



Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Agenda Policies and Procedures Committee

Jesse Bjorkman, Chair
Willy Dunne, Vice Chair
Kenn Carpenter

Tuesday, June 1, 2021

4:30 PM

Betty J. Glick Assembly Chambers

Zoom ID: 938 6524 5999 Passcode: 886199

Zoom Meeting ID: 938 6524 5999 Passcode: 886199

ITEMS NOT APPEARING ON THE REGULAR MEETING AGENDA

1. Resilience and Security Advisory Commission Update from its May 12, 2021 Meeting, Willy Dunne, Assembly Liason (10 Minutes)

PUBLIC HEARINGS ON ORDINANCES

4. [2021-21](#) An Ordinance Amending KPB 22.40.050 to Authorize the Borough Clerk to Insert Advisory Board Recommendations in Pending Legislation (Hibbert)

[Clerk's Note: Above referenced ordinance was introduced on May 4, 2021 and set for public hearing on May 18, 2021 as indicated on the ordinance. The public hearing date was incorrect and should have been June 1, 2021 per KPB 1.12.010 which states, ordinances that amend any provision in the KPB Code must have at least 25 days pass before the public hearing and assembly vote occurs. Therefore, public hearing on this ordinance has been rescheduled to the June 1, 2021 assembly meeting.]

Attachments: [Ordinance 2021-21](#)
[Memo](#)

MAYOR'S REPORT

[KPB-3212](#) Mayor's Report Cover Memo

Attachments: [Cover Memo](#)

1. Assembly Requests/Responses- None.

2. Agreements and Contracts

- a. [KPB-3213](#) Authorization to Award a Contract for RFP21-009 Operational and Organizational Assessment for Asset Management to Facility Engineering Associates P.C. of Santa Rosa, CA.
Attachments: [Authorization to Award Contract for RFP21-009](#)
- b. [KPB-3214](#) Authorization to Award a Contract for ITB21-026 Creary Circle (W2CRE) to CIC Inc., Soldotna, Alaska.
Attachments: [Authorization to Award Contract for ITB21-026](#)
- c. [KPB-3215](#) Authorization to Award a Contract for ITB21-027 Gym Floor Refinishing 2021-Chapman Elementary School to AK. Finishing and Supply, LLC., Anchorage, Alaska.
Attachments: [Authorization to Award Contract ITB21-027](#)
- d. [KPB-3216](#) Authorization to Award a Contract for ITB21-031 Susan B. Generator and Transfer Switch to Cummins Sales and Service, Anchorage, Alaska.

3. Other

- a. [KPB-3217](#) Mini Grant Award Notice
Attachments: [Mini Grant Award Notice](#)

Introduced by: Hibbert
Date: 05/04/21
Hearing: 05/18/21
Per KPB 1.12.010 rescheduled to 06/01/21
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2021-21**

**AN ORDINANCE AMENDING KPB 22.40.050 TO AUTHORIZE THE BOROUGH
CLERK TO INSERT ADVISORY BOARD RECOMMENDATIONS IN
PENDING LEGISLATION**

WHEREAS, resolutions and ordinances often contain blank spaces in the whereas clauses to be filled in with recommendations made by borough boards such as service area boards, advisory planning commissions, and the Planning Commission; and

WHEREAS, prior to the assembly's final action on any such legislation such boards often hold a meeting, make a recommendation, and their recommendation is submitted to the clerk's office; and

WHEREAS, during the assembly meeting that the legislation is being considered by the assembly, a motion must be made to amend the blank clause and fill it in with the recommendation received from the named board or board(s); and

WHEREAS, preparing the memo to the assembly with the proposed amendment, ensuring that an assembly member makes the motion to amend and that it is voted on at the correct time is time consuming for staff and the assembly; and

WHEREAS, requiring the clerk to submit both a short memo to the assembly informing them that the revision was made as authorized by this section of code and verbally informing the assembly and public during the assembly meeting will clarify for the record that the amendment was made and provide an opportunity for assembly members to raise any questions or make motions prior to final action on the legislation; and

WHEREAS, amending the code to authorize the clerk to revise the legislation by inserting the advisory board's recommendation and deleting the blank would improve efficiency by saving time for the assembly, the public and staff;

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

SECTION 1. That KPB 22.40.050 is hereby amended as follows:

