



Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Agenda Policies and Procedures Committee

Lane Chesley, Chair
Mike Tupper, Vice Chair
Bill Elam, Member

Tuesday, September 19, 2023

3:00 PM

Council Chambers, Homer City Hall

[https://us06web.zoom.us/j/88473739641?](https://us06web.zoom.us/j/88473739641?pwd=dW1sY2RYV0F4dURjV25yVW9WUGw3QT09)

[pwd=dW1sY2RYV0F4dURjV25yVW9WUGw3QT09](https://us06web.zoom.us/j/88473739641?pwd=dW1sY2RYV0F4dURjV25yVW9WUGw3QT09)

Meeting ID: 884 7373 9641 Passcode: 671108

ITEMS NOT APPEARING ON THE REGULAR MEETING AGENDA

1. [KPB-5504](#) Presentation: Tsunami Mapping Updates, Dr. Elena Suleimani, UAF Earthquake Center (30 minutes)
2. [KPB-5505](#) Presentation: Use of Brine on State Roads, Andy Mills, Specialist Assistant to the Commissioner, Department of Transportation and Public Facilities (30 minutes)

PUBLIC HEARINGS ON ORDINANCES

5. [2023-17](#) An Ordinance Amending KPB 22.40.080 to Place the Mayor's Report Earlier on the Agenda (Johnson, Elam)

Attachments:

[Ordinance 2023-17](#)

[Memo](#)

[Reference Copy O2019-08](#)

[Reference Copy O2019-17](#)

NEW BUSINESS

1. Resolutions

- *a. [2023-058](#) A Resolution Approving an Increase to the Limitation on the Total Cumulative Annual Cost of Real Property Leases in which South Peninsula Hospital, Inc. is the Sole Lessee, Approving Exhibit A Updates, and Approving a Third Amendment to the Operating Agreement (Mayor)

Attachments:

[Resolution 2023-058](#)

[Memo](#)

[Operating Agreement 3rd Amendment](#)

[Reference Copy R2023-019](#)

[South Peninsula Hospital Board Resolution 2023-18](#)

[South Peninsula Hospital Board Resolution 2023-19](#)

- *b. [2023-059](#) A Resolution Amending the Scope of Work for the Renovation of the 4201 Bartlett Street Leased Property for South Kenai Peninsula Hospital Service Area Purposes (Mayor)

Attachments:

[Resolution 2023-059](#)

[Memo](#)

[South Peninsula Hospital Board Resolution 2023-25](#)

2. Ordinances for Introduction

- *f. [2023-23](#) An Ordinance Amending KPB 20.30.280 and KPB 21.06 Regarding Floodplain Management to Adopt Required Changes to Remain Compliant with the National Flood Insurance Program (Mayor) (Hearing on 10/24/23)

Attachments:

[Ordinance 2023-23](#)

[Memo](#)

3. Other

- *a. [KPB-5488](#) Approval of Precinct Boards, Canvass Board, and Absentee Voting Officials for the October 3, 2023 Borough Election and the October 24, 2023 Mayoral Run-Off Election (if Required)

Attachments:

[Memo](#)

- *b. [KPB-5489](#) Confirming the Appointments to the Voter Turnout Working Group Members

Attachments:

[Memo](#)

*c. [KPB-5490](#) Confirming the Appointments to the Advisory Planning Commissions

Cooper Landing

Yvette Galbraith, Seat C, Term to Expire: 09/30/2026

Heather Harrison, Seat D, Term to Expire: 09/30/2026

Funny River

James L. Harping, Seat B, Term to Expire: 09/30/2026

Hope / Sunrise

Dawn Hammond-Sammet, Seat E, Term to Expire: 09/30/2026

Jim Skogstad, Seat G, Term to Expire: 09/30/2026

Moose Pass

Kevin Dunham, Seat B, Term to Expire: 09/30/2026

Nikiski

Tom Coursen, Seat E, Term to Expire: 09/30/2026

Stacy Oliva, Seat B, Term to Expire: 09/30/2026

Jon Harman, Seat F, Term to Expire: 09/30/2025

Attachments:

[Appointments to Advisory Planning Commissions Memo](#)

*d. [KPB-5491](#) Confirming the Appointments to the Road Service Area

Kathryn Thomas, West Region Seat, Term to Expire: 09/30/2026
(Areas of North K-Beach, Kasilof & Ninilchik)

Michele Hartline, North Region Seat, Term to Expire: 09/30/2026
(Areas of North Kenai and Nikiski)

Attachments:

[Appointment to Road Service Area Board Memo](#)

MAYOR'S REPORT

Mayor's Report Cover Memo

[KPB-5492](#) Mayor's Report to the Assembly

Attachments:

[Mayor's Report to the Assembly](#)

1. Assembly Requests/Responses- None.

2. Agreements and Contracts

- a. [KPB-5493](#) Authorization to Award a Contract for ITB23-035 Digital Signage – Western Emergency Services
Attachments: [Award Contract for ITB23-035 Digital Signage](#)
- b. [KPB-5494](#) Authorization to Award a Contract for ITB24-007 Gravel Road Projects FY2024 South Region, Units 5, 7 & 8
Attachments: [Award Contract for ITB24-007 Gravel Road Projects FY2024 South Region, Uni](#)
- c. [KPB-5495](#) Authorization to Award a Contract for ITB24-014 CPL Temporary Cover Purchase & Installation
Attachments: [Award a Contract for ITB24-014 CPL Temporary Cover Purchase & Installation](#)
- d. [KPB-5496](#) Authorization to Award a Contract for RFP24-001 Local Trust Fund Investment Services
Attachments: [Award a Contract for RFP24-001 Local Trust Fund Investment Services](#)
- e. [KPB-5497](#) Barge Services to Nanwalek Sole Source Waiver
Attachments: [Barge Services to Nanwalek Sole Source Waiver](#)
3. Other
- a. [KPB-5498](#) Certification of the 2023 Personal Property Supplemental Assessment Roll
Attachments: [Certification of the 2023 Personal Property Supplemental Assessment Roll](#)
- b. [KPB-5499](#) Tax Adjustment Request Approval
Attachments: [Tax Adjustment Request Approval](#)

Introduced by:	Johnson, Elam
Date:	08/15/23
Hearing:	09/19/23
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2023-17**

**AN ORDINANCE AMENDING KPB 22.40.080 TO PLACE THE MAYOR’S REPORT
EARLIER ON THE AGENDA**

WHEREAS, the Mayor’s Report is important as it is an opportunity for the public to hear more details about the work of the Borough administration, and often contains vital information; and

WHEREAS, the report contains numerous matters that affect Borough residents and therefore it seems appropriate to have the report earlier on the agenda;

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

SECTION 1. KPB 22.40.080 is hereby amended as follows:

22.40.080. Agenda—Order of business.

The order of business shall be:

Call to order;

Pledge of allegiance;

Invocation;

Roll call;

Committee reports;

Vacancy, designation or seating members (only when needed);

Approval of agenda and consent agenda;

Approval of minutes;

Commending resolutions and proclamations;

Presentations with prior notice (20 minutes total);

Public comments on items not appearing on the agenda (three minutes per speaker;
20 minutes aggregate);

Mayor's Report;

Items not completed from prior agenda;

Public hearings on ordinances (Testimony limited to 3 minutes per speaker);

Unfinished business

1. Postponed items
2. Notices to reconsider/rescind;

New business;

1. Bid awards
2. Resolutions
3. Ordinances for introduction
4. Other (including addition of late items);

[MAYOR'S REPORT;]

Public comments and public presentations (Limited to 3 minutes per speaker);

Assembly comments;

Pending legislation;

Informational materials and reports;

Assembly meeting and hearing announcements;

Adjournment

SECTION 2. That this ordinance shall take effect immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS *
DAY OF * 2023.**

Brent Johnson, Assembly President

ATTEST:

Michele Turner CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough Assembly

MEMORANDUM

TO: Members, Kenai Peninsula Borough Assembly
FROM: Brent Johnson, Assembly President BJ
DATE: August 3, 2023
RE: Ordinance 2023- 17 , Amending KPB 22.40.080 to Place the Mayor's Report Earlier on the Agenda (Johnson)

The Mayor is ultimately responsible for the management and administration of each department of the Borough with the exception of the Clerk's office (which the Assembly manages). Daily activities for recreation service areas, a flood service area, the road service area, Fire and Emergency Services, Assessing, Finance, Hospitals, IT, 911, Legal, Planning, Purchasing and Contracting, HR, Maintenance, Roads, and Solid Waste are among the direct responsibilities of the Mayor. So is setting the budget for the School District and maintaining school buildings. In addition, the Mayor deals with City, State and Federal officials on a myriad network of issues. The Assembly provides legislative for all these responsibilities, but the day-to-day management and administration falls to the Mayor.

Ordinance 2019-08 moved the Mayor's report to the end of the agenda before the Assembly's closing comments. Subsequently, Ordinance 2019-17 moved the Mayor's Report up on the agenda a couple positions before public comments.

I think it would be better to have the Mayor's Report earlier on the agenda as it was prior to the enactment of the ordinances mentioned above.

Your consideration is appreciated.

Introduced by:	Bagley, Cooper
Date:	04/16/19
Hearing:	05/21/19
Action:	Enacted
Vote:	6 Yes, 3 No, 0 Absent

**KENAI PENINSULA BOROUGH
ORDINANCE 2019-08**

**AN ORDINANCE AMENDING KPB 22.40.080 TO HAVE THE MAYOR'S REPORT
HEARD LATER ON THE AGENDA**

WHEREAS, the Mayor's Report is currently scheduled near the beginning of the agenda; and

WHEREAS, the Mayor's Report typically contains after action items and serves to inform the assembly; and

WHEREAS, this amendment would afford the assembly the opportunity to address action items earlier in the meeting to maximize public participation;

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

SECTION 1. KPB 22.40.080 is hereby amended as follows:

22.40.080. Agenda – Order of business.

The order of business shall be:


- A. Call to order;
- B. Pledge of allegiance;
- C. Invocation;
- D. Roll call;
- E. Committee reports;
- F. Vacancy, designation or seating members (only when needed);
- G. Approval of agenda and consent agenda;
- H. Approval of minutes;
- I. Commending resolutions and proclamations;
- J. Presentations with prior notice (20 minutes total);
- K. Public comments on items not appearing on the agenda (three minutes per speaker; 20 minutes aggregate);
- [L. MAYOR'S REPORT;]
- [M]L. Items not completed from prior agenda;
- [N]M. Public hearings on ordinances (Testimony limited to 3 minutes per speaker);
- [O]N. Unfinished business
 - 1. Postponed items
 - 2. Notices to reconsider/rescind;
- [P]O. New business;
 - 1. Bid awards

2. Resolutions
 3. Ordinances for introduction
 4. Other (including addition of late items);
- [Q]P. Public comments and public presentations (Limited to 3 minutes per speaker);
- Q. Mayor's Report;
- [R. ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS;]
- [S] R. Assembly comments;
- [T] S. Pending legislation;
- [U]T. Informational materials and reports;
- U. Assembly meeting and hearing announcements;
- V. [NOTICE OF THE NEXT MEETING AND] [A]Adjournment.

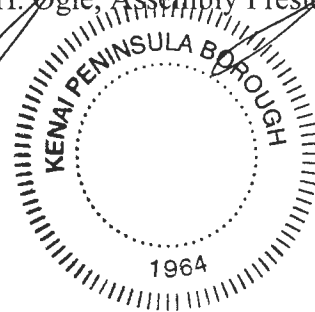
SECTION 2. That this ordinance shall take effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 21ST DAY OF MAY, 2019.

ATTEST:


John Blankenship, MMC, Borough Clerk


Wayne H. Ogle, Assembly President



Yes: Bagley, Cooper, Dunne, Fischer, Hibbert, Smalley

No: Blakeley, Carpenter, Ogle

Absent: None

Introduced by:	Fischer, Blakeley
Date:	07/02/19
Hearing:	08/06/19
Action:	Introduced and Set for Public Hearing
Vote:	9 Yes, 0 No, 0 Absent
Date:	08/06/19
Action:	Enacted as Amended
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2019-17**

**AN ORDINANCE AMENDING KPB 22.40.080 TO PLACE THE MAYOR'S REPORT
EARLIER ON THE AGENDA**

WHEREAS, following the recent approval of Ordinance 2019-08 the mayor's report is scheduled at the end of the assembly meetings; and

WHEREAS, since that ordinance was enacted public testimony has supported moving the mayor's report early enough in the meeting to allow public comment on it; and

WHEREAS, the mayor's report is important as it is an opportunity for the public to hear more details about the work of the borough administration, often contains vital information, and the public's best interest would be better served by moving it up to before the final public comment to give the public a chance to comment on it; and

WHEREAS, removing the lettering of each agenda item would avoid confusion when future changes may be made to the agenda;

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

SECTION 1. KPB 22.40.080 is hereby amended as follows:

22.40.080. Agenda—Order of business.

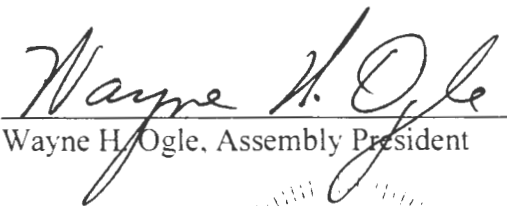
The order of business shall be:

- [A.] Call to order;
- [B.] Pledge of allegiance;
- [C.] Invocation;
- [D.] Roll call;
- [E.] Committee reports;
- [F.] Vacancy, designation or seating members (only when needed);
- [G.] Approval of agenda and consent agenda;

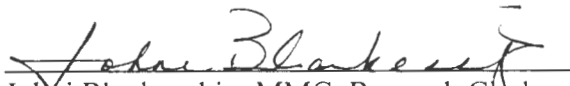
- [H.] Approval of minutes;
- [I.] Commending resolutions and proclamations;
- [J.] Presentations with prior notice (20 minutes total);
- [K.] Public comments on items not appearing on the agenda (three minutes per speaker; 20 minutes aggregate);
- [L.] Items not completed from prior agenda;
- [M.] Public hearings on ordinances (Testimony limited to 3 minutes per speaker);
- [N.] Unfinished business
 - 1. Postponed items
 - 2. Notices to reconsider/rescind;
- [O.] New business;
 - 1. Bid awards
 - 2. Resolutions
 - 3. Ordinances for introduction
 - 4. Other (including addition of late items);
- Mayor's Report
- [P.] Public comments and public presentations (Limited to 3 minutes per speaker);
- [Q.] MAYOR'S REPORT;]
- [R.] Assembly comments;
- [S.] Pending legislation;
- [T.] Informational materials and reports;
- [U.] Assembly meeting and hearing announcements;
- [V.] Adjournment

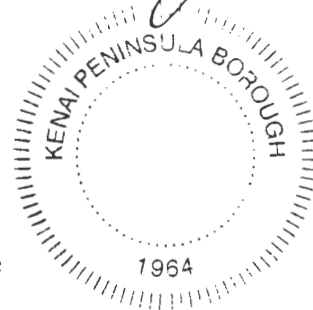
SECTION 2. That this ordinance shall take effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 6TH DAY OF AUGUST, 2019.


 Wayne H. Ogle, Assembly President

ATTEST:


 Johni Blankenship, MMC, Borough Clerk



Yes: Bagley, Carpenter, Cooper, Dunne, Hibbert, Smalley, Ogle
 No: Blakeley, Fischer
 Absent: None

Introduced by:

Mayor

Date:

09/19/23

Action:

Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2023-058**

**A RESOLUTION APPROVING AN INCREASE TO THE LIMITATION
ON THE TOTAL CUMULATIVE ANNUAL COST OF REAL PROPERTY LEASES
IN WHICH SOUTH PENINSULA HOSPITAL, INC. IS THE SOLE LESSEE,
APPROVING EXHIBIT A UPDATES, AND APPROVING A THIRD AMENDMENT TO
THE OPERATING AGREEMENT**

WHEREAS, the Kenai Peninsula Borough (“Borough”) has entered into an Operating Agreement with South Peninsula Hospital, Inc. (“SPHI”) for operation of South Peninsula Hospital (“SPH”) and other medical facilities, and to provide other healthcare programs and services, on a nonprofit basis in order to ensure the continued availability to the service area residents; and

WHEREAS, under the Operating Agreement, Section 14, Paragraph (b), the total cumulative annual cost of such leases cannot exceed \$400,000 without prior approval by the Assembly, or Assembly approval of an increase, by resolution, above that limitation; and

WHEREAS, Resolution 2023-019 approved an increase of the total cumulative annual cost to the revised limitation of \$550,000 for real property leases in which SPHI is the sole lessee under the Operating Agreement, Section 14, Paragraph (b); and

WHEREAS, Resolution 2023-019 approved an amendment to the operating agreement amending Section 10(d) and 14(b) of the Operating Agreement, to state that the annual reported Property Lease List will include a category of contract labor housing leases, but that those leases will not count toward the annual cap under 14(b);

WHEREAS, SPHI administration has recommended that an increase to the limitation on the total cumulative annual cost of real property leases in which SPH, Inc. is the sole lessee to \$650,000, due to continued growth and anticipated additional space needs in FY24, which will likely bring the total annual costs for leases near the maximum limitation under the operating agreement; and

WHEREAS, the SPHI administration and Borough administration have also identified a need to update Exhibit A of the Operating Agreement which identifies medical facilities that are managed and operated by SPHI pursuant to the Operating Agreement; and

WHEREAS, Exhibit A updates are clerical in nature to correct square footage and identify properties that have changed or been added since the Operating Agreement was signed; and

WHEREAS, the SPHI Board of Directors, at its June 28, 2023, meeting, approved the recommendation of SPHI administration; and requested that the Borough Assembly, in the best interest of the Borough's Service Area and the residents that SPHI serves, approve the Exhibit A updates and approve by resolution an increase of the total cumulative annual cost to the revised limitation of \$650,000 for real property leases in which SPHI is the sole lessee under the Operating Agreement, Section 14, Paragraph (b); and

WHEREAS, at its meeting on _____, 2023, the South Kenai Peninsula Hospital Service Area Board recommended _____ of this resolution;

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

SECTION 1. That the Assembly finds that it is the best interest of the Borough's Service Area and the residents that SPHI serves to approve an increase in the total cumulative annual cost of real property leases in which SPHI is the sole lessee under the Operating Agreement, Section 14, Paragraph (b).

SECTION 2. That the Assembly approves an increase of the total cumulative annual cost to the revised limitation of \$650,000 for real property leases in which SPHI is the sole lessee under the Operating Agreement, Section 14, Paragraph (b).

SECTION 3. That the Assembly approves an amendment to the operating agreement amending Section 10(d) and 14(b) of the Operating Agreement, to state that the annual reported Property Lease List will include a category of contract labor housing leases, but that those leases will not count toward the annual cap under 14(b).

SECTION 4. That the Assembly approves an amendment to the operating agreement to update Exhibit A to Operating Agreement in a form substantively similar to the accompanying Third Amendment to the Operating Agreement.

SECTION 5. That this resolution takes effect immediately upon adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 19TH DAY OF SEPTEMBER, 2023.

