

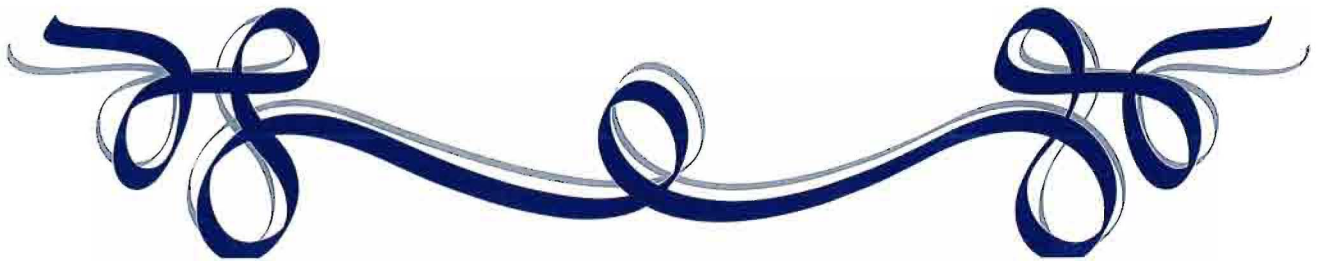


# Kenai Peninsula Borough

Assembly Packet

January 3, 2012

7:00 p.m.



Assembly Chambers  
144 N. Binkley Street  
Soldotna

# January 2012

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
1	2 7:00 PM Seward/Bear Creek Flood SA  <b>Borough Holiday: New Years (observed)</b>	3 7:00 PM Anchor Point APC  <b>7:00 PM Assembly Meeting</b>	4 6:00 PM Cooper Landing APC  7:00 PM Moose Pass APC	5 7:00 PM Hope/Sunrise APC	6	7																																																																																																		
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# February 2012

## Monthly Planner

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APC = Advisory Planning Commission; FSA = Fire Service Area; SA = Service Area; MAG = Mayor's Advisory Group

# January 2012 - December 2012

## Assembly Yearly Planner

Jan 2012						
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### JANUARY

- 2 **Borough Holiday: New Years (Observed)**
- 3 **Assembly Meeting**
- 17 **Assembly Meeting**

Jul 2012						
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### FEBRUARY

- 14 **Assembly Meeting (Proposed)**
- 28 **Assembly Meeting (Proposed)**

Aug 2012						
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***TUESDAY, JANUARY 3, 2012***

- 3:00 PM          Finance Committee**
- 3:45 PM          Lands Committee**
- 4:00 PM          Policies and Procedures Committee**
- 4:15 PM          Legislative Committee**
- 7:00 PM          Regular Assembly Meeting**

Above listed meetings will be held in:

Assembly Chambers  
George A. Navarre Kenai Peninsula Borough Administration Building  
144 North Binkley Street, Soldotna, Alaska

January 3, 2012	3:00 PM	Assembly Chambers George A. Navarre Kenai Peninsula Borough Administration Building, Soldotna
Bill Smith, Chair	Ray Tauriainen, Vice Chair	All Assembly Members

**AGENDA**

**M. PUBLIC HEARINGS ON ORDINANCES**

- 2. Ordinance 2011-19-56: Accepting and Appropriating Funding from the State of Alaska in the Amount of \$181,791 for Community Purposes Under the State’s 2011/2012 Community Revenue Sharing Program (Mayor) .....39
- 3. Ordinance 2011-19-57: Appropriating \$44,883 in Supplemental Funding for a New Position and Associated Costs at the River Center (Mayor).....46
- 4. Ordinance 2011-19-58: Appropriating \$30,000 from the Nikiski Fire Service Area Capital Project Fund for a Corrosive Water Mitigation System at Nikiski Fire Station #2 (Mayor) .....49
- 5. Ordinance 2011-19-59: Appropriating \$100,000 for the Assessing Department to Obtain Contractual Assistance for the 2012 Tax Year Appraisal of the Tesoro Refinery (Mayor) .....54
- 6. Ordinance 2011-19-60: Accepting and Appropriating \$22,243 from the Alaska Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management to Support the Community Emergency Response Teams (Mayor) .....58
- 7. Ordinance 2011-19-61: Appropriating \$20,000 for the Hearing Officer and Clerk’s Expenses to Fund the Hearing Process in KPB Chapter 21.50 Establishing Enforcement Procedures for Violations of Title 21 (Mayor).....64
- 8. Ordinance 2011-19-62: Authorizing a \$26,500 Intergovernmental Loan and Appropriating Funds to the Seldovia Recreational Service Area to Provide Start-Up Funding (Mayor, Haggerty).....67

- 9. Ordinance 2011-19-63: Accepting a Grant of \$270,850 from the Alaska Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management, and Appropriating \$265,850 of that Award to Purchase Mass Casualty and Alternative Care Response Equipment and Supplies, and to Conduct Training Exercises, and Accepting \$5,000 for a Security Vulnerability Assessment to be Conducted by the State (Mayor).....71

**O. NEW BUSINESS**

1. Resolutions

- \*b. Resolution 2012-002: Authorizing Community Revenue Sharing Program Expenditures for Kasilof and Ninilchik (Mayor).....106

2. Ordinances

- \*a. Ordinance 2011-19-64: Appropriating Supplemental Funding of \$25,276 to Cover Software Maintenance on the CAD System Installed at the 911 Call Center (Mayor) (Shortened Hearing on 01/17/12).....113
- \*b. Ordinance 2011-19-65: Appropriating \$200,000 to Hire One or More Consultants to Assist the Borough in Identifying Directions the Health Care Industry is Taking, the Effects Those Will Likely Have on the Borough and to Help Identify Courses of Action to Take to Curtail Borough Health Care Costs, and also to Fund Other Efforts the Borough May Take to Protect Borough Interests as the Owner of Two Hospitals (Mayor) (Hearing on 02/07/12).....116

\*Consent Agenda Items

January 3, 2012

**3:45 PM**

Assembly Chambers  
George A. Navarre Kenai Peninsula  
Borough Administration Building, Soldotna

Sue McClure, Chair

Brent Johnson, Vice Chair

Ray Tauriainen

**AGENDA**

**M. PUBLIC HEARINGS ON ORDINANCES**

- 10. Ordinance 2011-42: Authorizing a Land Exchange with the City of Seward in Support of the City’s Public Utility Services (Mayor) .....81

**O. NEW BUSINESS**

- 3. Other

- \*b. Petition to Vacate a Portion of the 66-Foot Section Line Easement: 33-Feet on Each Side of the Line Common to Sections 26 and 27, Township 1 North, Range 13 West; as shown on Mead Subdivision (Plat HM 2007-140); Seward Meridian, Alaska and Within the Kenai Peninsula Borough; KPB File 2011-176; Location: West of Mead Court in Clam Gulch.....124

*[Clerk’s Note: The Planning Commission approved the referenced vacation by unanimous consent during its regularly scheduled meeting of December 12, 2011.]*

\*Consent Agenda Items



***Policies and Procedures Committee***

January 3, 2012

4:00 PM

Assembly Chambers  
George A. Navarre Kenai Peninsula  
Borough Administration Building, Soldotna

Mako Haggerty, Chair

Charlie Pierce, Vice Chair

Linda Murphy

**AGENDA**

**K. MAYOR’S REPORT .....12**

- 1. Assembly Requests/Responses – None.
- 2. Agreements and Contracts
  - a. Authorization to Award Contract for KESA Diamond Ridge Fire Station Professional Design Services to Architects Alaska.....13
  - b. Authorization to Award Contract for North Peninsula Recreation Service Area Alternative Energy Study to RSA Engineering, Inc. ....14
  - c. Authorization to Award Contract for Limited Liability Reports to First American Title.....16
  - d. Authorization to Award Purchase of Calcium Chloride – Summer 2012 to Univar USA, Inc. ....17
  - e. Authorization to Award Contract for Custody and Safekeeping of Marketable Debt Securities to Wells Fargo .....19
- 3. Other
  - a. Revenue-Expenditure Report November, 2011 .....20
  - b. Budget Revisions November, 2011 .....23
  - c. Spruce Bark Beetle Monthly Status Report November, 2011 .....25
  - d. National Association of Counties Prescription Drug Discount Card Program Report November, 2011 .....29

**M. PUBLIC HEARINGS ON ORDINANCES**

- 1. Ordinance 2011-19-24: Appropriating \$100,000 from the General Fund to the Kenai Watershed Forum to Fund Restoration Projects at Anadromous Stream Crossings (Mayor) .....32
- 11. Ordinance 2011-43: Amending KPB 22.40.010 Regarding Scheduling Assembly Meetings (Murphy, Smith).....101

**O. NEW BUSINESS**

2. Ordinances

- \*c. Ordinance 2012-01: Approving the Kenai Peninsula Borough Energy Policy Guide (Mayor) (Hearing on 02/07/12).....120

3. Other

- a. Approval of the 2012 Assembly Meeting Schedule (Knopp).....123
- \*c. Confirming Appointments to the Seldovia Recreational Service Area Board (Mayor).....141

<u>Appointment</u>	<u>Seat</u>	<u>Term Expires</u>
Mark Janes	A	October, 2012
Sheryl Hingley	B	October, 2012
Sandra R. Murray	C	October, 2012
Vivian Rojas	D	October, 2012
Janice Wyland	E	October, 2012

- \*d. Correcting the Term of the September 20, 2011 Road Service Area Appointment of Steve Bonebrake (Mayor).....149

<u>Appointment</u>	<u>Seat</u>	<u>Term Expires</u>
Steve Bonebrake	At-Large	September 30, 2013

\*Consent Agenda Items

January 3, 2012	4:15 PM	Assembly Chambers George A. Navarre Kenai Peninsula Borough Administration Building, Soldotna
Hal Smalley, Chair	Linda Murphy, Vice Chair	All Assembly Members

**AGENDA**

**ITEMS NOT APPEARING ON THE REGULAR MEETING AGENDA**

1. Travel Report, Hal Smalley – NACo Conference, Orlando, FL

**O. NEW BUSINESS**

1. Resolutions

- \*a. Resolution 2012-001: Establishing Kenai Peninsula Borough State Capital Project Priorities for the Year 2012 (Legislative Committee) .....104

\*Consent Agenda Items

# *Assembly Agenda*

January 3, 2012 - 7:00 PM

Regular Meeting

Borough Assembly Chambers, Soldotna, Alaska

*Gary Knopp  
Assembly President  
Seat 1 - Kalifornsky  
Term Expires 2012*

*Charlie Pierce  
Assembly Vice President  
Seat 5-Sterling/Funny  
River  
Term Expires 2014*

*Mako Haggerty  
Assembly Member  
Seat 9 - South Peninsula  
Term Expires 2012*

*Brent Johnson  
Assembly Member  
Seat 7 - Central  
Term Expires 2013*

*Sue McClure  
Assembly Member  
Seat 6 - East Peninsula  
Term Expires 2012*

*Linda Murphy  
Assembly Member  
Seat 4 - Soldotna  
Term Expires 2013*

*Hal Smalley  
Assembly Member  
Seat 2 - Kenai  
Term Expires 2014*

*Bill Smith  
Assembly Member  
Seat 8 - Homer  
Term Expires 2014*

*Ray Tauriainen  
Assembly Member  
Seat 3 - Nikiski  
Term Expires 2013*

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. INVOCATION**

**D. ROLL CALL**

**E. COMMITTEE REPORTS**

**F. APPROVAL OF AGENDA AND CONSENT AGENDA**

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

**G. APPROVAL OF MINUTES**

- \*1. December 6, 2011 Regular Assembly Meeting Minutes ..... 1

**H. COMMENDING RESOLUTIONS AND PROCLAMATIONS**

**I. PRESENTATIONS WITH PRIOR NOTICE (20 minutes total)**

- 1. Presentation Regarding KPB Title 21, Chapter 21.18, Anadromous Streams Habitat, Tim Dillon, Dillon & Dillon, Timber & Log Wrights LLC (10 minutes)

**J. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA (3 minutes per speaker; 20 minutes aggregate)**

**K. MAYOR’S REPORT ..... 12**

- 1. Assembly Requests/Responses – None.
- 2. Agreements and Contracts
  - a. Authorization to Award Contract for KESA Diamond Ridge Fire Station Professional Design Services to Architects Alaska..... 13

b.	Authorization to Award Contract for North Peninsula Recreation Service Area Alternative Energy Study to RSA Engineering, Inc. ....	14
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d.	National Association of Counties Prescription Drug Discount Card Program Report November, 2011 .....	29
<b>L.</b>	<b>ITEMS NOT COMPLETED FROM PRIOR AGENDA – None.</b>	
<b>M.</b>	<b>PUBLIC HEARINGS ON ORDINANCES</b> (Testimony limited to 3 minutes per speaker)	
1.	<u>Ordinance 2011-19-24</u> : Appropriating \$100,000 from the General Fund to the Kenai Watershed Forum to Fund Restoration Projects at Anadromous Stream Crossings (Mayor) (Referred to Policies and Procedures Committee) .....	32
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3.	<u>Ordinance 2011-19-57</u> : Appropriating \$44,883 in Supplemental Funding for a New Position and Associated Costs at the River Center (Mayor) (Referred to Finance Committee) .....	46
4.	<u>Ordinance 2011-19-58</u> : Appropriating \$30,000 from the Nikiski Fire Service Area Capital Project Fund for a Corrosive Water Mitigation System at Nikiski Fire Station #2 (Mayor) (Referred to Finance Committee) .....	49

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8. Ordinance 2011-19-62: Authorizing a \$26,500 Intergovernmental Loan and Appropriating Funds to the Seldovia Recreational Service Area to Provide Start-Up Funding (Mayor, Haggerty) (Referred to Finance Committee) .....67
9. Ordinance 2011-19-63: Accepting a Grant of \$270,850 from the Alaska Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management, and Appropriating \$265,850 of that Award to Purchase Mass Casualty and Alternative Care Response Equipment and Supplies, and to Conduct Training Exercises, and Accepting \$5,000 for a Security Vulnerability Assessment to be Conducted by the State (Mayor) (Referred to Finance Committee).....71
10. Ordinance 2011-42: Authorizing a Land Exchange with the City of Seward in Support of the City’s Public Utility Services (Mayor) (Referred to Lands Committee).....81
11. Ordinance 2011-43: Amending KPB 22.40.010 Regarding Scheduling Assembly Meetings (Murphy, Smith) (Referred to Policies and Procedures Committee) .....101

**N. UNFINISHED BUSINESS - None.**

**O. NEW BUSINESS**

1. Resolutions

- \*a. Resolution 2012-001: Establishing Kenai Peninsula Borough State Capital Project Priorities for the Year 2012 (Legislative Committee) (Referred to Legislative Committee) .....104

\*b. Resolution 2012-002: Authorizing Community Revenue Sharing Program Expenditures for Kasilof and Ninilchik (Mayor) (Referred to Finance Committee).....106

2. Ordinances

\*a. Ordinance 2011-19-64: Appropriating Supplemental Funding of \$25,276 to Cover Software Maintenance on the CAD System Installed at the 911 Call Center (Mayor) (Shortened Hearing on 01/17/12) (Referred to Finance Committee).....113

\*b. Ordinance 2011-19-65: Appropriating \$200,000 to Hire One or More Consultants to Assist the Borough in Identifying Directions the Health Care Industry is Taking, the Effects Those Will Likely Have on the Borough and to Help Identify Courses of Action to Take to Curtail Borough Health Care Costs, and also to Fund Other Efforts the Borough May Take to Protect Borough Interests as the Owner of Two Hospitals (Mayor) (Hearing on 02/07/12) (Referred to Finance Committee).....116

\*c. Ordinance 2012-01: Approving the Kenai Peninsula Borough Energy Policy Guide (Mayor) (Hearing on 02/07/12) (Referred to Policies and Procedures Committee) .....120

3. Other

a. Approval of the 2012 Assembly Meeting Schedule (Knopp) (Referred to Policies and Procedures Committee).....123

\*b. Petition to Vacate a Portion of the 66-Foot Section Line Easement: 33-Feet on Each Side of the Line Common to Sections 26 and 27, Township 1 North, Range 13 West; as shown on Mead Subdivision (Plat HM 2007-140); Seward Meridian, Alaska and Within the Kenai Peninsula Borough; KPB File 2011-176; Location: West of Mead Court in Clam Gulch (Referred to Lands Committee) .....124

*[Clerk's Note: The Planning Commission approved the referenced vacation by unanimous consent during its regularly scheduled meeting of December 12, 2011.]*

- \*c. Confirming Appointments to the Seldovia Recreational Service Area Board (Mayor) (Referred to Policies and Procedures Committee) .....141

<u>Appointment</u>	<u>Seat</u>	<u>Term Expires</u>
Mark Janes	A	October, 2012
Sheryl Hingley	B	October, 2012
Sandra R. Murray	C	October, 2012
Vivian Rojas	D	October, 2012
Janice Wyland	E	October, 2012

- \*d. Correcting the Term of the September 20, 2011 Road Service Area Appointment of Steve Bonebrake (Mayor) (Referred to Policies and Procedures Committee) .....149

<u>Appointment</u>	<u>Seat</u>	<u>Term Expires</u>
Steve Bonebrake	At-Large	September 30, 2013

**P. PUBLIC COMMENTS AND PUBLIC PRESENTATIONS** (3 minutes per speaker)

**Q. ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

- 1. January 17, 2012 Regular Assembly Meeting 7:00 PM Soldotna

**R. ASSEMBLY COMMENTS**

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

- 1. Ordinance 2011-36: Amending KPB 14.40.155 Temporary Road Closure, to Clarify and Expand the Reasons and Procedure for Closing Borough Roads and Rights-of-Way (Mayor) (Referred to Policies and Procedures Committee) *TABLED 11/01/11*
- 2. Resolution 2011-108: Approving a New Senior Clerk Typist Classified Position in the River Center Department (Mayor) (Postponed Until 01/17/12) (Referred to Policies and Procedures Committee)



3. Ordinance 2011-19-25: Accepting and Appropriating Cruise Ship Passenger Tax Proceeds Received from the State of Alaska in the Amount of \$797,217.50 and Allocating \$761,705 to the City of Seward and \$35,512.50 to the City of Homer (Mayor) (Final Hearing on 01/17/12) (Referred to Finance Committee)

**T. INFORMATIONAL MATERIALS AND REPORTS**

**U. NOTICE OF NEXT MEETING AND ADJOURNMENT**

The next meeting of the Kenai Peninsula Borough Assembly will be held on January 17, 2012, at 7:00 P.M. in the Borough Assembly Chambers, Soldotna, Alaska.