22.40.050. Agenda Development Procedure Mailing.

- A. Ordinances, resolutions and other items of business to be introduced and considered by the borough assembly shall be placed on a meeting agenda prepared by the borough clerk.
- B. The sponsor of an ordinance for introduction or resolution for adoption may remove an item from the agenda before the agenda is approved unless the item has been carried over or postponed from a previous agenda.
- C. Except for emergency legislation or legislation for which a special meeting has been called, the mayor, an assembly member or committee of the assembly proposing to place a legislative matter on the agenda of a regular assembly meeting shall provide or communicate a copy of such matter to the borough clerk by 4:30 P.M. of the second Thursday preceding the meeting at which the matter is to be introduced or considered for assignment of the next sequential number in the order received or such other reasonable time as is established by the assembly president considering intervening holidays, press deadlines, and mail delivery schedules. An outline agenda containing the titles and numbers of such matters and photo copies of those matters shall be made available to any person requesting it the following work day.
- D. Any items not placed on the agenda by the deadline, other than unnumbered commendation or similar items, shall be deferred until the next assembly meeting, unless two-thirds of the whole assembly votes to consider the item.
- E. Resolutions and ordinances set for hearing which contain blanks or incomplete information shall not be placed on the agenda unless supporting documentation clearly setting forth 1) the reason why the omitted information is not available, and 2) the reason why the item must be placed on the agenda before the omitted information has been obtained is attached.
- F. **The borough clerk, or the clerk’s designee in his or her absence, has the authority to revise pending resolutions and ordinances prior to assembly action, by filling in any blanks in the legislation stating advisory board recommendations made concerning the legislation. For purposes of this section, the term “advisory board” shall include advisory planning commissions, service area boards, and the borough planning commission. This shall also include written recommendations from the board of directors of a corporation contracted to operate the provision of services for a borough service area. Prior to final action**

on the legislation the clerk shall provide (1) a memorandum to the assembly; and, (2) verbally inform the assembly during the assembly meeting that this blank has been filled in and may be amended by the assembly prior to final action on the matter.

G. The clerk shall prepare the agenda under the direction of the presiding officer. A meeting packet, containing all legislative items and supporting documentation, shall be mailed by first class mail or sent by electronic media or otherwise delivered to each assembly member and the municipal clerk of each city within the borough no later than the Tuesday preceding each assembly meeting.

[G] **H.** A copy of the agenda, and any legislative item and/or supporting documentation so requested, shall be provided to chambers of commerce, commissions and councils. Copies of the agenda and legislative items comprising a mini-packet shall be made available for the public.

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

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

MEMORANDUM

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

FROM: Brent Hibbert, Assembly President *BH*

DATE: April 22, 2021

RE: Ordinance 2021-21, Amending KPB 22.40.050 to Authorize the
Borough Clerk to Insert Advisory Board Recommendations in
Pending Legislation (Hibbert)

Many legislative items considered by the assembly contain blanks to be filled in with recommendations from advisory boards as to whether they think the assembly should approve, defeat, or amend the legislation. When the respective board meets to discuss the item, their recommendations are sent to the clerk's office. The clerk's office then prepares a memo to the assembly describing the board's recommendation. Next, the clerk's office has to notify the president that a motion to amend the legislative item must be made during the assembly meeting to insert the recommendation.

This ordinance would simplify that procedure by authorizing the Borough Clerk or designee to insert the advisory board's recommendation into the legislation and notify the assembly with a memorandum of that action. Additionally, the clerk shall verbally inform the assembly of this action for the record prior to final action on the matter. The assembly may then choose to accept, modify or reject the amendment.

Your consideration of this ordinance is appreciated.

Kenai Peninsula Borough
Office of the Borough Mayor

MAYOR'S REPORT TO THE ASSEMBLY

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

FROM: Charlie Pierce, Kenai Peninsula Borough Mayor

DATE: June 1, 2021



Assembly Request / Response

None

Agreements and Contracts

- a. Authorization to Award a Contract for RFP21-009 Operational and Organizational Assessment for Asset Management to Facility Engineering Associates P.C. of Santa Rosa, CA.
- b. Authorization to Award a Contract for ITB21-026 Creary Circle (W2CRE) to CIC Inc., Soldotna, AK.
- c. Authorization to Award a Contract for ITB21-027 Gym Floor Refinishing 2021 – Chapman Elementary School to AK. Finishing and Supply, LLC., Anchorage, AK.
- d. Authorization to Award a Contract for ITB21-031 Susan B Generator & Transfer Switch to Cummins Sales & Service, Anchorage, AK.

