complete project replacement.

Funding Requested:	\$	130,000.00
Total Project Cost:	\$	130,000.00
Local Match (if any):	\$	

Election District:	Senate:	D
	House:	8

CONTACT INFORMATION

Name, Title:	Sherry Evans, Executive Director
Address:	34453 Sterling Hwy
City, State Zip:	Sterling, Alaska 99672

Phone:	907-262-6826
Fax:	907-262-3883
E-mail:	sterlingseniorcenter@gmail.com

Funding Plan:

Total Project Cost:	\$ 130,000.00	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$ 0.00	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$ 130,000.00	How much is being requested from this year's capital budget.
Pending Requests	\$ 0.00	Amount requested from other sources not yet received.
Project Deficit:	\$	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

If this project is funded this year, will you be requesting state funding again? Yes: ☒ No: ☐

Please describe the project time-line and when the expenditures will occur:

Septic System replacement will occur in Spring 2024. Accurate planning and supplies will be procured in 2023. Execution stage will commence in Spring of 2024. The reason for this timeline is the pending winter season. Spring of 2024, the ground will be thawing below the surface, thus the execution phase will commence.

Has this project gone through a public review process at the local level? Yes: ☒ No: ☐

Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☒ No: ☐

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A Kenai Peninsula Borough sponsored public meeting was held at the Sterling Senior Center on September 30, 2025. The meeting was attended by the Sterling Area public, Kenai Peninsula Borough Mayor, Kenai Peninsula Borough Assembly Members and support staff. The meeting was advertised on Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community and various social media platforms.

Who will own the project or facility? Sterling Area Senior Citizens, Inc.

Entity responsible for providing ongoing operation and maintenance of this project? Sterling Area Senior Citizens, Inc.

How will operations and maintenance be funded after the project is complete?

- Continued operations will be monitored by Sterling Senior Center staff, Johnson Engineering and Peninsula Pumping.
- The financial concerns for maintaining the system will be assembled through specified donations, fundraisers and capital grants.

Please select a project type (choose only one):

- ☐ Planning and Research
- ☐ Maintenance and Repairs
- ☒ Remodel, Reconstruction and Upgrades
- ☐ New Construction and Land Acquisition
- ☐ Equipment and Materials
- ☐ Information System and Technology
- ☐ Other:



Kenai Peninsula Borough

Year 2026 State Capital Improvement Projects

COMMUNITY: Sterling

Funding Recipient: Sterling Community Center, Inc

Project Name: Flooring, Table/Chairs, Hockey Rink

Project Priority
Ranking:

2

Detailed Project Description and Justification:

This project contains three different requests;

#1. The SCC is asking for about \$15,000 to purchase 250 new vinyl, metal framed chairs and about 30 6-8 ft long or round tables. The facility was opened in 2012 and at that time we purchased some used plastic tables and chairs. We rent the facility out a lot and the tables and chairs are getting broke and deteriorating. Some of them are becoming dangerous because of chips/cracks and duct tape holding them together. The justification for this project is that it will be safe and help with rental income that pays for operations.

#2 the SCC is asking for \$30,000 to help us purchase new flooring squares for the gym in our facility. We have attempted to fix the floor, because of dead spots in it, by pulling it up and leveling the cement base. We have already spent \$40,000 doing this. That did help some but the squares that we put back down are badly damaged and it needs a whole new floor. The justification for this project is that it will be a better floor for basketball, volley ball, pickleball etc. which all help bring income in for operations

#3. The SCC is asking for \$40,000 to help pay for paving the Hockey Rink. The Rink has had a lot of use and is needs repaving because the cracked floor doesn't hold water. Some volunteers and businesses will help on this project. The justification for this project is that our youth and adults will have a rink for recreation, practice and enjoyment. It will help keep people busy and out of trouble.

Funding Requested:	\$	\$80,000.00
Total Project Cost:	\$	90,000.00
Local Match (if any):	\$	10,000.00

Election District:	Senate:	D
	House:	8

CONTACT INFORMATION

Name, Title:	Michelle Hartley. President
Address:	PO Box 15
City, State Zip:	Sterling AK 99672

Phone:	907-262-7224
Fax:	none
E-mail:	scc@acsalaska.net

Funding Plan:

Total Project Cost:	\$	\$90,000.00	This should be the most accurate estimate of how much this project will cost.
Funding Secured:	\$	\$10,000.00	How much of the project costs are in hand, secured, guaranteed, appropriated, etc. You may include in-kind contributions and volunteer labor. Do not include hypothetical funds.
Funding Requested:	\$	\$80,000.00	How much is being requested from this year's capital budget.
Pending Requests	\$	0	Amount requested from other sources not yet received.
Project Deficit:	\$	80,000.00	Additional funding needed to complete the project.

Please list Secured Funding Sources and Amounts:

The Sterling Community Center has a lot of fantastic volunteer businesses & individuals that will help with some of the work and dirt materials needed. The SCC has some funds on hand that can be used for these projects.

If this project is funded this year, will you be requesting state funding again? Yes: ☒ No: ☐

Please describe the project time-line and when the expenditures will occur:

The projects are ready to go if we can get funding for them.

Has this project gone through a public review process at the local level? Yes: ☐ Yes ☒

Is it a community or service area priority demonstrated by resolution or other official action? Yes: ☐ Yes ☒

If a community or service area meeting was conducted, how was it advertised? When and where was it held? Who attended?

A Kenai Peninsula Borough sponsored public meeting was held at the Sterling Senior Center on September 30, 2025. The meeting was attended by the Sterling Area public, Kenai Peninsula Borough Mayor, Kenai Peninsula Borough Assembly Members and support staff. The meeting was advertised on Kenai Peninsula Borough's webpage and Facebook page. In addition, posters were displayed in various places throughout the community and various social media platforms.

Who will own the project or facility? Sterling Community Center Inc.

Entity responsible for providing ongoing operation and maintenance of this project? Sterling Community Center, Inc.

How will operations and maintenance be funded after the project is complete?

The Sterling Community Center has an annual budget of about \$90,000. The income comes from Banner Sales, Memberships, Program Fees, Donations, Facility Rentals and Fund Raisers.

Please select a project type (chosed only one): ☐ Planning and Research
☐ Maintenance and Repairs
☒ Remodel, Reconstruction and Upgrades
☐ New Construction and Land Acquisition
☐ Equipment and Materials
☐ Information System and Technology
☐ Other:

2026 KPBSD Legislative Priorities

KPBSD is committed to working with the Alaska Legislature to support students in life success.

Our 2026 priorities focus on expanding student opportunities, responsible funding, and supporting safe and healthy schools.

1. Strengthen Student Success Through Support for Strong Literacy and Math Skills and Career & Technical Education (CTE)

- Provide adequate funding for the Alaska Reads Act and other legislatively enacted initiatives.
- Implement state assessment systems that prioritize student growth over time rather than one-time proficiency scores.
- Maintain CTE funding sufficient for districts to align CTE programming with state and local workforce demands; improve post-graduation outcomes and expand access to high-quality CTE opportunities across all districts.
- Support District partnerships with the University of Alaska, career and technical training organizations and local industries to strengthen career pathways for students.

2. Sustainably Fund Alaska's Public Education System

- Guarantee stable, predictable, inflation-adjusted funding to support long-term planning, consistent staffing, and robust student programs.
- Fully reimburse transportation based on actual district-reported costs.
- Establish a competitive retirement system to attract and retain high-quality educators statewide.
- Prioritize funding to reduce the backlog of deferred maintenance in Alaska's public schools.
- Increase funding for correspondence students to 1.0 ADM while also ensuring meaningful measures of accountability for all schools.
- Ensure equitable funding across all educational delivery methods.

3. Ensure Safe, Supportive School Environments

- Establish state regulations that help schools improve attendance and reduce truancy through the use of evidence-based strategies.
- Expand access to mental health support in communities across Alaska; support counselors and trauma-informed practices in both schools and communities.
- Invest in student wellness through support for music, art, and extracurricular activities.
- Support ongoing staff training to strengthen student well-being, safety, and professional conduct.