*This meeting will be broadcast on KDLL-FM 91.9 (Central Peninsula), KBBI-AM 890 (South Peninsula), K201AO-FM 88.1 (East Peninsula).*

*Copies of agenda items are available at the Borough Clerk's Office in the Meeting Room just prior to the meeting. For further information, please call the Clerk's Office at 714-2160 or toll free within the Borough at 1-800-478-4441, Ext. 2160. Visit our website at [www.borough.kenai.ak.us](http://www.borough.kenai.ak.us) for copies of the agenda, meeting summaries, ordinances and resolutions.*

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# Kenai Peninsula Borough

## *Assembly Meeting Minutes*

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December 6, 2011

Regular Meeting - Soldotna, Alaska

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### **CALL TO ORDER**

A Regular Meeting of the Kenai Peninsula Borough Assembly was held on December 6, 2011, in the Borough Assembly Chambers, Soldotna, Alaska. President Knopp called the meeting to order at 7:00 p.m.

### **PLEDGE OF ALLEGIANCE AND INVOCATION**

The Pledge of Allegiance was recited followed by the invocation given by Pastor Kay Shock from the Soldotna Methodist Church.

### **There were present:**

Gary Knopp, Presiding  
Mako Haggerty  
Brent Johnson  
Sue McClure  
Linda Murphy

Charlie Pierce  
Hal Smalley  
Bill Smith  
Ray Tauriainen

### **Also in attendance were:**

Colette Thompson, Borough Attorney  
Johni Blankenship, Borough Clerk  
Shellie Saner, Deputy Clerk

### **COMMITTEE REPORTS**

Assembly Member Smith said the Finance Committee met and discussed its agenda items.

*(07:02:00)*

Assembly Member McClure said the Lands Committee met and discussed its agenda items.

Assembly Member Haggerty said the Policies and Procedures Committee met and discussed its agenda items.

Assembly Member Smalley said the Legislative Committee met and discussed its agenda items.

### **APPROVAL OF THE AGENDA AND CONSENT AGENDA**

**MOTION TO APPROVE AGENDA:**

Pierce moved for the approval of the agenda and consent agenda.

*(07:25:11)*

President Knopp called for additions, corrections or deletions to the agenda or consent agenda.

The following item was added to the consent agenda:

- Resolution 2011-111: Approving a Mutual Aid Agreement and the Initial Operational Plan Between the Anchor Point Fire and Emergency Medical Service Area (“APFEMSA”) and Kachemak Emergency Service Area (“KESA”)

The following item was postponed:

- Resolution 2011-108: Approving a New Senior Clerk Typist Classified Position in the River Center Department (Mayor) (Referred to Policies and Procedures Committee)

*[Clerk’s Note: Resolution 2011-108 was postponed until January 17, 2012.]*

Copies having been made available to the public, Borough Clerk Johni Blankenship noted by title only the resolutions and ordinances on the consent agenda.

- November 1, 2011 Regular Assembly Meeting Minutes
- A Resolution Commending the Nikiski High School Football Team as the Alaska School Activities Association Small-Schools State Champions for the Year 2011 (Tauriainen)
- Resolution 2011-106: Authorizing Community Revenue Sharing Program Expenditures for Unincorporated Communities (Mayor) (Referred to Finance Committee)

*[Clerk’s Note: An amendments were made to Resolution 2011-106 as follows: Section 1, Table, Kalifornsky Beach to read, “Cook Inlet Aquacultural Center | Public meeting room improvements | \$[4,901] 2,451, Tsalteshi Trails Association | Trail Improvements | \$[4,901] 2,451, KP Food Bank | Complete storage expansion | \$[9,802] 14,702”. Motion to amend passed 8 Yes, 1 No, 0 Absent, the no vote was cast by Assembly Member Johnson.]*

*[Clerk’s Note: Technical Amendments were made to Resolution 2011-106 as follows: The seventh whereas to read, “the non-profit corporations representing the communities of Anchor Point, Bear Creek, Clam Gulch, Cohoe, Cooper Landing, Crown Point, Diamond Ridge, Fritz Creek, Funny River, Hope, Kachemak Selo, Kalifornsky Beach, Kasilof, Lowell Point, Moose Pass, Nikiski, Niniichik, Nikolaevsk, Port Graham, Primrose, Razdolna Seldovia, Sterling and Tyonek have submitted grant requests to fund community projects; and”, Section 1, table to include, “Razdolna | Village of Razdolna | Playground Improvements | \$19,604”. The motion to amend passed by unanimous consent.]*

- Resolution 2011-107: Confirming Appointments of Assembly Members to Non-Borough Boards (Knopp) (Referred to Legislative Committee)

- Resolution 2011-109: Ratifying Amendment #1 to the 2010-2013 Collective Bargaining Agreement Which Deletes the Minimum Leave Balance Requirement and Physician Signature Requirement to Use Personal Leave When Sick (Mayor) (Referred to Policies and Procedures Committee)
- Resolution 2011-110: Approving Amendment #2 to the 2010-2013 Collective Bargaining Agreement to Replace the Martin Luther King, Jr. Regular Holiday with a Floating Holiday for Maintenance and to Provide a Uniform Allowance for Records Management Personnel (Mayor) (Referred to Policies and Procedures Committee)

*[Clerk's Note: A technical amendment was made to Resolution 2011-110 as follows: The sixth whereas to read, "sufficient funds are available in the [CLERK'S] Records Management budget for this purpose;"]*

- Resolution 2011-111: Approving a Mutual Aid Agreement and the Initial Operational Plan Between the Anchor Point Fire and Emergency Medical Service Area ("APFEMSA") and Kachemak Emergency Service Area ("KESA")
- Ordinance 2011-19-56: Accepting and Appropriating Funding from the State of Alaska in the Amount of \$181,791 for Community Purposes Under the State's 2011/2012 Community Revenue Sharing Program (Mayor) (Hearing on 01/03/12) (Referred to Finance Committee)
- Ordinance 2011-19-57: Appropriating \$44,883 in Supplemental Funding for a New Position and Associated Costs at the River Center (Mayor) (Hearing on 01/03/12) (Referred to Finance Committee)
- Ordinance 2011-19-58: Appropriating \$30,000 from the Nikiski Fire Service Area Capital Project Fund for a Corrosive Water Mitigation System at Nikiski Fire Station #2 (Mayor) (Hearing on 01/03/12) (Referred to Finance Committee)
- Ordinance 2011-19-59: Appropriating \$100,000 for the Assessing Department to Obtain Contractual Assistance for the 2012 Tax Year Appraisal of the Tesoro Refinery (Mayor) (Hearing on 01/03/12) (Referred to Finance Committee)
- Ordinance 2011-19-60: Accepting and Appropriating \$22,243 from the Alaska Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management to Support the Community Emergency Response Teams (Mayor) (Hearing on 01/03/12) (Referred to Finance Committee)
- Ordinance 2011-19-61: Appropriating \$20,000 for the Hearing Officer and Clerk's Expenses to Fund the Hearing Process in KPB Chapter 21.50 Establishing Enforcement Procedures for Violations of Title 21 (Mayor) (Hearing on 01/03/12) (Referred to Finance Committee)
- Ordinance 2011-19-62: Authorizing a \$26,500 Intergovernmental Loan and Appropriating Funds to the Seldovia Recreational Service Area to Provide Start-Up Funding (Mayor, Haggerty) (Hearing on 01/03/12) (Referred to Finance Committee)

- Ordinance 2011-19-63: Accepting a Grant of \$270,850 from the Alaska Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management, and Appropriating \$265,850 of that Award to Purchase Mass Casualty and Alternative Care Response Equipment and Supplies, and to Conduct Training Exercises, and Accepting \$5,000 for a Security Vulnerability Assessment to be Conducted by the State (Mayor) (Hearing on 01/03/12) (Referred to Finance Committee)
- Ordinance 2011-42: Authorizing a Land Exchange with the City of Seward in Support of the City's Public Utility Services (Mayor) (Hearing on 01/03/12) (Referred to Lands Committee)
- Ordinance 2011-43: Amending KPB 22.40.010 Regarding Scheduling Assembly Meetings (Murphy, Smith) (Hearing on 01/03/12) (Referred to Policies and Procedures Committee)
- Petition to Vacate a Portion of Jerald Street, a 60-Foot Right-of-Way and the Temporary 50-Foot Radius Cul-De-Sac Located at the North End of Jerald Street, Adjacent to Lots 4 and 5; and Vacate the 10-Foot Utility Easement along the Eastern Boundary of Lot 4, Dedicated and Granted by Jeppesen Subdivision (Plat HM 75-28); also Shown on Jeppesen Subdivision Kline Addition (Plat HM 2005-27); within Section 36, Township 3 South, Range 15 West, Seward Meridian and the Kenai Peninsula Borough, Alaska; Location off of Tall Tree Avenue in Anchor Point within Anchor Point Advisory Planning Commission; KPB File 2011-164 (Referred to Lands Committee)
- *[Clerk's Note: The Planning Commission approved the referenced vacation by unanimous consent during its regularly scheduled November 14, 2011 meeting.]*
- Petition to Vacate the 60-Foot Public Roadway Easement along the Western Boundary and Adjacent to Andrus Lane, as Recorded within Book 125 Page 292 Kenai Recording District; within Section 10, Township 5 North, Range 8 West, Seward Meridian, Alaska and within the Kenai Peninsula Borough; Location on Andrus Lane in Soldotna; KPB File 2011-157; KPBPC Resolution 2011-28 (Referred to Lands Committee)
- *[Clerk's Note: The Planning Commission approved the referenced vacation by unanimous consent during its regularly scheduled November 14, 2011 meeting.]*
- Approving the Appointment of Chief of Staff, Paul Ostrander, as the Administrative Officer (Mayor) (Referred to Policies and Procedures Committee)
- Confirming an Appointment to the Board of Adjustment (Referred to Legislative Committee)

<u>Applicant</u>	<u>Board Seat</u>	<u>Term to Expire</u>
Marilyn K. Kebschull	C	December 31, 2014
<u>Elizabeth Leduc</u>	<u>Alternate B</u>	<u>December 31, 2014</u>

*[Clerk's Note: A technical amendment was made to the Appointment to the Board of Adjustment to include an additional appointment as follows: "Elizabeth Leduc | Alternate B | December 31, 2014"]*

- Confirming Appointments to the Board of Equalization (Referred to Legislative Committee)

<u>Applicant</u>	<u>Board Seat</u>	<u>Term to Expire</u>
D G John Christensen	C	December 31, 2014
Barbara Belluomini	D	December 31, 2014

- Confirming an Appointment to the Road Service Area Board (Referred to Legislative Committee)

<u>Applicant</u>	<u>Board Seat</u>	<u>Term to Expire</u>
Louis F. Oliva, Jr.	North Region	September 30, 2014

President Knopp called for public comment.

**Linda Swarner**, spoke in support of Resolution 2011-106.

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

AGENDA APPROVED AS AMENDED: Unanimous.

#### COMMENDING RESOLUTIONS AND PROCLAMATIONS

(07:48:06)

Assembly Member Tauriainen presented a resolution commending the Nikiski High School Football Team as the Alaska School Activities Association Small-Schools State Champions for the year 2011.

#### PRESENTATIONS WITH PRIOR NOTICE

(07:53:47)

Kenai Peninsula Borough School District Superintendent **Dr. Steve Atwater** and Kenai Peninsula Borough Board of Education President **Joe Arness** gave a quarterly report.

South Peninsula Hospital Chief Executive Officer **Robert Letson** and Chief Financial Officer **Alan Barnes**, presented a quarterly report for the period ending September 2011.

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

(08:15:54)

President Knopp called for public comment with none being offered.

#### MAYOR'S REPORT

(08:16:13)

1. Assembly Requests/Responses - None.
2. Agreements and Contracts
  - a. Authorization to Award Contract for Professional Design Services for Central, North and West Regions Capital Improvement Projects

- b. Request for Waiver of Formal Bidding Procedures for the Purchase of the Stryker Boom System for Central Peninsula Hospital Operating Room #4
  - c. Authorization to Award Contract for Homer Transfer Facility Site Development Phase 1 to North Star Paving & Construction, Inc.
  - d. Request for Waiver of Formal Bidding Procedures for the purchase of Office Furnishings for the Borough Finance/Legal Remodel Project
  - e. Authorization to Award Contract for Central Peninsula Landfill Recycle Hauling to JCM, Inc.
  - f. Authorization to Award Contract for Cohoe Loop Fuel Reduction Project to Coastal Express
  - g. Authorization to Award Contract for Kenai Redoubt Fuel Reduction Project to Paul's Services
  - h. Authorization to Award Contracts for Kenai Peninsula Borough School District Re-Roof Projects 2012 Professional Design
3. Other
- a. Spruce Bark Beetle Monthly Status Report October, 2011
  - b. Revenue-Expenditure Report October, 2011
  - c. Budget Revisions October, 2011
  - d. Investment Portfolio Report Dated November 22, 2011

**ITEMS NOT COMPLETED FROM PRIOR AGENDA - None.**

**PUBLIC HEARING ON ORDINANCES**

*(08:30:44)*

**Ordinance 2011-19-24: Appropriating \$100,000 from the General Fund to the Kenai Watershed Forum to Fund Restoration Projects at Anadromous Stream Crossings (Mayor) (Final Hearing 01/03/12) (Referred to Policies and Procedures Committee)**

MOTION: Haggerty moved to enact Ordinance 2011-19-24.

President Knopp called for public comment.

The following people spoke in opposition to Ordinance 2011-19-24:

**Debbie Brown**, 27370 Tideland, Kasilof  
**George Pierce**, PO Box 80, Kasilof

The following person spoke in support of Ordinance 2011-19-24:

**Robert Ruffner**, Executive Director of the Kenai Watershed Forum

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

MOTION: Haggerty moved to postpone Ordinance 2011-19-24 until January 3, 2012.

VOTE ON MOTION TO POSTPONE:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None

MOTION TO POSTPONE PASSED: 9 Yes, 0 No, 0 Absent

(08:44:25)

**Ordinance 2011-19-25: Accepting and Appropriating Cruise Ship Passenger Tax Proceeds Received from the State of Alaska in the Amount of \$797,217.50 and Allocating \$761,705 to the City of Seward and \$35,512.50 to the City of Homer (Mayor) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2011-19-25.