Other

- a. Mini Grant Award Notice

Kenai Peninsula Borough

Purchasing and Contracting Department

MEMORANDUM

TO: Charlie Pierce, Mayor

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

FROM: Lee Frey, Project Manager *LF*

DATE: May 5, 2021

RE: Authorization to Award a Contract for RFP21-009
Operational and Organizational Assessment for Asset Management

The Purchasing and Contracting Office formally solicited and received proposals for RFP21-009 Operational and Organizational Assessment for Asset Management. Proposal packets were released and the Request for Proposal was advertised in the Peninsula Clarion on March 16, 2021 and the Anchorage Daily News on March 15, 2021.

The project consists of reviewing the existing organizational alignment of the Borough in regards to asset management. Consultant will review existing alignments and processes and develop recommended changes and options to improve operations and efficiency.

On the due date of April 20, 2021 seven (7) proposals were received and ranked by a review committee as follows:

<u>FIRM</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Facility Engineering Associates PC	Santa Rosa, CA	367
Raftelis Financial Consultants	Charlotte, NC	277
Matrix Consulting Group	San Mateo, CA	274
Moss Adams, LLP	Seattle, WA	221
Percipio Consulting Group, LLC	Portland, OR	207
BLDO USA, LLP	Anchorage, AK	195
Adekoya Business Consulting, LLC	Seattle, WA	187

The highest ranking proposal, which includes a cost factor, was submitted by Facility Engineering Associates, P.C. with a lump sum cost proposal of \$58,500.00. The proposal review committee recommends award of a contract to Facility Engineering Associates, PC, Santa Rosa, CA. Your approval for this award is hereby requested.

Funding for this project is in account number 100.94910.FCLTY.43011

Charlie Pierce
Charlie Pierce, Mayor

5/6/2021
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. _____	100.94910.FCLTY.43011
Amount _____	\$58,500.00
By: <u>PP</u> <u>BT</u>	Date: <u>5/5/2021</u>

NOTES:

Kenai Peninsula Borough Purchasing & Contracting

MEMORANDUM

TO: Charlie Pierce, Mayor

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

THRU: Dil Uhlin, Road Service Area Director *DU*

FROM: Andrew Walsh, Project Manager *AW*

DATE: May 6, 2021

RE: Authorization to Award a Contract for ITB21-026 Creary Circle (W2CRE)

The Purchasing and Contracting Office formally solicited and received bids for the ITB21-026 Creary Circle (W2CRE). Bid packets were released on March 11, 2021 and the Invitation to Bid was advertised in the Peninsula Clarion on March 11, 2021

The project consists of furnishing all labor, materials and equipment to upgrade **Creary Circle**, Cat 1 Road, 1,450 Linear Feet. Work includes but is not limited to roadbed widening, sub grade modification, embankment construction, drainage, ditching, and building a new approach to Echo Lake Road.

On the due date of April 1, 2021, eight (8) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$131,026.87 was submitted by CIC, Inc., Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 434.33950.W2CRE.43011.

Charlie Pierce

Charlie Pierce, Mayor

5/7/2021

Date

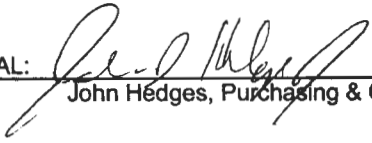
FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>434.33950.W2CRE.43011</u>
Amount	<u>\$131,026.87</u>
By: <i>PP BH</i>	Date: <u>5/6/2021</u>
NOTES:	

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB21-026 Creary Circle CIP (W2CRE)

CONTRACTOR	LOCATION	BASE BID
CIC Inc.	Soldotna, AK	\$131,026.87
Steam on Wheels LLC	Soldotna, AK	\$136,785.60
Foster Construction, LLC	Soldotna, AK	\$138,748.00
Peninsula Construction, Inc.	Kenai, AK	\$164,826.85
Knik Construction Co., Inc.	Anchorage, AK	\$208,910.00
D & L Construction Co., Inc.	Cooper Landing, AK	\$231,822.00
Granite Construction Company	Anchorage, AK	\$339,079.00
Chumley's, Inc.	Nikiski, AK	NON-RESPONSIVE

DUE DATE: April 1, 2021

KPB OFFICIAL: 
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough Maintenance Department

MEMORANDUM

TO: Charlie Pierce, Mayor

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

THRU: Dil Uhlin, Maintenance Director *DU*

FROM: Carla Salzer, Project Manager *CS*

DATE: May 13, 2021

RE: Authorization to Award a Contract for ITB21-027 Gym Floor Refinishing 2021 – Chapman Elementary School

The Purchasing and Contracting Office formally solicited and received bids for the ITB21-027 Gym Floor Refinishing 2021-Chapman Elementary School. Bid packets were released on March 23, 2021 and the Invitation to Bid was advertised in the Peninsula Clarion on March 23, 2021.