BOE Approved: 12-01-2025

Introduced by:	Mayor
Date:	01/06/26
Action:	01/20/26
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2025-19-22**

**AN ORDINANCE APPROPRIATING ADDITIONAL FUNDS FROM THE
ROAD SERVICE AREA CAPITAL PROJECT FUND FOR THE
PURCHASE AND INSTALLATION OF A PLOW ON A NEW VEHICLE**

WHEREAS, during the FY2026 budgetary process the Road Service Area (RSA) appropriated \$120,000 in capital project funds for the purchase of two new vehicles and to purchase and install new plows on each vehicle; and

WHEREAS, the cost for each vehicle with plow was approximately \$65,000, which left a funding shortage to purchase and install the second plow; and

WHEREAS, the RSA board, at its regularly scheduled meeting held on November 25, 2025, recommended approval of this ordinance;

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

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

SECTION 2. That \$10,000 is appropriated from the Road Service Area Capital Project Fund to account 434.33950.26421.49999 for the FY2026 plow truck project.

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 the appropriations made in this ordinance are of project length in nature and as such, do not lapse at the end of any particular fiscal year.

SECTION 5. That this ordinance shall be effective immediately

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF *, 2026.**

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Road Service Area

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members, KPB Assembly

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

FROM: Dil Uhlin, RSA Director *DU*

DATE: December 18, 2025

RE: Ordinance 2025-19-22, Appropriating Additional Funds from the Road Service Area Capital Project Fund for the Purchase and Installation of a Plow on a New Vehicle (Mayor)

During the FY2026 budgetary process the Road Service Area (“RSA”) appropriated \$120,000 in capital project funds for the purchase of two new vehicles and purchase and installation of plows. The new vehicles were more expensive than expected. Each vehicle with installed plow cost approximately \$65,000, which left a funding shortage for the purchase and installation of the second plow.

The RSA is requesting an additional \$10,000 to be appropriated from the Road Service Area Capital Project Fund to complete the purchase and installation of the second plow. The RSA board voted unanimously to approve the appropriations requested at its November 25th, 2025 meeting.

Your consideration is appreciated.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	<u>434.27900</u>
Amount:	<u>\$10,000.00</u>
By: <i>CJ</i>	Date: <u>12/18/2025</u>

Introduced by:	Mayor
Date:	01/06/26
Hearing:	01/20/26
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2025-19-23**

**AN ORDINANCE APPROPRIATING FORESTRY FUNDS TO
REIMBURSE PERSONNEL EXPENDITURES INCURRED TO SUPPORT
THE 2025 GOLDSTREAM CREEK FIRE**

WHEREAS, this ordinance appropriates forestry revenues of \$98,167.62 to replenish the personnel budget for expenditures incurred during the event and transfers apparatus reimbursement to the capital fund; and

WHEREAS, the Bear Creek Fire Service Area Board, at its regularly scheduled meeting held on December 9, 2025, recommended approval by unanimous consent;

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

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

SECTION 2. That the amount of \$41,257.62 in forestry revenue is appropriated to account number 207.51210.40110 to replenish the personnel budget for expenditures incurred during the Goldstream Creek Fire.

SECTION 3. That the amount of \$56,910 in forestry revenue is transferred to the Bear Creek Fire Capital Project Fund through account number 207.51210.50442 for replenishment of equipment used during the Goldstream Creek Fire.

SECTION 4. 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 *, 2026.**

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Bear Creek Fire Service Area

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members, KPB Assembly

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

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

DATE: December 18, 2025

SUBJECT: Ordinance 2025-19-23, Appropriating Forestry Funds to Reimburse Personnel Expenditures Incurred to Support the 2025 Goldstream Creek Fire (Mayor)

The Bear Creek Fire Service Area entered into a annual operating plan agreement ("AOP") with the State of Alaska, Department of Natural Resource, Division of Forestry & Fire Protection and Cooperator Fire Departments. This agreement sets forth response, reporting, rates, personnel, equipment, billing procedures and expectations.

In July 2025, personnel from the Bear Creek Fire Service Area responded to the Goldstream Creek Fire as a part of the Nenana Ridge Complex Incident. This response is governed by the parameters of the State of Alaska AOP, which provides for reimbursement of \$41,257.62 for personnel expenditures incurred during response to the event, and \$56,910 for use of equipment.

The ordinance appropriates forestry revenues of \$98,167.62 to replenish the personnel expenditures incurred during the event and transfers apparatus reimbursement to the capital fund.

Your consideration is appreciated.

FINANCE DEPARTMENT	
ACCOUNT / FUNDS VERIFIED	
Acct. No. <u>207.51210.40110</u>	Amt: <u>\$41,257.62</u>
Acct. No. <u>207.51210.50442</u>	Amt: <u>\$56,910.00</u>
By: <u><i>CS</i></u>	Date: <u>12/19/2025</u>

Introduced by: Tunseth, Cooper
Date: 01/06/26
Hearing: 02/03/26
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2026-01**

**AN ORDINANCE AMENDING BOROUGH CODE, KPB 22.40.130
REGARDING FORMAL PRESENTATIONS TO THE ASSEMBLY**

WHEREAS, this code amendment focuses the purpose of formal presentations to addressing items within the Assembly's purview while also retaining the ability of members of the public to present on issues of public concern relating to a borough service or power under borough code;

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

SECTION 1. That this ordinance amends KPB Code and will be codified.

SECTION 2. That KPB 22.40.130 is hereby amended as follows:

22.40.130. Agenda—Public presentations.

- (A) Public testimony and comment may be made without prior notice concerning legislation then being considered by the assembly in the form of an ordinance set for public hearing or resolution when the assembly considers the specific legislative items. The time allowed for public testimony is three minutes, individually or by agent. A person may give individual testimony and testify as an agent of another, but may not exceed three minutes total. Additional time may be granted by the president, upon motion and approval by the assembly, to a person testifying who possesses special knowledge or expertise on the matter being heard. The three-minute limitation shall be strictly enforced by the president.
- (B) Any member of the public may submit a request stating the subject of the presentation to the borough clerk to make a formal presentation before the borough assembly at a regular meeting or before the committee of the whole concerning a subject not contained in the assembly's agenda for that meeting and relating to a borough service or power under borough code to report on financial status, construction progress, budgets, audits, code amendments, planning documents, and related items. Upon concurrence of, and at the discretion of, the assembly president, the presentation will be

scheduled for the next available meeting. The presenter must provide all presentation materials by the deadline for submitting items for the agenda set by KPB 22.40.050(C). The borough clerk will inform the presenter of the meeting date and time. If presentation materials are not received in the Clerk's Office by the deadline, the presenter may choose between giving the presentation without materials or have the presentation removed from the agenda and rescheduled for another meeting. The total time permitted for formal presentations with prior notice concerning a subject not contained in the assembly's agenda for that meeting will be limited to ten minutes per presentation. The assembly president may, with the concurrence of a majority of the assembly, allow additional time. Presentations before the assembly will be limited to two total presentations per regular meeting or committee of the whole meeting.

- (C) The time limits for presentations established by this section do not include time used in responding to questions from assembly members.

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 become effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS *
DAY OF *, 2026.**

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:



No:

Absent:

Kenai Peninsula Borough Assembly

MEMORANDUM

TO: Members, KPB Assembly

FROM: Ryan Tunseth, Assembly President 
Kelly Cooper, Assembly Vice President 

DATE: December 18, 2025

SUBJECT: Ordinance 2026-01__, Amending Borough Code, KPB 22.40.130, Regarding Formal Presentations to the Assembly (Tunseth, Cooper)


Formal presentations with prior notice provide information on Assembly business and are helpful in that they provide the Assembly insight on financial, code, or planning issues and allow for different perspectives on matters of public concern within the Assembly purview. At the same time, it is important to focus such presentations on matters pertaining to KPB services or powers because it would not be an appropriate use of public resources to expend time on matters outside the scope of the Assembly's ability to adequately address such issues.


Your consideration is appreciated.

Kenai Peninsula Borough Assembly

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: Michele Turner, CMC, Borough Clerk 

FROM: Heather Mills, Borough Clerk Administrative Assistant 

DATE: December 19, 2025

RE: Two Restaurant Designation Endorsements – Alaska Hotel Properties, LLC License #3002 dba (1.) Rafters Lounge; and (2.) Rod & Reel Restaurant

KPB 7.10.010 provides for mandatory Assembly review of applications for restaurant designation permits (now known as endorsements) at locations within the Borough. Accordingly, the attached applications for two restaurant designation endorsements as filed by Alaska Hotel Properties LLC dba (1.) Rafters Lounge; and (2.) Rod & Reel Restaurant, both located in Cooper Landing, are being submitted for review and approval.