Brent Johnson, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Office of the Borough Mayor

MEMORANDUM

TO: Brent Johnson, Assembly President
Members, Kenai Peninsula Borough Assembly

FROM: Peter A. Micciche, Mayor *PM*

DATE: September 7, 2023

RE: Resolution 2023-058, Approving an Increase to the Limitation on the Total Cumulative Annual Cost of Real Property Leases in which SPH, Inc. is the Sole Lessee, Approving Exhibit A Updates, and Approving a Third Amendment to the Operating Agreement (Mayor)

The Kenai Peninsula Borough ("Borough") has entered into an Operating Agreement with South Peninsula Hospital, Inc. ("SPHI") for the operation of the South Peninsula Hospital and other medical facilities, on a not-for-profit basis, to provide healthcare services to the service area residents.

Resolution 2023-019 amended Section 14(b) of the Operating Agreement and approved an increase of the \$400,000 annual cumulative cost limitation to \$550,000 for real property leases, in which SPHI is the sole lessee, and provided that the contract housing leases reported annually in the Property Lease List will be excluded from the annual cap under Section 14(b) of the Operating Agreement.

The SPHI administration has recommended an increase of the limitation on the total cumulative annual cost of real property leases to \$650,000 based on SPHI's continued growth and additional space requirements for FY24 anticipated to increase the total annual costs for leases in excess of the current maximum allowable limitation of \$550,000. This resolution would approve SPHI's recommendation for the increase and amend the Operating Agreement accordingly.

In addition, this resolution will approve an amendment to make necessary updates or clerical edits to the facilities described on Exhibit A to the Operating Agreement.

Your consideration is appreciated.

THIRD AMENDMENT TO THE OPERATING AGREEMENT FOR SOUTH PENINSULA HOSPITAL

This Third Amendment to the Operating Agreement for South Peninsula Hospital (“Second Amendment to the Operating Agreement”) is by and between South Peninsula Hospital, Inc., an Alaska nonprofit corporation, of 4300 Bartlett, Home, Alaska 99603, hereinafter referred to as “SPHI” and the Kenai Peninsula Borough, an Alaska municipal corporation of 144 N. Binkley, Soldotna, Alaska 99669, hereinafter referred to as “Borough,” collectively referred to as the parties.

WHEREAS, effective January 1, 2020, the parties entered into an operating agreement for South Peninsula Hospital (the “operating agreement”); and

WHEREAS, the SPHI Board of Directors requested an increase to the total cumulative annual cost of real property leases in which SPHI is the sole lessee under the Operating Agreement, Section 14, Paragraph (b) as well as an amendment to the operating agreement amending Section 10(d) and 14(b) of the Operating Agreement, to state that the annual reported Property Lease List will include a category of contract labor housing leases, but that those leases will not count toward the annual cap under Section 14, Paragraph (b) of the operating Agreement; and

WHEREAS, South Kenai Peninsula Hospital Service Area Board approved the requested amendments to the Operating Agreement and recommended approval by the Borough Assembly; and

WHEREAS, Resolution 2023-019 was adopted by the Borough Assembly on February 21, 2023, approving the requests to an increase to the annual cumulative lease total and a Third Amendment to the Operating Agreement; and

WHEREAS, the Third Amendment document did not get executed by the parties and SPHI has subsequently requested an additional increase in the cumulative lease total; and

WHEREAS, Resolution 2023-____, was adopted by the by the Borough Assembly on September 19, 2023, approving the requests to an increase to the annual cumulative lease total, Exhibit A updates, and a Third Amendment to the Operating Agreement;

NOW THEREFORE, in consideration of the mutual covenants contained herein the parties agree as follows:

1. That Section 10, paragraph (d) of the Operating Agreement is hereby amended to read as follows:

d. Property Lease List. The *Property Lease List* shall include a list of all real property leases, regardless of term length or cost, and of all other operating and capital leases with terms greater than one year. This shall apply to all leases entered into by SPHI as lessee or lessor. At a minimum, the list must identify the leased property (including the address or legal property description), lessor/lessee, term, and cost. This list will include all leases SPHI has entered into for the purposes of contract labor housing. SPHI shall provide copies of any leases related to the services provided under the terms of this Agreement upon request by the Borough Contract Administrator.

2. That Section 14, paragraph (b) of the Operating Agreement is hereby amended to read as follows:

b. Leases in Which SPHI is the Lessee. Leases in the name of SPHI in which SPHI is the Lessee and no obligation whatsoever is imposed upon the Borough, either express or implied, are not subject to the requirements in subparagraph 14.a. of this agreement. Under no circumstances shall such leases obligate the Borough in any way whatsoever without advance Borough Assembly approval. All such leases shall contain a clause stating: "In the event that the Operating Agreement between SPHI and the Kenai Peninsula Borough is terminated and not renewed or extended, and the Kenai Peninsula Borough either assumes operation of the Medical Facilities or contracts with another entity to continue such operation, the continuation of this lease with the Borough or a subsequent operator is subject to Borough Assembly approval and the availability and appropriation of funds." In any event, written approval by the Borough contract Administrator is required for all such leases costing \$100,000 or more annually. Total cumulative annual costs of such leases shall not exceed \$650,000. This total annual cost ceiling for leases does not include leases entered into by SPHI for the purposes of providing contract labor housing. Increases to the cumulative annual limitation must be approved by the Borough Assembly by resolution.

3. That Exhibit A of the Operating Agreement is hereby amended to read as follows:

EXHIBIT A
DESCRIPTION OF MEDICAL FACILITIES

SPHI manages and operates following described property on behalf of the Borough's South Kenai Peninsula Hospital Service Area (hereinafter the "Medical Facilities") for the term of this Agreement and any extension thereof:

a. The South Peninsula Hospital and its grounds, located at 4300 Bartlett Street, Homer, Alaska, owned by the City of Homer, more particularly described as:

Tract A-2, South Peninsula Hospital Subdivision 2008 Addition, filed under Plat No. 2008-92, Homer Recording District, Third Judicial District, State of Alaska.

- b. The hospital parking lot property and buildings owned by the Borough, more particularly described as:

Lots 3, 4, 5 and 6, Block 7; Lot 4, Block 8, Lot 6, Block 9, Fairview Subdivision Plat No. HM 56-2936 Volume 8, Page 196, Homer Recording District, Third Judicial District, State of Alaska.

- c. The following leased property located at 4251 Bartlett Street, Homer, Alaska, owned by Mark Halpin and B. Isabel Halpin subject to the terms and conditions of the lease, more particularly described as:

L2-A Block 8 Fairview Subdivision Halpin Addition, according to Plat No. 2009-43, Homer Recording District, Third Judicial District, State of Alaska,

- d. 10,520 square ft. of office space located at 4136 Bartlett Street, Homer, Alaska 99603 owned by the Kenai Peninsula Borough, more particularly described as:

Lot 2-A, Block 5, Fairview Subdivision No. 11, as shown on Plat No. 85-28, Homer Recording District, Third Judicial District, State of Alaska.

- e. Approximately 1,500 square feet of the office space owned by Westwing LLC located at 4117 Bartlett Street, Homer, Alaska 99603 subject to the terms and conditions of the lease, more particularly described as:

Lot 4, Block 10, Fairview Subdivision, as shown on Plat No. 56-2936, Homer Recording District, Third Judicial District, State of Alaska.

- f. 5,500 square feet of office space and 5,500 square feet of basement office space both within the Kachemak Bay Professional Building, 4201 Bartlett Street, Homer, Alaska 99603 subject to the terms and conditions of the lease more particularly described as:

Lot 1-A Block 9, Fairview Subdivision 2003 Addition, as shown on Plat No. 2004-101, Homer Recording District, Third Judicial District, State of Alaska.

g. Intentionally Deleted

h. Office space owned by the Kenai Peninsula Borough located at 348 Cityview Avenue, Homer, Alaska 99603, more particularly described as:

Lot 4, Block 8, Fairview Sub., Section 18, T6N, R13W,
Seward Meridian, Plat 1956-2936, Homer Recording
District, Third Judicial District, State of Alaska.

i. Office space owned by the Kenai Peninsula Borough located at 347 Cityview Avenue, Homer, Alaska 99603, more particularly described as:

Lot 6, Block 9, Fairview Sub., Section 18, T6N, R13W,
Seward Meridian, Plat 1956-2936, Homer Recording
District, Third Judicial District, State of Alaska.

j. Office building owned by the Kenai Peninsula Borough located at 4135 Hohe Street, Homer, Alaska 99603, more particularly described as:

Lot 1 Block 5 Fairview Subdivision, as shown on Plat
No. 56-2936, Homer Recording District, Third Judicial
District, State of Alaska.

k. Office building owned by the Kenai Peninsula Borough located at 203 Pioneer Avenue, Suite 1, Homer, Alaska 99603, more particularly described as:

Tract A, Chamberlain & Watson Sub Plat of Tract A,
Section 19, T6S, R13W, S.M., Plat 075063, Homer
Recording District, Third Judicial District, State of
Alaska.

l. 1,008 square feet of office space located at 4252 Hohe St. Suite B owned by Homer Health Professional Building LLC, Homer, Alaska 99603, more particularly described as:

Lot 9 Block 1, Fairview Subdivision, according to Plat
filed in Book 8, Page 196, Homer Recording District,
Third Judicial District, State of Alaska.

m. 1,500 square feet of office space and residential housing located at 263 W. Fairview Ave owned by Red Raven LLC, Homer, Alaska 99603, more particularly described as:

Tract 6S R 1 3W Section 19, Seward Meridian HM 0562936,
Fairview Subdivision Lot 12 Block 4, Homer Recording District,
Third Judicial District, State of Alaska.

n. Such other Borough-owned or leased facilities, if any, as are
authorized by the Borough pursuant to this Agreement for SPHI to sublease
and operate pursuant to this Agreement.

4. All remaining terms and conditions of the Operating Agreement shall remain in full force
and effect.

KENAI PENINSULA BOROUGH

SOUTH PENINSULA HOSPITAL, INC.

Peter A. Micciche
Borough Mayor

Kelly Cooper
SPHI Board President

ATTEST:

ATTEST:

Michele Turner, CMC
Borough Clerk

Board Secretary

Approved as to Form
and Legal Sufficiency:

Sean Kelley, Borough Attorney

Introduced by:	Mayor
Date:	02/21/23
Action:	Adopted
Vote:	8 Yes, 0 No, 0 Absent, 1 Abstained

**KENAI PENINSULA BOROUGH
RESOLUTION 2023-019**

**A RESOLUTION APPROVING AN INCREASE TO THE LIMITATION
ON THE TOTAL CUMULATIVE ANNUAL COST OF REAL PROPERTY LEASES
IN WHICH SPH, INC. IS THE SOLE LESSEE AND APPROVING A THIRD
AMENDMENT TO THE OPERATING AGREEMENT REGARDING LEASES FOR
CONTRACT LABOR HOUSING**

WHEREAS, the Kenai Peninsula Borough (“Borough”) has entered into an Operating Agreement with South Peninsula Hospital, Inc. (“SPHI”) for operation of South Peninsula Hospital (“SPH”) and other medical facilities, and to provide other healthcare programs and services, on a nonprofit basis in order to ensure the continued availability to the service area residents; and

WHEREAS, under the Operating Agreement, Section 14, Paragraph (b), the total cumulative annual cost of such leases cannot exceed \$400,000 without prior approval by the Assembly, or Assembly approval of an increase, by resolution, above that limitation; and

WHEREAS, the total cumulative annual costs for leases where SPHI is the sole lessee is \$358,000; and

WHEREAS, SPHI intends to enter into a new lease for approximately \$40,000 per year to meet current SPH needs; and

WHEREAS, SPHI administration has recommended that an increase of \$550,000 to the limitation on the total cumulative annual cost of real property leases in which SPH, Inc. is the sole lessee, to the revised limitation of \$550,000 under the Operating Agreement, Section 14, Paragraph (b), is in the best interest of the Borough’s Service Area and the residents that SPHI serves; and

WHEREAS, SPHI also enters into temporary leases not to exceed one year to assist with traveling and new hire employee housing, and SPHI considers these leases separate from conducting standard operations; and

WHEREAS, SPHI and the Borough want to clarify that contract labor leases are excluded from the aggregate lease total in the operating agreement; and

WHEREAS, the SPHI Board of Directors, at its January 25, 2023, meeting, approved the recommendation of SPHI administration; and requested that the Borough Assembly, in the best interest of the Borough's Service Area and the residents that SPHI serves, approve by resolution an increase of the total cumulative annual cost to the revised limitation of \$550,000 for real property leases in which SPHI is the sole lessee under the Operating Agreement, Section 14, Paragraph (b); and

WHEREAS, at its meeting on February 9, 2023, the South Kenai Peninsula Hospital Service Area Board recommended approval of this resolution;

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

SECTION 1. That the Assembly finds that it is the best interest of the Borough's Service Area and the residents that SPHI serves to approve an increase in the total cumulative annual cost of real property leases in which SPHI is the sole lessee under the Operating Agreement, Section 14, Paragraph (b).

SECTION 2. That the assembly approves an increase of the total cumulative annual cost to the revised limitation of \$550,000 for real property leases in which SPHI is the sole lessee under the Operating Agreement, Section 14, Paragraph (b).


SECTION 3. That the assembly approves an amendment to the operating agreement amending Section 10(d) and 14(b) of the Operating Agreement, to state that the annual reported Property Lease List will include a category of contract labor housing leases, but that those leases will not count toward the annual cap under 14(b).

SECTION 4. That this resolution takes effect immediately upon adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 21ST DAY OF FEBRUARY, 2023.


Brent Johnson, Assembly President

ATTEST:


Michele Turner, CMC, Acting Borough Clerk



Yes: Cox, Derkevorkian, Ecklund, Elam, Hibbert, Ribbens, Tupper, Johnson
No: None
Absent: None
Abstained: Chesley

Introduced by:	Administration
Date:	June 28, 2023
Action:	Approved
Vote:	Y-8, N-0, Exc.-2, Abstain-1

**SOUTH PENINSULA HOSPITAL
BOARD RESOLUTION
2023-18**

**A RESOLUTION OF THE SOUTH PENINSULA HOSPITAL
BOARD OF DIRECTORS REQUESTING A THIRD AMENDMENT TO THE KENAI PENINSULA
BOROUGH AND SOUTH PENINSULA HOSPITAL OPERATING AGREEMENT AMENDMENT A TO
INCLUDE UPDATES TO THE LISTED MEDICAL FACILITIES**

WHEREAS, , the Kenai Peninsula Borough (“Borough”) has entered into an Operating Agreement, effective January 1, 2020, with South Peninsula Hospital, Inc. (“SPHI”) for operation of the South Peninsula Hospital and other medical facilities, and to provide other healthcare programs and services, on a nonprofit basis in order to ensure the continued availability to the South Kenai Peninsula Hospital Service Area (SKPHSA) residents; and

WHEREAS, Exhibit A of the operating agreement describes the property that SPHI operates and manages on behalf of the Borough; and

WHEREAS, South Peninsula Hospital has updated some of its footprint through lease amendments and building expansions and the square footage of the following properties has changed:

- Kenai Peninsula Borough owned property at 4136 Bartlett St square footage has increased from 4,904 square feet to 10,520 square feet
- Leased Property at 4201 Bartlett St square footage has increased from 3,780 square feet of office space to 5,500 square feet and has increased 3,225 square feet of basement office space to 5,500 square feet of basement office space

WHEREAS, it would be appropriate to list the above referenced acquired property in the operating agreement to clarify that such properties are operated and managed by SPHI; and

WHEREAS, Ordinance 2021-19-17 authorized a first amendment to the operating agreement;

WHEREAS, Ordinance 2021-19-20 authorized a second amendment to the operating agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SOUTH PENINSULA HOSPITAL:

1. That the South Peninsula Hospital, Inc. Board of Directors requests, supports, and hereby approves a third amendment to the Operating Agreement between the Kenai Peninsula Borough and South Peninsula Hospital, Inc. to update Exhibit A to the Operating Agreement in a form substantively similar to the accompanying Third Amendment to the Operating Agreement for South Peninsula Hospital document.
2. That the South Peninsula Hospital, Inc. Board of Directors will forward this resolution to the KPB Administration as support of updating the Operating Agreement between South Peninsula Hospital and the Kenai Peninsula Borough.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF SOUTH PENINSULA HOSPITAL THIS
28th DAY of JUNE, 2023.**

ATTEST:



Kelly Cooper, Board President

Julie Woodworth, Secretary

Introduced by:	Administration
Date:	June 28, 2023
Action:	Approved
Vote:	Y-8, N-0, Exc.-2, Abstain-1

**SOUTH PENINSULA HOSPITAL
BOARD RESOLUTION 2023-19**

**A RESOLUTION OF THE SOUTH PENINSULA HOSPITAL BOARD OF DIRECTORS
APPROVING AN INCREASE TO THE LIMITATION
ON THE TOTAL CUMULATIVE ANNUAL COST OF REAL PROPERTY LEASES
IN WHICH SPH, INC. IS THE SOLE LESSEE**

WHEREAS, the Kenai Peninsula Borough ("Borough") owns and provides for the operation of South Peninsula Hospital ("Hospital") through the South Kenai Peninsula Hospital Service Area, ("Service Area"); and

WHEREAS, the Borough has entered into an operating agreement with South Peninsula Hospital, Inc. ("SPHI") for the lease and operation of the Hospital and other medical facilities, to operate these medical facilities on a nonprofit basis in order to ensure the continued availability of the medical services to the service area residents and visitors; and

WHEREAS, under the Operating Agreement, Section 14, Paragraph (b), the total cumulative annual cost of such leases shall not exceed \$550,000 without prior approval of by the Borough Assembly by resolution of any increases above that limitation; and

WHEREAS, the total cumulative annual costs for leases where SPHI is the sole lessee will be \$405,985 in FY24; and

WHEREAS, SPHI continues to grow and anticipates additional space needs in FY24, which will likely bring the total annual costs for leases near the maximum limitation under the operating agreement; and

WHEREAS, SPHI is requesting the annual lease maximum be increased to \$650,000; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SOUTH PENINSULA HOSPITAL:

1. That South Peninsula Hospital finds that it is the best interest of the Borough's Service Area and the residents that SPH serves to approve an increase in the total cumulative annual cost of real property leases in which South Peninsula Hospital, Inc. (SPHI) is the sole lessee under the Operating Agreement, Section 14, Paragraph (b).

2. That the South Peninsula Hospital Board of Directors approve an increase of the total cumulative annual cost to the revised limitation of \$650,000 for real property leases in which SPHI is the sole lessee under the Operating Agreement, Section 14, Paragraph (b).


3. That the South Peninsula Hospital Board of Directors requests amendments to Section 10(d) and 14(b) of the Operating Agreement, to state that the annual reported Property Lease List will include a category of contract labor housing leases, but that those leases will not count toward the annual cap under 14(b).

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF SOUTH PENINSULA HOSPITAL THIS 28th DAY of JUNE, 2023.