The project consists of providing all labor, materials and equipment to completely machine sand wood flooring of existing floor finish and painted game lines to bare wood, completely remove all sanding dust from entire surface, the application of finish, sealer coats, associated paint for game lines and logo, new cove base (where required), and any other necessary associated materials and accessories as specified in the bid documents.

On the due date of April 8, 2021, four (4) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$17,011.00 was submitted by AK Finishing and Supply, LLC, Anchorage, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 400.78050.20755.43780 and 400.78050.21755.43780.

Charlie Pierce

Charlie Pierce, Mayor

5/13/2021

Date

NOTES: Correction of funding source: \$11,840.87 is in account 400.78050.21755.43780. pp

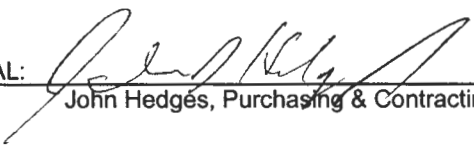
FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. 400.78050.20755.43780 – 5,470.13	
Acct. No. 400.78050.20755.43780 – 11,540.87	
By: <i>PP</i> <i>BA</i>	Date: 5/13/2021

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB21-027 Gym Floor Refinishing - Chapman School

CONTRACTOR	LOCATION	BASE BID
AK Finishing and Supply, LLC	Anchorage, AK	\$17,011.00
Alaskan Industries, Inc.	Wasilla, AK	\$19,800.00
Pro Grind Alaska Rental, LLC	Soldotna, AK	\$27,600.00
Commercial Contractors, Inc.	Anchorage, AK	\$36,149.00



DUE DATE: April 8, 2021 _____


KPB OFFICIAL:  _____
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough Community & Fiscal Projects

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: Jon Marsh, WESA Fire Chief 
Brandi Harbaugh, Finance Director 
Harbaugh,
Brandi

FROM: Brenda Ahlberg, Community & Fiscal Projects Manager 

DATE: May 18, 2021

RE: Mini Grant Award Notice

The Southern Region Emergency Medical Services Council, Inc (SREMS) has awarded a mini grant to the Western Emergency Medical Service Area for the purchase of 10 gunshot and trauma kits totaling \$1,499.90. SREMS purchased and delivered the kits; there is no match requirement.

This does not require an ordinance because the value of the items is under \$5000, and the "grant reimburses the borough for expenditures previously approved and appropriated by the Assembly" through KPB O2020-19, Medical Supplies 209.51410.000.42220 (KPB R2000-014 as excerpted).

Enclosed: Award Notification Letter



1010 W Northern Lights Blvd, Anchorage, AK 99503
(907) 562-6449 FAX: (907) 562-9893 www.sremsc.org

April 23, 2021

Jon Marsh
Western Emergency Services
PO Box 350
Anchor Point, AK 99556

Dear Jon,

We are pleased to notify you that a Minigrant has been awarded to your organization to cover expenses for EMS supplies. Your award was calculated as follows:

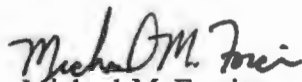
<u>\$1,499.90</u>	Gunshot & Trauma IFAK Kit with Headrest Mount (10 ea.)
\$1,499.90	Total Requested
\$1,499.90	Minigrant Award

You have requested to order the items directly and then submit the invoice to us for payment to the vendor. Please note that the invoice must not exceed the awarded amount of \$1,499.90. We will need the invoice for the purchase of the equipment and the packing slip or email confirmation that you have received the items no later than May 31st, 2020. Please send this documentation directly to the Finance Department at finance@sremsc.org. Once we have the invoice and confirmation, we will process the payment.

If you have any questions, please feel free to contact me or the finance department for assistance.

Thank you for your support of your EMS responders and EMS program in your community!

Sincerely,


Michael M. Forcier
Executive Director