President Knopp called for public comment with none being offered.

MOTION: Smith moved to postpone Ordinance 2011-19-25 until January 17, 2012.

VOTE ON MOTION TO POSTPONE:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None

MOTION TO POSTPONE PASSED: 9 Yes, 0 No, 0 Absent

(08:46:48)

**Ordinance 2011-19-52: Accepting and Appropriating \$15,847 from the Alaska Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management to Support Local Training Activities (Mayor) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2011-19-52.



President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp  
No: None  
Absent: None  
MOTION TO ENACT PASSED: 9 Yes, 0 No, 0 Absent

(08:48:34)

**Ordinance 2011-19-53: Canceling the \$3,040,000 Transfer from the Land Trust Fund to the Solid Waste Capital Project Fund for Funding of the Homer Transfer Site Project Included in the FY12 Budget (Mayor) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2011-19-53.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp  
No: None  
Absent: None  
MOTION TO ENACT PASSED: 9 Yes, 0 No, 0 Absent

(08:50:18)

**Ordinance 2011-36: Amending KP.B 14.40.155 Temporary Road Closure, to Clarify and Expand the Reasons and Procedure for Closing Borough Roads and Rights-of-Way (Mayor) (Referred to Policies and Procedures Committee)**

*[Clerk's Note: Motion to enact Ordinance 2011-36 was on the floor from the November 1, 2011, meeting.]*

President Knopp called for public comment with none being offered.

MOTION: Haggerty moved to table Ordinance 2011-36.

VOTE ON MOTION TO TABLE:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp  
No: None  
Absent: None  
MOTION TO TABLE PASSED: 9 Yes, 0 No, 0 Absent

(08:52:16)

**Ordinance 2011-39: Repealing the Sunset Provision of Ordinance 2006-21, Which Set Requirements for Real Property Tax Exemption Eligibility for Senior Citizens and Their Surviving Spouses in KP.B 5.12.105(B) (Smith, Mayor) (Referred to Policies and Procedures Committee)**

MOTION: Haggerty moved to enact Ordinance 2011-39.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce,  
Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None

MOTION TO ENACT PASSED: 9 Yes, 0 No, 0 Absent

(08:54:21)

**Ordinance 2011-40: Amending KP.B 3.04.115(C) by Retaining the Requirement that all Administrative Position Vacancies be Advertised for Two (2) Weeks but Removing the Requirement that Such Ads be Placed in Newspapers of General Circulation (Mayor) (Referred to Policies and Procedures Committee)**

MOTION: Haggerty moved to enact Ordinance 2011-40.

President Knopp called for public comment with none being offered.

Assembly Member Haggerty spoke in opposition to Ordinance 2011-40.

Assembly Members Pierce, McClure, Johnson, Murphy and Smith spoke in support of Ordinance 2011-40

VOTE ON MOTION TO ENACT:

Yes: Johnson, McClure, Murphy, Pierce, Smalley,  
Smith, Tauriainen

No: Haggerty, Knopp

Absent: None

MOTION TO ENACT PASSED: 7 Yes, 2 No, 0 Absent

*[Clerk's Note: Assembly Member Smalley was excused for the remainder of the meeting.]*

**UNFINISHED BUSINESS** - None.

**NEW BUSINESS** - None.

**PUBLIC COMMENTS AND PUBLIC PRESENTATIONS**

(09:04:25)

President Knopp called for public comment.

**George Pierce**, PO Box 80, Kasilof addressed the Assembly in opposition to Ordinance 2011-19-24, Ordinance 2011-40 and spoke in support of Coastal Zone Management.

**Debbie Brown**, 27370 Tideland, Kasilof addressed the Assembly in opposition to Ordinance 2011-19-24.

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

#### **ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

(09:10:39)

The next meeting of the Kenai Peninsula Borough Assembly was scheduled for January 3, 2012, at 7:00 p.m. in the Borough Assembly Chambers, Soldotna, Alaska.

#### **ASSEMBLY COMMENTS**

(09:10:53)

Assembly Member Haggerty welcomed Mayor Navarre and Chief of Staff Paul Ostrander, he noted Winter Solstice was only a few weeks away and after that the days would begin to get longer.

Assembly Member Johnson welcomed Mayor Navarre and Chief of Staff Paul Ostrander, he wished everyone a Merry Christmas. He said he attended the KPB School Board meeting on December 5, 2011, and noted that KPB School Board won the State of Alaska School Board of the Year award, and during the meeting an award was given to the School Board Administrative Secretary, Sally Tachick for her work.

Assembly Member McClure welcomed Mayor Navarre and Chief of Staff Paul Ostrander, she thanked them for traveling to Seward and meeting with the Seward officials. She said her chemistry background helped identify an error in Ordinance 2011-19-58 regarding the PH levels. She encouraged everyone to attend the local Christmas and Holiday functions in their communities.

Assembly Member Tauriainen welcomed Mayor Navarre and Chief of Staff Paul Ostrander, he wished everyone a Merry Christmas.

Assembly Member Smith welcomed Mayor Navarre and Chief of Staff Paul Ostrander. He stated the borough had stream protection in place for the last twelve years and it had not stopped development. He wished everyone a Merry Christmas and Happy Holidays.

Assembly Member Murphy welcomed Mayor Navarre and Chief of Staff Paul Ostrander, and thanked Mayor Navarre for his efforts to keep the Assembly informed. She wanted to let everyone know that work toward requiring fiscal notes on Ordinances would still be coming forward. She congratulated Kenai City Manager Rick Kock for receiving the "Appointed Official of the Year" award from Alaska Municipal League, and Kenai Peninsula Borough Finance Director Craig Chapman and Controller Brandi Harbaugh for the great work done on the Annual Financial Report. She stated she had signed up to be a petition sponsor for the Coastal Zone Management Program.

Vice President Pierce stated he was not a sponsor for the Coastal Zone Management Plan, and noted his recent attendance at a local Christmas recital to watch his grandchildren.

President Knopp welcome Mayor Navarre and Chief of Staff Paul Ostrander, he wished everyone a Merry Christmas and Happy Holidays. He hoped everyone took the opportunity to slow down and enjoy the holiday season. He stated he was not a sponsor for the Coastal Zone Management Plan.

**ADJOURNMENT**

With no further business to come before the assembly, President Knopp adjourned the meeting at 9:22 p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of December 6, 2011.

\_\_\_\_\_  
Johni Blankenship, MMC, Borough Clerk

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



## **KENAI PENINSULA BOROUGH**

144 North Binkley St. Soldotna, Alaska 99669-7520  
Toll-Free within the Borough 1-800-478-4441  
Phone 907-714-2150 • Fax 907-714-2377  
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**MIKE NAVARRE  
BOROUGH MAYOR**

### **MAYOR'S REPORT TO THE ASSEMBLY**

**TO:** Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

**FROM:** Mike Navarre, Kenai Peninsula Borough Mayor *MN*

**DATE:** January 3, 2012

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#### Assembly Requests/ Response

*None*

#### Agreements and Contracts

- a. Authorization to Award Contract for KESA Diamond Ridge Fire Station Professional Design Services to Architects Alaska
- b. Authorization to Award Contract for North Peninsula Recreation Service Area Alternative Energy Study to RSA Engineering, Inc.
- c. Authorization to Award Contract for Limited Liability Reports to First American Title
- d. Authorization to Award Purchase of Calcium Chloride – Summer 2012 to Univar USA, Inc.
- e. Authorization to Award Contract for Custody and Safekeeping of Marketable Debt Securities to Wells Fargo

#### Other

- a. Revenue-Expenditure Report November, 2011
- b. Budget Revisions November, 2011
- c. Spruce Bark Beetle Monthly Status Report November, 2011
- d. National Association of Counties Prescription Drug Discount Card Program Report November, 2011

# KENAI PENINSULA BOROUGH

Capital Projects Department

47140 East Poppy Lane • Soldotna, Alaska 99669

Phone: (907) 262-9657 • Fax: (907) 262-6090

www.borough.kenai.ak.us/CapProjects



Mike Navarre  
Borough Mayor

## MEMORANDUM

**TO:** Mike Navarre, Mayor

**THRU:** Craig Chapman, Finance Director *C Chapman*  
Mark Fowler, Purchasing & Contracting Officer *M Fowler*

**FROM:** Kevin Lyon, Capital Projects Director *K Lyon*

**DATE:** November 18, 2011

**SUBJECT:** Authorization to Award Contract for KESA Diamond Ridge Fire Station Professional Design Services

The Purchasing and Contracting Office formally solicited and received proposals for KESA Diamond Ridge Fire Station Professional Design Services. Proposal packets were released on August 22, 2011 and the Request for Proposal was advertised in the Anchorage Daily News and the Peninsula Clarion on August 22 and the Homer News on August 25, 2011.

The scope of work shall consist of normal duties associated with a phased design system. The scope of the project is to design a new fire station on the corner of Diamond Ridge Lane and Knott circle just north of Homer.

On the due date of September 15, 2011, four (4) proposals were received and ranked by a review committee as follows:

<u>FIRM</u>	<u>TOTAL SCORE</u>
Architects Alaska	300
Bezek Durst Seiser Inc.	279
McCool Carlson Green	278
Kluge and Associates	268

The highest ranking proposal was submitted by Architects Alaska. After negotiation, Architects Alaska offered a final lump sum cost proposal of \$63,433.00. The KESA Board met on November 10, 2011 and passed a motion recommending award of a contract to the highest ranking proposer, **Architects Alaska, Inc.** Your approval for this award is hereby requested.

Funding for this project is in account number 446.51810.12379.49311.

*Mike Navarre*  
\_\_\_\_\_  
Mike Navarre, Mayor

*11/28/11*  
\_\_\_\_\_  
Date

FINANCE DEPARTMENT	
FUNDS VERIFIED \$63,433.00	
ACT #	<u>446.51810.12379.49311</u>
BY: <i>USA</i>	DATE: <u>11/22/11</u>



**KENAI PENINSULA BOROUGH**  
144 North Binkley Street • Soldotna, Alaska 99669-7520  
Toll-free within the Borough: 1-800-478-4441, Ext. 2260  
www.borough.kenai.ak.us

**MIKE NAVARRE**  
**BOROUGH MAYOR**

**MEMORANDUM**

**TO:** Mike Navarre, Mayor

**THRU:** Craig Chapman, Finance Director *C Chapman*  
Mark Fowler, Purchasing & Contracting Officer *Mark Fowler*

**FROM:** Kevin Lyon, Capital Projects Director *KL*  
David May, Project Manager *DM*

**DATE:** November 30, 2011

**SUBJECT:** Authorization to Award Contract for North Peninsula Recreation Service Area Alternative Energy Study

The Purchasing and Contracting Office formally solicited and received proposals for North Peninsula Recreation Service Area Alternative Energy Study. Proposal packets were released on October 25, 2011 and the Request for Proposal was advertised in the Anchorage Daily News and the Peninsula Clarion on October 25, 2011.

The scope of work shall consist of providing an independent feasibility study to determine viability of using alternative energy sources for partial power requirements of the facilities located at the North Peninsula Recreation Service Area, Nikiski, Alaska.

On the due date of November 15, 2011, three (3) proposals were received and ranked by a review committee as follows:

<u>FIRM</u>	<u>TOTAL SCORE</u>
RSA Engineering, Inc.	267
RBA Engineers, Inc.	251
Newcomb Anderson McCormick	226

The highest ranking proposal, which includes a cost factor, was submitted by RSA Engineering, Inc. with a lump sum cost proposal of \$8,003.00. The proposal review committee recommends award of a contract to **RSA Engineering, Inc.** Your approval for this award is hereby requested.

Funding for this project is in account number 459.61110.12451.43011.

*Mike Navarre*  
Mike Navarre, Mayor

12/1/11  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
ACT # <u>459.61110.12451.43011 (\$8,003.00)</u>	
BY: <u>CPW</u>	DATE: <u>11/30/11</u>

**RECEIVED**  
NOV 30 2011  
KPB  
FINANCE ADMINISTRATION





**KENAI PENINSULA BOROUGH**  
 144 North Binkley Street • Soldotna, Alaska 99669-7620  
 Toll-free within the Borough: 1-800-478-4441, Ext. 2260  
 www.borough.kenai.ak.us

**MIKE NAVARRE**  
**BOROUGH MAYOR**

**MEMORANDUM**

**TO:** Mike Navarre, Mayor

**THRU:** Mark Fowler, Purchasing & Contracting Officer

**FROM:** *JR* Joanne Rodgers, Delinquent Accounts

**DATE:** December 9, 2011

**SUBJECT:** Authorization to Award Contract for Limited Liability Reports

The Purchasing and Contracting Office formally solicited and received bids for the Limited Liability Reports. Bid packets were released on November 17, 2011 and the Invitation to Bid was advertised in the Peninsula Clarion on November 17, 2011.

The project consists of the preparation of title reports for all recording districts.

On the due date of December 11, 2008 three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The bids were as follows:

<u>Contractor</u>	<u>Recording District</u>	<u>Bid Amount</u>
First American Title	Seward	\$199.00
First American Title	Homer	\$199.00
First American Title	Kenai	\$199.00

Your approval for this bid award is hereby requested. Funding for this project is in account number 100.11440.43932.

*Mike Navarre*  
 Mike Navarre, Mayor

*12/14/11*  
 Date

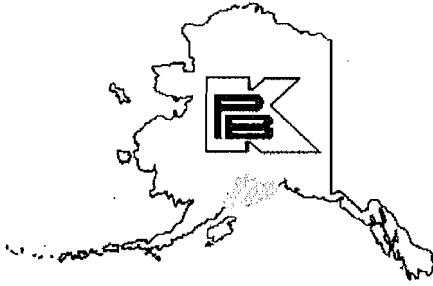
**RECEIVED**  
 DEC 14 2011  
 KPB  
 FINANCE ADMINISTRATION

Youted From  
 Mayor's Office to:

- Clerk
- Assembly
- Legal
- Finance
- Assessing
- Planning
- Roads
- S&B
- Purchasing
- Other

Date: *12/14/11*

<b>FINANCE DEPARTMENT</b>	
<b>FUNDS VERIFIED</b>	
<i>5597.-</i>	
ACT # <u>100.11440.43932</u>	
BY: <i>UBW</i>	DATE: <u>12/14/11</u>



## KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

Toll-free within the Borough: 1-800-478-4441

PHONE: (907) 262-4441 • FAX: (907) 262-1892

www.borough.kenai.ak.us

MIKE NAVARRE  
BOROUGH MAYOR

### MEMORANDUM

**TO:** Mike Navarre, Mayor

**THRU:** Mark Fowler, Purchasing & Contracting Officer  
Craig Chapman, Finance Director

**FROM:** Doug Schoessler, RSA Director  
Road Service Area  
Signature: \_\_\_\_\_

**DATE:** December 13, 2011

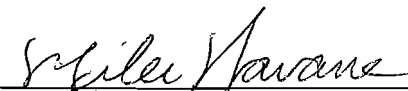
**SUBJECT:** Authorization to Award Purchase of Calcium Chloride - Summer 2012

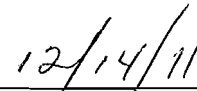
The Purchasing and Contracting Office formally solicited an invitation to bid (ITB) for the purchase of bulk calcium chloride for the Road Service Area Dust Control Program for Summer 2012. Bid and specification packet were released on November 23, 2011. The ITB was advertised in the Peninsula Clarion on November 23, 28 & 30, 2011 and Anchorage Daily News on November 24, 28 & 30, 2011.

On the due date of December 7, 2011, two responsive bids were received. The low bid of \$485,480.00 was submitted by Univar USA, Inc., as per attached bid tabulation.

Please consider this memorandum a request for your approval of award to Univar USA, Inc. for \$485,480.00. Sufficient funds are available in account number 236.33950.00000.43951.