ATTEST:



Julie Woodworth, Board Secretary



Kelly Cooper, Board President

Introduced by:
Date:
Action:
Vote:

Mayor
09/19/23

**KENAI PENINSULA BOROUGH
RESOLUTION 2023-059**

**A RESOLUTION AMENDING THE SCOPE OF WORK FOR THE RENOVATION OF
THE 4201 BARTLETT STREET LEASED PROPERTY FOR SOUTH KENAI
PENINSULA HOSPITAL SERVICE AREA PURPOSES**

WHEREAS, the Kenai Peninsula Borough (“Borough”) has entered into an Operating Agreement with South Peninsula Hospital, Inc. (“SPHI”) for operation of South Peninsula Hospital (“SPH”) and other medical facilities, and to provide other healthcare programs and services, on a nonprofit basis in order to ensure the continued availability to the service area residents; and

WHEREAS, during the FY2021 annual budget process \$500,000.00 was appropriated for the renovation of the first floor of the leased facility at 4201 Bartlett Street for the purpose of housing medical offices, Specialty Physician Services and Behavioral Health; and

WHEREAS, since that time the hospital has found other facilities to house the Specialty Physicians Services and the Behavioral Health needs and the need for additional medical offices still exists; and

WHEREAS, some design and minor work have taken place leaving \$450,187.60 available for completing other needed renovations; and

WHEREAS, in order to address these needs SPH would like to amend the scope of the project to include renovations that support clinical services and additional administrative office spaces; and

WHEREAS, at its meeting on August 23, 2023, the SPHI Board approved Resolution 2023-25 recommending approval of this resolution; and

WHEREAS, at its meeting on September 14, 2023, the South Peninsula Hospital Service Area Board Road Service Area Board recommended _____;

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

SECTION 1. That the Assembly hereby approves amending the scope of Project 21SHB Remodel of Kachemak Professional Building to allow for renovations for clinical services and support services.

SECTION 2. That this resolution takes effect immediately.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 19TH DAY OF SEPTEMBER, 2023.

Brent Johnson, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Purchasing and Contracting Department

MEMORANDUM

TO: Brent Johnson, Assembly President
Members, Kenai Peninsula Borough Assembly

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

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

DATE: September 7, 2023

RE: Resolution 2023-059. Amending the Scope of Work for the Renovation of 4201 Bartlett Street Leased Property for South Kenai Peninsula Hospital Service Area Purposes (Mayor)

During the FY2021 annual budget process \$500,000.00 was appropriated for the renovation of the first floor of the leased facility at 4201 Bartlett Street for the purpose of housing medical offices, Specialty Physician Services and Behavioral Health. Since that time the hospital has found other facilities to house the Specialty Physicians Services and the Behavioral Health needs. The need for additional medical offices still exists.

Some design and minor work have taken place leaving \$450,187.60 available for completing other needed renovations. In order to address these needs, SPH would like to amend the scope of the project to include renovations that support clinical services and additional administrative office spaces.

Your consideration is appreciated.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.:	<u>491.81210.21SHB.49125</u>
Amount:	<u>\$450,187.60</u>
By: <i>CH</i>	Date: <u>9/8/2023</u>

Introduced by: Administration
Date: 08/23/2023
Action: Approved
Vote: Yes - 7, No - 0, Exc - 4

**SOUTH PENINSULA HOSPITAL
BOARD RESOLUTION
2023-25**

**A RESOLUTION OF THE SOUTH PENINSULA HOSPITAL BOARD OF DIRECTORS
APPROVING A MINOR ALTERATION OF SCOPE TO PROJECT 21SHB REMODEL
OF KACHEMAK PROFESSIONAL BUILDING**

WHEREAS, South Peninsula Hospital Board of Directors approved resolution 2020-01 in January 2020 approving project 21SHB; and

WHEREAS, the established scope of the project was to approve \$500,000 in lease renovations to the 4201 Bartlett St leased property to collocate Medical Staff offices and to provide a one-stop shop for Specialty Physician Services and Behavioral Health; and

WHEREAS, Project 21SHB has \$451,703 remaining, as the majority of work has not commenced; and

WHEREAS, South Peninsula Hospital has purchased property on Hohe Street since the passing of the Resolution 2020-01 to locate Behavioral Health; and

WHEREAS, South Peninsula Hospital has since leased additional clinical space to locate General Surgery and has been able to accommodate other specialty providers in already established clinic space at 4201 Bartlett; and

WHEREAS, the needs for space for Behavioral Health and Specialty Providers has been solved, South Peninsula Hospital would like to amend the scope of project 21SHB to complete leasehold improvements to the 4201 Bartlett St property to provide clinical services and support offices to meet the needs of the organization; and


WHEREAS, the resolution to amend the scope of project 21SHB Remodel Kachemak Professional Building was discussed at Finance Committee on August 17, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SOUTH PENINSULA HOSPITAL:

1. That the South Peninsula Hospital Board of Directors approves amending the scope of Project 21SHB Remodel of Kachemak Professional Building to allow for renovations for clinical services and support offices.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF SOUTH PENINSULA AT ITS MEETING HELD ON THIS 24th DAY OF AUGUST, 2023.

ATTEST:

DocuSigned by:

40F45ADB220F4CF...
Julie Woodworth, Board Secretary

DocuSigned by:

552FEAD846F54B4...
Kelly Cooper, Board President

Introduced by:	Mayor
Date:	09/19/23
Hearing:	10/24/23
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2023-23**

**AN ORDINANCE AMENDING KPB 20.30.280 AND KPB 21.06 REGARDING
FLOODPLAIN MANAGEMENT TO ADOPT REQUIRED CHANGES TO REMAIN
COMPLIANT WITH THE NATIONAL FLOOD INSURANCE PROGRAM**

WHEREAS, the Kenai Peninsula Borough has had an accredited floodplain management program under the National Flood Insurance Program (“NFIP”) since 1988, which makes federal disaster insurance, federal hazard mitigation grants, federally subsidized mortgages, and affordable individual homeowner flood insurance available within the Borough; and

WHEREAS, continued participation in the NFIP is predicated upon continued good standing in the NFIP; and

WHEREAS, as part of the 2022 Federal Emergency Management Agency (“FEMA”) Community Assistance Visit, FEMA officials reviewed KPB Chapter 21.06 to assess compliance with federal requirements and to provide required and recommended changes to the Chapter; and

WHEREAS, the proposed amendments increase flood safety, bring code pertaining to FEMA minimum regulations into compliance with federal standards and provide clarifications; and

WHEREAS, the proposed amendments address other portions of Borough Code for clerical purposes; and

WHEREAS, at the meeting of _____, the Seward-Bear Creek Flood Service Area Board recommended _____; and

WHEREAS, at the meeting of _____, the Kenai Peninsula Borough Planning Commission recommended _____; and

WHEREAS, the Borough’s best interest will be served by maintaining its good standing in the NFIP by amending its floodplain management ordinance.

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

SECTION 1. That KPB 20.30.280 is hereby amended as follows:

20.30.280. – Floodplain requirements.

- A. All subdivision plats which are within areas where the floodplain has been identified by the Federal Emergency Management Agency (FEMA), and which involve 50 lots or five acres whichever is lesser, shall include the base flood elevation source. If the base flood elevation is not provided from another authoritative source, it must be generated at the responsibility of the developer and noted on the final plat.
- B. Any area of the subdivision within the regulatory floodplain, floodway or Seward Mapped Flood Data Area (SMFDA) is to be shown and labeled on the plat.

...

- D. All subdivisions or replats within the Flood Insurance Rate Map (FIRM) area or SMFDA, as amended, as defined by KPB [21.06.020] 21.06.070, shall contain the following note:

...

- E. All subdivisions or replats that include any portion of the mapped floodway shall contain the following note:

FLOODWAY NOTICE:

Portions of this subdivision are within the floodway. Pursuant to KPB Chapter 21.06, all development (including fill) in the floodway is prohibited unless certification by an engineer [OR ARCHITECT] is provided demonstrating that encroachments shall not result in any increases in flood levels during the occurrence of the base flood discharge.

- [F] EACH PLAT WITHIN A CITY WHICH HAS MET THE REQUIREMENTS OF THIS SECTION SHALL CONTAIN THE FOLLOWING STATEMENT: "THE FIRST FINISHED AND HABITABLE FLOOR OF A BUILDING CONSTRUCTED WITHIN A FLOODPLAIN SHALL BE BUILT AT OR ABOVE THE 100-YEAR FLOOD LEVEL."

- [G]E. This section applies to all cities which adopt a resolution requesting participation in the FEMA floodplain program and which are subsequently recognized by the state as participants.

[H]G. A city may adopt an ordinance as part of its building code with greater restrictions than those set forth in KPB 20.30.280(A). A note shall be placed on the plat to indicate that the developer is responsible for contacting the city to determine the restrictions prior to any development.

SECTION 2. That KPB 21.06.010 is hereby amended as follows:

21.06.010. – [FINDINGS AND STATEMENT] Statutory authorization, findings, and statement.

The assembly adopts the following findings and statements establishing a floodplain management chapter:

A. Statutory Authorization. The State of Alaska has delegated the responsibility to local governmental units to adopt floodplain management regulations designed to promote the public health, safety, and general welfare of its citizenry.

[A.]B. Findings. The flood hazard areas of Kenai Peninsula Borough are subject to periodic inundation which results in loss of life and property, health, and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

C. These flood losses may be caused by the cumulative effect of obstructions in flood hazard areas, which increase flood heights and velocities and, when inadequately anchored, cause damage in other areas. Uses that are inadequately flood proofed, elevated, or otherwise protected from flood damage, also contribute to flood loss.

[B.]D. Statement of Purpose. It is the purpose of this chapter to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed:

...

7. To ensure that potential buyers are notified that property is in an area of special flood hazard; [AND]
8. To ensure that those who occupy the areas of special flood hazard assume responsibility for their actions[.]; and
9. To allow participation in and, to maintain eligibility for, flood insurance and disaster relief.

[C.]E. Objectives. In order to accomplish its purposes, this chapter includes methods and provisions for:

...

SECTION 3. That KPB 21.06.030 is hereby amended as follows:

21.06.030. – General provisions.

...

C. *Basis for Establishing Flood Protection Elevation.* The Flood Protection Elevation (FPE) shall be the applicable elevation as determined by the planning department using the criteria below and will be the elevation to which structures and utilities must be raised as required in the building standards in KPB 21.06.050.

...

E. *Noncompliance—Enforcement and Penalties.* Structures and activities which are not permitted or allowed by this chapter are prohibited. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Violation of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall be enforced by the remedies set forth in KPB 21.50. Each day a violation continues is a separate violation. Nothing herein contained shall prevent the Kenai Peninsula Borough from taking such other lawful action as is necessary to prevent or remedy any violation.

F. *Conflicts.* Unless otherwise preempted by applicable law, where this chapter and another rule, ordinance, statute, regulation, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restriction will prevail. Notwithstanding, nothing in this chapter may be construed to require the borough to enforce a private covenant or deed restriction.

G. *Interpretation.* In the interpretation and application of this chapter, all provisions must be:

1. Considered as minimum requirements;
2. Liberally construed in favor of the governing body; and,
3. Deemed neither to limit nor repeal any other powers granted under state statutes.

SECTION 4. That KPB 21.06.040 is hereby amended as follows:

21.06.040. – Administration.

...

- [1. ELEVATION IN RELATION TO MEAN SEA LEVEL OF THE LOWEST FLOOR (INCLUDING BASEMENT) OF ALL STRUCTURES;
2. ELEVATION IN RELATION TO MEAN SEA LEVEL TO WHICH ANY STRUCTURE HAS BEEN FLOODPROOFED;
3. CERTIFICATION BY A REGISTERED PROFESSIONAL ENGINEER OR ARCHITECT THAT THE FLOODPROOFING METHODS FOR ANY NONRESIDENTIAL STRUCTURE MEET THE FLOODPROOFING CRITERIA IN KPB 21.06.050(B)(2);
4. DESCRIPTION OF THE EXTENT TO WHICH A WATERCOURSE WILL BE ALTERED OR RELOCATED AS A RESULT OF PROPOSED DEVELOPMENT.]

1. For A Zones (A, A1-30, AE, AH, AO).

- a. Proposed elevation in relation to mean sea level of the lowest floor (including basement) of all structures. In Zone AO, elevation of existing highest adjacent grade and proposed elevation of lowest floor of all structures;
- b. Proposed elevation in relation to mean sea level to which any non-residential structure will be floodproofed;
- c. Certification by a registered professional engineer or architect that the floodproofing methods for any non-residential structure meet the floodproofing criteria in KPB 21.06.050(B)(2); and
- d. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.

2. For V Zones (VE, VI-30 and V).

- a. Proposed elevation in relation to mean sea level of the bottom of the lowest structural member of the lowest floor (excluding pilings and columns) of all structures, and whether such structures contain a basement;
- b. Base Flood Elevation data for subdivision proposals or other development, including manufactured home parks or subdivisions, greater than 50 lots or 5 acres, whichever is the lesser.

...

4. *Information to be Obtained and Maintained.*

Obtain and maintain the following for public inspection and make available as needed:

- [A. WHERE BASE FLOOD ELEVATION DATA IS PROVIDED THROUGH THE FLOOD INSURANCE STUDY OR REQUIRED IN SUBSECTION (C)(2) OF THIS SECTION, RECORD THE ACTUAL ELEVATION AS SUBMITTED (IN RELATION TO MEAN SEA LEVEL) OF THE LOWEST FLOOR (INCLUDING BASEMENT) OF ALL NEW OR SUBSTANTIALLY IMPROVED STRUCTURES, AND WHETHER OR NOT THE STRUCTURE CONTAINS A BASEMENT;
- B. FOR ALL NEW OR SUBSTANTIALLY IMPROVED FLOODPROOFED STRUCTURES:
 - I. RECORD THE ACTUAL ELEVATION AS SUBMITTED (IN RELATION TO MEAN SEA LEVEL), AND
 - II. MAINTAIN THE FLOODPROOFING CERTIFICATIONS REQUIRED IN KPB 21.06.040(A)(3);
- C. MAINTAIN FOR PUBLIC INSPECTION ALL RECORDS PERTAINING TO THE PROVISIONS OF THIS CHAPTER IN PERPETUITY.]
- a. Certification required by KPB 21.06.050(B)(1) and KPB 21.06.050(A)(2) (lowest floor elevations for all structures, bottom of the lowest horizontal structural member (if applicable), and service facilities/mechanical equipment);
- b. Certification required by KPB 21.06.050(B)(2) (lowest floor elevations or floodproofing of non-residential structures and service facilities/mechanical equipment);
- c. Certification required by KPB 21.06.050(B)(1)(b) (engineered flood openings);
- d. Certification required by KPB 21.06.050(C) (floodway encroachments);
- e. Records of all variance actions, including justification for their issuance; and
- f. Improvement and damage calculations.

[5. *ALTERATION OF WATERCOURSES.*

- A. NOTIFY ADJACENT COMMUNITIES AND THE DEPARTMENT OF COMMUNITY AND REGIONAL AFFAIRS PRIOR TO ANY ALTERATION OR RELOCATION OF A WATERCOURSE, AND SUBMIT EVIDENCE OF SUCH NOTIFICATION TO THE FEDERAL INSURANCE ADMINISTRATION.
- B. REQUIRE THAT MAINTENANCE IS PROVIDED WITHIN THE ALTERED OR RELOCATED PORTION OF SAID WATERCOURSE SO THAT THE FLOOD-CARRYING CAPACITY IS NOT DIMINISHED.]

5. Notification to Other Entities.

- a. Whenever a watercourse is to be altered or relocated, notify adjacent communities and the State Coordinating Office prior to such alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administrator through appropriate notification means, and assure that the flood carrying capacity of the altered or relocated portion of said watercourse is maintained.
- b. Base Flood Elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, the Floodplain Administrator must notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with Volume 44 Code of Federal Regulations Section 65.3, to ensure that, upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements will be based upon current data.
- c. Notify the Federal Insurance Administrator in writing of acquisition by means of annexation, incorporation or otherwise, of additional areas of jurisdiction.

6. Remedial Actions. The Kenai Peninsula Borough must take actions on violations of this chapter pursuant to KPB 21.06.030(E) herein.

[6.]. Fee Required. The planning department shall charge fees for permits and [EXCEPTIONS] variances. Fees shall be the amount listed in the most current Kenai Peninsula Borough Schedule of Rates, Charges and Fees to be paid by the applicant at the time that the floodplain development permit application is submitted.

SECTION 5. That KPB 21.06.050 is hereby amended as follows:

21.06.050. – Standards.

- A. *General Standards.* In all flood hazard areas, the following standards are required:

1. Alteration of Water Courses.

- a. The flood-carrying capacity within the altered or relocated portion of said watercourse must be maintained. Maintenance must be provided within the altered or relocated portion of said watercourse to ensure that the flood-carrying capacity is not diminished.

[1.]2. Anchoring.

- a. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

...

3. Storage of Materials and Equipment

- a. The storage or processing of materials that could be injurious to human, animal, or plant life if released due to damage from flooding is prohibited in special flood hazard areas.
- b. Storage of other material or equipment may be allowed if not subject to damage by floods and if firmly anchored to prevent flotation, or if readily removable from the area within the time available after flood warning.

[2.]4. Construction Materials and Methods.

...

[3.]5. Utilities.

...

[4.]6. Subdivision Proposals.

...

[5.]7. Review of Development Permits.

...

- B. *Specific Standards.* In all flood hazard areas, as set forth in KPB 21.06.030(B), the following provisions are required:

1. *Residential Construction.*

- a. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to or above the Flood Protection Elevation.

- b. Fully enclosed areas below the lowest floor, including crawlspaces, basements, and skirting, that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:
 - i. A minimum of two openings located on separate walls and having a total net area of not less than 1 square inch for every square foot of enclosed space subject to flooding shall be provided.
 - ii. The bottom of all openings shall be no higher than 1 foot above grade.
 - iii. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
 - iv. Enclosed areas below the Flood Protection Elevation must be unfinished and usable only for parking, access or storage of materials easily moved during a flood event.
 - v. Before a final floodplain development permit is issued by the planning department for a residential structure with enclosed areas below the [BASE FLOOD ELEVATION] Flood Protection Elevation, the owners shall sign a non-conversion agreement stating that the enclosed space shall remain in compliance with KPB 21.06.050(B)(1)(b)(iv). The non-conversion agreement shall be recorded, [BY THE KENAI PENINSULA BOROUGH] placing future buyers of properties on notice of the hazards of enclosed spaces below the Flood Protection Elevation and the requirements to keep the permitted structure compliant with KPB floodplain regulations.

...

- 2. *Nonresidential Construction.* [NEW CONSTRUCTION AND SUBSTANTIAL IMPROVEMENT OF ANY COMMERCIAL, INDUSTRIAL OR OTHER NONRESIDENTIAL STRUCTURE SHALL EITHER HAVE THE LOWEST FLOOR, INCLUDING BASEMENT, ELEVATED TO THE LEVEL OF THE FLOOD PROTECTION ELEVATION; OR, TOGETHER WITH ATTENDANT UTILITY AND SANITARY FACILITIES, SHALL]:

a. New construction and substantial improvement of any commercial, industrial or other nonresidential structure, together with attendant utility and sanitary facilities, must have its lowest floor elevated to the Flood Protection Elevation to meet the standards in KPB 21.060.050(B)(1)(b); or

b. Nonresidential structures that are not elevated must:

[A.] i. Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water; and

[B.] ii. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and

[C.] iii. Be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certifications shall be provided to the official as set forth in KPB 21.06.040(C)(4)(b); and

iv. Before a final floodplain development permit is issued by the planning department for a nonresidential structure with enclosed areas below the flood protection elevation, the owners shall sign a non-conversion agreement stating that the enclosed space shall not be converted to a residential space. The non-conversion agreement shall be recorded, placing future buyers of properties on notice of the hazards of enclosed spaces below the Flood Protection Elevation and the requirements to keep the permitted structure compliant with KPB floodplain regulations.