The Finance Department reviewed the applications and has no objections to the two restaurant designation endorsements based on unpaid taxes.

The approval of these two endorsements allows access of persons under 20 years of age to both designated licensed premises for purposes of dining, and personnel under age of 21 for employment.

RECOMMENDATION: That the Assembly approve the issuance of the two restaurant designation endorsements requested by Alaska Hotel Properties LLC dba (1.) Rafters Lounge; and (2.) Rod & Reel Restaurant, Cooper Landing.

cc: mpipkin@hagroup.com



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

Alaska Alcoholic Beverage Control Board Restaurant Endorsement Application

This endorsement application form is required to apply for a restaurant endorsement to support your underlying license or pending license application. Applicants should review and become familiar with AS 04.09.450, Title 04 of Alaska Statutes and Chapter 305 of the Alaska Administrative Code. This form must be completed and submitted along with all other required forms and documents before any endorsement application will be considered complete and placed in the queue for our licensing examiners review.

Section 1 – Establishment and Contact Information

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

Licensee:	Alaska Hotel Properties, LLC	License #:	3002
Doing Business As:	Rafter's Lounge	License Type:	Beverage Dispensary (tourism)
Licensee Mailing Address:	450 3rd Ave W, Seattle, WA 98119-4002	Phone Number:	907-595-1425
Full Premises Address:	17245 Frontier Circle		
City:	Cooper Landing	State:	AK
		ZIP:	99572
Local Governing Body:	Kenai Peninsula Borough	Email:	mpipkin@hagroup.com

Section 2 – Endorsement Requested

Restaurant Endorsement:	AS 04.09.450. A restaurant endorsement authorizes the holder of a beverage dispensary license, fair license, golf course license, sporting activity or event license, club license, outdoor recreation lodge license, destination resort license, or beverage dispensary tourism license. The biennial fee for a restaurant endorsement is \$200 with a \$25 application fee.	
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An application for a restaurant endorsement must specify the establishment or portion of the establishment that constitutes a bona fide restaurant, that there is supervision on the premises adequate to reasonably ensure that a person under 21 years of age will not obtain alcoholic beverages. This endorsement application is for the request of a designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

- ☒ Dining after standard closing hours: AS 04.16.010(c)
- ☒ Dining by persons 16 – 20 years of age: AS 04.16.049(a)
- ☒ Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)
- ☒ Employment for any persons under 21 years of age: AS 04.16.049(c)

NOTE: Under AS 04.16.049(d), a Department of Labor and Workforce Development work permit is not required to employ a person 18 - 20 years of age.

Section 3 – Access to Persons Under 21 Years of Age

Review AS 04.16.049(a); AS 04.16.049(c)

Be specific in your list where within the premises persons under 21 years of age are anticipated to have access in the course of either dining or employment as designated in Section 2. (Example: Persons under 21 years of age will only be allowed in the dining area OR will only be employed and present in the kitchen).

See Addendum

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Page 1 of 4



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Describe the policies, practices and procedures that will be in place to ensure that persons under 21 years of age do not gain access to alcoholic beverages while dining or employed at your premises. Outline how and where alcoholic beverages are stored on premises. Acknowledge that employees who sell and serve alcoholic beverages must have a current Server Education Card.

See Addendum

Is an owner, manager, or assistant manager who is 21 years of age or older always present on the premises during business hours?

Yes ☒ No ☐

Section 4 – Food Service Establishment Permit

Per AS 04.21.080(b) for an establishment to qualify as a bona fide restaurant, a Food Service Permit or (for licenses within the Municipality of Anchorage) corresponding Department of Health and Human Services documentation is required.

Link to the Alaska Department of Environmental Conservation (ADEC) Food Safety Website:

<http://dec.alaska.gov/eh/fss/food/>

Link to the Municipality of Anchorage Food Safety Website:

<http://www.muni.org/Departments/health/Admin/environment/FSS/Pages/fssfood.aspx>

IF you are unable to certify the below statement, please discuss the matter with the AMCO office:

I have attached a copy of the current food service permit for this premises OR the plan review approval.

Initials
 RM

**Note: If a plan review approval is submitted, a final permit will be required before finalization of any permit or license application.*

Section 5 – Hours of Operation

Review AS 04.16.010(c).

Include variances in weekend/weekday hours, and indicate AM/PM:

Days/Hours of Operation

Weekday	From Time of Day	To Time of Day
Sunday	See Addendum	
Monday		
Tuesday		
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Thursday		
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Alaska Alcoholic Beverage Control Board Restaurant Endorsement Application

Section 6 – Areas Covered by Endorsement

Does the endorsement apply to your entire licensed premises as approved by the ABC Board? Yes ☒ No ☐
Does the requested endorsement expand your currently licensed premises? Yes ☒ No ☐

- If no, attach the approved diagram, no larger than 8 1/2" x 11" of the layout, and identify the portions of the premises covered by various requested endorsements. You must use a solid, contiguous colored line in any color other than red to outline the outer perimeter of the area of the premises covered by the requested endorsement(s).
- If endorsements are overlapping, provide a conspicuous means to distinguish each endorsement from the other (e.g., keyed map with varying colors for each requested endorsement).
- Your drawing **MUST** include:
 - Dimensions in feet not square feet of all exterior walls and major interior walls (we do not accept diagrams drawn to scale)
 - Include cross-streets
 - A north arrow, and any significant geographical features. Points of reference, such as a compass showing North.
 - All entrances, exits, walls, bars, and fixtures
- If your premises includes multiple floors, please include a separate diagram of each floor. You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- Any endorsement application that includes outdoor space are required to submit a security plan that includes information about the barriers, practices, and personnel that are to be used to ensure that alcohol is not introduced or removed from the permitted premises and to prevent the access of alcohol by a minor during the permitted event. A security plan may be requested for other proposed locations on a case-by-case basis.

Section 7 – Entertainment & Service

Are any forms of entertainment offered or available within the licensed business or within the proposed licensed premises?

Yes ☒ No ☐

If yes, describe the entertainment offered or available and the hours in which the entertainment may occur.

Entertainment as described by AS 04.09.210, includes dancing, karaoke, live performances, or similar activities, but does not include recorded or broadcast performances without live participation.

See Addendum

Food and beverage service offered or anticipated is:

☐ Table Service ☐ Buffet Service ☐ Counter Service

☒ Other: Varies - See Addendum

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Alaska Alcoholic Beverage Control Board Restaurant Endorsement Application

Section 8 – Attestations

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

DS
Initials
RM

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3AAC 305.340.

DS
RM

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

DS
RM

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

DS
RM

Robert Morgenstern

Printed name of licensee

DocuSigned by:

Robert Morgenstern

Signature of licensee

4/15/2025 | 8:46 PM BST

Date

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**Addendum to Restaurant Endorsement Application
Beverage Dispensary Tourism License No. 3002**

Alaska Hotel Properties, LLC (the "Applicant") does business as Kenai Princess Wilderness Lodge (the "Resort"), and currently holds Beverage Dispensary Tourism License No. 3002 (the "License") for the Resort. The Applicant is seeking a Large Resort Endorsement and Multiple Fixed Counter Endorsement for the License, as well as a Restaurant Endorsement.

Under the License, the Applicant currently does business as Rafter's Lounge.¹ The Applicant also does business as Rod & Reel Restaurant at the Resort, which is a restaurant located adjacent to Rafter's Lounge.

Enclosed with this application is a site drawing showing the full Resort campus (outlined in blue) and the locations of the current licensed establishments.

Below, to supplement the information provided on the Restaurant Endorsement Form, the Applicant provides information for each business/restaurant location with regard to the following matters as specified on the Restaurant Endorsement Application form: (i) access to persons under 21 years of age (also referred to as "minors"); (ii) policies and procedures regarding access to alcohol, storage, and applicant acknowledgement; (iii) hours of operation; and (iv) entertainment and service options, as those matters vary between the locations to some extent.

¹ As noted in the cover letter accompanying this Application, the Applicant is seeking to change the name of its business from Eagle Crest Dining Room and Lounge to Rafter's Lounge and Rod & Reel Restaurant.