Approved

  
\_\_\_\_\_  
Mike Navarre, Kenai Peninsula Borough Mayor

  
\_\_\_\_\_  
Date

**FINANCE DEPARTMENT FUNDS  
VERIFIED**

Acct. # 236.33950.00000.43951  
\$ 485,480.00

By: CBW Date: 12/13/11

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB12-023 Purchase of Calcium Chloride - Summer 2012**

CONTRACTOR	FOB - Soldotna	FOB - Homer	FOB - Seward	TOTAL EXTENDED
Brenntag Pacific	\$511,350.00	\$90,870.00	\$13,660.00	615,880.00
Univar	\$402,600.00	\$72,436.00	\$10,444.00	485,480.00

**DUE DATE: December 7, 2011 @ 2:00 PM**



**KPB OFFICIAL:** \_\_\_\_\_  
Mark Fowler, Purchasing & Contracting Officer



**KENAI PENINSULA BOROUGH**  
 144 North Binkley Street • Soldotna, Alaska 99669-7520  
 Toll-free within the Borough: 1-800-478-4441, Ext. 2280  
 www.borough.kenai.ak.us

**MIKE NAVARRE**  
**BOROUGH MAYOR**

**MEMORANDUM**

**TO:** Mark Navarre, Mayor

**THRU:** Mark Fowler, Purchasing & Contracting Officer *MK*

**FROM:** Craig Chapman, Director – Finance Department *C Chapman*

**DATE:** December 3, 2011

**SUBJECT:** Authorization to Award Contract for Custody and Safekeeping of Marketable Debt Securities

The Purchasing and Contracting Office formally solicited and received proposals for the Custody and Safekeeping of Marketable Debt Securities. Proposal packets were released on October 17, 2011 and the Request for Proposal was advertised in the Peninsula Clarion on October 17, 2011.

The project consists of the custody of investment securities, the clearing of transactions in investment securities and periodic and detailed reporting on invested balances and transaction activity.

On the due date of November 16, 2011 five (5) proposals were received and ranked by a review committee as follows:

<u>FIRM</u>	<u>TOTAL SCORE</u>
Wells Fargo	201
KeyBank	191
Union Bank	178
Bank of New York – Mellon	174
1 <sup>st</sup> National Bank	136

The highest ranking proposal, which includes a cost factor, was submitted by Wells Fargo. The proposal review committee recommends award of a contract to Wells Fargo. Your approval for this award is hereby requested.

Funding for this project is in account number 100.00000.00000.37350.

*Mike Navarre*  
 \_\_\_\_\_  
 Mike Navarre, Mayor

*12/15/11*  
 \_\_\_\_\_  
 Date

- Routed From Mayor's Office to:
- Clerk *OK*
  - Assembly \_\_\_\_\_
  - Legal \_\_\_\_\_
  - Finance *X*
  - Assessing \_\_\_\_\_
  - Planning \_\_\_\_\_
  - Roads \_\_\_\_\_
  - S&B \_\_\_\_\_
  - Purchasing *X*
  - Other \_\_\_\_\_
  - Date \_\_\_\_\_

**FINANCE DEPARTMENT**  
**FUNDS VERIFIED**  
*\$14,250.00*  
 ACT\_100.00000.00000.37350  
 BY: *C Chapman* DATE: *12/15/2011*



## **KENAI PENINSULA BOROUGH**

Finance Department

144 North Binkley Street • Soldotna, Alaska 99669-8250

**PHONE:** (907) 714-2170 • **FAX:** (907) 714-2376

MIKE NAVARRE  
BOROUGH MAYOR

**To:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**Thru:** Mike Navarre, Borough Mayor *MN*

**Thru:** Craig C. Chapman, Finance Director *C Chapman*

**From:** Brandi Harbaugh, Controller *BH*

**Date:** December 9, 2011

**Subject:** Revenue-Expenditure Report – November 2011

Attached is the Revenue-Expenditure Report of the General Fund for the month of November 2011. Please note that 41.67% of the year has elapsed, 48.27% of budgeted expenditures have been made, and 76.35% of budgeted revenues have been collected.

KENAI PENINSULA BOROUGH  
REVENUE REPORT  
FOR THE PERIOD  
NOVEMBER 1  
THROUGH NOVEMBER 30, 2011

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	YTD RECEIPTS	PTD RECEIPTS	VARIANCE	% COLLECTED
31100	TOTAL REAL TAX	\$ 25,255,890	\$ 23,378,391	\$ 3,918,653	\$ (1,877,499)	92.57%
31200	TOTAL PERS TAX	1,397,706	1,439,921	389,386	42,215	103.02%
31300	OIL TAX 2000	3,145,460	3,157,500	68,597	12,040	100.38%
31400	MOTOR VEHICLE TAX	700,000	197,432	59,774	(502,568)	28.20%
31510	PROPERTY TAX PENALTY & INTEREST	458,937	137,268	62,686	(321,669)	29.91%
31610	SALES TAX	28,671,825	16,926,763	3,976,636	(11,745,062)	59.04%
33110	IN LIEU PROPERTY TAX	3,118,550	3,112,540	3,112,540	(6,010)	99.81%
33117	OTHER FEDERAL REVENUE	80,000	13,888	13,888	(66,112)	17.36%
34110	SCHOOL DEBT REIMBURSEMENT	1,682,639	512,162	-	(1,170,477)	30.44%
34221	ELECTRICITY AND TELEPHONE REVENUE	170,000	-	-	(170,000)	0.00%
34222	FISH TAX REVENUE SHARING	650,000	5,556	-	(644,444)	0.85%
34210	REVENUE SHARING	2,150,000	2,879,368	728,444	729,368	133.92%
37350	INTEREST ON INVESTMENTS	975,000	609,184	33,771	(365,816)	62.48%
39000	OTHER LOCAL REVENUE	257,015	90,153	10,225	(166,862)	35.08%
<b>TOTAL REVENUES</b>		<b>\$ 68,713,022</b>	<b>\$ 52,460,126</b>	<b>\$ 12,374,600</b>	<b>\$ (16,252,896)</b>	<b>76.35%</b>

KENAI PENINSULA BOROUGH  
EXPENDITURE REPORT  
FOR THE PERIOD  
NOVEMBER 1  
THROUGH NOVEMBER 30, 2011

DESCRIPTION	REVISED BUDGET	YTD EXPENDED	PTD EXPENDED	AMOUNT ENCUMBERED	AVAILABLE BALANCE	% EXPENDED
ASSEMBLY ADMINISTRATION	\$ 492,372	\$ 179,241	\$ 39,887	\$ 14,443	\$ 298,688	36.40%
ASSEMBLY CLERK	489,362	176,831	35,384	21,381	291,150	36.14%
ASSEMBLY ELECTIONS	175,812	130,188	19,172	12,084	33,540	74.05%
ASSEMBLY RECORDS MANAGEMENT	234,009	75,235	14,803	9,429	149,345	32.15%
MAYOR ADMINISTRATION	578,015	199,871	36,620	1,812	376,332	34.58%
PURCHASING AND CONTRACTING	242,332	92,025	15,434	2,273	148,034	37.97%
GENERAL SERVICES	537,924	202,354	43,760	15,288	320,282	37.62%
GENERAL SERVICES - MIS	1,753,797	629,443	141,239	15,889	1,108,465	35.89%
GENERAL SERVICES - GIS	518,373	223,708	31,778	1,277	293,388	43.16%
GENERAL SERVICES - PRINT/MAIL	254,432	59,421	9,816	23,191	171,820	23.35%
GENERAL SERVICES - CUSTODIAL MAINT	119,285	41,792	8,751	3,173	74,320	35.04%
EMERGENCY MANAGEMENT	656,381	185,840	37,639	109,638	360,903	28.31%
LEGAL ADMINISTRATION	945,570	341,700	52,562	74,337	529,533	36.14%
FINANCE - ADMINISTRATION	487,901	183,055	41,366	2,706	302,140	37.52%
FINANCIAL SERVICES	870,443	327,229	66,779	1,474	541,740	37.59%
FINANCE - PROPERTY TAX AND COLLECTION	876,145	320,917	55,609	16,412	538,816	36.63%
FINANCE - SALES TAX	510,093	175,590	30,813	69,958	264,545	34.42%
ASSESSING ADMINISTRATION	1,176,133	446,714	80,413	55,122	674,297	37.98%
ASSESSING APPRAISAL	1,605,892	568,295	101,957	6,763	1,030,834	35.39%
RESOURCE PLANNING ADMINISTRATION	1,141,708	439,447	83,932	26,019	676,242	38.49%
THE RIVER CENTER	718,201	239,116	52,122	21,835	457,250	33.29%
MAJOR PROJECTS - ADMINISTRATION	281,772	90,554	14,189	2,300	188,918	32.14%
SENIOR CITIZENS GRANT PROGRAM	491,608	151,804	83,614	339,804	-	30.88%
NON-DEPARTMENTAL	56,556,181	29,139,241	10,618,832	402,667	27,014,273	51.52%
<b>TOTAL EXPENDITURES</b>	<b>\$71,713,741</b>	<b>\$ 34,619,611</b>	<b>\$ 11,716,471</b>	<b>\$ 1,249,275</b>	<b>\$35,844,855</b>	<b>48.27%</b>



## **KENAI PENINSULA BOROUGH**

Finance Department

144 North Binkley Street • Soldotna, Alaska 99669-8250

**PHONE:** (907) 714-2170 • **FAX:** (907) 714-2376

MIKE NAVARRE  
BOROUGH MAYOR

**To:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**Thru:** Mike Navarre, Borough Mayor *MN*

**Thru:** Craig C. Chapman, Finance Director *C Chapman*

**From:** Brandi Harbaugh, Controller *BH*

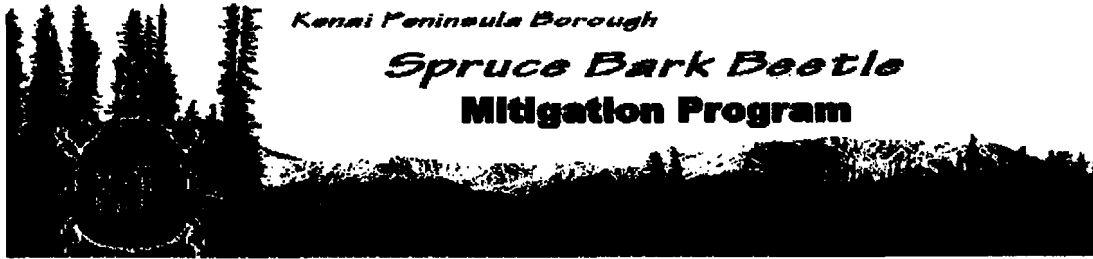
**Date:** December 8, 2011

**Subject:** Budget Revisions – November 2011

Attached is a budget revision listing for November 2011. The attached list contains budget revisions between major expenditure categories (i.e., maintenance & operations and capital outlay), and one transfer between two capital projects. Other minor transfers were processed between sub-objects within major expenditure categories.



	<u>INCREASE</u>	<u>DECREASE</u>
<b><u>CENTRAL EMERGENCY SERVICES:</u></b> Transfer funds to cover cost of book case for fire prevention materials and lockers for employees.		
211.51610.00000.42222 (Fire Prevention Supplies)		1,100.00
211.51610.00000.42410 (Small Tools)		900.00
211.51610.00000.48720 (Minor Office Furniture)	2,000.00	
 <b><u>NORTH PENINSULA RECREATION SERVICE AREA:</u></b> Transfer funds to pay for Wireless Access Point and Power injector.		
225.61110.00000.43780 (Building/Grounds Maintenance)		617.00
225.61110.00000.48730 (Minor Communication Equipment)	617.00	
 <b><u>OFFICE OF EMERGENCY MANAGEMENT:</u></b> Transfer funds for the purchase of parts for KSRM generator.		
100.11250.00000.43780 (Building/Grounds Maintenance)		2,500.00
100.11250.00000.42310 (Repair/Maintenance Supplies)	2,500.00	
 <b><u>MAINTENANCE:</u></b> Transfer funds to cover items needed for school district maintenance.		
241.41010.00000.42310 (Repair Maintenance Supplies)		28,000.00
241.41010.00000.43011 (Contract Services)	15,000.00	
241.41010.00000.43015 (Sampling)	5,000.00	
241.41010.00000.43780 (Building Grounds/Maintenance)	5,000.00	
241.41010.00000.48740 (Minor Machines and Equipment)	3,000.00	
 <b><u>KACHEMAK EMERGENCY SERVICE AREA:</u></b> Transfer funds from a completed Project to allow for the purchase of Dump Chute & Valve Assembly for Tanker/Pumper.		
446.51810.0RPTR.48514 (FireFighting/Rescue Equipment-Repeater)		16,250.00
446.51810.11TKR.48514 (FireFighting/Rescue Equipment-Repeater)	16,250.00	



*Kenai Peninsula Borough*

***Spruce Bark Beetle***  
**Mitigation Program**

December 21, 2011

To: Mayor Mike Navarre

From: Duane Bannock, SBB Program Manager

Re: SBB Program Monthly Status Report November 2011

This Spruce Bark Beetle Mitigation Program monthly status report covers the period from November 1, 2011 to November 30, 2011

**I. Fund Balances Remaining**

	<b>Current Month Funds</b>	<b>Previous Month Funds</b>
1. Hazardous Tree Removal	\$70,765.36	\$102,725.21
a. ARRA Funds	\$25,831.45	\$26,088.95
2. Reforestation	\$678.92	\$705.67
3. Technical Assistance	\$12,542.70	\$12,542.70
a. ARRA Funds	\$33,614.22	\$116,462.22
4. Land / Vegetation Mapping	\$198,994.79	\$205,280.18
5. Seasonal Fire Personnel	\$134,440.32	\$140,174.76
6. Education	\$55,215.70	\$55,215.70
<b>7. Total Remaining Funds</b>	<b>\$532,083.46</b>	<b>\$659,195.39</b>

**II. SBB Program Contracts Status**

**Open Contracts**

- 2008 Western State WUI Coop Agreement Alaska DOF Defensible Space Stewardship Program - open until funds expended
- Grant Performance Contract with the State of Alaska DOF For American Recovery and Reinvestment Act Funding for Hazardous Fuels Mitigation -- ends 12/31/2013
- 20011/12 Cooperative Agreement with ADOF Technicians to treat hazardous fuels -- ends 12/31/2011
- Cohoe Loop Fuel Reduction Project
- Kenal Redoubt Fuel Reduction Project

**Contracts closed during reporting period**

- None closed

**Upcoming contracts**

- Johnson Lake State Park Fuel Reduction Project
- Tom Cat #2 Fuel Reduction Project

### III. Ongoing Program Projects and Monthly Accomplishments

#### Hazard Tree Removal

- Contracts continue to be developed and bids solicited for expending funds accepted and appropriated by KPB from the 2009 American Recovery and Reinvestment Act ("ARRA"). These funds are dedicated to the creation of jobs by implementing hazardous fuel mitigation and FireWise education projects on the Kenai Peninsula. It is anticipated that all ARRA funds will be expended by January 2012.
- Current ongoing hazard tree removal projects include the 127 acre Cohoe Loop Fuel Reduction (Thin & Pile) Project and the 73 acre Kenai Redoubt Fuel Reduction (Thin & Pile) Project. These Thin and Pile projects began harvesting beetle-kill in November with public firewood distribution beginning in late December 12, 2011.
- SBB staff administered the KPB Stariski South "Over the Counter" Timber Sale for 900 acres of beetle-kill in Happy Valley. Project work on this timber sale is expected to begin winter 2012. SBB staff administered Land Use Permits in Anchor Point and Hope for the removal of ~45 acres of beetle-kill from the remains of the KPB Rascal and Dusty Timber Sales and 7 acres of beetle-kill of KPB parcel and Mile 9 Hope Highway. SBB staff assisted in developing a Land Use Permit for 57 acres of KPB managed land on Tustumena Road in Kaslof for the removal of beetle-kill with project work to begin December 2011. SBB staff entered into negotiations in November with contractors for the 80 acre Belnap timber Sale, the 240 acre Four Mile timber Sale, and the 140 acre Stariski South Timber Sale due to skyrocketing public demand for firewood.

#### Reforestation

- All reforestation activities have ceased for the calendar year.

#### Technical Assistance

- SBB staff assisted the US Forest Service Forest Health Protection Program in creating a systematic inventory of economic and societal costs/losses on the Kenai Peninsula resulting from the spruce bark beetle outbreak of the past twenty years. This effort is part of a national US Forest Service project to document the costs/effects of forest mortality throughout the western US from bark beetles and associated pathogens.
- SBB staff completed the five-year update of the All Hands All Lands Action Plan with a final version of the update expected to be reviewed/adopted by all cooperating agencies by mid December 2011.
- SBB staff participated in a statewide multi-agency workshop in Fairbanks that was sponsored by USDA & USDO. The purpose of the "LANDFIRE" review for Alaska was to improve mapping information and calibrate vegetation/forest fuels characteristics. SBB participation was pivotal in detailing the bark beetle impacts on the Kenai Peninsula and the importance this has in forest fire frequency and severity.