[D. NONRESIDENTIAL STRUCTURES THAT ARE ELEVATED, NOT FLOODPROOFED, MUST MEET THE SAME STANDARD FOR SPACE BELOW THE LOWEST FLOOR AS DESCRIBED IN KPB 21.06.050(B)(1)(B).]

[E] c. Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are 1 foot below the floodproofed level (e.g. a building constructed to the base flood level will be rated as 1 foot below that level).

[F. FOR ZONES AH, AO, AND AREAS OF THE SMFDA, DRAINAGE PATHS ARE REQUIRED AROUND STRUCTURES ON SLOPES TO DRAIN FLOODWATERS AWAY FROM PROPOSED STRUCTURES.]

3. Appurtenant Structures (Detached Garages and Storage Structures).
Appurtenant structures located in A Zones (A, AE, A1-30, AH, AO) used solely for parking of vehicles or storage may be constructed such that the floor is below the Flood Protection Elevation, provided the structure is designed and constructed in accordance with the following requirements:

- a. Use of the appurtenant structure must be limited to parking of vehicles or storage;
- b. The portions of the appurtenant structure located below the Flood Protection Elevation must be built using flood resistant materials;
- c. The appurtenant structure must be adequately anchored to prevent flotation, collapse and lateral movement;
- d. Any machinery or equipment servicing the appurtenant structure must be elevated or floodproofed to or above the Flood Protection Elevation;
- e. The appurtenant structure must comply with floodway encroachment provisions in KPB 21.06.050(C); and
- f. The appurtenant structure must be designed to allow for the automatic entry and exit of flood waters in accordance with KPB 21.06.050(B)(1)(b). Detached garages, storage structures and other appurtenant structures not meeting the above standards must be constructed in accordance with all applicable standards in KPB 21.06.050(B)(2). Upon completion of the structure, certification that the requirements of this section have been satisfied shall be provided to the Floodplain Administrator for verification.
- g. Before a final floodplain development permit is issued by the planning department for an appurtenant structure with enclosed areas below the flood protection elevation, the owners shall sign a non-conversion agreement stating that the enclosed space shall not be converted to a residential space. The non-conversion agreement shall be recorded, placing future buyers of properties on notice of the hazards of enclosed spaces below the Flood Protection Elevation and the requirements to keep the permitted structure compliant with KPB floodplain regulations.

[3.]4. *Manufactured Homes.* All manufactured homes to be placed or substantially improved within Zones A1-30, AH, and AE shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is at or above the base flood elevation and be securely anchored to an adequately anchored foundation system in accordance with the provisions of subsection (A)[(1)](2) of this section.

[4.]5. *Recreational vehicles.*

...

[5.]6. *Before regulatory floodway.*

...

[6.]7. *Fuel storage tanks.*

...

[7.]8. *Logging or clearing.*

...

9. AH, AO, and SMFDA. Drainage paths are required around structures on slopes to drain floodwaters away from proposed structures.

C. *Floodways.*

...

1. All encroachments, including fill, new construction, substantial improvements, and other development are prohibited unless certification by a registered professional engineer [OR ARCHITECT] is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.

...

3. Encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations may be permitted, provided that the Kenai Peninsula Borough first applies for and fulfills the requirements for a Conditional Letter of Map Revision (CLOMR), and receives approval from the Federal Insurance Administrator to revise the FIRM and FIS in accordance with KPB 21.06.040(C)(5)(b).

...

SECTION 6. That KPB 21.06.060 is hereby amended as follows:

21.06.060. – [EXCEPTIONS] Variance procedure.

The variance criteria set forth in this section are based on the general principle of zoning law that variances pertain to a piece of property and are not personal in nature. A variance may be granted for a parcel of property with physical characteristics so unusual that complying with the requirements of this chapter would create an exceptional hardship to the applicant or the surrounding property owners. The characteristics must be unique to the property and not be shared by adjacent parcels. The unique characteristic must pertain to the land itself, not to the structure, its inhabitants or the property owners.

It is the duty of the Kenai Peninsula Borough to help protect its citizens from flooding through regulating development in the Special Flood Hazard Area. This need is so compelling and the implications of the cost of insuring a structure built below the Base Flood Elevation are so serious that variances from the flood elevation or from other requirements in the flood ordinance are quite rare. The long-term goal of preventing and reducing flood loss and damage can only be met if variances are strictly limited. Therefore, the variance guidelines provided in this ordinance are more detailed and contain multiple provisions that must be met before a variance can be properly granted. The criteria are designed to screen out those situations in which alternatives other than a variance are more appropriate.

A. Appeal Board.

1. The Kenai Peninsula Borough Planning Commission shall hear and decide appeals and requests for [EXCEPTIONS] variances from the requirements of this chapter.

...

5. Upon consideration of the factors of subsection (A)(4) of this section and the purposes of this chapter, the planning commission may attach such conditions to the granting of [EXCEPTIONS] variances as it deems necessary to further the purposes of this chapter,
6. The planning department shall maintain the records of all appeal actions and report any [EXCEPTIONS] variances to the Federal Insurance Administration upon request.

B. Conditions for [EXCEPTIONS] Variances.

1. Generally, the only condition under which a[N EXCEPTION] variance from the elevation standard may be issued is for new construction and substantial improvements to be erected on a lot of ½ acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing subparagraphs (a) through (k) of subsection (A)(4) of this section have been fully considered. As the lot size increases the technical justification required for issuing the [EXCEPTION] variance increases.
2. [EXCEPTIONS] Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in this section.
3. [EXCEPTIONS] Variances shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.
4. [EXCEPTIONS] Variances shall only be issued upon a determination that the [EXCEPTION] variance is the minimum necessary, considering the flood hazard, to afford relief.
5. [EXCEPTIONS] Variances shall only be issued upon:
...
 - b. A determination that failure to grant the [exception] variance would result in exceptional hardship to the applicant;
 - c. A determination that the granting of a [exception] variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local laws or ordinances.
6. [EXCEPTIONS] Variances, or variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, or to economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, [EXCEPTIONS] variances from the flood elevations should be quite rare.

7. [EXCEPTIONS] Variances may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry-flood proofing where it can be determined that such action will have low damage potential, complies with all other [EXCEPTION] variance criteria except subsection (B)(1) of this section, and otherwise complies with KPB 21.06.060(A) and (B).
8. Any applicant to whom a[N EXCEPTION] variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

SECTION 7. That KPB 21.06.070 is hereby amended as follows:

21.06.070. – Definitions.

...

“Anchored” or “anchoring” means a system of ties, anchors and anchoring equipment that will withstand flood and wind forces. The system must work in saturated soil conditions.

“Alteration of watercourse” means any action that will change the location of the channel occupied by water within the banks of any portion of a riverine waterbody.

...

“Coastal high hazard area” means [THE AREA SUBJECT TO HIGH VELOCITY WATERS DUE TO WIND, TIDAL ACTION, STORM, TSUNAMI OR ANY SIMILAR FORCE, ACTING SINGLY OR IN ANY COMBINATION RESULTING IN A WAVE OR SERIES OF WAVES OF SUFFICIENT MAGNITUDE, VELOCITY OR FREQUENCY TO ENDANGER PROPERTY AND LIVES] an area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on the FIRM as Zone V1-30, VE, or V.

...

[“EXCEPTION” MEANS A GRANT OF RELIEF FROM THE REQUIREMENTS OF THIS CHAPTER, WHICH PERMITS CONSTRUCTION IN A MANNER THAT WOULD OTHERWISE BE PROHIBITED BY THIS CHAPTER.]

[“FEDERAL EMERGENCY MANAGEMENT AGENCY” IS THE AGENCY RESPONSIBLE FOR ADMINISTRATION OF THE NATIONAL FLOOD INSURANCE PROGRAM.

“FLOOD HAZARD AREA” MEANS THE LAND AREA COVERED BY THE FLOOD, HAVING A 1 PERCENT CHANCE OF OCCURRING IN ANY GIVEN YEAR. SEE ALSO “100-YEAR OR 1-PERCENT ANNUAL EXCEEDANCE PROBABILITY FLOOD.”]

“Flood elevation study” means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards. Also known as a Flood Insurance Study (FIS).

...

“Functionally dependent use” means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long term storage or related manufacturing facilities.

“Historic structure” means any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a. By an approved state program as determined by the Secretary of the Interior or
 - b. Directly by the Secretary of the Interior in states without approved programs.

...

“Recreational vehicle” means a vehicle that is:

1. Built on a single chassis;
2. 400 square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

...

"Special Flood Hazard Area (SFHA)" means Flood hazard areas identified on the Flood Insurance Rate Map [AREAS OF HIGH RISK AS DEFINED IN THE CURRENT EFFECTIVE FIRM AND DFIRM] panels for the Kenai Peninsula Borough. These are the areas that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year. See also "100-year or 1-percent annual exceedance probability flood.

...

"Variance" means a grant of relief from the requirements of this chapter, which permits construction in a manner that would otherwise be prohibited by this chapter.

SECTION 8. That KPB 21.50.055 is hereby amended as follows:

21.50.055. – Fines.

...

Code Chapter & Section	Violation Description	Daily Fine
...		
KPB 21.06.030([D]) <u>E</u>	Structure or activity prohibited by KPB 21.06	\$300.00
[KPB 21.06.045]	[FAILURE TO OBTAIN A DEVELOPMENT PERMIT/VIOLATION OF SMFDA PERMIT CONDITIONS/FLOODPLAIN MANAGEMENT]	[\$300.00]

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF * 2023.**

Brent Johnson, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough

Planning Department – River Center

MEMORANDUM

TO: Brent Johnson, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Peter A. Micciche, Mayor *PM*
Robert Ruffner, Planning Director *RR*
Samantha Lopez, River Center Manager *SL*

FROM: Julie Hindman, Floodplain Administrator *JH*

DATE: September 7, 2023

RE: Ordinance 2023-23, Amending KPB 20.30.280 and KPB 21.06 Regarding Floodplain Management to Adopt Required Changes to Remain Compliant with the National Flood Insurance Program (Mayor)

Since 1988, the Borough has participated in the National Flood Insurance Program (“NFIP”), making federal disaster assistance, federal hazard mitigation grants, federal subsidized mortgages, and affordable individual homeowner flood insurance available within the Borough. The Federal Emergency Management Agency (“FEMA”) oversees the NFIP and provides participating communities with the minimum regulations and regulatory flood maps for each community to enforce.

Every five to eight years, FEMA visits the Borough to perform a Community Assistance Visit. This is a visit by FEMA staff that serves the dual purpose of providing technical assistance to the community and assuring that the community is adequately enforcing its floodplain management regulations. This visit includes: meeting with community staff and officials; reviewing current code; touring and inspecting structures in the floodplain; reviewing floodplain development permits; and documenting any unpermitted structures.

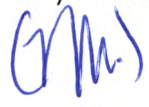
The proposed amendments to Borough Code reflected in this ordinance are a combination of FEMA-required changes and housekeeping amendments to ensure the Borough’s floodplain management code meets federal standards. The proposed amendments also address other portions of Borough Code for clerical purposes. These amendments are necessary to keep the Borough in good standing with the NFIP. Failure to adopt the required changes could result in sanctions, which could impact the Borough’s ability to participate in the NFIP.

Your consideration is appreciated.

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Brent Johnson, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: Michele Turner, Borough Clerk 

FROM: Tamera Ward, Deputy Borough Clerk

DATE: September 19, 2023

RE: Approval of the Precinct Boards, Canvass Board and Absentee Voting Officials for the October 3, 2023 Regular Municipal

PRECINCT NAME	NAME OF ELECTION WORKER
Anchor Point	Jennifer Dress Roberta (Bobby) Ness Mary Perry Carol Slavik Loretta Staple
Bear Creek	Cindy Clock Ann Ghicadus Mary Huss Lori Landstrom Marjorie McEldowney Phyllis Shoemaker Tara Swanson Catherine "Katy" Turnball
Central	Joan Corr Candance Gilbertson Memphis Lyon Janet Morrison Cynthia Newby Graceanna Phillips Johnny Riggins Anna Traylor

PRECINCT NAME	NAME OF ELECTION WORKER
Diamond Ridge	Donna Beran Shari Daugherty Therese Lewandowski Leslie Lord-Coffing Colleen Powers
Funny River No. 1	Phyllis Cousins Bonnie Meinzingen Marcia Morgan Sandra Sandoval Mary Youngman
Funny River No. 2	Cynthia Glassmaker Karen Hatfield Tanya Parshall Ryann Runion
Homer No. 1	Kate Finn Megan Gordon Louise Gross Hall Vonda Nixon Karen Smith
Homer No. 2	Cynthia Barker Joan Smith Kent Smith Alexander Stuart Kira Stuart
Kachemak / Fritz Creek	Shirley Forquer Karen McRae Bob Neubauer Susan Oesting Roni Overway
Kasilof	Terrell Brewer Gail Knobf Carolyn Roush Jolaine "Jodi" Toombs Jerri Williams

PRECINCT NAME	NAME OF ELECTION WORKER
K-Beach	Nancy Eoff Bridgette Nelson Deanne Pearson Mary Jo (Mo) Sanders April Weber
Kenai No. 1	Carol Freas Kit Hill Paul Klaben Joan Seaman Michelle Teates Virginia Walters Gwen Woodard
Kenai No. 2	Darlene Merlo Karen Monell Barbara Norbeck Arlene "Susan" Smalley Jennifer Ticknor
Kenai No. 3	Mike Efta Sharon "Sheri" Efta Christine Forbes Jennie Hammond Brianna Hammond Michael Sounart Deborah "Debbie" Sounart
Mackey Lake	Angela Anderson Teresa Minnich Stephanie Snyder Gayle Valley
Nikiski	Casey DeSiena Renee Diamond Jeanette Diamond Leslie Hamman Virginia Jergensen Kelly Noble

PRECINCT NAME	NAME OF ELECTION WORKER
Ninilchik	Myrtle-May Erickson Becky Hamilton Sherry Pinckley Madeline Thompson Steve Vanek
Salamatof	Nicole Darwin Edward Fulton Sarah Holiday Elizabeth McPherson Jeff Reitter Cindy Slaughter Jean Taylor Jodie Titus Nancy Whiting
Seward / Lowell Point	Catherine Byars Susan "Sue" Faust Mark Kansteiner Mike Mahmood Dawn Maness' Sharyl Seese Marilyn Sutherland Vanessa Verhey
Soldotna	Kari Hudson Lauri Kapp Bridget Piscoya Gloria Sweeney Lana Syverson Cheryl Tachick Sally Tachick
Sterling No. 1	Barbara "Barb" Blakeley Greg Endsley Denise Hall Karen Lassiter Grace Merkes

PRECINCT NAME	NAME OF ELECTION WORKER
Sterling No. 2	Patricia Bouton Lisa Franzmann Dianna Hollers Annette Pankoski Jacquelyn "Jacki" Walgenbach

Absentee Voting Officials (Two-Weeks Prior to Election & Election Day):

Homer City Hall	Pamela Brodie Louise Gross Hall Rachel Tussey
Kenai City Hall	Sharon Efta Carol Freas Bob Molloy
Kenai Peninsula Borough	Pauline Mills Joanna Rodgers Alyson Stogsdill Katharine "Katie" Tongue
Seldovia City Hall Seldovia Library (Election Day)	Liz Diamant (City Clerk) Mary Jo Stanley
Seward City Hall	Sue Faust Vanessa Verkey
Canvass Board	Teri Birchfield Michelle Blackwell Linda Cusack Brekke Hewitt Pauline Mills Janet St. Clair Debra "Sue" Stein

Page -6-
September 19, 2023
TO: President Johnson & Assembly Members
RE: Approval of 2023 Election Workers


PRECINCT NAME	NAME OF ELECTION WORKER
Election Review Board	Michele Turner (Borough Clerk) Tamera Ward (Deputy Borough Clerk) Teri Birchfield Linda Cusack

KPB 4.50.010 further provides that the clerk may appoint workers where they are needed to relieve the election judges of any undue hardship and may also appoint a replacement if any appointed election official is not able to serve on Election Day.

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Brent Johnson, Assembly President
Assembly Members

FROM: Michele Turner, Borough Clerk 

DATE: September 11, 2023

RE: Voter Turnout Working Group Members for Appointment

Resolution 2023-053 established the Voter Turnout Working Group. The working group will include 14 members as follows:

- 1.) Michele Turner, Borough Clerk
- 2.) Melissa Jacobsen, Homer City Clerk
- 3.) Lauri Wallace, Kachemak City Clerk
- 4.) Shellie Saner, Kenai City Clerk
- 5.) Liz Diamant, Seldovia City Clerk
- 6.) Kris Peck, Seward City Clerk
- 7.) Johni Blankenship, Soldotna City Clerk
- 8.) Barb Blakeley, Community Member #1 Selected by the Mayor
- 9.) Leslie Hamman, Community Member #2 Selected by the Mayor
- 10.) Brad Parson, Independent Living Center &/or Pat Case, Local Advocate
- 11.) Linda Cusack, Canvass Board
- 12.) Teri Birchfield, Canvass Board
- 13.) Donna Aderhold, League of Women Voters
- 14.) Alex Koplin, Kenai Peninsula Votes Group


Per Resolution 2023-053, members will be appointed by the Assembly at its regular meeting on September 19, 2023.

Your consideration is appreciated.

Kenai Peninsula Borough
Office of the Borough Mayor

MEMORANDUM

TO: Brent Johnson, Assembly President
Members of the Borough Assembly

FROM: Peter A. Micciche, Borough Mayor 

DATE: September 7, 2023

RE: Appointments to Advisory Planning Commissions

In accordance to KPB 21.02.060, the applicants listed below have been verified as residents within the boundaries to be represented, as well as registered voters within the precincts covered by the commission boundaries.

I hereby submit my recommendations for confirmation by the Assembly.

COOPER LANDING ADVISORY PLANNING COMMISSION

Yvette Galbraith	Seat C	Term Expires 09/30/2026
Heather Harrison	Seat D	Term Expires 09/30/2026

FUNNY RIVER ADVISORY PLANNING COMMISSION

James L. Harpring	Seat B	Term Expires 09/30/2026
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HOPE / SUNRISE ADVISORY PLANNING COMMISSION

Dawn Hammond-Sammet	Seat E	Term Expires 09/30/2026
Jim Skogstad	Seat G	Term Expires 09/30/2026

MOOSE PASS ADVISORY PLANNING COMMISSION

Kevin Dunham	Seat B	Term Expires 09/30/2026
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NIKISKI ADVISORY PLANNING COMMISSION

Tom Coursen	Seat A	Term Expires 09/30/2026
Stacy Oliva	Seat B	Term Expires 09/30/2026
Jon Harman	Seat F	Term Expires 09/30/2025

Thank you for your consideration.

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor
THRU: Robert Ruffner, Planning Director *RR*
FROM: Michele Turner, Borough Clerk *(MT)*
DATE: September 8, 2023
RE: Advisory Planning Commission Applications for Appointment

The annual notice of vacancy for the Advisory Planning Commission Seats was advertised on August 7, 2023. The application period closed on September 6, 2023.