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ROD & REEL RESTAURANT**Section 2 – Endorsement Requested.**

The following designations apply to this location:

1. Dining after standard closing hours: AS 04.16.010(c)
2. Dining by persons 16 – 20 years of age: AS 04.16.049(a)
3. Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)
4. Employment for any persons under 21 years of age: AS 04.16.049(c)

Section 3 – Access to Persons Under 21 Years of Age.

Minor guests will be allowed in the general dining areas of the licensed premises only when accompanied by a parent or guardian over the age of 21. Unaccompanied minors aged 16-20 shall be permitted in the dining areas of the restaurant for dining purposes only. Minor employees may be employed by the restaurant, however, their employment will not involve the selling, serving, mixing, delivering, or dispensing of alcoholic beverages, except as may be permitted by law. For any employed minors aged 16 or 17, appropriate parent/guardian consent and DOL exemption will be obtained. A bartender or manager (at least 21 years or older) will always be present during operating hours and while underage employees are on site working (or when minors may be present for dining purposes) to ensure no minor has access to alcohol.

Section 3 – Policies and Procedures to Limit Minor Access to Alcohol; Storage; and Acknowledgement of Applicant.

An on-duty manager will be present at the restaurant during operational hours. All managers are over the age of 21. Guests are carded when they order alcohol to ensure no minor access, and all service staff is trained in the identification of fake IDs. All servers will closely monitor that only the guests that have been carded will have alcoholic beverages. Appropriate signage is posted in the restaurant. Alcohol is stored either behind the bar, or in storage areas that are locked or otherwise controlled by the Applicant and its staff members (who are at least 21 years of age). Such storage areas are shown on the premises diagram which accompanies this application. The Applicant acknowledges that any employees who sell, dispense, or otherwise serve alcohol have current server education cards.

Section 4 – ADEC Food Service Permit.

The Applicant certifies that a copy of the current food services permits for the Resort are annexed to this application (Permit Nos. 4357 and 4358).

Section 5 – Hours of Operation (May to September).

Weekly	From Time of Day	To Time of Day
Monday	6:00 am	10:00 pm
Tuesday	6:00 am	10:00 pm
Wednesday	6:00 am	10:00 pm
Thursday	6:00 am	10:00 pm

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PAGE 2 OF 6

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Friday	6:00 am	10:00 pm
Saturday	6:00 am	10:00 pm
Sunday	6:00 am	10:00 pm

Section 7 – Entertainment Services.

There is no entertainment service at this location.

Section 7 – Food and Beverage Service Type.

This location offers table service. A copy of the food service menu is annexed to this application.

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PAGE 3 OF 6

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KENAI PRINCESS WILDERNESS LODGE

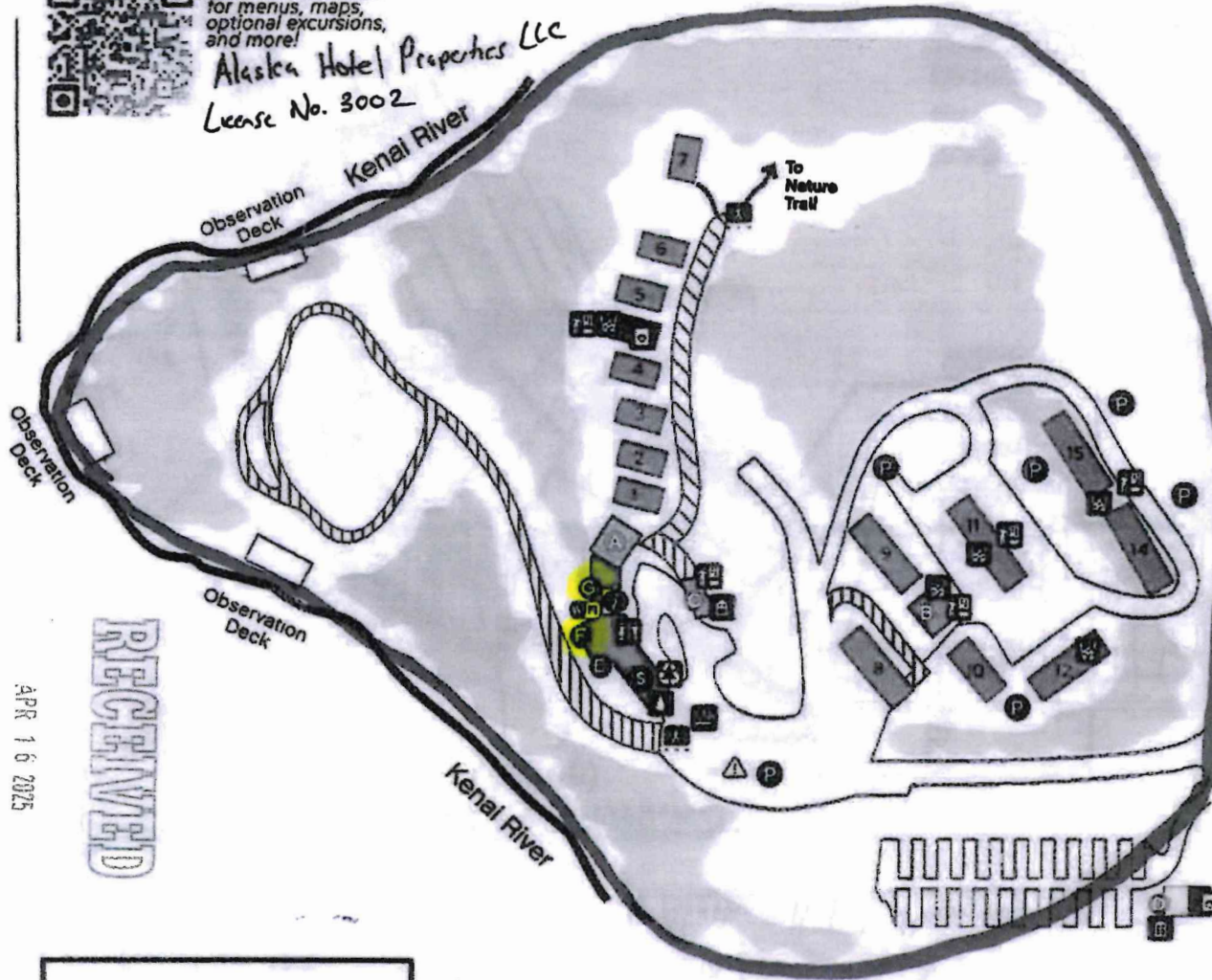


Scan this QR code
for menus, maps,
optional excursions,
and more!

Alaska Hotel Properties LLC
License No. 3002



Stirling Highway



Amenities

- ATM
- Conference Room
- Fitness Center
- Gift Shop
- Ice Machine
- Laundry
- Parking
- Recycling
- Restroom
- RV Park General Store
- Smoking Area
- Vending Machine
- Walking Path Trailhead
- Water Refill Station
- Wifi Accessible Area

Assistance

- Emergency Assembly Area
- Guest Service Desk

Dining

- Espresso Bar
- Rafter's Lounge
lunch, dinner
- Rod & Reel Restaurant
breakfast, lunch, dinner