#### Land/Vegetation Mapping

- GIS staff has begun collaboration with the Kenai National Wildlife Refuge GIS, Fire Management and Ecologist staff toward the update of vegetation and fuels information for the Kenai Peninsula.

#### Seasonal Fire Personnel

- A 2011/12 Cooperative Agreement with ADOF for the use of the ADOF Forestry/Technicians and Division of Forestry equipment continued in November. During November ADOF technicians completed the hand felling portions on the Bridge Creek Watershed Fuel Reduction Project and the Clam Gulch State Park Fuel Reduction Project, treated hazard trees adjacent to the Tsalteshi trails, and K-Beach Highway, and assisted CES to remove fallen hazard trees during the extreme November wind storm. ADOF technicians will not be performing any project work during December 2011.

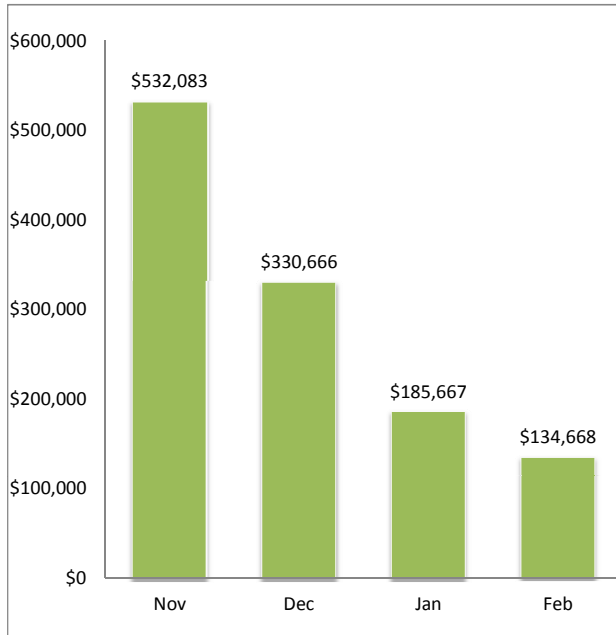
#### Education

- SBB staff assisted the Alaska Cooperative Extension Service through home owner visit to assess condition of trees potentially damaged during the November wind storm.

## SBB Hazard Tree Removal Projects: May 2011

Rights-of-Way Projects	Proposed Date	Survey Bid Award	Survey Completion	Cutting Bid Award	Cutting Start Date	Projected Cutting End Date	Contract Completion
<b>Current</b>							
Bridge Creek #2	2/25/11	3/3/11	3/30/11				
Wildwood	10/1/09	3/6/11	6/20/11	7/22/11	8/9/11	10/26/11	10/27/11
Johnson Lake St. Park	10/28/10	11/15/10	12/13/10				
<b>Proposed</b>							
<b>Public Firewood Projects</b>	<b>Location</b>						
Kenai Redoubt	Kenai	Surveyed				1/18/12	
Cohoe Loop	Kasilof	Surveyed				1/3/12	
Tom Cat #2	Fritz Creek	Surveyed					
<b>Commercial / Other Projects</b>	<b>Location</b>	<b>Bid Award</b>	<b>Project End Date</b>				
Calamagrostis Field Trials	Kenai, Homer, Happy Valley	Sites Established 4/2010					
2010 Timber Sales	Happy Valley, Anchor Point, Homer	No Bidders					

<b>\$659,195</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>
Pay Roll	42,734.00	49,469.00	49,469.00	49,469.00
Thin & Pile	82,848.00		94,000.00	
ROW Projects				
Plant Skydd				
DOF Coop Agreement				
Insurance Premiums		10,418.00		
Utilities	1,100.00	1,100.00	1,100.00	1,100.00
DOF Coop Agreement - 4WD		25,000.00		
Johnson Lake FRP		10,000.00		
Slash Disposal		25,000.00		
Communications	430.00	430.00	430.00	430.00
Vegetation Overhaul		80,000.00		
<b>Total Expenses</b>	<b>\$127,112.00</b>	<b>\$201,417.00</b>	<b>\$144,999.00</b>	<b>\$50,999.00</b>
<b>Remainder</b>	<b>\$532,083</b>	<b>\$330,666</b>	<b>\$185,667</b>	<b>\$134,668</b>





## NACo Prescription Drug Discount Card Program

Kenai Peninsula Borough, AK													
MONTH	TOTAL	PLAN PRICED	% OF PLAN PRICED	RETAIL PRICED	% OF RETAIL PRICED	MEMBER COST	AVG MEMBER COST	RETAIL SUBMITTED PRICE	AVG RETAIL SUBMITTED PRICE	PRICE SAVINGS	AVG PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS
<b>2011</b>													
NOVEMBER	409	304	74.33%	105	25.67%	\$ 17,771.68	\$ 43.45	\$ 25,669.99	\$ 62.76	\$ 7,898.31	\$ 19.31	30.77%	217
OCTOBER	445	361	81.12%	84	18.88%	\$ 22,073.40	\$ 49.60	\$ 31,633.06	\$ 71.09	\$ 9,559.66	\$ 21.48	30.22%	214
SEPTEMBER	483	382	79.09%	101	20.91%	\$ 21,893.13	\$ 45.33	\$ 31,816.49	\$ 65.87	\$ 9,923.36	\$ 20.55	31.19%	228
AUGUST	494	386	78.14%	108	21.86%	\$ 23,129.40	\$ 46.82	\$ 32,796.71	\$ 66.39	\$ 9,667.31	\$ 19.57	29.48%	242
JULY	479	385	80.38%	94	19.62%	\$ 23,870.62	\$ 49.83	\$ 34,194.33	\$ 71.39	\$ 10,323.71	\$ 21.55	30.19%	260
JUNE	519	419	80.73%	100	19.27%	\$ 25,053.00	\$ 48.27	\$ 35,435.84	\$ 68.28	\$ 10,382.84	\$ 20.01	29.30%	270
MAY	545	426	78.17%	119	21.83%	\$ 23,808.73	\$ 43.69	\$ 33,744.92	\$ 61.92	\$ 9,936.19	\$ 18.23	29.44%	271
APRIL	501	364	72.65%	137	27.35%	\$ 20,288.24	\$ 40.50	\$ 28,030.95	\$ 55.95	\$ 7,742.71	\$ 15.45	27.62%	255
MARCH	557	403	72.35%	154	27.65%	\$ 23,149.40	\$ 41.56	\$ 31,833.88	\$ 57.15	\$ 8,684.48	\$ 15.59	27.28%	281
FEBRUARY	502	363	72.31%	139	27.69%	\$ 20,134.18	\$ 40.11	\$ 28,429.34	\$ 56.63	\$ 8,295.16	\$ 16.52	29.18%	270
JANUARY	535	392	73.27%	143	26.73%	\$ 23,543.29	\$ 44.01	\$ 32,132.95	\$ 60.06	\$ 8,589.66	\$ 16.06	26.73%	281
<b>2010</b>													
DECEMBER	628	456	72.61%	172	27.39%	\$ 29,664.97	\$ 47.24	\$ 40,525.34	\$ 64.53	\$ 10,860.37	\$ 17.29	26.80%	293
NOVEMBER	619	473	76.41%	146	23.59%	\$ 26,830.39	\$ 43.34	\$ 37,004.73	\$ 59.78	\$ 10,174.34	\$ 16.44	27.49%	311
OCTOBER	714	529	74.09%	185	25.91%	\$ 29,836.91	\$ 41.79	\$ 41,363.67	\$ 57.93	\$ 11,526.76	\$ 16.14	27.87%	335
SEPTEMBER	687	513	74.67%	174	25.33%	\$ 31,647.77	\$ 46.07	\$ 43,254.62	\$ 62.96	\$ 11,606.85	\$ 16.90	26.83%	324
AUGUST	709	502	70.80%	207	29.20%	\$ 28,729.97	\$ 40.52	\$ 39,482.66	\$ 55.69	\$ 10,752.69	\$ 15.17	27.23%	342
JULY	715	523	73.15%	192	26.85%	\$ 30,764.59	\$ 43.03	\$ 42,101.03	\$ 58.88	\$ 11,336.44	\$ 15.86	26.93%	341
JUNE	719	505	70.24%	214	29.76%	\$ 29,981.70	\$ 41.70	\$ 40,823.74	\$ 56.78	\$ 10,842.04	\$ 15.08	26.56%	320
MAY	702	512	72.93%	190	27.07%	\$ 27,556.56	\$ 39.25	\$ 39,087.10	\$ 55.68	\$ 11,530.54	\$ 16.43	29.50%	355
APRIL	751	553	73.64%	198	26.36%	\$ 30,842.95	\$ 41.07	\$ 43,781.40	\$ 58.30	\$ 12,938.45	\$ 17.23	29.55%	363
MARCH	751	524	69.77%	227	30.23%	\$ 30,076.50	\$ 40.05	\$ 42,100.27	\$ 56.06	\$ 12,023.77	\$ 16.01	28.56%	361
FEBRUARY	674	502	74.48%	172	25.52%	\$ 26,101.91	\$ 38.73	\$ 36,467.16	\$ 54.11	\$ 10,365.25	\$ 15.38	28.42%	333
JANUARY	694	486	70.03%	208	29.97%	\$ 26,715.42	\$ 38.49	\$ 37,462.12	\$ 53.98	\$ 10,746.70	\$ 15.49	28.69%	347

2009													
DECEMBER	797	589	73.90%	208	26.10%	30,639.48	\$ 38.44	\$ 43,459.85	\$ 54.53	12,820.37	\$ 16.09	29.50%	369
NOVEMBER	686	497	72.45%	189	27.55%	25,360.11	\$ 36.97	\$ 35,143.88	\$ 51.23	\$ 9,783.77	\$ 14.26	27.84%	330
OCTOBER	822	622	75.67%	200	24.33%	32,486.07	\$ 39.52	\$ 44,812.44	\$ 54.52	12,326.37	\$ 15.00	27.51%	398
SEPTEMBER	756	580	76.72%	176	23.28%	28,183.23	\$ 37.28	\$ 39,167.73	\$ 51.81	10,984.50	\$ 14.53	28.04%	367
AUGUST	821	604	73.57%	217	26.43%	33,675.41	\$ 41.02	\$ 45,821.08	\$ 55.81	12,145.67	\$ 14.79	26.51%	384
JULY	807	626	77.57%	181	22.43%	34,729.68	\$ 43.04	\$ 48,606.80	\$ 60.23	13,877.12	\$ 17.20	28.55%	388
JUNE	811	624	76.94%	187	23.06%	34,761.52	\$ 42.86	\$ 47,642.15	\$ 58.74	12,880.63	\$ 15.88	27.04%	388
MAY	772	594	76.94%	178	23.06%	35,198.68	\$ 45.59	\$ 47,946.41	\$ 62.11	12,747.73	\$ 16.51	26.59%	394
APRIL	855	614	71.81%	241	28.19%	35,307.11	\$ 41.29	\$ 47,980.65	\$ 56.12	12,673.54	\$ 14.82	26.41%	399
MARCH	794	601	75.69%	193	24.31%	31,363.03	\$ 39.50	\$ 42,811.09	\$ 53.92	11,448.06	\$ 14.42	26.74%	373
FEBRUARY	772	549	71.11%	223	28.89%	28,898.62	\$ 37.43	\$ 39,719.92	\$ 51.45	10,821.30	\$ 14.02	27.24%	357
JANUARY	795	571	71.82%	224	28.18%	31,421.47	\$ 39.52	\$ 42,242.94	\$ 53.14	10,821.47	\$ 13.61	25.62%	374

2008													
DECEMBER	899	682	75.86%	217	24.14%	32,892.55	\$ 36.59	\$ 44,581.72	\$ 49.59	11,689.17	\$ 13.00	26.22%	399
NOVEMBER	750	559	74.53%	191	25.47%	31,733.13	\$ 42.31	\$ 42,516.78	\$ 56.69	10,783.65	\$ 14.38	25.36%	370
OCTOBER	918	697	75.93%	221	24.07%	35,823.55	\$ 39.02	\$ 48,439.98	\$ 52.77	12,616.43	\$ 13.74	26.05%	393
SEPTEMBER	982	807	82.18%	175	17.82%	40,007.19	\$ 40.74	\$ 54,060.27	\$ 55.05	14,053.08	\$ 14.31	26.00%	429
AUGUST	885	714	80.68%	171	19.32%	35,814.75	\$ 40.47	\$ 48,291.49	\$ 54.57	12,476.74	\$ 14.10	25.84%	418
JULY	845	691	81.78%	154	18.22%	34,379.83	\$ 40.69	\$ 46,769.41	\$ 55.35	12,389.58	\$ 14.66	26.49%	381
JUNE	807	653	80.92%	154	19.08%	32,781.96	\$ 40.62	\$ 44,569.79	\$ 55.23	11,787.83	\$ 14.61	26.45%	372
MAY	854	707	82.79%	147	17.21%	31,865.66	\$ 37.31	\$ 43,335.29	\$ 50.74	11,469.63	\$ 13.43	26.47%	387
APRIL	775	641	82.71%	134	17.29%	31,215.85	\$ 40.28	\$ 41,161.08	\$ 53.11	\$ 9,945.23	\$ 12.83	24.16%	337
MARCH	755	624	82.65%	131	17.35%	28,943.37	\$ 38.34	\$ 39,007.61	\$ 51.67	10,064.24	\$ 13.33	25.80%	360
FEBRUARY	712	592	83.15%	120	16.85%	28,694.70	\$ 40.30	\$ 38,672.85	\$ 54.32	\$ 9,978.15	\$ 14.01	25.80%	331
JANUARY	606	528	87.13%	78	12.87%	24,883.87	\$ 41.06	\$ 34,381.97	\$ 56.74	\$ 9,498.10	\$ 15.67	27.63%	256

2007													
DECEMBER	360	305	84.72%	55	15.28%	14,925.27	\$ 41.46	\$ 20,603.41	\$ 57.23	\$ 5,678.14	\$ 15.77	27.56%	162
NOVEMBER	388	339	87.37%	49	12.63%	18,610.47	\$ 47.97	\$ 25,305.66	\$ 65.22	\$ 6,695.19	\$ 17.26	26.46%	141
OCTOBER	314	251	79.94%	63	20.06%	13,426.61	\$ 42.76	\$ 17,682.18	\$ 56.31	\$ 4,255.57	\$ 13.55	24.07%	129
SEPTEMBER	219	167	76.26%	52	23.74%	10,522.96	\$ 48.05	\$ 13,589.28	\$ 62.05	\$ 3,066.32	\$ 14.00	22.56%	117
AUGUST	37	30	81.08%	7	18.92%	2,312.28	\$ 62.49	\$ 2,793.05	\$ 75.49	\$ 480.77	\$ 12.99	17.21%	20
<b>TOTALS:</b>	<b>34,426</b>	<b>26,321</b>	<b>76.46%</b>	<b>8,105</b>	<b>23.54%</b>			<b>\$ 1,960,289.06</b>	<b>\$ 56.94</b>	<b>\$ 535,965.94</b>	<b>\$ 15.57</b>	<b>27.34%</b>	<b>16,337.00</b>

Column Headers from left to right:

1. Total Rxs: This is the total number of Rxs that were adjudicated or attempted to adjudicate through the use of the card (the explanation of the next couple of headers will help explain the necessity of this column).
2. Plan Priced Rxs: Caremark tracks all attempts to use the cards including when the pharmacy offers a lower price than the card can give. This is usually when the pharmacy sells a drug at cost or below cost to create foot traffic for the pharmacy or under a special purchase arrangement. This is the amount of Rxs that the card gave the best price vs. the pharmacy.
3. % Plan Priced Rxs: What percentage of the total attempted Rxs adjudicated via best price with the card.
4. Retail Priced Rxs: How many prescriptions where the pharmacy had a lower price.
5. % Retail Priced Rxs: Percentage of Rxs where the pharmacy had a lower price.
6. Total Drug Cost: All prescriptions totaled together at their card discount prices.
7. Average Drug Cost: Average Drug Cost per Rx at the card discounted price.
8. Retail Submitted Price: What the price would have been if the prescriptions weren't filled with the card.
9. Average Retail Submitted Price: Average Per Prescription price if the card wasn't presented at a discount.
10. Price Savings: Total dollar savings for all Rxs filled with the card.
11. Average Price Savings: Average price savings per prescription.
12. % Price Savings: Percentage price savings per prescription.
13. Total Utilizers: This is the total amount of people who represent the total amount of prescriptions *i.e.* some people fill multiple prescriptions. This gives you an indication of how many residents you are helping.