Per KPB 21.02.060, the applicants listed below have been verified as:

- 1.) residents within the commission boundaries in which they are applying, and
- 2.) registered voters within the precincts covered by the commission boundaries.

The following applications are being submitted for your consideration.

COOPER LANDING ADVISORY PLANNING COMMISSION

Seat C	Yvette Galbraith
Seat D	Heather Harrison

FUNNY RIVER ADVISORY PLANNING COMMISSION

Seat B	James L. Harpring
--------	-------------------

HOPE / SUNRISE ADVISORY PLANNING COMMISSION

Seat E	Dawn Hammond-Sammet
Seat G	Jim Skogstad

MOOSE PASS ADVISORY PLANNING COMMISSION

Seat B	Kevin Dunham
--------	--------------

NIKISKI ADVISORY PLANNING COMMISSION

Seat A	Jhasmine Nicely
	Tom Coursen <i>PAM</i>
Seat B	Stacy Oliva
Seat F	Jon Harman

Thank you.

Kenai Peninsula Borough

Planning Department

Advisory Planning Commission Application Submitted 2023-08-09 11:56:23

APC/Seat: Cooper Landing – Seat C (Term Expires 09/30/2026)

Name Yvette Galbraith	Mobile Phone 9072303055
Home Phone 9075953055	Work Phone
Email ygalbraith@gmail.com	Date of Birth [REDACTED]
SSN [REDACTED]	Voter #
Residence Address 35499 Russian Gap Cooper Landing, Alaska 99572	Mailing Address PO Box 866 Cooper Landing, Alaska 99572
How long have you lived in the area served by this Advisory Planning Commission? 17 years	What knowledge, experience, or expertise will you bring to this board? I am a long time resident of Cooper Landing and have been involved in many community organizations over the years. I am married to another long time resident and business owner(45 plus years) and have had children in Cooper Landing School. Currently I am a EMT volunteering for Cooper Landing Emergency Services, and President of the Cooper Landing Community Club. I retired from owning my own marketing consulting firm 3 years ago, in which I handled and worked for clients in a wide variety of industries (Tourism, Healthcare, Telecommunication, Oil & Gas, Agriculture, Retail, Non Profit, Government, etc.) I enjoy serving on the Planning Commission, being informed on what is happening in Cooper Landing, and assisting our community in working with the Borough in planning our future. I would be honored to be nominated again.

YVETTE GALBRAITH

Address

PO Box 866, Cooper Landing, AK 99572

Mobile

907.230.3055

Direct

907.595.3055

Email

ygalbraith@gmail.com

PROFESSIONAL EXPERIENCE

Retired

January 2020

Marketing Consultant/Coordinator - Owner

August 2001 – December 2019

Alaska Marketing Consultants, Inc.

- Provide professional marketing consulting services to established clientele in a variety of industries.
- Comfortable working in all forms of marketing mediums including advertising (i.e. radio, tv, print, direct mail, online), public relations, web design, research, event coordination, social/mobile media, and promotional items.
- Serve as an independent agency in coordinating and handling media placement for clientele.
- Experienced in creating marketing plans and budgets, creating & coordinating brand implementation, developing ad campaigns, handling media placement, managing public relations and event coordination, providing web design conception and strategies, implementing social media and ordering promotional items.
- Oversees and works frequently on campaigns and projects with independent and agency affiliated graphic artists, web designers, photographers, printers, and fine artists.
- Licensed distributor with the Advertising Specialty Institute for promotional items, apparel and goods.

Pharmaceutical Consultant

November 1990 to 2001

GlaxoSmithKline Pharmaceuticals

Wyeth Ayerst Laboratories

SmithKline Beecham Pharmaceuticals

- Promoted product line to healthcare professionals throughout Alaska.
- Maintained extensive knowledge of products, prescription data and marketing and sales strategies.
- Completed successful pre-launch and post-launch activities for new products and line extensions.
- Participated and help organize in local conventions, speaker programs and conferences for various local and state organizations.
- Formed and maintained professional relationships with members of the medical community.
- Developed and implemented business plans to achieve corporate and sales objectives under a continual changing environment.
- Facilitated and maintained co-marketing arrangements with other entities in the promotion of specific products.
- Ranked consistently as a top performer in market share growth for Northwest Region.

EDUCATION

University of Alaska-Fairbanks

Bachelor of Business Administration - Marketing -- Emphasis in Travel Industry Management. Graduated May 1990.

AFFILIATIONS

Advertising Specialty Institute – 2003- 2019

American Institute Graphic Arts – Alaska Chapter - 2012-2015

American Marketing Association, Alaska Chapter - 2001- 2019

Buy Alaska – 2001 - 2015

Cooper Landing Chamber of Commerce - 2005 – 2019

Girdwood Chamber of Commerce – 2012 – 2017

Society for Marketing Professional Services - 2003- 2018

Seward Chamber of Commerce CVB - 2005 - 2019

University of Alaska – Fairbanks Alumni Association, Life Member

Cooper Landing Emergency Services - ETT 2009, EMT 2018-Present

Cooper Landing Community Club – VP 2017-2022, President – 2023

Cooper Landing Advisory Planning Committee – Seat C – 2017-Present

References, Client Portfolio, List of Services and Contractors provided upon request.

Services

Alaska Marketing Consultants, Inc.

Strategic Marketing Design

- Corporate Branding (Image & Logo Development)
- Advertising
- Marketing Plan Preparation
- Media Placement
- Target Marketing
- Product Positioning
- Strategies for Marketing Mix Components
- Direct Mailing

Event Planning & Coordination

- Event Program Development
- Budget Monitoring
- Supplier Relations
- Pre-Event and on-site registrations
- Event Marketing and Promotion
- Media Marketing
- Event Information Distribution
- Catering Coordination
- Booth and Display Organizing
- Specialty Items

Public Relations & Management Strategies

- Press-Packet
- Press Releases
- Strategic – Media Placement
- Long-Range Planning
- Issue and Program Development
- Corporate Identity Enhancement
- Crisis Response

Specialty Items

- Apparel
- Award & Recognition
- Business & Desk Items
- Executive Gifts
- Food & Beverage
- Kitchen & Home
- Trade Show Items
- Sport & Outdoor

Web Design, Strategies & Solutions

- Web Design
- Internet Marketing Strategies
- Pre-Launch Consultation and Planning
 - Domain registration, hosting and ISP considerations
- Statistical Analysis, Tracking and Reporting
- Internet Research
- Video / DVD Production Services

Portfolio

Alaska Marketing Consultants, Inc.

Alaska Chamber Singers

Ad Design & Media Placement
-Print, Radio & Web
Collateral Materials
Corporate Image Design
Direct Mail Advertising
Event Coordination
Public Relation Strategy & Management
Social Media
Strategic Marketing Consulting
Website Development

Alaska Rivers Company

Ad Design & Media Placement
-Print & Web
Collateral Material
Corporate Image Design
Specialty Items
Website Development

Altman Rogers & Co.

Ad Design & Media Placement
-Print & Web
Corporate Image Design
Direct Mail Advertising
Market Research
Public Relations Strategy & Management
Specialty Items
Strategic Marketing Consulting
Website Development

Alyeska Resort

Specialty Items

Anchorage Festival of Music

Ad Design & Media Placement
-Print, Radio & Web
Collateral Materials
Event Coordination/Management
- Soiree Programs & Young Alaskan Artist Award
Grant Proposals/Fundraising
Public Relations and Administration Management
Social Media
Strategic Marketing Consulting
Website Development

Cooper Landing Chamber of Commerce

Ad Design & Media Placement
Corporate Image Design
Direct Mail Advertising
Market Research
Public Relations Strategy & Management
Upper Kenai Visitors Guide
Production, Ad Sales, Distribution
Specialty Items
Strategic Marketing Consulting

Engineered Equipment Company

Collateral Material
Corporate Image Design
Public Relations and Administration Management
Website Development

Imaging Associates of Providence

Ad Design & Media Placement
-Print, Radio, TV & Web
Corporate Image Design
Direct Mail Advertising
Event Coordination
Market Research
Public Relation Strategy & Management
Specialty Items
Strategic Marketing Consulting

Habitat Housewares

Ad Design & Media Placement
-Print, Radio, TV & Web
Corporate Image Design
Direct Mail Advertising
Event Coordination
Market Research
Public Relation Strategy & Management
Specialty Items
Strategic Marketing Consulting
Website Development

Facial Plastics ENT Associates, Inc.

Collateral Materials
Market Research
Specialty Items

Kimberly Seeds International

Corporate Image Design
Specialty Items
Website Development

myHealth Clinic, LLC

Ad Design & Media Placement
-Print
Corporate Image Design
Direct Mail Advertising
Market Research
Public Relations Strategy & Management
Specialty Items
Strategic Marketing Consulting
Website Development

Orthopedic Physicians Anchorage

Specialty Items

PAC WEST, Inc.

Ad Design & Media Placement
Corporate Image Design
Collateral Materials
Specialty Items
Web Design

Portfolio *(continued)*

Alaska Marketing Consultants, Inc.

Petro Star Inc.

Ad Design & Media Placement
Event Coordination
Public Relations
Strategic Marketing Consultation
Specialty Items
Web Design

North Pacific Fuel

Ad Design & Media Placement
Market Research
Specialty Items

Sourdough Heating & Fuel

Ad Design & Media Placement
Market Research
Specialty Items
Strategic Marketing Consultation

R & M Consultants, Inc.

Specialty items

Red Shift, Inc.

Corporate Image Design
Collateral Material
Website Design

Seward Chamber of Commerce

Ad Design & Media Placement
Corporate Image Design
Direct Mail Advertising
Market Research
Public Relations Strategy & Management
Seward Destination Guide 2005 - Present
 Production, Ad Sales, Distribution
Seward Halibut Tournament Guide
 Production, Ad Sales, Distribution
Seward Mount Marathon Race Guide
 Production, Ad Sales, Distribution
Seward Silver Salmon Derby Guide
 Production, Ad Sales, Distribution
Specialty Items
Strategic Marketing Consulting

Seward Chamber of Commerce

Seward Alternative Energy Group

Ad Design & Media Placement
Collateral Material
Corporate Image Design
Direct Mail Advertising
Event Coordination – Seward Alternative Energy
Forum & Fair
Market Research
Public Relations Strategy & Management
Specialty Items
Strategic Marketing Consultation
Website Design & Development

The Bake Shop

Ad Design & Media Placement
 -Web, Print,
Corporate Image Design
Event Coordination
Market Research
Public Relation Strategy & Management
Specialty Items
Strategic Marketing Consulting
Website Development

Contractors

Alaska Marketing Consultants, Inc.

AMC has worked with many of the top free-lance providers in the state.

Copy Writing/ Production

Katie Hickey, KT-Creative
Judy Griffin, Word Wrangling

Graphic Design

Dawn Gerety, Art Seriously
Deb Dubac, Dubac Designs
Greger Wright, The Wright Perspective
Kevin Hall, K & H Graphics
Lucian Childs, GRA.F/X
Meredith Hershock, Swell Design
Michael Ardiaz, Mad Dog Graphics

Photographers

Chris Arend, Chris Arend Photography
Daryl Pederson, D&M Photo
Frank Flavin, Frank Flavin Photography
Jeff Schultz, Alaska Stock
Judy Patrick, Judy Patrick Photography
Ken Graham, Accent Alaska/Ken Graham Agency
Michael DeYoung, Michael DeYoung Photography
Ron Niebrugge, Wild Nature Images
Scott Dickerson, Scott Dickerson Photography

Special Projects/ Commissioned Work

Amanda Brannon, Amanda Brannon Design
Deb Dubac, Dubac Designs
Peter Brondz, Peter Brondz Pottery
Romney Dodd, Romney Designs

Web Designers

Apokrisis, Kristen Lindsey
ITS- Alaska Computer Services
Jan Hazen, Homestead Graphics
Kelvin Doyle, OTC Web Design
Sound Web Solutions – Heidi Weiland

Kenai Peninsula Borough

Planning Department

Advisory Planning Commission Application Submitted 2023-08-15 06:14:54

APC/Seat: Cooper Landing – Seat D (Term Expires 09/30/2026)

Name Heather Harrison	Mobile Phone 907-598-1210
Home Phone 907-595-2029	Work Phone 1-800-478-7778 ext 3660
Email Brandonandheather@live.com	Date of Birth [REDACTED]
SSN	Voter #
Residence Address 19164 Sterling Hwy Cooper Landing, AK 99572	Mailing Address P.O. Box 803 Cooper Landing, AK 99572
How long have you lived in the area served by this Advisory Planning Commission? 36	What knowledge, experience, or expertise will you bring to this board? Long standing community member and familiar with the area. Understand the values of the people and issues we face.

Kenai Peninsula Borough

Planning Department

Advisory Planning Commission Application Submitted 2023-08-17 07:10:43

APC/Seat: Funny River – Seat B (Term Expires 09/30/2026)

Name James L Harpring	Mobile Phone 907 953 0784
Home Phone	Work Phone
Email jvharpring68@gmail.com	Date of Birth [REDACTED]
SSN	Voter # [REDACTED]
Residence Address ,	Mailing Address 35001 Water Front Way Soldotna, Alaska 99669
How long have you lived in the area served by this Advisory Planning Commission? 40 years	What knowledge, experience, or expertise will you bring to this board? Currently serve on FRAPC, Seat B. Very knowledgeable of issues impacting Funny River Community. Served in USAF for 23 years and was assigned as a Planner for 8 years.

Kenai Peninsula Borough

Planning Department

Advisory Planning Commission Application Submitted 2023-09-02 08:48:28

APC/Seat: Hope / Sunrise – Seat E (Term Expires 09/30/2026)

Name	Mobile Phone
Dawn Hammond-Sammet	904 547-1407
Home Phone	Work Phone
Email	Date of Birth
dawnleehammond@hotmail.com	██████████
SSN	Voter #
	██████████
Residence Address	Mailing Address
64475 Wagon Trail Rd Hope, Alaska 99605	PO Box 86 Hope, Alaska 99605
How long have you lived in the area served by this Advisory Planning Commission?	What knowledge, experience, or expertise will you bring to this board?
Since summer 2019	<p>The majority of my life I have lived in small, rural communities, from Alaska, New York and California, to France and Germany. This exposed me to many cultures and land use formats, sometimes to the benefit, and sometimes to the expense of the community. I currently sit on the Hope and Sunrise Historical Society Board and volunteer for most of the non-profits in town, while working full time at the Hope School. This puts me in contact with the diverse residents of Hope, many of them young families moving here for a peaceful, safe environment to raise children, the others retirees and second home owners wanting life quality through recreation, time with friends and family, and the serenity Hope offers. I also know most of the business owners in Hope and Sunrise and consider them friends. My people skills are my biggest asset and I would like to see more communication between the Borough and residents.</p>

Kenai Peninsula Borough

Planning Department

Advisory Planning Commission Application Submitted 2023-08-29 09:18:10

APC/Seat: Hope / Sunrise – Seat G (Term Expires 09/30/2026)

Name Jim Skogstad	Mobile Phone 907-229-1430
Home Phone 907-229-1430	Work Phone 9072291430
Email akskogstad@aol.com907-229-1430	Date of Birth [REDACTED]
SSN [REDACTED]	Voter # [REDACTED]
Residence Address 64881 5th St Hope, Alaska 99605	Mailing Address P.O. Box 8 Hope, Alaska 99605
How long have you lived in the area served by this Advisory Planning Commission? 48 years	What knowledge, experience, or expertise will you bring to this board? Current member of the board. Have been involved in community of Hope and Sunrise for many years

Kenai Peninsula Borough

Planning Department

Advisory Planning Commission Application Submitted 2023-09-07 20:31:28

APC/Seat: Moose Pass – Seat B (Term Expires 09/30/2026)

Name Kevin Dunham	Mobile Phone 907-748-4449
Home Phone 907-288-2412	Work Phone
Email kevin.dunham19@gmail.com	Date of Birth [REDACTED]
SSN [REDACTED]	Voter #
Residence Address ,	Mailing Address 25975 Primrose Rd Seward, AK 99664
How long have you lived in the area served by this Advisory Planning Commission? 10 years	What knowledge, experience, or expertise will you bring to this board? Have served the past three years.

Kenai Peninsula Borough

Planning Department

Advisory Planning Commission Application Submitted 2023-08-10 16:13:47

APC/Seat: Nikiski – Seat A (Term Expires 09/30/2026)

Name Jhasmine Nicely	Mobile Phone 907.252.2001
Home Phone	Work Phone
Email Msjhasmine@gmail.com	Date of Birth [REDACTED]
SSN [REDACTED]	Voter #
Residence Address ,	Mailing Address 47714 Interlake Dr Kenai, AK 99611
How long have you lived in the area served by this Advisory Planning Commission? 1.5 years	What knowledge, experience, or expertise will you bring to this board? Organizational management & civic experience.

JHASMINE S. NICELY, IOM

EXECUTIVE SUMMARY

Exceptional communications professional seeking long-term employment that offers family benefits and competitive pay.

SPECIALIZED SKILLS AND EDUCATION

- Executive Finance
- Government Affairs
- Budgeting
- CMS Web Development
- Strategic Planning
- Fundamentals of Community and Economic Development
- Organizational Management
- Program Development
- Strategic Communication
- Incident Command
- Communications
- Database Management
- Adobe Creative Suite
- Information Dissemination
- Advanced Computer and Software Aptitude
- Communication Networking
- Media/Marketing & Brand Management
- Grant Facilitation
- City Council Meeting Facilitation

QUALIFICATIONS

- Completion of delegated tasks in a timely manner
- Interpersonal networking, team work and communications
- New technologies, software, multimedia and application implementation
- Strong attention to detail and procedure
- Ability to turn ideas into projects that result in success
- HTML, CSS & Java coding and formatting
- Document construction and digitalization
- Ability to perform multiple tasks efficiently and accurately
- Photography, graphic design and media/digital asset creation
- Data tracking, analysis and formatting for presentation
- Strategically conscientious of media voice, tone and personality
- Strength developing copacetic and effective proposals and documents
- Strength using office systems, word processing, data tracking
- Grammar, spelling, and punctuation
- Emergency Response

EMPLOYMENT EXPERIENCE

2021 - Current	REALTOR®	Kenai Peninsula, AK
2020 – 2021	City of Montpelier Executive Assistant to the City Manager	Montpelier, VT 05602
2018 – 2019	City of Soldotna Special Projects and Communications Manager	Soldotna, AK 99669
2014 – 2018	Kenai Peninsula Tourism Marketing Council Communications Manager/ Digital Media Strategist	Soldotna, AK 99669
2013 – 2014	MSI Communications Marketing Agency Communications & Digital Media Strategist	Anchorage, AK 99502
2011 – 2013	Kenai Peninsula Tourism Marketing Council Communications Manager/ Digital Media Strategist	Soldotna, AK 99669

2010 – 2014	Picturesque Photography Small Business Owner	Soldotna, AK 99669
2008 – 2010	Trustworthy Hardware Front Line Staff / North-West Region G Loomis Representative	Soldotna, AK 99669
2005 – 2007	Era Aviation Station Agent	Homer, AK 99603
2003 – 2004	Central Peninsula General Hospital Nurses Assistant CNA	Soldotna, AK 99669

NON-PROFIT EXPERIENCE

2015 - 2018	Kenai Peninsula Oilers - Board of Directors	Kenai, AK
January '13	Homer Chamber of Commerce / Social Networking Workshop	Homer, AK
January '12	UAF & AKSBDC / Intro to Social Networking	Girdwood, AK
January '12	Seward Chamber of Commerce / Social Networking Workshop	Seward, AK
November '12	Land's End & KPTMC / Business, Marketing, Technology, Conference	Homer, AK
December '12	AK SBDC & Homer Chamber / A Day on the Web Workshop	Homer, AK
2011 - 2012	Kenai Peninsula Racing Lions Tough Truck - BOD Director	Kenai, AK
2011 - 2012	Kenai Peninsula Racing Lions District 49A - BOD Secretary	Kenai, AK
2011 - 2012	Twin City Raceway Circle Track Division - BOD Secretary	Kenai, AK

EDUCATION & CERTIFICATION

January 2019	Alaska Real Estate Commission Department of Commerce, Community, and Economic Development	Anchorage, AK
January 2014 - January 2018	U of A & US Chamber of Commerce Institute for Organizational Management Accredited Institute for Organization Management of the U.S. Chamber of Commerce Foundation	Tucson, AZ
December 2017	ATSSA Online Flagger Certification National Flagger Certification	Soldotna, AK
November 2004 - June 2005	Career Academy LMT - Licensed Massage Therapist Accredited Member of Accrediting Commission of Career Schools and College of Technology	Anchorage, AK

Department of Homeland Security FEMA - Introduction to Incident Command System, ICS-100.
Department of Homeland Security FEMA - Single Resources and Initial Action Incidents, ICS-200.