TEXT 907-268-2386
FOR 24/7 ASSISTANCE

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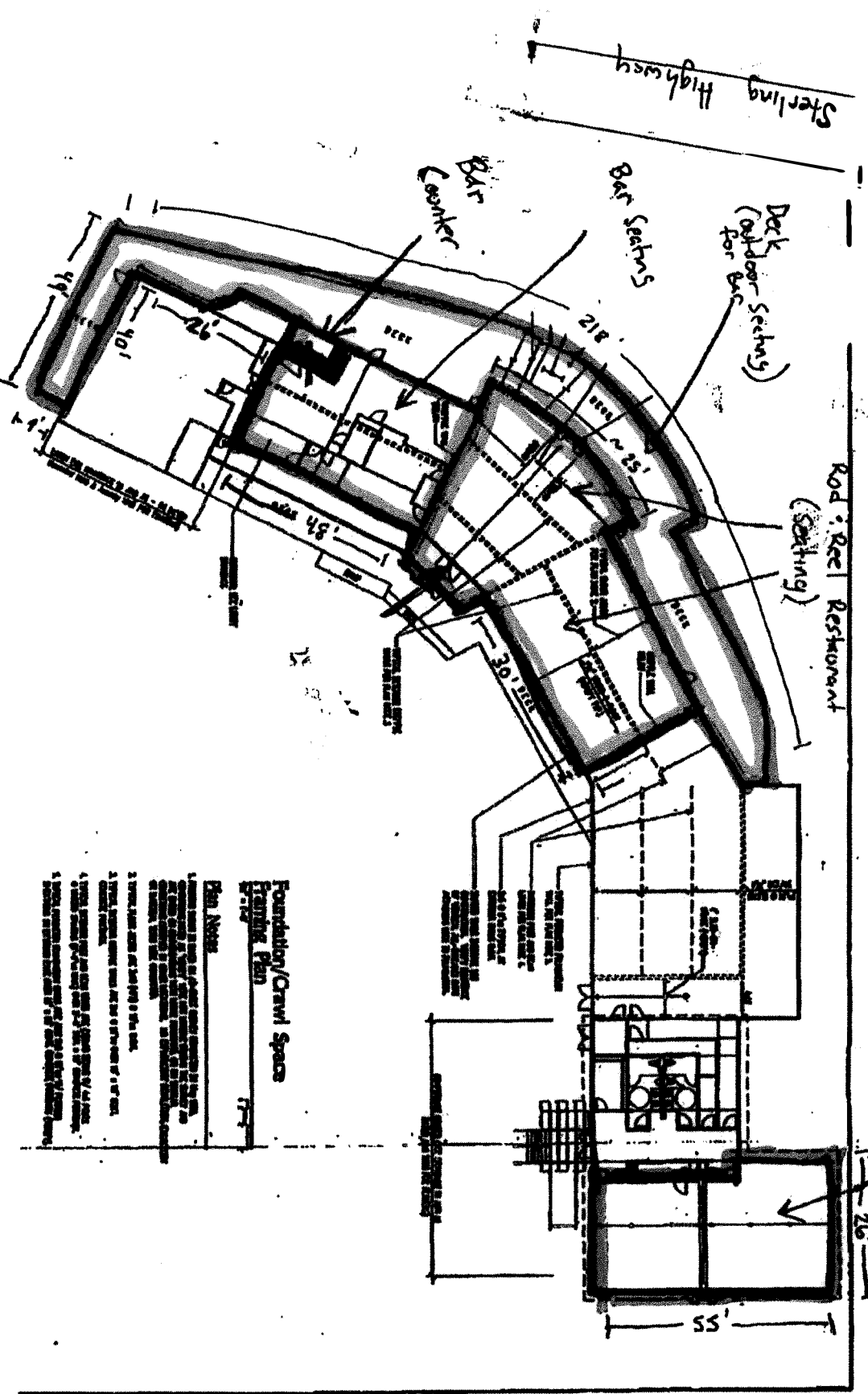
Kafters Lounge
 Kenai Princess Wilderness Lodge
 Location F
 License No. 3002
 Alaska Hotel Properties LLC

Rod : Reel Restaurant
 Kenai Princess Wilderness Lodge
 Location G
 Main License No. 3002
 Alaska Hotel Properties LLC

Banquet Room



2



KENAI RIVER BREAKFAST BUFFET

Available from 7AM- 9AM daily

Eggs, Bacon, Sausage, Home Fries, Pastries, Bagels,
Oatmeal, Cereal, Fresh Fruit, Coffee, Tea, Juice \$25

LIGHTER FARE

Steel Cut Oats

Whole grain oats, milk, brown sugar, golden raisins,
dried cranberries \$10
Add fresh berries \$2

Protein Berry Smoothie

Raspberries, blueberries, blackberries, vanilla yogurt,
vanilla whey protein \$10

Fresh Fruit & Strawberry Bowl

Strawberry, blueberry, cantaloupe, honeydew \$9

Vanilla Greek Yogurt with Honey

Fresh berries with granola and wild clover honey \$11

COCKTAILS

Mauled Mary

Our savory Bloody Mary is *made* with Absolut Peppar vodka and is garnished with a bacon salted rim, lemon, blue cheese stuffed olives, pickled beans \$17

Mimosa

Champagne and orange juice \$10

FAMOUS GRIDDLE CAKES

Crème Brûlée French Toast

Bruleed, lingonberry butter, berry compote \$17

Candied Pecan French Toast

Brioche French toast, cinnamon vanilla maple syrup,
fresh whipped cream, topped with candied pecans \$17

Fresh Berry Pancake

Strawberries, blueberries, raspberries topped with fresh
whipped cream, honey and candied pecans \$18

Plain Buttermilk

Cinnamon vanilla maple syrup, honey butter \$16
Add fresh blueberries \$2

Kenai Griddle Cakes

Chocolate morsels, shredded
coconut, fresh berries, cinnamon vanilla maple syrup,
honey butter \$17

PAN OMELETS

Crescent Creek Omelet

Diced cured ham or hickory smoked bacon, sharp
cheddar cheese, Kenai home fries, toast \$21

Supreme Omelet

Ham, bacon, sausage, mushrooms, peppers, onions,
cheddar cheese, Kenai home fries, toast \$21

Quartz Creek Omelet

Fresh spinach, smoked bacon, tomato, mushroom,
pepper jack cheese, Kenai home fries, toast \$21

BREAKFAST ENTREES

Corned Beef Hash

Slow braised corned beef, potatoes, peppers, onions, soft
poached eggs, hollandaise, chives \$22

Eggs Benedict

Canadian bacon, hollandaise, Kenai home fries \$22

Alaskan Breakfast

Two eggs, bacon or sausage, Kenai home fries, toast \$20

Kenai Breakfast Sandwich

Scrambled eggs, choice of ham or bacon, cheddar cheese, brioche
bun, Kenai home fries \$15

Smoked Salmon Bagel

Housemade smoked salmon spread on a freshly toasted bagel \$15

SIDE OPTIONS

Breakfast Meats \$6

One Egg \$4

Kenai Home Fries \$5

Toast \$4

Pancake \$5

Fruit Cup \$5

*Consuming raw or undercooked meats, poultry, seafood, or
eggs may increase your risk of food borne illness.*

Can accommodate gluten intolerance, please specify.

APPETIZERS

Kenai Smoked Salmon Dip

Warm housemade spread, pita chips \$15

Calamari

Tender calamari strips, roasted pepper-chipotle aioli \$13

Angel's Cornbread

Honey butter, jalapenos, tomato jam \$10

Queso & Chorizo

Pickled onions, Rotel, warm tortilla chips, \$14

Bacon Lollipops

Cayenne pepper, brown sugar, sea salt \$13

Artisan Bread Loaf


Warm with butter \$5

Clam Toast

Rustic artisan sourdough, clams in shell, pancetta, garlic, fennel, sweet onions, lemon zest \$15



PRINCESS

 This appetizer has been carefully curated leveraging local ingredients and proudly included in our North to Alaska program

SOUPS AND SALADS

Wild Alaskan Smoked Salmon Chowder

Alder-smoked wild Alaskan salmon, blended with tender potatoes and vegetables in a rich and creamy chowder. Cup \$9 / Bowl \$12

Soup Du Jour

Cup \$7 / Bowl \$9

Roasted Beet and Kale Salad

Kale, roasted beets, quinoa, candied pecans, goat cheese, pickled red onions, lemon honey vinaigrette Half \$10 / Entrée \$17

KPL Salad

Mesclun greens, smoked bacon, grapes, poached pear, candied pecans, gorgonzola crumbles, white balsamic vinaigrette Half \$10 / Entrée \$17

Kenai Caesar

Crisp romaine lettuce topped with parmesan cheese and garlic croutons. Tossed in a Caesar dressing. Half \$9 / Entrée \$12

Handsome Salad

Herbed greens, roasted pistachios, edamame, heirloom carrot, red wine vinaigrette Half \$10 / Entrée \$17

Add: grilled chicken \$7, grilled salmon \$12, halibut \$20

ENTREES

Midnight Sun Scallops

Wild Alaskan scallops topped with house-made pancetta jam, cheddar grits and bok choy with a cream corn sauce, finished with sweet potato curls \$42

Pan Seared Alaskan Halibut

Shallots, cherry tomatoes, Yukon gold mashed potatoes, soy lemon beurre blanc \$42

Herb Crusted Prime Rib

12 oz cut, Yukon gold mashed potatoes, asparagus, au jus, creamy horseradish \$39

Ribeye Steak

Grilled 18 oz. ribeye, potatoes au gratin, asparagus \$55
Add béarnaise \$4

Scarpetta Spaghetti

Tomato pomodoro, basil oil, garlic oil, fresh basil, freshly grated parmesan cheese \$26

Ravioli

Four cheese ravioli, Alaskan ground bison ragu, tomato pomodoro, parmigiana Reggiano \$26

Pan Seared Salmon

Mushroom risotto, cauliflower, housemade salsa verde \$38

Vegetable Hot Pot

Roasted cherry tomatoes, mushrooms, asparagus, squash, zucchini, bok choy, coconut chili sauce, jasmine rice, soy lemon vinaigrette (vegan) \$24

Herbed Brined Roasted Chicken

Mashed potatoes, Marsala mushrooms, beurre blanc, fresh seasonal vegetables \$28

Pork Chop

Housemade applesauce, crispy potato cakes, caramelized onions, apples \$31

Consuming raw or undercooked meats, poultry, seafood or eggs may increase your risk of food borne illness.
 - Can accommodate gluten intolerance, please specify.