As always, if you have questions, don't hesitate to contact me. Thank you for being a member county, borough or parish and participating in this member program.

Andrew Goldschmidt  
Director, Membership/Marketing  
NACo--National Association of Counties



Introduced by: Mayor  
Date: 10/11/11  
Hearing: 12/06/11 & 01/03/12  
Action: Postponed until 01/03/12  
Date: 01/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-24**

**AN ORDINANCE APPROPRIATING \$100,000 FROM THE GENERAL FUND TO THE  
KENAI WATERSHED FORUM TO FUND RESTORATION PROJECTS AT  
ANADROMOUS STREAM CROSSINGS**

1 **WHEREAS**, the Kenai Watershed Forum (KWF) is an Alaska nonprofit corporation dedicated  
2 to maintaining the health of watersheds on the Kenai Peninsula using education  
3 outreach, restoration and research programs; and

4 **WHEREAS**, one of the organization’s missions is to restore fish passage, completing one to  
5 two culvert projects annually since 2002; and

6 **WHEREAS**, the borough receives revenues from the State of Alaska’s fish tax, such revenues  
7 averaging approximately \$729,162 per year, depending upon the success of the  
8 commercial fishing industry for each year; and

9 **WHEREAS**, improving fishery habitat is anticipated to provide greater revenue in the number  
10 of salmon returning to spawning grounds, improving the number of fish available  
11 to be caught, thus increasing the fish tax revenues for the borough; and

12 **WHEREAS**, KPB 19.30.010 authorizes the borough to provide for economic development  
13 within the borough in the areas outside of the cities pursuant to AS  
14 29.35.210(a)(8); and

15 **WHEREAS**, the 2005 Kenai Peninsula Borough Comprehensive Plan, Goal 7.7: Objective 1 is  
16 “to minimize adverse impacts to critical habitat and populations of sensitive,  
17 threatened and endangered fish, plant and wildlife species;” and

1 **WHEREAS**, Goal 7.7: Objective 2 is to “collaborate with state, federal and local agencies to  
2 protect critical wildlife habitat areas;” and

3 **WHEREAS**, providing KWF funds to be used for culvert projects to restore fish passage is  
4 consistent with these goals;

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

7 **SECTION 1.** That \$100,000 is appropriated from the general fund fund balance to account no.  
8 100.94910.12KWF.43011, to fund a grant agreement with the Kenai Watershed  
9 Forum to support culvert restoration projects at anadromous stream crossings in  
10 areas of the borough outside of city limits.

11 **SECTION 2.** The provisions of KPBB 19.30.020 through KPBB 19.30.070, establishing  
12 procedures and requirements for assisting economic development proposals, shall  
13 not apply to this project.

14 **SECTION 3.** That the mayor is authorized to execute all documents and to make all agreements  
15 deemed necessary to fulfill the intent and purpose of this ordinance.

16 **SECTION 4.** That due to the length and nature of this project, the appropriation established  
17 through this ordinance shall not lapse at the end of any particular fiscal year.

18 **SECTION 5.** This ordinance shall become effective immediately upon enactment.

19 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
20 **DAY OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



## KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

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PHONE: (907) 262-4441 • FAX: (907) 262-1892

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MIKE NAVARRE  
BOROUGH MAYOR

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *MN*

**FROM:** Colette G. Thompson, Borough Attorney *CT*

**DATE:** December 22, 2012

**SUBJECT:** Proposed amendment to ordinance 2011-19-24, appropriating \$100,000 to fund restoration projects at anadromous stream crossings

Upon further review of this ordinance it is my view that the ordinance should be modified to better clarify the authority the borough is exercising when having these projects performed and that the projects in fact will be consistent with that authority. Accordingly, I recommend that the assembly amend this ordinance as follows:

- Amend the third whereas clause as follows:

**WHEREAS,** the borough receives revenues from the State of Alaska's fish tax, such revenues averaging approximately \$729,162 per year, depending upon the success of the commercial fishing industry for each year, which may be used to help reduce the effect of fisheries business activities on the borough including the expense of any municipal service per AS 29.60.450; and

- Insert two new whereas clauses after the fourth existing whereas clause as follows:

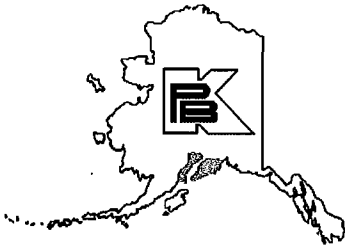
**WHEREAS,** Alaska statute 29.35.010(8) authorizes the borough to acquire, manage, control use, and dispose of property which includes borough rights-of-way; and

**WHEREAS,** installing culverts in borough rights-of-way is an exercise of this power; and

- Amend section one as follows:

**SECTION 1.** That \$100,000 is appropriated from the general fund fund balance to account no. 100.94910.12KWF.43011, to fund a grant agreement with the Kenai Watershed Forum to support culvert restoration projects at anadromous stream crossings within borough rights-of-way in areas of the borough outside of city limits.

Your favorable consideration of this amendment would be appreciated.



# KENAI PENINSULA BOROUGH

## Grant Management

DAVID R. CAREY  
BOROUGH MAYOR

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Assembly

**THRU:** David R. Carey, Borough Mayor *Signature for Dr. Carey*  
Craig Chapman, Finance Director *Signature SA CCE*  
John Mohorcich, River Center Director *Signature JC for Jm*

**FROM:** Brenda Ahlberg, Community & Fiscal Projects Manager *Signature*

**DATE:** September 26, 2011

**SUBJECT:** Ordinance 2011-19-24, appropriating \$100,000 from the General Fund to the Kenai Watershed Forum to Fund Restoration Projects at Anadromous Stream Crossings

The Kenai Watershed Forum (KWF) is dedicated to maintaining the health of Kenai Peninsula watersheds using public education venues, restoration projects and research programs. KWF concentrates efforts to restore culverts impacting critical habitat and impeding fish passage within the borough and outside of cities for the economic and environmental benefits to the borough.

The borough funded two grant awards in the amount of \$100,000 each to KWF through O2007-19-39 and O2009-19 to complete culvert restoration projects.<sup>1</sup> KWF leveraged the borough funds as non-federal match for several grant programs, garnering additional funds for culvert removal and replacements that benefited the Donald E. Gilman River Center, the Seward-Bear Creek Flood Service Area and the Kenai Peninsula Borough Road Service Area. The assembly will be provided with a list of projects completed or near completion using the first \$200,000.


Upon enactment this ordinance will award KWF \$100,000 to complete culverts that impede fish passage. Following are the areas proposed for these projects at this time:

- 1) Paradise Lane (Nikiski)
- 2) Vandevere Road (Nikiski)
- 3) Messer Street (Soldotna)
- 4) Stickleback Lane (check dam - Nikiski)
- 5) Moose River Drive (2 culverts - Sterling)

<sup>1</sup> R2009-101 authorized the O2009-19 appropriation to award the second allocation in the amount of \$100,000.

KWF worked with Alaska Fish & Game, the river center department and the roads department staff to develop the above-listed projects. Completion of these projects is subject to the availability of funds and costs incurred. Should the assembly choose to authorize these additional funds, KWF has identified a potential matching grant source through the State of Alaska Department of Natural Resources. Matching funds are required and the local funding will make the proposed application very competitive.

John Czarneski, Resource Planner, will provide project oversight and Brenda Ahlberg, Community & Fiscal Projects Manager, shall provide grant management working in conjunction with Kenai Watershed Forum.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>100.27900 FB</u>
Amount	<u>\$100,000.00</u>
By:	<u>CBW</u>  Date: <u>9/28/11</u>

<b>Year -KPB authorized</b>	<b>Pipes replaced</b>	<b>Location</b>	<b>Status</b>	<b>Contractor</b>	
2007	Old Exit Glacier 1	Seward	completed	Metco	
2007	Old Exit Glacier 2	Seward	completed	Metco	
2007	Duncan Drive	Sterling	completed	Pen. Const.	
2007	Otter Trail	Sterling	completed	Foster Const	
2007	Middle Creek	Hope	completed	AJ Services	
2007	Bald Mnt Rd (partnership with HSWCD)	Homer	completed	D & L Const	
2009	Ptarmigan Rd	Cooper Landi	completed	Foster Const	
2009	Gene Autry Rd	Sterling	completed	Pen. Const	
2009	Silver Salmon Dr 1	Sterling	completed	Pen. Const	
2009	Silver Salmon Dr 2	Sterling	completed	Pen. Const	
2009	Stephens Dr	Sterling	completed	Pen. Const	
2009	Kenai Keys Rd	Sterling	complete except reveg.	Pen. Const	
2009	Salmon Creek Rd	Seward	complete except reveg.	North Star Paving	
2009	Timber Dr	Seward	Design phase with RBCA	Not yet selected	
					notes/ extra benefits
2011	Vandervere LN	Nikiski	Proposed	To be bid	
2011	Paradise LN	Nikiski	Proposed	To be bid	Reworking of unpermitted culvert and electrical services
2011	Messer Rd	Soldotna	Proposed	To be bid	Provide assistance for subdivision final plat requirements
2011	Moose River Dr 1	Sterling	Proposed	To be bid	Road inspector reports glaciation
2011	Moose River Dr 2	Sterling	Proposed	To be bid	Road inspector reports glaciation
2011	Stickle Back Lane	Nikiski	Proposed	To be bid	nothing extra
				In thousands	
	Funding leveraged from the the prior years of KPB support (\$200k)				426.8
	USFWS - Fish Passage Program				228
	NOAA/ ADFG (Sustainable Salmon Fund)				654.8
					KPB's \$200k leveraged an additional

Introduced by: Mayor  
Date: 12/06/11  
Hearing: 01/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-56**

**AN ORDINANCE ACCEPTING AND APPROPRIATING FUNDING FROM THE  
STATE OF ALASKA IN THE AMOUNT OF \$181,791 FOR COMMUNITY PURPOSES  
UNDER THE STATE'S 2011/2012 COMMUNITY REVENUE SHARING PROGRAM**

1 **WHEREAS**, through adoption of KPB Resolution 2011-043, the assembly certified that 27  
2 unincorporated communities within the Kenai Peninsula Borough are eligible for  
3 participation in the State's 2011/2012 Community Revenue Sharing Program; and

4 **WHEREAS**, the State Legislature has provided a one-time proportional payment to qualified  
5 unincorporated communities through the Community Revenue Sharing Program;  
6 and

7 **WHEREAS**, the additional funds in the amount of \$181,791 have been received from the  
8 Alaska Department of Commerce, Community and Economic Development to be  
9 distributed proportionally under AS 29.60.855 and AS 29.60.860 (Chapter 3,  
10 FSSL II); and

11 **WHEREAS**, the \$181,791 is to be distributed evenly among the 27 unincorporated  
12 communities within the borough; and

13 **WHEREAS**, the Community Revenue Sharing Program allows funds to be used for any public  
14 purpose at the discretion of the local governing body and as allowed by state  
15 statutes and borough code; and

16 **WHEREAS**, it is in the best interest of the borough to accept these state funds on behalf of the  
17 27 unincorporated communities;



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

3 **SECTION 1.** That the mayor is authorized to accept \$181,791 from the State of Alaska for  
 4 distribution to eligible communities.

5 **SECTION 2.** That the mayor is authorized to execute grant amendments and any other  
 6 documents necessary with tribal or nonprofit organizations on behalf of the  
 7 qualified unincorporated communities for public projects that benefit the  
 8 community as identified in the following chart:

FY12 CRS One-Time Proportional Payment Recipients and Projects			
Community	Recipient	Project	Amount
Anchor Point	Anchor Point Public Library	Operations	\$ 2,245
	Anchor Point Senior Center	Community center repairs	\$2,244
	Snomads	Trail and safety programs	\$2,244
Bear Creek	Bear Creek Volunteer and Emergency Medical Services (includes FY10 remaining funds in the amount of \$9,802)	EMS equipment/supplies	\$6,733
Clam Gulch	Caribou Cabin Hoppers	Trail maintenance and access	\$6,733
Cohoe	Kasilof Public Library (located in Cohoe)	Operations	\$6,733
	Tustamena 200	Equipment/supplies	\$6,733
Cooper Landing	Cooper Landing Community Club	Community projects	\$6,733
Crown Point	Moose Pass Volunteer Fire	EMS equipment/supplies	\$6,733
Diamond Ridge	Kachemak Ski Club	Youth activities	\$1,683
	KESA VFA	Emergency supplies/equipment	\$1,684
	Kachemak Nordic Ski Club	Trail equipment	\$1,683
	Snomads	Trail maintenance	\$1,683
Fritz Creek	Kachemak Nordic Ski Club	Trail maintenance	\$3,367
	Snomads	Trail improvements	\$3,366
Funny River	Chamber of Commerce	Community hall improvements	\$6,733

Hope	Hope Inc	Community projects	\$6,733
Kachemak Selo	Kachemak Selo Community Council	Playground improvements	\$6,733
Kalifornsky Beach	Cook Inlet Aquacultural Center	Public meeting room imprvmts	\$1,683
	Tsalteshi Trails Assoc	Trail improvements	\$1,683
	KP Food Bank	Complete storage expansion	\$3,367
Kasilof	Kasilof Historical Society	Building and land improvements	\$3,367
	Kasilof Cohoe Cemetery	Land access and improvements	\$3,366
Lowell Point	Lowell Point Community Council	Community/EMS Ctr imprvmts	\$6,733
Moose Pass	Moose Pass Volunteer Fire Station	EMS equipment/supplies	\$6,733
Nikiski	Nikiski Community Council	General operations	\$6,733
Ninilchik	Ninilchik Community Library	Library supplies	\$1,683
	Ninilchik Fair Association	Operation/Teen Recreation Pgrm	\$1,683
	Ninilchik Volunteer Fire Station	Training and general ops	\$1,684
	Ninilchik Senior Center	General operations	\$1,683
Nikolaevsk	Nikolaevsk Inc.	Multi-use facility site development, utilities, youth/adult recreation programs	\$6,733
Port Graham	Port Graham Village Council	Water and EMS services	\$6,733
Primrose	Moose Pass Volunteer Fire	EMS equipment/supplies	\$6,733
Salamatof	AK Children's Institute of Performing Arts	Bldg improvements/utilities	\$6,733
Seldovia Village	Seldovia Village Tribe	Volunteer Fire Station operations	\$6,733
Sterling	Sterling Head Start Program	Facility repairs/general ops	\$4,488
	Sterling Senior Center	General operations	\$2,245
Tyonek	Boys & Girls Clubs of Southcentral	Elder and youth program	\$6,733

1 **SECTION 3.** That state funds in the amount of \$181,791 are appropriated to account  
2 271.94910.12REV.43011, contract services.

3 **SECTION 4.** That due to the length and nature of this project, a community shall forfeit any  
4 remaining grant distribution at the end of two consecutive fiscal years if the  
5 community has not fulfilled the intent and purpose of its grant agreement to be  
6 reappropriated by the assembly.

1 **SECTION 5.** This ordinance shall become effective immediately upon its enactment.

2 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
3 **DAY OF \* 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



# KENAI PENINSULA BOROUGH

## Grant Management

### MEMORANDUM

MIKE NAVARRE  
BOROUGH MAYOR

**TO:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Assembly

**THRU:** Mike Navarre, Mayor *MN*  
Craig Chapman, Director of Finance *C Chapman*

**FROM:** Brenda *Bm* Ahlberg, Community & Fiscal Projects Manager

**DATE:** November 23, 2011

**SUBJECT:** Ordinance 2011-19-56, accepting and appropriating funding from the State of Alaska in the amount of \$181,791 for community purposes under the State's 2011/2012 Community Revenue Sharing Program

As determined by resolution 2011-043, the borough assembly recognized 27 unincorporated communities eligible to participate in the FY12 Community Revenue Sharing Program, hereinafter referred to as "program." Ordinance 2011-19-06 accepted and appropriated the funds in the amount of \$545,400, which will be equally disbursed to each unincorporated community.

This year the Alaska State Legislature approved an additional "one-time proportional" payment for municipalities and unincorporated communities. On November 17, 2011, the borough received notification that funds in the amount of \$181,791 were available for distribution. Each unincorporated community shall receive \$6,733 in addition to the original allocation of \$19,604.