REFERENCES

<i>Personal</i>	<i>Professional</i>	<i>Professional</i>	<i>Professional</i>
City of Montpelier	State of Alaska	MSI Communications	CPH
City Manager	Commissioner	Account Executive	Marketing Manager
Bill Fraser	Mike Navarre	Keith Baxter	Shanon Davis
(802) 223-9502	(907) 394-2300	(907) 398-7287	(907) 394-0466

47714 INTERLAKE DR • KENAI, AK 99611
CELL (907) 252-2001 • MSJHASMINE@GMAIL.COM

Kenai Peninsula Borough

Planning Department

Advisory Planning Commission Application Submitted 2023-09-07 16:09:23

APC/Seat: Nikiski – Seat A (Term Expires 09/30/2026)

Name	Mobile Phone
Tom Coursen	907 398 1000
Home Phone	Work Phone
907 335 3350	907 776 2048
Email	Date of Birth
coursen@acsalaska.net	██████████
SSN	Voter #
Residence Address	Mailing Address
44055 Stipend Circle Kenai, Alaska 99611	PO Box 598 Soldotna, Alaska 99669
How long have you lived in the area served by this Advisory Planning Commission?	What knowledge, experience, or expertise will you bring to this board?
8 years	Currently serving on the NPC. I was born and raised in Alaska. I have a background in oilfield work, commercial fishing, and spent 26 years as the owner of a business in the private sector. My family lives here locally. I feel I can help the NPC continue to make suggestions that will help our community.

Kenai Peninsula Borough

Planning Department

Advisory Planning Commission Application Submitted 2023-08-16 10:43:56

APC/Seat: Nikiski – Seat B (Term Expires 09/30/2026)

Name Stacy Oliva	Mobile Phone 9072521600
Home Phone 9077768656	Work Phone 9077768656
Email stacy.oliva@gmail.com	Date of Birth [REDACTED]
SSN [REDACTED]	Voter #
Residence Address Mile 30.5 Kenai Spur Hwy Nikiski, Alaska 99635	Mailing Address PO Box 8567 Nikiski, Alaska 99635
How long have you lived in the area served by this Advisory Planning Commission? 54 years	What knowledge, experience, or expertise will you bring to this board? civil construction business/ attended real estate appraiser school/ served as a board member at North Peninsula Recreation Area, served on the KPB Anadromous streams Task Force 2012-2013

Kenai Peninsula Borough

Planning Department

Advisory Planning Commission Application Submitted 2023-08-26 12:03:25

APC/Seat: Nikiski – Seat F (Term Expires 09/30/2025)

Name Jon Harman	Mobile Phone 9072400455
Home Phone 19077765344	Work Phone 19072400455
Email harmj53@gmail.com	Date of Birth [REDACTED]
SSN	Voter #
Residence Address ,	Mailing Address 52305 Wilson ct. Kenai, AK 99611
How long have you lived in the area served by this Advisory Planning Commission? 30 + years	What knowledge, experience, or expertise will you bring to this board? I am a home owner and I have bought and sold several other properties. I have worked on other committees when I was employed on the North Slope.

Kenai Peninsula Borough

Office of the Borough Mayor

MEMORANDUM

TO: Brent Johnson, Assembly President
Members of the Borough Assembly

FROM: Peter Micciche, Kenai Peninsula Borough Mayor *PAM*

DATE: September 7, 2023

RE: Appointments to the Road Service Area Board

In accordance to KPB 16.41.060(B), appointments to the Kenai Peninsula Road Service Area Board are recommended by the Borough Mayor and confirmed by the Borough Assembly. The applicants listed below are registered voters and reside within the area to be represented. Attached for your review is the appointment request.

ROAD SERVICE AREA BOARD

Appointment	Board Seat	Term Expires
Kathryn Thomas	West Region Seat (areas of North K-Beach, Kasilof & Ninilchik)	09/30/26
Michele Hartline	North Region Seat (areas of North Kenai and Nikiski)	09/30/26

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor *PTM*
FROM: Michele Turner, Borough Clerk *(MT-)*
DATE: September 8, 2023
RE: Verification of Service Area Board Applicants

The North Region seat and the West Region seat terms expire September 30, 2023. We advertised the annual notice of vacancy for Road Service Area Board on August 17, 2023. The application period closed on September 7, 2023.

Pursuant to KPB Title 16, the applicants listed below has been verified as a registered voter of the Borough.

All applications received are submitted herewith for your consideration.

ROAD SERVICE AREA BOARD

West Region Seat

(areas of North K-Beach, Kasilof & Ninilchik)

Michael Horton (registered voter of Sterling)

Kathryn Thomas (registered voter of Kasilof)

North Region Seat

(areas of North Kenai and Nikiski)

Michele Hartline (registered voter of Nikiski)

NOT IN REGION - VOTER ADDRESS

Thank you.

Kenai Peninsula Borough

Office of the Borough Clerk

Service Area Board Application Submitted 2023-08-22 14:25:42

Service Area: Road Service Area, West Region Seat (Term Expires 09/30/26)

Applicant Name Michael Horton	Daytime Phone 9072527367
Email mhorton16@gmail.com	Date of Birth <div style="background-color: black; width: 100px; height: 1.2em; margin-top: 5px;"></div>
Physical Residence Address 39548 Grouse Drive Soldotna, AK 99669	Mailing Address ,
SS # <div style="background-color: black; width: 100px; height: 1.2em; margin-top: 5px;"></div>	Voter #
I have been a Resident of the Kenai Peninsula Borough for: 31 years, 2 months	I have been a Resident of the selected Service Area for: 31 years, 2 months
What knowledge, experience, or expertise will you bring to this board? <p>My experience that is pertinent to this position is as follows:</p> <ul style="list-style-type: none"> > 7 years as a constructions surveyor for various DOT projects in all regions of Alaska > 4 years as an assistant superintendent for a construction company specializing in roads and bridges working on State and Federal DOT projects in all regions of the state > 2.5 years of engineering school at the University of Alaska Anchorage in the Civil and Mechanical disciplines >1.25 years as a Kenai Peninsula Borough Planning and Zoning Commissioner until the commission was downsized due to funding <p>I also have various certifications such as: US Army Corps of Engineers Quality Control Manager Certification, AK-CESCL Storm Water Pollution Prevention Certification, Carlson Survey GIS certification, and AutoCAD/CAD certification. Also of note is that I have been a resident of the Kenai Peninsula and of Soldotna for my entire life and find this community to be one of the most beauty, ingenuity, industry, and steadfastness. My family homesteaded on the Kenai Peninsula in 1907 and my grandfather was a surveyor of the southern region of the peninsula in the 1960s through the early 2000s; so the Kenai Peninsula is very near to my heart and a place that I wish to contribute to, preserve, and improve where it is needed.</p>	

MICHAEL HORTON
39548 Grouse Drive Soldotna, AK 99669

Cell: (907) 252-7367

Email: mhorton16@gmail.com
mhorton@hilcorp.com

SUMMARY

Current experience in production, waterflood, and utility operations in the Cook Inlet Oil Field. Extensive experience in horizontal civil construction projects that includes working as a liaison with the Alaska Department of Transportation, developing demolition and assembly plans utilizing CAD programs, managing Storm Water Pollution Prevention Plans, developing and administering traffic control plans, conducting construction surveying and grade-checking utilizing basic surveyor equipment and advanced GPS systems, basic estimating for project bidding, expediting various supplies, and general administration of projects. Continuing experience with AutoCAD drafting of isometric, standard, and P&ID drawings. Excellent oral and written communication skills within the workforce.

EDUCATION

University of Alaska Anchorage, College of Engineering, Anchorage, AK GPA: 3.0 Expected December 2022
Bachelor of Science, Mechanical Engineering
Minor(s): Mathematics
Cook Inlet Academy, Soldotna, AK June 2011
Awards: Valedictorian of Graduating Class, President of Class, National Honor Society, Alaska Performance Scholarship Award

SPECIALIZED SKILLS

Programming Languages: MATLAB, Simulink
Programs: SolidWorks (novice), Autodesk (advanced), AutoCAD (advanced), AutoCAD 3D Modeling (advanced), AutoCAD Civil 3D (intermediate), Carlson SurvCE (advanced), Carlson Civil Suite (intermediate), Adobe Creative Suite (advanced), Microsoft PowerPoint (advanced), Microsoft Excel (intermediate), Microsoft Word (advanced), Microsoft Projects (intermediate), U.S. Army Corps of Engineers Quality Control System (novice)
Operating Systems: Windows 10, Windows XP, Windows 7, Mac OS 9
Fabrication Skills: Operation of commercial band saws and cutting torches. Experience with arc welding, drills, sawing, wiring, soldering, and welding (novice level).

EXPERIENCE

Hilcorp Energy Company	January 2022 – Present
<ul style="list-style-type: none">King Salmon Platform and Grayling Platform:<ul style="list-style-type: none">-Production Operator – ESP, Separators, Scrubbers, Shipping Systems-Waterflood Operator – Water Injection System-Utilities Operator – Chemical Systems, Potable & Drill Water, Sewage-Expeditor-Emergency Trauma Technician-Visible Emissions Technician-Liason Between Inspections Department and Welders-Rigger-Signalman-Helicopter Landing Officer-P&ID, Isometric, & Standard AutoCAD Drafter	
CCI Industrial Services, LLC	August 2018 – January 2022
<ul style="list-style-type: none">King Salmon Platform: Production Operations	
D & L Construction Co. Inc., Soldotna, AK	June 2013 – August 2018
<ul style="list-style-type: none">LaborerStorm Water Pollution Prevention Plan Foreman & Manager:Traffic Control Supervisor:Construction Surveyor (not licensed)/Grade-Checker:Office Manager/Engineer:Quality Control Technician & Manager:	
D & D Equipment & Fabrication, Sterling, AK, Welder's Helper & Apprentice Fitter	May-Aug. 2012
<ul style="list-style-type: none">Welders' Helper	
Chumley's Inc., Soldotna, AK, Laborer	May – Aug. 2010, May – Aug. 2011
<ul style="list-style-type: none">Roust-About	

ADDITIONAL EXPERIENCE

The Study, Soldotna, AK, Tutor

2015 – 2017

- Tutoring Junior High School and High School Students in the following: -Algebra

Kenai Peninsula Borough Planning & Zoning Commission, Soldotna, AK, Planning & Zoning Commissioner

- Studying, reviewing, understanding, and applying KPB Code to individual cases and applications of residents in a fair and just manner
- Review of submitted plats to ensure within KPB Code.
- Use of prudence concerning legislative matters and coordination with other KPB Commissioners during meetings.

REFERENCES

Shawn Taplin, Hilcorp Alaska, PB East Ops – Mechanic, Cell: 1(907) 394-9344, Email: Shawn.Taplin@hilcorp.com

Justin Ruffridge, Alaska State House Representative District 7, Cell: 1(509) 338-5891; Email: ruffridgeak@gmail.com

CERTIFICATIONS

Alaska Certified Erosion & Sediment Control Lead

(SWPPP/AK-CESCL): Expires: 12/14/2020

- Certificate #: AGC-17-0551

AutoCAD:

AutoCAD 2014 & AutoCAD Civil 3D 2015 by Autodesk

Date: Fall 2013, Spring 2014, Present Use

Draftsight 2020 CAD Programs

Present Use

IMSA Temporary Traffic Control Technician

Expires: 6/24/2021

Certificate #: ZZ-111749

Carlson Civil Suite 2016

Carlson Survey Software

- Courses: Carlson Civil Suite, Carlson SurvCE

U.S. Army Corps of Engineers Construction Quality Management for Contractors

Certificate #: POA-14-17-53547

Expires: 2/3/2022

Emergency Trauma Technician:

Expires: 10/2021

Instructor: Mark Hall

Registered in Alaska Medical System

Visible Emissions Technician:

Certified through October 2020

Coldwater Survival Egress Training:

Completed: 3/8/2019

Certified Rigger-Signaler:

Completed: 2/26/2020

Expires: 2/26/2023

Kenai Peninsula Borough

Office of the Borough Clerk

Service Area Board Application Submitted 2023-09-04 08:25:44

Service Area: Road Service Area, West Region Seat (Term Expires 09/30/26)

Applicant Name Kathryn Thomas	Daytime Phone 9073941663
Email arctech@alaska.net	Date of Birth [REDACTED]
Physical Residence Address Irish Hills Road, Spruce Park Drive Soldotna, Alaska 99611	Mailing Address Box 3005 Kenai, Alaska 99611
SS #	Voter #
I have been a Resident of the Kenai Peninsula Borough for: 40 years, 0 months	I have been a Resident of the selected Service Area for: 40 years, 0 months
What knowledge, experience, or expertise will you bring to this board? I've served on the Road Service Board for one year. I'm a retired civil construction contractor with extensive road building experience. I continue to work as a civil construction consultant in the surety industry.	

Kenai Peninsula Borough

Office of the Borough Clerk

Service Area Board Application Submitted 2023-08-21 18:24:43

Service Area: Road Service Area, North Region Seat (Term Expires 09/30/26)

Applicant Name Michele Hartline	Daytime Phone 9078308327
Email hartlines@hotmail.com	Date of Birth [REDACTED]
Physical Residence Address 51665 STICKLEBACK ROAD Kenai, AK 99611	Mailing Address PO BOX 7933 NIKISKI, AK 99635
SS #	Voter #
I have been a Resident of the Kenai Peninsula Borough for: 21 years, 0 months	I have been a Resident of the selected Service Area for: 21 years, 0 months
What knowledge, experience, or expertise will you bring to this board? I'm currently the President of the Kenai Peninsula Borough Road Service Area Board on which I have served for the past 5 years under 3 Borough Mayors. My resume' was forwarded in past applications but of course I can re-send if needed. I feel that I have brought value to the Board and served the Borough and our Community through common sense and integrity.	

Kenai Peninsula Borough
Office of the Borough Mayor

MAYOR'S REPORT TO THE ASSEMBLY

TO: Brent Johnson, Assembly President
Members, Kenai Peninsula Borough Assembly

FROM: Peter A. Micciche, Kenai Peninsula Borough Mayor

DATE: September 19, 2023



Assembly Request / Response

None

Agreements and Contracts

- a. Authorization to Award a Contract for ITB23-035 Digital Signage – Western Emergency Services
- b. Authorization to Award a Contract for ITB24-007 Gravel Road Projects FY2024 South Region, Units 5, 7 & 8
- c. Authorization to Award a Contract for ITB24-014 CPL Temporary Cover Purchase & Installation
- d. Authorization to Award a Contract for RFP24-001 Local Trust Fund Investment Services
- e. Barge Services to Nanwalek Sole Source Waiver

Other

- a. Certification of the 2023 Personal Property Supplemental Assessment Roll
- b. Tax Adjustment Request Approval

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Jon Marsh, Western Emergency Services Chief *JM*

DATE: August 25, 2023

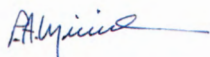
RE: Authorization to Award a Contract for ITB23-035 Digital Signage – Western Emergency Services

The Purchasing and Contracting Office formally solicited and received bids for the ITB23-035 Digital Signage – Western Emergency Services. Bid packets were released on January 25, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion and the Anchorage Daily News on January 25, 2023.

The project consists of providing Digital Signage, Watchfire 16mm RGB or Equivalent as well as pylons for the Ninilchik Fire Station and Anchor Point Fire Station.

On the due date of February 9, 2023, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$43,120 was submitted by Fair-Play Corporation, Hazelwood, Missouri.

Your approval for this bid award is hereby requested. Funding for this project is in account number 271-51410-21VAC-48630.



Peter A. Micciche, Borough Mayor

8/28/2023

Date

FINANCE DEPARTMENT	
FUNDS VERIFIED	
Acct. No.	271-51410-21VAC-48630
Amount	\$43,120.00
By: <i>CS BH</i>	Date: 8/25/2023

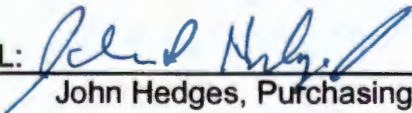
NOTES: Funds have not been pushed forward to FY24. Still shows funding in FY23.

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB23-035 DIGITAL SIGNAGE - WES

CONTRACTOR	LOCATION	BASE BID
Fair-Play / Broadway Signs	Hazelwood, Missouri	\$43,120.00
Alaska Sign Source, LLC / Kenai Neon Sign Co.	Kenai, Alaska	\$74,676.00
Hardy Enterprises	North Pole, Alaska	\$94,000.00

DUE DATE: February 9, 2023

KPB OFFICIAL: 
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Scott Griebel, Roads Director *SG*

DATE: August 30, 2023

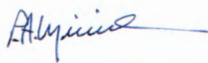
RE: Authorization to Award a Contract for ITB24-007 Gravel Road Projects FY2024 South Region, Units 5, 7 & 8

The Purchasing and Contracting Office formally solicited and received bids for the ITB24-006 Gravel Road Projects FY2024 – South Region, Units 5, 7 & 8. Bid packets were released on July 12, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on July 12, 2023 and the Homer Daily News on July 13, 2023.

The project consists of the contractor providing all labor and materials to place gravel on the following roads in the South Region, Units 5, 7 & 8. Pahl Lane, 537 cubic yards KPB Type II; Clayton Way, 880 cubic yards KPB Type II; Falls Creek Road, 852 cubic yards KPB Type II; Via Hermosa Drive, 470 cubic yards of KPB Type II; Linda Lane, 1,700 cubic yards of KPB Type II; Secluded Circle, 217 cubic yards of KPB Type II.