2/27/25, 2:18 PM

Print Permit



Alaska Food Code 2025 Establishment Permit

Division of Environmental Health
Food Safety & Sanitation Program

Permit Number: 4357
 Issued to: ALASKA HOTELS PROPERTIES LLC
 For: KENAI PRINCESS LODGE
 For Operation Of: FF-1 Food Service
 Located at: 17245 Frontier CIR Cooper Landing, AK 99572

This permit, issued under the provisions of 18 AAC 31, is valid until the noted expiration date or unless suspended or revoked by the department.

This permit is not transferable for change of ownership, facility location, or type of operation. It must be posted in plain view in the establishment and is the property of the State of Alaska.

Expiration Date:
December 31, 2025

Program Manager:

A handwritten signature in black ink, appearing to read "Anthony S. O'Neil".

**If you have questions or concerns regarding safe food handling practices call or text
 907-764-9825 or visit our website to file a complaint
 (dec.alaska.gov/eh/fss/report-illness-issue/)**



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Dept. of Commerce
AMCO



Alaska Food Code 2025 Establishment Permit

Division of Environmental Health
Food Safety & Sanitation Program

Permit Number: 4358
Issued to: **ALASKA HOTELS PROPERTIES LLC**
For: **KENAI PRINCESS LODGE**
For Operation Of: **FN-4 Tavern/Bar**
Located at: **17245 Frontier CIR Cooper Landing, AK 99572**

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Program Manager:

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Full Premises Address:	17245 Frontier Circle		
City:	Cooper Landing	State:	AK
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Local Governing Body:	Kenai Peninsula Borough	Email:	mpipkin@hagroup.com

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Yes ☒ No ☐

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Does the endorsement apply to your entire licensed premises as approved by the ABC Board?

Yes ☒

No ☐

Does the requested endorsement expand your currently licensed premises?

Yes ☒

No ☐

- If no, attach the approved diagram, no larger than 8 1/2" x 11" of the layout, and identify the portions of the premises covered by various requested endorsements. You must use a solid, contiguous **colored** line in any color other than red to outline the outer perimeter of the area of the premises covered by the requested endorsement(s).
- If endorsements are overlapping, provide a conspicuous means to distinguish each endorsement from the other (e.g., keyed map with varying colors for each requested endorsement).
- **Your drawing MUST include:**
 - Dimensions in feet **not** square feet of all exterior walls and major interior walls (we do not accept diagrams drawn to scale)
 - Include cross-streets
 - A north arrow, and any significant geographical features. Points of reference, such as a compass showing North.
 - All entrances, exits, walls, bars, and fixtures
- **If your premises includes multiple floors, please include a separate diagram of each floor.** You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- **Any endorsement application that includes outdoor space** are required to submit a security plan that includes information about the barriers, practices, and personnel that are to be used to ensure that alcohol is not introduced or removed from the permitted premises and to prevent the access of alcohol by a minor during the permitted event. A security plan may be requested for other proposed locations on a case-by-case basis.

Section 7 – Entertainment & Service

Are any forms of entertainment offered or available within the licensed business or within the proposed licensed premises?

Yes ☒

No ☐

If yes, describe the entertainment offered or available and the hours in which the entertainment may occur.

Entertainment as described by AS 04.09.210, includes dancing, karaoke, live performances, or similar activities, but does not include recorded or broadcast performances without live participation.

See Addendum

Food and beverage service offered or anticipated is:

☐

Table Service

☐

Buffet Service

☐

Counter Service

☒

Other:

Varies - See Addendum

APR 16 2025

Dept. of Commerce
AMCO



Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Restaurant Endorsement Application

Section 8 – Attestations

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

DS
Initials
RM

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3AAC 305.340.

DS
RM

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

DS
RM

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

DS
RM

Robert Morgenstern

Printed name of licensee

DocuSigned by:

Robert Morgenstern

Signature of licensee

4/15/2025 | 8:46 PM BST

Date

RECEIVED

APR 16 2025

**Addendum to Restaurant Endorsement Application
Beverage Dispensary Tourism License No. 3002**

Alaska Hotel Properties, LLC (the "Applicant") does business as Kenai Princess Wilderness Lodge (the "Resort"), and currently holds Beverage Dispensary Tourism License No. 3002 (the "License") for the Resort. The Applicant is seeking a Large Resort Endorsement and Multiple Fixed Counter Endorsement for the License, as well as a Restaurant Endorsement.

Under the License, the Applicant currently does business as Rafter's Lounge.¹ The Applicant also does business as Rod & Reel Restaurant at the Resort, which is a restaurant located adjacent to Rafter's Lounge.

Enclosed with this application is a site drawing showing the full Resort campus (outlined in blue) and the locations of the current licensed establishments.

Below, to supplement the information provided on the Restaurant Endorsement Form, the Applicant provides information for each business/restaurant location with regard to the following matters as specified on the Restaurant Endorsement Application form: (i) access to persons under 21 years of age (also referred to as "minors"); (ii) policies and procedures regarding access to alcohol, storage, and applicant acknowledgement; (iii) hours of operation; and (iv) entertainment and service options, as those matters vary between the locations to some extent.

¹ As noted in the cover letter accompanying this Application, the Applicant is seeking to change the name of its business from Eagle Crest Dining Room and Lounge to Rafter's Lounge and Rod & Reel Restaurant.