From September through November community meetings were held to discuss the program, at which time residents were informed that the additional funds were anticipated. Residents voted on the use of funds and the entities to receive the allocations. The provided chart is a representation of the residents' input and the projects that are to be completed in the 27 unincorporated communities. The additional funds will be awarded through an amendment to individual grant agreements that have been executed between the borough and nonprofit or tribal entities (see resolution 2011-106). The Community & Fiscal Projects Manager shall oversee the program.

Lastly, at the time of this draft, Nanwalek, Razdolna and Voznesenka have not provided a FY12 application.

FINANCE DEPARTMENT	
ACCT.#	FUNDS VERIFIED
Acct. No. <u>271,94910,12REV.43011</u>	
Amount <u>N/A</u>	
By: <u>CBW</u>	Date: <u>11/22/11</u>



STATE OF ALASKA  
DEPARTMENT OF  
**COMMERCE**  
COMMUNITY AND  
ECONOMIC DEVELOPMENT

Division of Community and Regional Affairs

*Sean Parnell, Governor*  
*Susan K. Bell, Commissioner*  
*Scott Ruby, Director*

Dear Municipal Official:

The Division of Community and Regional Affairs (DCRA) is pleased to notify you that the 27<sup>th</sup> Alaska State Legislature appropriated an additional \$20 million dollars for payments under the FY 2012 Community Revenue Sharing (CRS) program "to be distributed proportionally to the amounts received by communities under AS 29.60.855 and AS 29.60.860" (Chapter 3, FSSL 11).

**The proportional payment for the Kenai Peninsula Borough has been estimated to be \$716,984.**

In addition to the above mentioned estimated payment, the borough will receive an additional estimated proportional payment of \$6,733 on behalf of each unincorporated community. For the FY 12 CRS program year, the Kenai Peninsula Borough certified 27 unincorporated communities for a total of \$181,791.

The Department will begin making proportional payments in early November. To receive the proportional FY 12 Community Revenue Sharing payment, the Kenai Peninsula Borough must complete and return the attached application / budget form. To ensure the timely processing of your payment, please return the completed application / budget form as soon as possible.

The completed application / budget form may be submitted by fax or mail to:

Fax: (907) 465-4761, Attn: Community Revenue Sharing Program

OR

Division of Community and Regional Affairs  
Community Revenue Sharing Program  
P.O. Box 110809  
Juneau, AK 99811

Please be aware that this is an additional one-time appropriation for FY 2012 only. Communities should take care when preparing their FY 2013 budget not to consider this proportional payment as an ongoing source of revenue.

Should you have any questions regarding the FY 2012 Community Revenue Sharing Program, please feel free to call me at 907-465-4751.

Sincerely,

A handwritten signature in black ink, appearing to read "Lawrence Blood".

Lawrence Blood  
Local Government Specialist IV

P.O. Box 110809, Juneau, Alaska 99811-0809  
Telephone: (907) 465-4751 Fax: (907) 465-4761 Text Telephone: (907) 465-5437  
Email: Lawrence.blood@alaska.gov Website: <http://www.commerce.alaska.gov/dkra/>

**FY 2012 Community Revenue Sharing  
Proportional Payment  
Application and Budget Form**

**Kenai Peninsula Borough**

The 27<sup>th</sup> Alaska State Legislature appropriated an additional \$20 million dollars for payments under the FY 2012 Community Revenue Sharing (CRS) program "to be distributed proportionally to the amounts received by communities under AS 29.60.855 and AS 29.60.860", (Chapter 3, FSSL 11).

The Kenai Peninsula Borough must complete and return this form to receive the FY 2012 CRS proportional payment. Please complete the application and describe below how the Kenai Peninsula Borough proposes to use its estimated **\$716,984** payment.

**Application**

Kenai Peninsula Borough  


---

*Name of Municipality*  
 144 N. Binkley Street  


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*Mailing Address*  
 Soldotna, AK 99669  


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*City, State, Zip Code*  
 907-714-2150  


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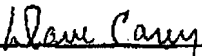
*Phone Number*

**"Certification and Assurances"**

The applicant certifies that to the best of my knowledge and belief, the information contained in this application is true and correct and the applicant agrees to comply with the laws and regulations which are used to administer Community Revenue Sharing funds.

David R. Carey, Mayor  


---

*Printed Name*  
 Mayor, Manager or Administrator  
  
  


---

*Signature*  
 Mayor, Manager or Administrator  
  
 17 August 2011  


---

*Date*

**Budget**

Fuel	\$ _____
Electricity	\$ _____
Insurance	\$ _____
Education	\$ _____
Water/Sewer	\$ _____
Public Safety	\$ _____
Fire	\$ _____
Road Maintenance	\$ _____
Harbors	\$ _____
Health	\$ _____
Local Tax Relief	\$ _____
General Administration	\$ <u>716,984</u>
Other _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____
<b>Estimated Payment</b>	<b><u>\$716,984</u></b>

Introduced by: Mayor  
Date: 12/06/11  
Hearing: 01/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-57**

**AN ORDINANCE APPROPRIATING \$44,883 IN SUPPLEMENTAL FUNDING FOR A  
NEW POSITION AND ASSOCIATED COSTS AT THE RIVER CENTER**

1 **WHEREAS**, on June 21, 2011, the assembly enacted Ordinance 2011-12 which amended KP  
2 21.18.025 to include all anadromous streams in the Kenai Peninsula Borough in  
3 the habitat protection district excluding those within the Seward-Bear Creek  
4 Flood Service Area; and

5 **WHEREAS**, this expansion of the habitat protection district was extensive as it added  
6 approximately 2,317 stream miles to the 602 stream miles previously included in  
7 the district; and

8 **WHEREAS**, implementation and enforcement of this expanded area will require additional  
9 personnel including one senior clerk typist in the river center department; and

10 **WHEREAS**, the estimated annual cost for the new position including personnel cost, and other  
11 related expenditures is approximately \$66,502; and

12 **WHEREAS**, for the five months remaining in FY2012, the estimated cost of implementing the  
13 provision of Ordinance 2011-12 is approximately \$44,883, including personnel  
14 cost including benefits of \$27,313, supplies of \$450, services of \$10,620, and  
15 equipment of \$6,500;

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

1 **SECTION 1.** That \$44,883 is appropriated from the general fund fund balance to the following  
2 accounts for costs associated to fully fund a senior clerk typist and provide for  
3 associated required personnel costs:

100.21135.00000.40xxx	Personnel cost	\$	27,313
100.21135.00000.42250	Uniforms	\$	250
100.21135.00000.42410	Small tools/equipment	\$	200
100.21135.00000.43140	Postage	\$	6,640
100.21135.00000.43210	Transportation/Sub	\$	2,425
100.21135.00000.43260	Training	\$	675
100.21135.00000.43410	Printing	\$	880
100.21135.00000.48710	Minor office equipment	\$	2,500
100.21135.00000.48720	Minor office furniture	\$	500
100.21135.00000.48730	Minor communication	\$	3,500

4 **SECTION 2.** That this ordinance takes effect immediately upon its enactment.

5 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
6 **DAY OF \* 2012.**

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Gary Knopp, Assembly President

ATTEST:

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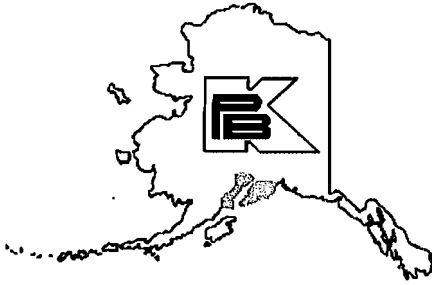
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:





## KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520  
Toll-free within the Borough: 1-800-478-4441  
PHONE: (907) 262-4441 • FAX: (907) 262-1892  
www.borough.kenai.ak.us

MIKE NAVARRE  
BOROUGH MAYOR

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Borough Mayor *MN*  
Craig Chapman, Finance Director *C Chapman*

**FROM:** John Mohorcich, River Center Director *JM*

**DATE:** November 23, 2011

**SUBJECT:** Ordinance 2011-19-51, appropriating \$44,883 in supplemental funding for a new position and associated costs for implementing and enforcing the new provisions governing the recently expanded anadromous stream protection district per ordinance 2011-12

With the passage of ordinance 2011-12, additional staff will be needed by the River Center to implement and enforce the provisions governing the recently expanded anadromous stream habitat protection district. Throughout this process fiscal estimates were provided for three implementation options. The full implementation option included \$6,640 for an outreach program, \$125,706 for 1.5 positions and an increase in travel, subsistence, supplies and equipment.

The administration believes that it is appropriate to evaluate the level of management needed for the remainder of FY2012. To meet the program needs in the near term, adding a senior clerk typist position and utilizing the existing resource and compliance staff will provide support for that evaluation period of time. The appropriation of \$44,883 for the time period of February through June 2012 includes wages and benefits of \$27,313, supplies of \$450, services of \$10,620, and equipment of \$6,500.

Your approval of these funds would be appreciated.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>100.27910 FB</u>	
Amount <u>\$44,883.00</u>	
By: <u><i>CBW</i></u>	Date: <u>11/22/11</u>

Introduced by: Mayor  
Date: 12/06/11  
Hearing: 01/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-58**

**AN ORDINANCE APPROPRIATING \$30,000 FROM THE NIKISKI FIRE SERVICE  
AREA CAPITAL PROJECT FUND FOR A CORROSIVE WATER MITIGATION  
SYSTEM AT NIKISKI FIRE STATION #2**

- 1 **WHEREAS,** water for the new Nikiski Fire Station #2, is provided by Nikishka Bay Utilities; and
- 2 **WHEREAS,** water supplied by Nikishka Bay Utilities has a high PH level and is considered  
3 corrosive; and
- 4 **WHEREAS,** although drinkable, because of its high PH level, it will have a negative long term  
5 impact on the piping, equipment and appliances at Fire Station #2; and
- 6 **WHEREAS,** installation of a chemical injection system will mitigate the corrosive nature of the  
7 water that is being supplied by Nikishka Bay Utilities; and
- 8 **WHEREAS,** the cost of a chemical injection system is estimated to be between \$25,000 and  
9 \$30,000; and
- 10 **WHEREAS,** the Nikiski Fire Service Area Board at its November 9, 2011, meeting approved the  
11 use of \$30,000 from the Nikiski Fire Service Area Capital Project Fund, fund balance  
12 for the purchase and installation of a chemical injection system;
- 13 **NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI**  
14 **PENINSULA BOROUGH:**

1 **SECTION 1.** That \$30,000 is appropriated from the Nikiski Fire Service Area Capital Project  
2 Fund, fund balance to account number 441.51111.12COR.49999 for the purchase and  
3 installation of a chemical injection system at Nikiski Fire Station #2.

4 **SECTION 2.** That this ordinance takes effect immediately upon its enactment.

5 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY**  
6 **OF \* 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



## **KENAI PENINSULA BOROUGH**

144 North Binkley Street • Soldotna, Alaska 99669-7520

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**PHONE:** (907) 262-4441 • **FAX:** (907) 262-1892

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**MIKE NAVARRE  
BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Assembly President Gary Knopp  
Kenai Peninsula Borough Assembly Members

**THRU:** Mayor Mike Navarre *sd*

**FROM:** Chief James Baisden *JCB*

**DATE:** January 3, 2012

**SUBJECT:** Ordinance 2011-19-58: Appropriating \$30,000 from the Nikiski Fire Service Area Capital Project Fund for a Corrosive Water Mitigation System at Nikiski Fire Station #2

This memo corrects the memo dated November 23, 2011, and questions raised by the assembly at introduction.

The water for the new Nikiski Fire Station #2 is provided by Nikishka Bay Utilities. The water has a low pH (acidic) level and is considered corrosive. Due to its low pH level, it will have a negative long term impact on the piping, equipment and appliances at Fire Station #2.

Installation of a chemical injection system will mitigate the corrosive nature of the water. The proposed system will inject sodium hydroxide  $\text{NaOH}$  (Caustic Soda) to neutralize the acidic pH of the water. This system has been used in similar conditions with success. The cost of the chemical injection system is estimated to be between \$25,000 and \$30,000.

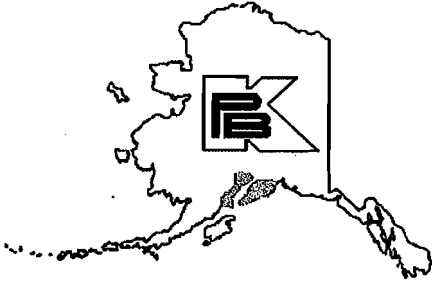
At its November 9, 2011, board meeting, the Nikiski Fire Service Area Board approved the use of \$30,000 from the Nikiski Fire Service area Capital Project Fund, fund balance for the purchase and installation of a chemical injection system.

Please amend the second and third whereas clauses in Ordinance 2011-19-58, as follows:

**WHEREAS**, water supplied by Nikishka Bay Utilities has a [HIGH] low [PH] pH level and is considered corrosive; and

**WHEREAS**, Although drinkable, because of its [HIGH] low [PH] pH level, it will have a negative long term impact on the piping, equipment and appliances at Fire Station #2; and

Your consideration is appreciated.



## KENAI PENINSULA BOROUGH

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MIKE NAVARRE  
BOROUGH MAYOR

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *MN*

**FROM:** Craig Chapman, Director of Finance *C Chapman*

**DATE:** November 23, 2011

**SUBJECT:** Ordinance 2011-19-58, appropriating \$30,000 from the Nikiski Fire Service Area Capital Project Fund for purchase and installation of a corrosive water mitigation system at Nikiski Fire Station #2

The water for the new Nikiski Fire Station #2 is provided by Nikishka Bay Utilities. The water has a high PH level and is considered corrosive. Due to its high PH level, it will have a negative long term impact on the piping, equipment and appliances at Fire Station #2.

Installation of a chemical injection system will mitigate the corrosive nature of the water. The cost of a chemical injection system is estimated to be between \$25,000 and \$30,000.

At its November 9, 2011, board meeting, the Nikiski Fire Service Area Board approved the use of \$30,000 from the Nikiski Fire Service Area Capital Project Fund, fund balance for the purchase and installation of a chemical injection system.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>441.27910 FB</u>
Amount	<u>\$ 30,000.00</u>
By:	<u><i>CBW</i></u>
Date:	<u>11/18/11</u>

**STATEMENT OF PROBABLE COST  
KENAI PENINSULA BOROUGH CAPITAL PROJECTS DEPARTMENT**

**Project Name:** Nikiski Fire Station #2

**Date:** November 15, 2011

**Description:** The project consists of installing a chemical injection system to mitigate the corrosive nature of the domestic water provided by the local utility. System will include: pumps, controls, meters, and a 220 gallon mixing tank. Installation of the system to be by low bid contractor and installation of injector system and controls by Borough Maintenance.

**A/E Firm:**

**Project Manager:** David May

**Funding:** Transfer of funds from NFSA Capital Projects funds

**Account Number:** NA

---

**PROJECT COST ESTIMATE**

1. Contractor Construction Costs	\$12,600.00	
2. KPB Maintenance Costs	\$8,000.00	
Subtotal	\$20,600.00	
Construction contingency 15%	\$3,090.00	
<b>Total Construction Cost:</b>		<b>\$23,690.00</b>
2. Other Project Costs		
B. Contract Admin. & Const. Mngt.	\$1,000.00	
C. Legal & Admin. Costs: 3.04%	\$750.58	
<b>Total Other Costs:</b>		<b>\$1,750.58</b>
<b>Total Project Cost:</b>		<b>\$25,440.58</b>

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Introduced by: Mayor  
Date: 12/06/11  
Hearing: 01/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-59**

**AN ORDINANCE APPROPRIATING \$100,000 FOR THE ASSESSING DEPARTMENT  
TO OBTAIN CONTRACTUAL ASSISTANCE FOR THE 2012 TAX YEAR APPRAISAL  
OF THE TESORO REFINERY**

1 **WHEREAS**, the Kenai Peninsula Borough Assessing Department is required by state statute to  
2 value all properties at full and true value; and

3 **WHEREAS**, the Tesoro refinery is a major source of property tax revenue in the Kenai  
4 Peninsula Borough; and

5 **WHEREAS**, the assessment of the refinery is very complex and an outside expert is needed to  
6 properly assess the valuation of the refinery; and

7 **WHEREAS**, the administration is estimating the cost of hiring an outside expert to assess the  
8 refinery for the 2012 tax year will cost up to \$100,000; and

9 **WHEREAS**, the Assessing Department does not have funding in its FY2012 budget to cover  
10 this cost; and

11 **WHEREAS**, a supplemental appropriation is needed to provide the additional funding to cover the  
12 additional costs associated with the Tesoro assessment;

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

1 **SECTION 1.** That \$100,000 is appropriated from the Borough's General Fund, fund balance to  
2 the Assessing Department, Account No. 100.11520.00000.43011 contract  
3 services, for cost associated with assessing the Tesoro refinery for the 2012 tax  
4 year.