On the due date of August 2, 2023, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The negotiated low bid of \$122,105.76 was submitted by East Road Services, Homer, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 434.33950.24GRV.43011.



Peter A. Micciche, Borough Mayor

9/5/2023

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	434.33950.24GRV.43011
Amount:	\$122,105.76
By: <i>CS BH</i>	Date: 9/1/2023
NOTES : NA	

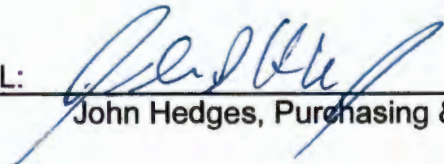
**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-007 Gravel Road Projects FY2024 - South Region, Units 5, 7 & 8

CONTRACTOR	LOCATION	BASE BID
East Road Services	Homer, Alaska	\$190,557.97
Paul's Services	Anchor Point, Alaska	\$229,999.34

DUE DATE: August 2, 2023

KPB OFFICIAL:


John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Lee Frey, Solid Waste Director *LF*

DATE: August 23, 2023

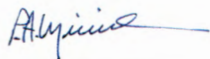
RE: Authorization to Award a Contract for ITB24-014 CPL Temporary Cover Purchase & Installation

The Purchasing and Contracting Office formally solicited and received bids for ITB24-014 CPL Temporary Cover Purchase & Installation. Bid packets were released on July 23, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on July 29, 2023.

The project consists of purchasing and installing of approximately 522,000 square feet of temporary covers over landfill cells per plans and specifications.

On the due date of August 17, 2023, one (1) bid was received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$476,215.00 was submitted by Alaska Aggregate Products, LLC, Palmer, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 290-32122-SHEET-43011.



Peter A. Micciche, Borough Mayor

8/28/2023

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	290-32122-SHEET-43011
Amount:	\$476,215.00
By: <i>CS</i> <i>BA</i>	Date: 8/23/2023

NOTES: NA

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-014 CPL Temporary Cover Purchase & Installation

CONTRACTOR	LOCATION	BASE BID	ADDITIVE ALTERNATE
Alaksa Aggregate Products, LLC	Palmer, Alaska	\$476,215.00	\$252,042.00

DUE DATE: August 17, 2023

KPB OFFICIAL: 

John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Brandi Harbaugh, Finance Director *BH*

DATE: September 1, 2023

RE: Authorization to Award a Contract for RFP24-001 Local Trust Fund Investment Services

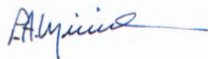
On July 19, 2023, the Kenai Peninsula Borough Finance Department formally solicited proposals for RFP24-001 Land Trust Fund Investment Services. The request for proposals was advertised in the Peninsula Clarion on July 19, 2023.

The project consists providing Land Trust Fund Investment Services.

On the due date of July 19, 2023, one (1) proposal was received from Alaska Permanent Capital Management Company and was received and reviewed by the Kenai Peninsula Borough Finance Department.

The proposal, which includes a cost factor, was submitted by Alaska Permanent Capital Management Company with a lump sum cost proposal of \$33,649.80. The Finance Department recommends award of a contract to Alaska Permanent Capital Management Company, Anchorage, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account numbers 252-00000-00000-37350.



Peter A. Micciche, Borough Mayor

9/5/2023

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>252-00000-00000-37350</u>
Amount:	<u>\$33,649.80</u>
By: <i>CJ BH</i>	Date: <u>9/1/2023</u>

NOTES: NA

Kenai Peninsula Borough

Solid Waste Department

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

THRU: John D. Hedges, Purchasing & Contracting Department *JH*

FROM: Lee Frey, Solid Waste Director *LF*

DATE: August 31, 2023

RE: Barge Services to Nanwalek Sole Source Waiver

The Kenai Peninsula Borough Solid Waste Department needs to hire a barge to haul equipment, materials, and dumpsters to and from Nanwalek. There are two large barges operating out of Homer and the other barge is not currently operating. The \$26,000 cost to Alaska Marine Excavation LLC includes all cargo hauling, fuel, crew, ramp, and wharfage fees to and from Nanwalek. We released a project for bidding to complete rework of the landfill, but did not receive any bids. We are proceeding with completing the work with KPB employees.

We anticipate completing this work in October and are working on securing equipment, dumpsters, and other materials to haul to the site to complete the work.

Your approval is hereby requested. Funding for this project is \$26,000 and in account number 290-32570-23SIT-43011.

Approved: *P. Micciche*
Peter A. Micciche, Mayor

9/5/2023
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>290-32570-23SIT-43011</u>
Amount	<u>\$26,000.00</u>
By: <i>CJ BA</i>	Date: <u>8/31/2023</u>
NOTES: NA	

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor *PAM*
FROM: Adeena Wilcox, Borough Assessor
DATE: September 1, 2023
RE: Certification of the 2023 Personal Property Supplemental Assessment Roll

The undersigned, duly qualified and appointed Assessor of the Kenai Peninsula Borough, does hereby certify that the following is the total valuation contained in the 2023 Personal Property Supplemental Assessment Roll as of September 1, 2023.

The total assessed value for the Kenai Peninsula Borough, including all properties on this assessment roll is as follows:

PERSONAL PROPERTY	TOTAL PROPERTY
-----	-----
\$22,075,070	\$22,075,070

The total taxable value for the Kenai Peninsula Borough is as follows:

PERSONAL PROPERTY	TOTAL PROPERTY
-----	-----
\$14,566,475	\$14,566,475

Adeena Wilcox

Adeena Wilcox, Borough Assessor

SERVICE AREA TAXABLE CERTIFIED SUPPLEMENTAL PPV VALUES

TAG 57

Bear Creek Fire Service Area
Assessed Value

Taxable Value

REAL	-	-
OIL	-	-
PERSONAL	1,201,951	1,111,489
TOTAL	1,201,951	1,111,489

TAG 54, 58, 70

Central Emergency Services Area
Assessed Value

Taxable Value

REAL	-	-
OIL	-	-
PERSONAL	4,557,399	2,968,196
TOTAL	4,557,399	2,968,196

TAG 30,53,54,55,58,61,63,70

Central Kenai Peninsula Hospital Service Area (TY18 & Prior)
Assessed Value

Taxable Value

REAL	-	-
OIL	-	-
PERSONAL	10,731,791	6,243,941
TOTAL	10,731,791	6,243,941

TAG 30,53,54,55,58,59,61,62,63,70

Central Kenai Peninsula Hospital Service Area (TY19 & Future)
Assessed Value

Taxable Value

REAL	-	-
OIL	-	-
PERSONAL	10,731,791	6,243,941
TOTAL	10,731,791	6,243,941

TAG 62,63,64

Central Peninsula Emergency Med
Assessed Value

Taxable Value

REAL	-	-
OIL	-	-
PERSONAL	-	-
TOTAL	-	-

TAG 81

Kachemak Emergency Service Area
Assessed Value

Taxable Value

REAL	-	-
OIL	-	-
PERSONAL	501,037	256,713
TOTAL	501,037	256,713

TAG 11,43,53,54,55,57,58,59,61,62,
63,64,65,67,68,69,81

Road Service Area

Assessed Value

Taxable Value

REAL	-	-
OIL	-	-
PERSONAL	8,578,353	6,008,227
TOTAL	8,578,353	6,008,227

TAG 53, 55

Nikiski Fire Service Area

Assessed Value

Taxable Value

REAL	-	-
OIL	-	-
PERSONAL	2,363,656	1,458,889

2023 CERTIFIED SUPP PPV ROLL

	TOTAL	2,363,656	1,458,889
TAG 55	Nikiski Senior Service Area		
	Assessed Value		Taxable Value
	REAL	-	-
	OIL	-	-
	PERSONAL	1,549,355	905,108
	TOTAL	1,549,355	905,108
TAG 53,54,55	North Peninsula Recreation Area		
	Assessed Value		Taxable Value
	REAL	-	-
	OIL	-	-
	PERSONAL	2,363,656	1,458,889
	TOTAL	2,363,656	1,458,889
TAG 40,41,43,57	Seward / Bear Creek Flood Service Area		
	Assessed Value		Taxable Value
	REAL	-	-
	OIL	-	-
	PERSONAL	7,247,344	5,703,509
	TOTAL	7,247,344	5,703,509
TAG 20,21,52,59,62,64,65,68,80,81	South Kenai Peninsula Hospital Service Area (TY18 & Prior)		
	Assessed Value		Taxable Value
	REAL	-	-
	OIL	-	-
	PERSONAL	3,530,969	2,392,777
	TOTAL	3,530,969	2,392,777
TAG 11,20,21,52,62,64,65,68,69,80,81	South Kenai Peninsula Hospital Service Area (TY19 & Future)		
	Assessed Value		Taxable Value
	REAL	-	-
	OIL	-	-
	PERSONAL	3,823,449	2,542,835
	TOTAL	3,823,449	2,542,835
TAG 10,11	Seldovia RSA		
	Assessed Value		Taxable Value
	REAL	-	-
	OIL	-	-
	PERSONAL	216,348	23,740
	TOTAL	216,348	23,740
TAG 59, 68	Western Emergency Services		
	Assessed Value		Taxable Value
	REAL	-	-
	OIL	-	-
	PERSONAL	327,679	127,618
	TOTAL	327,679	127,618
ALL TAGS	KPB - Borough Wide		
	Assessed Value		Taxable Value
	REAL	-	-
	OIL	-	-
	PERSONAL	22,075,070	14,566,475
	TOTAL	22,075,070	14,566,475

**KENAI PENINSULA BOROUGH
SUMMARY OF COMBINED PROPERTY VALUES**

Assessed Value before Exemptions

Assessed Value		VALUE
Personal Property	\$	22,075,070
Real Property	\$	-
Oil Property	\$	-
TOTAL BOROUGH ASSESSED	\$	22,075,070

Assessed Value after Exemptions

Taxable Value		VALUE
Personal Property	\$	14,566,475
Real Property	\$	-
Oil Property	\$	-
TOTAL BOROUGH TAXABLE	\$	14,566,475

2023 CERTIFIED SUPP PPV ROLL

		BOROUGH		CITY	
		Assessed	Taxable	Assessed	Taxable
City of Seldovia Tag 10	REAL	-	-	-	-
	OIL	-	-	-	-
	PERSONAL	216,348	23,740	216,348	216,348
	TOTAL	216,348	23,740	216,348	216,348
City of Homer Tag 20	REAL	-	-	-	-
	OIL	-	-	-	-
	PERSONAL	2,136,444	1,553,877	2,136,444	1,386,225
	TOTAL	2,136,444	1,553,877	2,136,444	1,386,225
City of Homer Tag 21 ODL	REAL	-	-	-	-
	OIL	-	-	-	-
	PERSONAL	-	-	-	-
	TOTAL	-	-	-	-
City of Kenai Tag 30	REAL	-	-	-	-
	OIL	-	-	-	-
	PERSONAL	3,810,736	1,816,856	7,273,087	7,273,087
	TOTAL	3,810,736	1,816,856	7,273,087	7,273,087
City of Seward Tag 40	REAL	-	-	-	-
	OIL	-	-	-	-
	PERSONAL	5,524,558	4,297,226	25,766,220	25,766,220
	TOTAL	5,524,558	4,297,226	25,766,220	25,766,220
Seward Special Tag 41	REAL	-	-	-	-
	OIL	-	-	-	-
	PERSONAL	520,835	294,794	3,212,737	3,212,737
	TOTAL	520,835	294,794	3,212,737	3,212,737
City of Soldotna Tag 70	REAL	-	-	-	-
	OIL	-	-	-	-
	PERSONAL	1,287,796	571,755	1,287,796	561,438
	TOTAL	1,287,796	571,755	1,287,796	561,438
Kachemak City Tag 80	REAL	-	-	-	-
	OIL	-	-	-	-
	PERSONAL	-	-	-	-
	TOTAL	-	-	-	-

Kenai Peninsula Borough

Assessing Department

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor *Plm*
FROM: Adeena Wilcox, Borough Assessor *AW*
DATE: September 6, 2023
RE: Tax Adjustment Request Approval

Attached is a spreadsheet of tax adjustment requests required by changes to the assessment roll. These adjustments are being submitted to the Finance Department for processing.

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

I hereby certify that I have reviewed the tax adjustment requests submitted for your signature and I find them to be proper and correct.

DATED: September 6, 2023

Adeena Wilcox
Borough Assessor

APPROVED

P.A. Micciche

Peter A. Micciche
Borough Mayor

SEPTEMBER TARS

	2023	2022	2021	2020	2019
TAG 10 (assessed)					
(taxable)					
TAG 11 (assessed)					
(taxable)					
TAG 20 (assessed)					
(taxable)					
TAG 21 (assessed)					
(taxable)					
TAG 30 (assessed)					
(taxable)					
TAG 40 (assessed)					
(taxable)					
TAG 41 (assessed)					
(taxable)					
TAG 42 (assessed)					
(taxable)					
TAG 43 (assessed)					
(taxable)					
TAG 52 (assessed)					
(taxable)					
TAG 53 (assessed)					
(taxable)					
TAG 54 (assessed)					
(taxable)					
TAG 55 (assessed)	\$0	\$0			
(taxable)	(\$95,500)	(\$109,500)			
TAG 57 (assessed)					
(taxable)					
TAG 58 (assessed)	(\$282,500)				
(taxable)	(\$758,000)				
TAG 59 (assessed)					
(taxable)					
TAG 61 (assessed)					
(taxable)					
TAG 63 (assessed)					
(taxable)					
TAG 64 (assessed)					
(taxable)					
TAG 65 (assessed)					
(taxable)					
TAG 67 (assessed)					
(taxable)					
TAG 68 (assessed)					
(taxable)					
TAG 69 (assessed)					
(taxable)					
TAG 70 (assessed)					
(taxable)					
TAG 80 (assessed)					
(taxable)					
TAG 81 (assessed)					
(taxable)					
TOTAL ASSESSED	(\$282,500)	\$0	\$0	\$0	\$0
TOTAL TAXABLE	(\$853,500)	(\$109,500)	\$0	\$0	\$0
KPB FLAT TAX	(\$300)				

SEPTEMBER TARS CITY VALUES

	2023	2022	2021	2020	2019
TAG 10 (assessed)					
(taxable)					
Seldovia Flat Tax					
TAG 20 (assessed)					
(taxable)					
Homer Flat Tax	(\$60)				
TAG 21 (assessed)					
(taxable)					
TAG 30 (assessed)					
(taxable)					
Disability Tax Credit					
TAG 40 (assessed)					
(taxable)					
TAG 41 (assessed)					
(taxable)					
TAG 70 (assessed)					
(taxable)					
Soldotna Flat Tax					
TAG 80 (assessed)					
(taxable)					
TOTAL ASSESSED	\$0	\$0	\$0	\$0	\$0
TOTAL TAXABLE	\$0	\$0	\$0	\$0	\$0
KPB FLAT TAX	(\$60)	\$0	\$0	\$0	\$0

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2023 TAR NUMBER 20-23-018

PARCEL ID 97849

PRIMARY OWNER YOUNG THOMAS LEE

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>20</u>	<u>20</u>
BOAT CLASS/COUNT	<u>BC4 - 2</u>	<u>BC4 - 0</u>
PLANE CLASS/COUNT	<u></u>	<u></u>
KPB ASSESSED (VT 1001)	<u></u>	<u></u>
KPB TAXABLE (VT 1003)	<u></u>	<u></u>
CITY ASSESSED (VT 1011)	<u></u>	<u></u>
CITY TAXABLE (V 1013)	<u></u>	<u></u>

EXPLANATION MANIFEST CLERICAL ERROR. ACCOUNT WAS INCORRECTLY ENTERED AS A
MAIN ROLL FILER FOR 2023. NO FILING RECEIVED FROM TAXPAYER. ACCOUNT SHOULD HAVE BEEN
SUPPLEMENTAL ROLL AND WOULD HAVE BEEN CLOSED DURING SUPPLEMENTAL REVIEW.

	CHANGE SUMMARY
DATE <u>08/23/23</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY <u>C. JOHNSON</u>	KPB TAXABLE <u>\$0</u>
VERIFIED BY <u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
	CITY TAXABLE <u>\$0</u>
	KPB FLAT TAX <u>(\$300)</u>
	CITY FLAT TAX <u>(\$60)</u>

Cadastre Values		Expand to Filter Values		
Date	Class	Value Type	Attribute	Secondary Attribute
Default - Default Value Group		Root Personal Class 4 Count		Previous Amount
	Appraised	Improvement Market Value		Amount
		TAG		2.00
		TAG.Ltd		\$72,150.00
	Assessed	Root Personal Class 4		20.00
		Personal Property Assessed Value		20.00
		Total Assessed Value - City		\$72,150.00
		Total City Optional Exempt Value		\$72,150.00
		Total Assessed Value - Borough		0
	Taxable	City Taxable Value	20 - HOMER CITY	0
		Taxable Value - Borough		0
	Exemption	Exemption Value City	20 - HOMER CITY	0
		OP PP Bor \$100K Exa Value		0
		OP PPV 100K Exemption		\$100,000.00
		OP PPV Borough \$100K Exemption		\$100,000.00
		OP PPV City \$100K Exemption		\$100,000.00
		OP PPV City \$100K Exemption	20 - HOMER CITY	\$100,000.00
		Exemption Value Borough		0
	Date	Year of Cadastre		2023.0000000000
		Effective date of value change		20230101.0000000000

MANIFEST CLERICAL ERROR - CHECKLIST

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 00097849

X _____ Typographical, computational or other similar error?

Identify & Describe:

MANIFEST CLERICAL ERROR. ACCOUNT WAS INCORRECTLY ENTERED AS A MAIN ROLL FILER FOR 2023. NO FILING RECEIVED FROM TAXPAYER. ACCOUNT SHOULD HAVE BEEN SUPPLEMENTAL ROLL AND WOULD HAVE BEEN CLOSED DURING SUPPLEMENTAL REVIEW.

X _____ Readily apparent from the assessment notice, tax statement or other borough tax record?

Identify & Describe:

MANIFEST CLERICAL ERROR. ACCOUNT WAS INCORRECTLY ENTERED AS A MAIN ROLL FILER FOR 2023. NO FILING RECEIVED FROM TAXPAYER. ACCOUNT SHOULD HAVE BEEN SUPPLEMENTAL ROLL AND WOULD HAVE BEEN CLOSED DURING SUPPLEMENTAL REVIEW.

X _____ Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?

Identify & Describe:

MANIFEST CLERICAL ERROR. ACCOUNT WAS INCORRECTLY ENTERED AS A MAIN ROLL FILER FOR 2023. NO FILING RECEIVED FROM TAXPAYER. ACCOUNT SHOULD HAVE BEEN SUPPLEMENTAL ROLL AND WOULD HAVE BEEN CLOSED DURING SUPPLEMENTAL REVIEW.