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APR 16 2025

PAGE 1 OF 6

Dept. of Commerce
AMCO



KENAI PRINCESS WILDERNESS LODGE

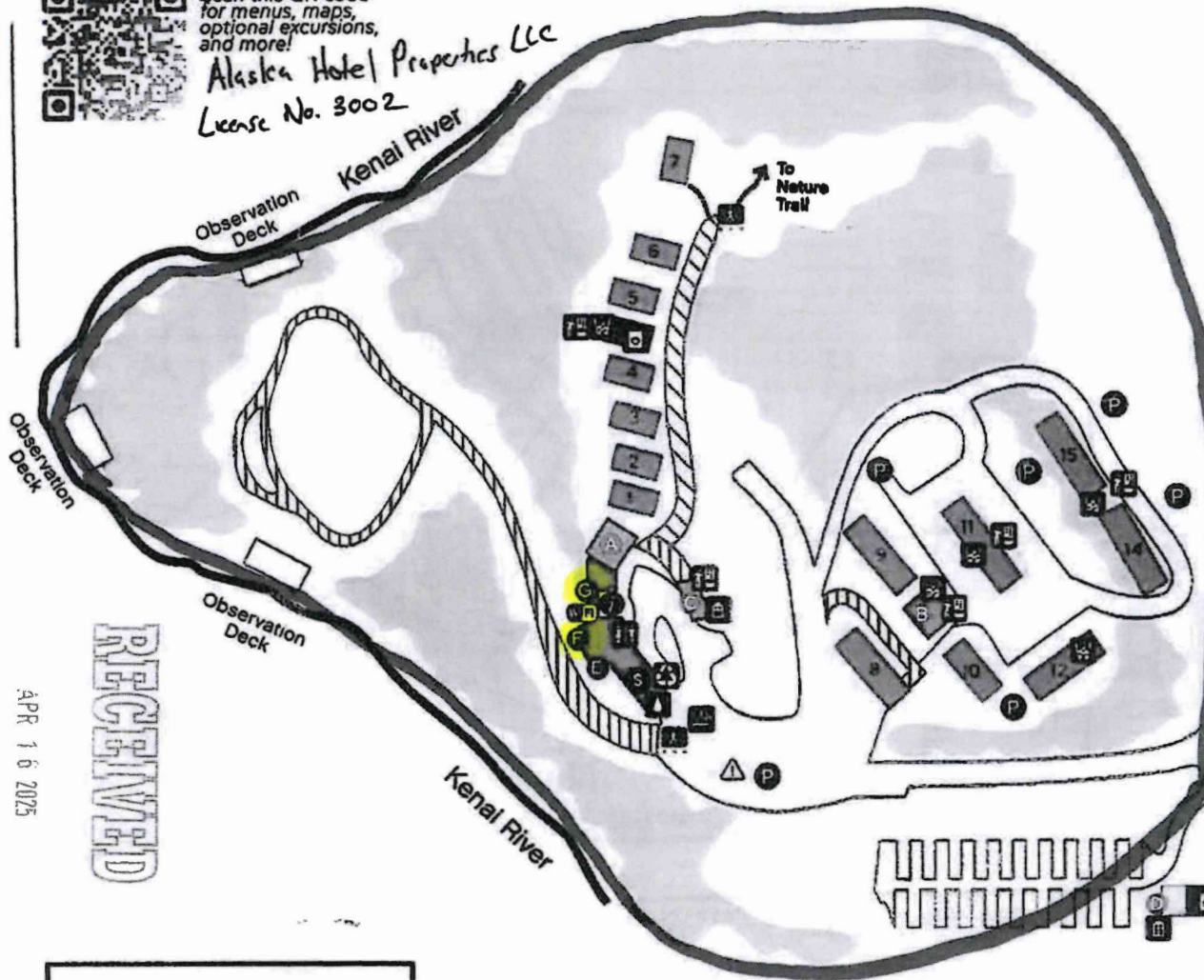


Scan this QR code
for menus, maps,
optional excursions,
and more!

Alaska Hotel Properties LLC
License No. 3002



Sterling Highway



Amenities

- ATM
- Conference Room
- Fitness Center
- Gift Shop
- Ice Machine
- Laundry
- Parking
- Recycling
- Restroom
- RV Park General Store
- Smoking Area
- Vending Machine
- Walking Path Trailhead
- Water Refill Station
- Wifi Accessible Area

Assistance

- Emergency Assembly Area
- Guest Service Desk

Dining

- Espresso Bar
- Rafter's Lounge
lunch, dinner
- Rod & Reel Restaurant
breakfast, lunch, dinner

**TEXT 907-268-2386
FOR 24/7 ASSISTANCE**

Dept. of Commerce
AMCO

APR 16 2025

RECEIVED

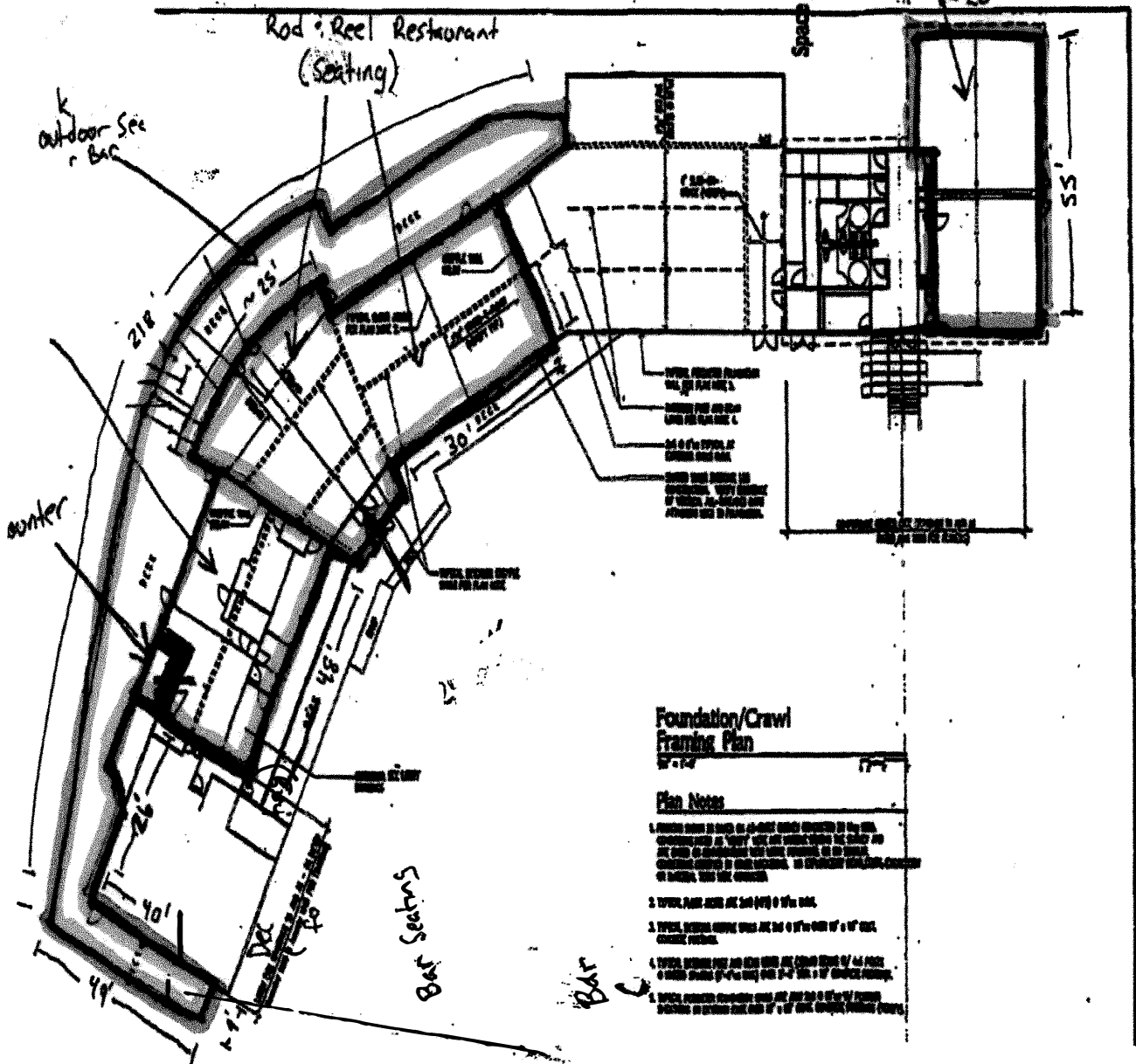
Rafters Lounge
 Kenai Princess Wilderness Lodge
 Location F
 License No. 3002
 Alaska Hotel Properties LLC

Rod & Reel Restaurant
 Kenai Princess Wilderness Lodge
 Location G
 Main License No. 3002
 Alaska Hotel Properties LLC

Banquet Room



Sterling Highway



Foundation/Crawl
 Framing Plan

Plan Notes

1. FOUNDATION SHALL BE CONCRETE ON 4-6\"/>

KENAI PRINCESS LODGE
 10000 W. PRINCESS AVENUE
 KENAI, ALASKA 99550

PROJECT NO. 2018-001


DATE: 10/1/2018

S

Kenai Peninsula Borough
Office of the Borough Mayor

MEMORANDUM

TO: Ryan Tunseth, Assembly President
Members of the Borough Assembly

FROM: Peter A. Micciche, Borough Mayor 

DATE: January 6, 2026

RE: Appointments to the Board of Equalization

In accordance with KPB 5.12.052, appointments from the Borough to the Board of Equalization are appointed by the Mayor and confirmed by the Assembly. The following appointments are forwarded to the Assembly for consideration and confirmation:

Board of Equalization – Seat B

- Preston Penrod – Term Expires 12/31/2028


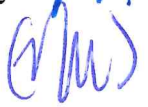

Board of Equalization – Seat E

- Jonathan Wheeler – Term Expires 12/31/2028

Thank you for your consideration.

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor 
THRU: Michele Turner, Borough Clerk 
FROM: Sue Ellen Essert, Deputy Borough Clerk 
DATE: December 19, 2025
RE: Appointment to the Board of Equalization

The annual Notice of Vacancy for the Board of Equalization was advertised on November 18, 2025, that included Seats B, E and Alternate Seat D. The filing period for all seats closed on December 18, 2025, with none received for the Alternate Seat D. This seat will remain open until filled.