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

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

Prepared by Clyde Johnson 8/23/2023

Approved by  8/23/23
Department Director Date

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2023TAR NUMBER 55-23-004PARCEL ID 013-440-36PRIMARY OWNER Thomas A. Toloff Estate

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>55</u>	<u>55</u>
CLASS CODE	<u>0</u>	<u>0</u>
LAND ASSESSED (VT4)	<u>124,400</u>	<u>124,400</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>124,400</u>	<u>124,400</u>
KPB TAXABLE (VT 1003)	<u>124,400</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Deed transferring parcel to the Kenai Peninsula Borough prior to January 1, 2022was not recorded until 7/2023. (Exception No Interest)

		CHANGE SUMMARY
DATE	<u>08/14/23</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>A. Wilcox</u>	KPB TAXABLE <u>(\$124,400)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>

Cadastral Values		Exposed to Filter Values	
Site	Class	Value Type	Amount
Default - Default Value Group	Appraised	Legal Acres	41.75 Acres
		Land Market Value	\$124,400.00
		TAG	55.00
	Assessed	TAG:Id	55.00
		Land	\$124,400.00
		Parcel Assessed Value	\$124,400.00
		Personal Property Assessed Value	\$124,400.00
		Qualified for Exemption	0
		Total Assessed Value - City	\$124,400.00
		Total City Optional Exempt Value	0
		Total City Optional Exempt Value	0
		Total Mandatory Exempt Value	\$124,400.00
	Taxable	Land Assessed Value	\$124,400.00
		Total Assessed Value - Borough	\$124,400.00
		City Taxable Value	0
	Exemption	Taxable Value - Borough	\$124,400.00
		Exemption Value City	0
		Government Exempt Value	\$124,400.00
	Date	Exemption Value Borough	\$124,400.00
		Year of Cadastre	2023.0000000000
		Effective date of value change	20230101.0000000000
			20230101.0000000000

MANIFEST CLERICAL ERROR - CHECKLIST

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 013-440-36

 x **Typographical, computational or other similar error?**
Identify & Describe:
Deed transferring ownership to KPB was not recorded prior to 1/1/22.

 x **Readily apparent from the assessment notice, tax statement or other borough tax record?**
Identify & Describe:
Deed transferring ownership to KPB was not recorded prior to 1/1/22.

 x **Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?**
Identify & Describe:
Deed transferring ownership to KPB was not recorded prior to 1/1/22.

Certified Value	Land	\$124,400
	Improvements	\$0
	Personal Property	\$0
	Total	\$124,400

Adjusted Value	Land	\$124,400
	Improvements	\$0
	Personal Property	\$0
	Total	\$124,400

Prepared by	A. Wilcox	8/24/23 <small>Date</small>
Approved by		8/24/23 <small>Date</small>
	Department Director	

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2022TAR NUMBER 55-22-010PARCEL ID 013-440-36PRIMARY OWNER Thomas A. Toloff Estate

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>55</u>	<u>55</u>
CLASS CODE	<u>0</u>	<u>0</u>
LAND ASSESSED (VT4)	<u>109,500</u>	<u>109,500</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>109,500</u>	<u>109,500</u>
KPB TAXABLE (VT 1003)	<u>109,500</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Deed transferring parcel to the Kenai Peninsula Borough prior to January 1, 2022
was not recorded until 7/2023. (Exception No Interest)

		CHANGE SUMMARY
DATE	<u>08/14/23</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>A. Wilcox</u>	KPB TAXABLE <u>(\$109,500)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>

Cadastral Values		Expand to Filter Values		
Size	Class	Value Type	Attribute	Secondary Attribute
Default - Default Value Group		Appraised	Legal Acres	Previous Amount
		Land Market Value		41.75 Acres
		TAG		\$109,500.00
		TAG Id		55.00
	Assessed	Land		55.00
		Parcel Assessed Value		\$109,500.00
		Personal Property Assessed Value		\$109,500.00
		Qualified for Exemption		0
		Total Assessed Value - City		\$109,500.00
		Total City Optional Exempt Value		0
		Total Mandatory Exempt Value		0
		Land Assessed Value		\$109,500.00
		Total Assessed Value - Borough		\$109,500.00
	Taxable	City Taxable Value	55 - NIKISKI SN.	\$109,500.00
		Taxable Value - Borough		0
	Exemption	Exemption Value City	55 - NIKISKI SN.	0
		Government Exempt Value		\$109,500.00
		Exemption Value Borough		\$109,500.00
	Date	Year of Cadastre		2022.0000000000
		Effective date of value change		20220101.0000000000

MANIFEST CLERICAL ERROR - CHECKLIST

The assembly may correct manifest clerical errors made by the borough in an assessment notice, tax statement or other borough tax record at any time. A manifest clerical error is a typographical, computational or other similar error readily apparent from the assessment notice, tax statement or other borough tax record and made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties.

Parcel ID / Acct # 013-440-36

 x **Typographical, computational or other similar error?**
Identify & Describe:
Deed transferring ownership to KPB was not recorded prior to 1/1/22.

 x **Readily apparent from the assessment notice, tax statement or other borough tax record?**
Identify & Describe:
Deed transferring ownership to KPB was not recorded prior to 1/1/22.

 x **Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?**
Identify & Describe:
Deed transferring ownership to KPB was not recorded prior to 1/1/22.

Certified Value	Land	\$109,500
	Improvements	\$0
	Personal Property	\$0
	Total	\$109,500

Adjusted Value	Land	\$109,500
	Improvements	\$0
	Personal Property	\$0
	Total	\$109,500

Prepared by A. Wilcox

8/24/23
Date

Approved by Gideon Dwyer
 Department Director

8/24/23
Date

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2023TAR NUMBER 058-23-035PARCEL ID 055-630-18PRIMARY OWNER KEATING, ROSE ANN & DENNIS

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>23,400</u>	<u>23,400</u>
IMPROVEMENT ASSESSED (VT5)	<u>243,100</u>	<u>243,100</u>
KPB ASSESSED (VT 1001)	<u>266,500</u>	<u>266,500</u>
KPB TAXABLE (VT 1003)	<u>266,500</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION SENIOR CITIZEN EXEMPTION APPROVED AFTER CONFIRMING PFD ELIGIBLE

		CHANGE SUMMARY
DATE	<u>08/09/23</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE <u>(\$266,500)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>

Cadastral Values			Expand to Filter Values	
Class	Value Type	Attribute	Previous Amount	Amount
Default - Default Value Group	Appraised	Legal Acres	.92 Acres	.92 Acres
		Improvement Market Value	\$243,100.00	\$243,100.00
		Land Market Value	\$23,400.00	\$23,400.00
		TAG	56.00	56.00
		TAG.Id	58.00	58.00
	Assessed	Improvements	\$243,100.00	\$243,100.00
		Land	\$23,400.00	\$23,400.00
		Parcel Assessed Value	\$266,500.00	\$266,500.00
		Personal Property Assessed Value	0	0
		Qualified for Exemption	\$266,500.00	\$266,500.00
		Total Assessed Value - City	0	0
		Total Borough Optional Exempt Value		\$116,500.00
		Total City Optional Exempt Value	0	0
		Total Mandatory Exempt Value		\$150,000.00
		Land Assessed Value	\$23,400.00	\$23,400.00
		Improvement Assessed Value	\$243,100.00	\$243,100.00
		Total Assessed Value - Borough	\$266,500.00	\$266,500.00
	Taxable	City Taxable Value	0	0
		Taxable Value - Borough	\$266,500.00	0
	Exemption	BOROUGH SENIOR Exempt Value		\$266,500.00
		Cap for Senior Exemption		\$150,000.00
		Exemption Value City	0	0
		Op Senior Resident >150k Exempt Value		\$116,500.00
		Residential Exemption		\$50,000.00
		Senior Citizen Exemption		\$150,000.00
		Senior Mandatory Exempt Value		\$150,000.00
		Senior MandatoryImp		\$150,000.00
		Working Improvement Assessed Value	\$243,100.00	\$243,100.00
		Exemption Value Borough	0	\$266,500.00
	Date	Year of Cadastre	2023.0000000000	2023.0000000000
		Effective date of value change	20230101.0000000000	20230101.0000000000

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2023TAR NUMBER 058-23-036PARCEL ID 063-096-44PRIMARY OWNER Orellana, Edgar Ricardo Mendez

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>105</u>
LAND ASSESSED (VT4)	<u>43,300</u>	<u>43,300</u>
IMPROVEMENT ASSESSED (VT5)	<u>284,500</u>	<u>2,000</u>
KPB ASSESSED (VT 1001)	<u>327,800</u>	<u>45,300</u>
KPB TAXABLE (VT 1003)	<u>327,800</u>	<u>45,300</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION Home added to an incorrect parcel.

CHANGE SUMMARY

DATE	<u>08/17/23</u>	KPB ASSESSED	<u>(\$282,500)</u>
SUBMITTED BY	<u>Scott Romain</u>	KPB TAXABLE	<u>(\$282,500)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED	<u>\$0</u>
		CITY TAXABLE	<u>\$0</u>
		KPB FLAT TAX	<u></u>
		CITY FLAT TAX	<u></u>

Cadastre Values				Expand to Filter Values		
Class	Site	Value Type	Attribute	Secondary Attribute	Previous Amount	Amount
Default - Default Value Group						
Appraised		Legal Acres			1.86 Acres	
		Improvement Market value			\$284,500.00	\$2,000.00
		Land Market value			\$43,300.00	\$43,300.00
		TAG			58.00	58.00
Assessed		TAG.1d			58.00	58.00
		Improvements			\$284,500.00	\$2,000.00
		Land			\$43,300.00	\$43,300.00
		Parcel Assessed Value			\$327,800.00	\$43,300.00
		Personal Property Assessed Value			0	0
		Qualified for Exemption			0	0
		Total Assessed Value - City			\$327,800.00	\$43,300.00
		Total City Optional Exempt Value			0	0
		Land Assessed Value			\$43,300.00	\$43,300.00
		Improvement Assessed Value			\$284,500.00	\$2,000.00
Taxable		Total Assessed Value - Borough			\$327,800.00	\$43,300.00
		City Taxable Value			0	0
		Taxable Value - Borough	58 - CENTRAL EMERGENCY SERVICES		\$327,800.00	\$43,300.00
		Exemption Value City	58 - CENTRAL EMERGENCY SERVICES		0	0
Exemption		Working Improvement Assessed Value			\$284,500.00	\$2,000.00
		Exemption Value Borough			0	0
		Year of Cadastre			2023.0000000000	2023.0000000000
		Effective date of value change			20230101.0000000000	20230101.0000000000

MANIFEST CLERICAL ERROR - CHECKLIST

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Parcel ID / Acct # 06309644

_____ Typographical, computational or other similar error?
Identify & Describe:

_____ Readily apparent from the assessment notice, tax statement or other borough tax record?
Identify & Describe:

X _____ Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?
Identify & Describe:
Improvements were added the wrong parcel in error. Only improvement is a driveway.

Certified Value	Land	\$43,300
	Improvements	\$284,500
	Personal Property	
	Total	\$327,800

Adjusted Value	Land	\$43,300
	Improvements	\$2,000
	Personal Property	
	Total	\$45,300

Prepared by Scott Romain 8/17/2023

Approved by *Robert Davis* 8/17/23
Department Director Date

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2023TAR NUMBER 058-23-037PARCEL ID 063-470-17PRIMARY OWNER BELL, JEAN

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>58</u>	<u>58</u>
CLASS CODE	<u>110</u>	<u>110</u>
LAND ASSESSED (VT4)	<u>36,600</u>	<u>36,600</u>
IMPROVEMENT ASSESSED (VT5)	<u>222,400</u>	<u>222,400</u>
KPB ASSESSED (VT 1001)	<u>259,000</u>	<u>259,000</u>
KPB TAXABLE (VT 1003)	<u>209,000</u>	<u>0</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION SENIOR EXEMPTION APPROVED AFTER CONFIRMING PFD ELIGIBLE

		CHANGE SUMMARY
DATE	<u>08/16/23</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>SGUZMAN</u>	KPB TAXABLE <u>(\$209,000)</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>

Cadastral Values		Expand to Filter Values	
Site	Class	Value Type	Amount
Default - Default Value Group	Appraised	Legal Acres	2.17 Acres
		Improvement Market Value	\$222,400.00
		Land Market Value	\$36,600.00
	Assessed	TAG	58.00
		TAG.Id	58.00
		Improvements	\$222,400.00
		Land	\$36,600.00
		Parcel Assessed Value	\$259,000.00
		Personal Property Assessed Value	0
		Qualified for Exemption	\$259,000.00
		Total Assessed Value - City	0
		Total Assessed Value - City	\$109,000.00
	Taxable	Total Borough Optional Exempt Value	0
		Total City Optional Exempt Value	\$150,000.00
		Land Assessed Value	\$36,600.00
	Exemption	Improvement Assessed Value	\$222,400.00
		Total Assessed Value - Borough	\$259,000.00
		City Taxable Value	0
	BOROUGH SENIOR EXEMPT VALUE	Taxable Value - Borough	\$209,000.00
		Cap for Senior Exemption	0
		Exemption Value City	\$50,000.00
		OP Residential Boro Exemption	\$50,000.00
	Senior Citizen Exemption	OP Senior Resident >150k Exempt Value	\$109,000.00
		Senior Citizen Exemption	\$50,000.00
		Senior Mandatory Exempt Value	\$150,000.00
	Senior Mandatory Imp	Senior Mandatory Imp	\$150,000.00
		Working Improvement Assessed Value	\$222,400.00
	Exemption Value Borough	Exemption Value Borough	\$50,000.00
		Year of Cadastre	2023.0000000000
		Effective date of value change	2023101.0000000000
	Data	2023101.0000000000	2023101.0000000000
		2023101.0000000000	2023101.0000000000

TAX ADJUSTMENT REQUEST

ROLL/YEAR 2023TAR NUMBER 55-23-005PARCEL ID 211-280-13PRIMARY OWNER DOUGLAS BETZOLD

	CURRENT VALUE	CORRECTED VALUE
TAG	<u>55</u>	<u>55</u>
CLASS CODE	<u>100</u>	<u>100</u>
LAND ASSESSED (VT4)	<u>28,900</u>	<u>28,900</u>
IMPROVEMENT ASSESSED (VT5)	<u>0</u>	<u>0</u>
KPB ASSESSED (VT 1001)	<u>28,900</u>	<u>28,900</u>
KPB TAXABLE (VT 1003)	<u>0</u>	<u>28,900</u>
CITY ASSESSED (VT 1011)	<u>0</u>	<u>0</u>
CITY TAXABLE (VT 1013)	<u>0</u>	<u>0</u>

EXPLANATION CLERICAL ERROR. Kenai Peninsula Borough owned and was 100% Gov exempt for 2022.KPB sold and QuitClaim Deed recorded 11/16/22 but the deed was not posted nor exemption removed until 8/21/23.The deed has since been posted and the 2023 exemption has been removed. Buyer should be billed.

		CHANGE SUMMARY
DATE	<u>08/21/23</u>	KPB ASSESSED <u>\$0</u>
SUBMITTED BY	<u>Mary Kay Grenier</u>	KPB TAXABLE <u>\$28,900</u>
VERIFIED BY	<u>C. FINLEY</u>	CITY ASSESSED <u>\$0</u>
		CITY TAXABLE <u>\$0</u>
		KPB FLAT TAX <u></u>
		CITY FLAT TAX <u></u>

Cadastre Values	Class	Value Type...	Attrib. &g	Secondary Attribute	Previous Amount	Expand to Filter Values	Amount
Default - Default Value Group	Appraised	Legal Acres			8.33 Acres		8.33 Acres
		Land Market Value			\$28,900.00		\$28,900.00
		TAG			\$5.00		\$5.00
	Assessed	TAG.Id			\$5.00		\$5.00
		Land			\$28,900.00		\$28,900.00
		Parcel Assessed Value			\$28,900.00		\$28,900.00
		Personal Property Assessed Value			0		0
		Qualified for Exemption			0		0
		Total Assessed Value - City			\$28,900.00		\$28,900.00
		Total City Optional Exempt Value			0		0
	Taxable	Land Assessed Value			0		0
		Total Assessed Value - Borough			\$28,900.00		\$28,900.00
		City Taxable Value	55 - NIKISKI SN.		0		0
		Taxable Value - Borough			\$28,900.00		\$28,900.00
		Exemption Value City			0		0
	Exemption	Exemption Value Borough	55 - NIKISKI SN.		0		0
	Date	Year of Cadastre			2023.0000000000		2023.0000000000
		Effective date of value change			20230101.0000000000		20230101.0000000000

MANIFEST CLERICAL ERROR - CHECKLIST

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Parcel ID / Acct # 211-280-13

- x Typographical, computational or other similar error?
Identify & Describe:
Deed that transferred ownership from exempt government to taxable individual was missed when posting.
- x Readily apparent from the assessment notice, tax statement or other borough tax record?
Identify & Describe:
Deed that transferred ownership from exempt government to taxable individual was missed when posting.
- x Made by a borough employee in the performance of typing, record keeping, filing, measuring, or other similar duties?
Identify & Describe:
Deed that transferred ownership from exempt government to taxable individual was missed when posting.

Certified Value	Land	\$28,900
	Improvements	\$0
	Personal Property	\$0
	Total	\$28,900

Adjusted Value	Land	\$28,900
	Improvements	\$0
	Personal Property	\$0
	Total	\$28,900

Prepared by	<u>MKE <i>MKE</i></u>	8/21/2023	
		Date	
Approved by	<u><i>J. Dean Owt</i></u>	8/21/23	
	Department Director	Date	

Introduced by: Administration
Date: 08/23/2023
Action: Approved
Vote: Yes - 7, No - 0, Exc - 4

**SOUTH PENINSULA HOSPITAL
BOARD RESOLUTION
2023-25**

**A RESOLUTION OF THE SOUTH PENINSULA HOSPITAL BOARD OF DIRECTORS
APPROVING A MINOR ALTERATION OF SCOPE TO PROJECT 21SHB REMODEL
OF KACHEMAK PROFESSIONAL BUILDING**

WHEREAS, South Peninsula Hospital Board of Directors approved resolution 2020-01 in January 2020 approving project 21SHB; and

WHEREAS, the established scope of the project was to approve \$500,000 in lease renovations to the 4201 Bartlett St leased property to collocate Medical Staff offices and to provide a one-stop shop for Specialty Physician Services and Behavioral Health; and

WHEREAS, Project 21SHB has \$451,703 remaining, as the majority of work has not commenced; and

WHEREAS, South Peninsula Hospital has purchased property on Hohe Street since the passing of the Resolution 2020-01 to locate Behavioral Health; and

WHEREAS, South Peninsula Hospital has since leased additional clinical space to locate General Surgery and has been able to accommodate other specialty providers in already established clinic space at 4201 Bartlett; and

WHEREAS, the needs for space for Behavioral Health and Specialty Providers has been solved, South Peninsula Hospital would like to amend the scope of project 21SHB to complete leasehold improvements to the 4201 Bartlett St property to provide clinical services and support offices to meet the needs of the organization; and


WHEREAS, the resolution to amend the scope of project 21SHB Remodel Kachemak Professional Building was discussed at Finance Committee on August 17, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SOUTH PENINSULA HOSPITAL:

1. That the South Peninsula Hospital Board of Directors approves amending the scope of Project 21SHB Remodel of Kachemak Professional Building to allow for renovations for clinical services and support offices.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF SOUTH PENINSULA AT ITS MEETING HELD ON THIS 24th DAY OF AUGUST, 2023.

ATTEST:

DocuSigned by:

40F45ADB220F4CF...
Julie Woodworth, Board Secretary

DocuSigned by:

552FEAD846F54B4...
Kelly Cooper, Board President