KPB 5.12.052 states in part, "Members shall be appointed by the Mayor and confirmed by the Assembly on the basis of their expertise in real and personal property appraisal, the real estate market, the personal property market, and other fields related to their functions as board members. Additionally, each member shall be a resident of the Kenai Peninsula Borough. Assembly members may serve as members of the board of equalization, subject to appointment by the Assembly."

The following applicants have applied for appointment to the Board of Equalization:

<u>Applicant</u>	<u>Seat</u>	<u>Term Expires</u>
Preston Penrod	Seat B	Term to Expire 12/31/2028
Jonathan Wheeler	Seat E	Term to Expire 12/31/2028

Your consideration is appreciated.

Thank you.

Kenai Peninsula Borough

Board of Equalization Application Submitted 2025-12-15 16:07:21

Name Preston	Select One Seat B - Term to Expire 12/31/2028
Email prestonpenrodhh@hotmail.com	Home Phone
Work Phone	Mobile Phone 907-953-9798
Residence Address ,	Mailing Address 134 Briar Cliff Street Soldotna, Alaska 99669
Expertise Preston Penrod	
<p>Hello, I believe I'd be a great candidate for Seat B on the Board of Equalization for the following reasons, I bring comprehensive experience in real and personal property, grounded in nearly five years as a licensed REALTOR® and active property manager serving the Central Kenai Peninsula. My professional background includes listing, selling, and managing single-family residences, multi-family properties, riverfront homes, cabins, and land, with a strong working knowledge of both owner-occupied and investment properties.</p> <p>I possess a deep understanding of the local real estate market, including pricing trends, property valuation, market absorption, and buyer behavior specific to Alaska's unique housing and land use conditions. My experience with personal property extends to transactions involving furnishings, equipment, and ancillary assets commonly associated with residential and rural properties.</p> <p>In addition to brokerage and property management, I have hands-on experience in the home-building process from start to finish, including site preparation, foundations, framing, plumbing, mechanical systems, interior finishes, and final construction oversight. This background provides me with practical insight into construction quality, material valuation, deferred maintenance, and functional obsolescence—key considerations in property evaluation and appraisal-related decision making.</p> <p>I currently serve on the Kenai Peninsula Association of REALTORS® (KPAR) Board of Directors, where I contribute to governance, policy discussions, and professional standards within the local real estate community. My combined experience in brokerage, property management, construction, and association leadership allows me to approach board matters with a well-rounded, informed, and practical perspective.</p>	

Kenai Peninsula Borough

Board of Equalization Application Submitted 2025-11-21 13:40:42

Name Jonathan Wheeler	Select One Seat E - Term to Expire 12/31/2028
Email jonathan@wheelerhomesak.com	Home Phone
Work Phone 9079534219	Mobile Phone 9079534219
Residence Address 45931 Inlet Breeze St Kenai , AK 99611	Mailing Address PO Box 2260 Kenai, AK 99611
Expertise I was an alternate seat for 2025 and participated in all three days of BOE hearings. I also work in real estate sales full time.	



Grace Merkes, representing the
Kenai Peninsula Borough

Update from the Board of Directors

Cook Inlet Regional Citizens Advisory Council

The Cook Inlet Regional Citizens Advisory Council held its regular meeting December 4th and 5th in Anchorage.

Our speakers included Rear Admiral Bob Little, Commander, Arctic District, United States Coast Guard. He laid out his priorities and expected mission outcomes for the Council. These include controlling and securing maritime borders; facilitating commerce in a way that promotes economic security with a focus on Alaska-specific areas such as fishing, tourism and oil and gas; and emergency response. Admiral Little shared his vision for his command in the context of the \$24 billion federal appropriation that will bolster funding for USCG priorities with investments in new ships, aircraft, and updates to Coast Guard infrastructure like housing, ports, and piers. He also reported that he has been updated by his staff on Alaska's exemptions to Western Alaska oil spill planning criteria. Admiral Little assumed command of the USCG District that oversees CIRCAC's area of operations in July of 2025.

Department of Environmental Conservation Commissioner-designee Randy Bates also addressed the Council. He highlighted the philosophy he brings to his latest role in state government as being an advocate for responsible resource development. Commissioner Bates also noted the importance of affirming states' rights in terms of resource development and his goal to "get fish back to the rivers". Bates is currently awaiting legislative confirmation to his position, which is expected in the coming legislative session. He brings nearly a quarter century of experience working in regulatory agencies at the state level and CIRCAC supports his appointment as ADEC Commissioner.

Current CIRCAC Board member Sean MacKenzie, who represents the Municipality of Anchorage, was our other presenter. A USCG veteran and former Captain of the Port for the Arctic District, Capt. MacKenzie is the Emergency Programs Manager for Anchorage's Office of Emergency Management. He detailed the Municipality's ongoing role in providing resources and relief for the 646 evacuees from Western Alaska communities affected by flooding from the remnants of Typhoon Halong in October of 2025. Captain MacKenzie's presentation served as a good reminder of the importance of strong regional and statewide partnerships to successfully address such incidents.

We would like to thank Prince William Sound RCAC for inviting our board and staff to its annual Science Night and holiday party while we were in Anchorage. Those events are a great opportunity to engage with our colleagues and help maintain a productive relationship with their board and staff members.

Our next meeting regular Council meeting is the annual meeting scheduled for April 10th, 2026 in Kenai.

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Joseph Nations, Project Manager *JN*

DATE: December 17, 2025

RE: Authorization to Award a Contract for RFP26-007 Baler Building Redesign

On November 20, 2025, the Kenai Peninsula Borough Purchasing & Contracting Department formally solicited proposals for RFP26-007 Baler Building Redesign. The request for proposals was advertised on Bid Express from October 30 – November 20, 2025.

The project consists of providing, but not limited to: Site visits, existing condition review, incorporation of Borough approved recommendations, 100% design doc, construction admin, close out and warranty services.

On the due date of November 20, 2025, one (1) proposal was received from MCG Explore Design and was received and reviewed by the Kenai Peninsula Borough Purchasing & Contracting Department.

The proposal, which includes a cost factor, was submitted by MCG Explore Design with a lump sum cost proposal of \$340,587. The Purchasing & Contracting Department recommends award of a contract to MCG Explore Design, Anchorage, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 411-32122-LATC3-49311.

AMicciche

Peter A. Micciche, Borough Mayor

12/18/2025

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	411-32122-LATC3-49311
Amount	\$340,587
By: <i>CJ BH</i>	Date: 12/18/2025
NOTES: BUDGET REVISION SUBMITTED. PH	
ADD'L NOTES: NA	

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

THRU: John Hedges, Purchasing & Contracting Director JH

FROM: Tom Winkler, Acting Solid Waste Director TW

DATE: November 24, 2025

RE: Authorization to Award a Contract for RFP26-006 Solid Waste Environmental Compliance

On October 7, 2025, the Kenai Peninsula Borough Solid Waste Department formally solicited proposals for RFP26-006 Solid Waste Environmental Compliance. The request for proposals was advertised on Bid Express from October 7 – 30, 2025.

The project consists of permitting, regulatory assistance and preliminary engineering and economic analysis services for the Central Peninsula Landfill (CPL) and KPB Solid Waste Department. Work includes environmental compliance activities in the field and reporting of behalf of the Solid Waste Department, preparing permit renewal applications, updating policies such as special waste disposal, assistance with regulatory issues, conceptual engineering, optimization analyses, and economic analysis.

On the due date of October 30, 2025, four (4) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
HDR Engineering, Inc	Anchorage, Alaska	328
Trihydro Corporation	Laramie, Wyoming	301
Geosyntec Consultants, Inc	Columbia, Maryland	233
SCS Engineers	Anchorage, Alaska	233

The highest-ranking proposal, which includes a cost factor, was submitted by HDR Engineering, Inc., with a cost proposal of \$116,416.00. The proposal review committee recommends award of a contract to HDR Engineering, Inc., Anchorage, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 290-32010-00000-43011.

P. Micciche

Peter A. Micciche, Borough Mayor

11/25/2025

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	290-32010-00000-43011
Amount	\$116,416.00
By: <i>CJ BH</i>	Date: 11/24/2025

NOTES: NA