5 **SECTION 2.** That this ordinance takes effect immediately upon enactment.

6 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
7 **DAY OF \* 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, Borough Clerk

Yes:

No:

Absent:





## **KENAI PENINSULA BOROUGH**

144 North Binkley Street • Soldotna, Alaska 99669-7520

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PHONE: (907) 262-4441 • FAX: (907) 262-1892

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**MIKE NAVARRE  
BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Mike Navarre, Mayor *MN*

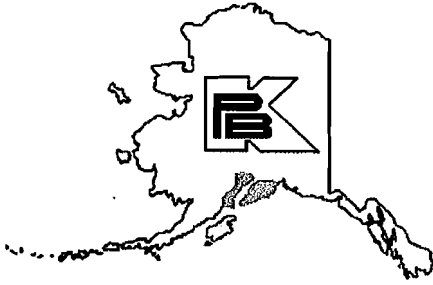
**DATE:** December 22, 2011

**SUBJECT:** Ordinance 2011-19-59, appropriating \$100,000 for the assessing department to obtain contractual assistance for the assessment of the Tesoro refinery for the 2012 tax year.

The Kenai Peninsula Borough (KPB) assessing department is required by state statute to value all properties at full and true value each year. While an annual valuation is required, an independent fee appraisal is not. As I understand, an agreed upon methodology was used as a means of determining the statutorily required annual "full and true value" for tax years 2006-2010. The methodology was then applied to the value determined for the 2005 tax year and provided for annual adjustments to the valuation for tax purposes. The KPB made the decision to get an independent appraisal for tax year 2011 to update the valuation of the Tesoro property, since the last independent appraisal was done in 2005.

No funds were budgeted in the FY2012 budget in anticipation of reaching another agreement on methodology, once a final value was determined for tax year 2011, negating the need for annual appraisals and saving both Tesoro and the KPB the time and expense of annual appraisals and the appeal process.

Ordinance 2011-19-59 was introduced in case KPB decides to seek an independent appraisal, for the 2012 tax year, for the Tesoro property. The decision on whether to hire an independent appraiser has not been made but must be made early in 2012 to meet the statutory timelines for determining values and allowing for taxpayer appeals. An appraiser cannot be hired if funds are not available. This ordinance allows the KPB the flexibility and funding necessary to make a timely decision in the best interest of the KPB. If the KPB does not hire an independent appraiser, these funds will not be spent.



## KENAI PENINSULA BOROUGH

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MIKE NAVARRE  
BOROUGH MAYOR

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *PN for M.V.*

**FROM:** Tom Anderson, Director of Assessing *TZA*  
Craig Chapman, Director of Finance *C Chapman*

**DATE:** November 23, 2011

**SUBJECT:** Ordinance 2011-19-59, appropriating \$100,000 for the assessing department to obtain contractual assistance for the assessment of the Tesoro refinery for the 2012 tax year

The Kenai Peninsula Borough assessing department is required by state statute to value all properties at full and true value each year.

The Tesoro refinery is a major source of property tax revenue in the Kenai Peninsula Borough, valuing oil refineries is extremely complex and an outside expert is needed to properly appraise the refinery. The administration is estimating the cost of hiring an outside expert to appraise the refinery for the 2012 tax year will cost up to \$100,000.

KPB 5.12.030 requires the annual assessment roll to be prepared and notice given by April 1 of each year.

A supplemental appropriation is needed to provide the additional funding to cover the additional costs associated with the Tesoro assessment, as the assessing department does not have funding in its FY2012 budget to cover this cost. Without this appropriation, the borough would not be able to hire an expert to properly and timely appraise the Tesoro refinery for tax year 2012.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>100.27910 F.B</u>
Amount	<u>\$100,000.00</u>
By:	<u><i>(Signature)</i></u> Date: <u>11/22/11</u>

Introduced by: Mayor  
Date: 12/06/11  
Hearing: 01/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-60**

**AN ORDINANCE ACCEPTING AND APPROPRIATING \$22,243 FROM THE ALASKA  
DEPARTMENT OF MILITARY AND VETERAN AFFAIRS,  
DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT TO  
SUPPORT THE COMMUNITY EMERGENCY RESPONSE TEAMS**

1 **WHEREAS**, the Kenai Peninsula Borough Office of Emergency Management is participating  
2 in a federal program to encourage the development of disaster preparedness  
3 within local communities; and

4 **WHEREAS**, the Kenai Peninsula Citizen Corps, recognized by resolution 2006-053, is a series  
5 of volunteer-based programs that provide communities with training, resources to  
6 help identify disaster risks and develop solutions and opportunities to connect  
7 local leaders, and volunteers and first responders to help build stronger, safer and  
8 better prepared communities; and

9 **WHEREAS**, the Alaska Department of Military and Veterans Affairs, Division of Homeland  
10 Security & Emergency Management has provided funding in the amount of  
11 \$22,243 to support the activities of the Kenai Peninsula Citizens Corps; and

12 **WHEREAS**, the grant program does not allow for indirect costs, and the grant is for a borough  
13 department funded by general funds, no borough administrative service fee will  
14 be charged for this grant; and

15 **WHEREAS**, it is in the best interest of the borough to accept the grant funds;

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

1 **SECTION 1.** That the mayor is authorized to accept \$22,243 from the State of Alaska  
2 Department of Military and Veteran Affairs, Division of Homeland Security and  
3 Emergency Management for the Kenai Peninsula Citizen Corps program and to  
4 execute a grant agreement and any other documents deemed necessary to accept  
5 and to expend the grant funds and to fulfill the intents and purposes of this  
6 ordinance.

7 **SECTION 2.** That grant funds in the amount of \$22,243 are appropriated to Account No.  
8 271.91240.11CCP.49999.

9 **SECTION 3.** This ordinance shall become effective immediately upon its enactment.

10 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
11 **DAY OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



# KENAI PENINSULA BOROUGH

## Grant Management

### MEMORANDUM

MIKE NAVARRE  
BOROUGH MAYOR

**TO:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Assembly

**THRU:** Mike Navarre, Mayor *P.O. for M.M.*  
Craig Chapman, Director of Finance *C Chapman*  
Eric Mohrmann, Emergency Management Director *Eric Mohrmann*

**FROM:** Brenda Ambberg, Community & Fiscal Projects Manager *B Ambberg*

**DATE:** November 23, 2011

**SUBJECT:** Ordinance 2011-19- *60*, Accepting and appropriating \$22,243 from the Alaska Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management to support the activities of the Kenai Peninsula Citizen Corps.

The Kenai Peninsula Borough Office of Emergency Management is participating in a federal program to encourage the development of disaster preparedness within local communities. This program develops and supports the Kenai Peninsula Citizen Corps which was previously recognized by Resolution 2006-053.

The Kenai Peninsula Citizen Corps is a series of volunteer-based programs that provide communities with training, resources to help identify disaster risks and develop solutions, opportunities to connect local leaders, and volunteers and first responders to help build stronger, safer and better prepared communities. This program now has 187 trained volunteers within the peninsula that are ready and prepared to respond and assist their neighbors in a disaster.

The Alaska Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management has provided funding in the amount of \$22,243 to support the activities of the Kenai Peninsula Citizen Corps.

Eric Mohrmann, Emergency Management Director shall be the project manager for the grant funds. The performance period ends December 31, 2013.

Attachment: award letter

FINANCE DEPARTMENT	
Acct #	FUNDS VERIFIED
Acct. No. <u>271.91240.11CCP.49999</u>	
Amount <u>N/A</u>	
By: <u>CBW</u>	Date: <u>11/22/11</u>

*SEAN PARNELL, GOVERNOR*

**DEPARTMENT OF MILITARY  
AND VETERANS AFFAIRS  
DIVISION OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

P.O. Box 5750  
Ft. Richardson, AK 99505-5750  
Phone: (907) 428-7000  
Fax: (907) 428-7009  
Toll Free: (800) 478-2337  
www.ready.alaska.gov

November 10, 2011

RECEIVED  
NOV 14 2011

The Honorable Mike Navarre, Mayor  
Kenai Peninsula Borough  
144 North Binkley Street  
Soldotna, AK 99669

RE: 2011 Citizen Corps Program, EMW-2011-SS-00053  
State Grant No.: 11CCP-GR34076

Dear Mayor Navarre:

The Alaska Division of Homeland Security and Emergency Management (DHS&EM) is pleased to award the Kenai Peninsula Borough the amount of \$22,243.00 under the 2011 Citizen Corps Program for the performance period of December 1, 2011 through December 31, 2013.

Funding from this program is provided bring community and government leaders together to coordinate the involvement of community members and organizations in emergency preparedness, planning, mitigation, response, and recovery.

Local jurisdiction historical grant performance was a part of the scoring considered during the 2011 Homeland Security grant review process. DHS&EM staff performed an analysis of grant performance in 10 areas. The Kenai Peninsula Borough scored 97 out of a potential 100, in overall grant performance.

The State Emergency Response Commission (SERC) Finance Committee met on September 26, 2011, to review eligible projects, jurisdiction grant performance, and recommend grant award allocation amounts. The result of this review is reflected in the allocated category funds identified in the project budget details attached with the award documentation.

Attached are two pre-signed Obligating Award Documents. Please review the information for accuracy and review the Special Conditions. Sign the obligating documents, keep one original for your records, and return the other original within 30 days of jurisdiction receipt to:

State Administrative Agency (SAA) Point of Contact  
PO Box 5750  
JBER, AK 99505

Mayor Navarre  
RE: 2011 Citizen Corps Program  
November 10, 2011  
Page 2 of 2

If the Obligating Award Documents cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form and instructions is available for download on DHS&EM's Grants website, <http://ready.alaska.gov/grants.htm>.

If signatory points of contacts have changed since submittal of the application, please complete and return a Signatory Authority Form with the signed Obligating Award Document. The Signatory Authority Form is available for download on DHS&EM's Grants website. If needed, Electronic Payment (EDI) enrollment forms are also available upon request.

If you have questions, or need further assistance, the DHS&EM project manager for this grant, Ann Gravier, may be contacted at 907-428-7045, toll-free at 800-478-2337, or by email at [ann.gravier@alaska.gov](mailto:ann.gravier@alaska.gov).

Sincerely,

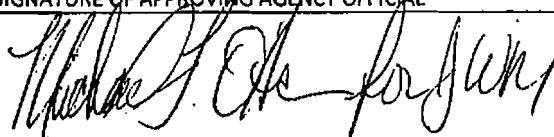
A handwritten signature in black ink, appearing to read "John W. Madden for JEM".

John W. Madden  
Director

jwm:ayg:jms

Enclosures: Obligating Award Document (2 originals)  
Project Budget Details  
Environmental and Historical Preservation (EHP) Statement of Work Request Form  
*\*Only provided to applicable jurisdictions*

CC: Eric J. Mohrmann, Jurisdiction Project Manager  
Craig C. Chapman, Jurisdiction Chief Financial Officer

<b>State of Alaska</b>				Page 1 of 6	
<b>Division of Homeland Security and Emergency Management</b> Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate				AWARD DATE	
				11/09/2011	
				FEDERAL GRANT PROGRAM	
<b>OBLIGATING AWARD DOCUMENT</b>				FEDERAL GRANT NUMBER	
				EMW-2011-SS-00053	
RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		CFDA	
Kenai Peninsula Borough 144 North Binkley Street Soldotna, AK 99669		FROM		97.067	
		TO		AWARD AMOUNT	
		STATE GRANT NUMBER		\$22,243.00	
DUNS NUMBER		071845168		FUNDING ALLOCATION	
FIN		92-0030894		PLANNING	
METHOD OF PAYMENT		REIMBURSEMENT		EXERCISE	
PURPOSE OF AWARD		TRAINING		EQUIPMENT	
<p>The Citizen Corps Program (CCP) provides funding to bring community and government leaders together to coordinate the involvement of community members and organizations in emergency preparedness, planning, mitigation, response, and recovery. Budget Details are funding allocations, and are not to be construed as expenditure authorizations or approvals.</p>					
GRANT TERMS AND CONDITIONS			GRANT REQUIREMENTS, ASSURANCES AND AGREEMENTS		
<i>See Attached</i>			<i>See Attached</i>		
SPECIAL CONDITIONS					
None					
AGENCY INFORMATION					
ADDRESS		WEBSITE		<a href="http://ready.alaska.gov">http://ready.alaska.gov</a>	
		EMAIL		<a href="mailto:mva.grants@alaska.gov">mva.grants@alaska.gov</a>	
		PHONE		907-428-7000	
		FAX		907-428-7009	
AGENCY PROJECT MANAGER		PHONE		FAX	
Ann Gravier		907-428-7045		907-428-7009	
AGENCY APPROVAL		RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL			NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL		
<i>John W. Madden, Director</i>					
SIGNATURE OF APPROVING AGENCY OFFICIAL			SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL		DATE
					
FOR STATE USE ONLY					
CO-LOCATION CODE		0929113J		DIVISION FILE NUMBER	
				DATE RETURNED	



Introduced by: Mayor  
Date: 12/06/11  
Hearing: 01/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-61**

**AN ORDINANCE APPROPRIATING \$20,000 FOR THE HEARING OFFICER AND  
CLERK'S EXPENSES TO FUND THE HEARING PROCESS IN KPB CHAPTER 21.50  
ESTABLISHING ENFORCEMENT PROCEDURES FOR VIOLATIONS OF TITLE 21**

1 **WHEREAS**, on October 11, 2011, the assembly enacted Ordinance 2011-34 which enacted  
2 KPB Chapter 21.50, establishing an enforcement process for violations of Title 21  
3 of the borough code; and

4 **WHEREAS**, Ordinance 2011-34 is effective January 1, 2012; and

5 **WHEREAS**, KPB Chapter 21.50 includes procedures for the investigation and enforcement of  
6 Title 21 violations, due process hearings for enforcement notices, and appeals  
7 from enforcement hearings; and

8 **WHEREAS**, KPB 21.50.110 provides that the borough shall retain one or more hearing officers  
9 to conduct adjudicative proceedings under Chapter 21.50; and

10 **WHEREAS**, if any such appeals are filed in FY2012, funds will be needed to hire and  
11 compensate any hearing officer and for the borough clerk to hire contractors to  
12 prepare transcripts of hearings for appeals to court; and

13 **WHEREAS**, the appropriation of such funds at this time is in the best interests of the borough  
14 in order that it may follow the new code section;

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

1 **SECTION 1.** The sum of \$15,000 is hereby appropriated from the General Fund fund balance  
2 to Account No. 100.11310.00000.43011, contract services, to hire one or more  
3 hearing officers to conduct adjudicative proceedings in accordance with KP  
4 Chapter 21.50.

5 **SECTION 2.** The sum of \$5,000 is hereby appropriated from the General Fund fund balance to  
6 Account No. 100.11120.00000.43011, contract services, to cover expenses  
7 incurred by the clerk's office associated with implementing the enforcement  
8 provisions including hiring contractors to prepare transcripts of hearings for  
9 appeals to court and to perform other services as required by KP Chapter 21.50.

10 **SECTION 3.** That this ordinance takes effect immediately upon its enactment.

11 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
12 **DAY OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



# KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520  
Toll-free within the Borough: 1-800-478-4441  
PHONE: (907) 262-4441 • FAX: (907) 262-1892  
www.borough.kenai.ak.us

**MIKE NAVARRE**  
**BOROUGH MAYOR**

## MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *P.O. for M.N.*

**FROM:** Max Best, Director of Planning *MB*  
Craig Chapman, Director of Finance *C. Chapman*  
Johni Blankenship, Borough Clerk *B*  
Holly Montague, Deputy Borough Attorney *att for HBM*

**DATE:** November 23, 2011

**SUBJECT:** Ordinance 2011-19-61, appropriating \$20,000 for the hearing officer and clerk's expenses to fund the appeal provisions in KPB chapter 21.50 establishing enforcement procedures for violations of Title 21

After enactment of KPB chapter 21.50 which established an enforcement process for Title 21 violations, the administration determined that the most prudent course of action is to seek an appropriation of funds at this time to enable the administration to follow the provisions of KPB chapter 21.50 in the event that an appeal is filed from any enforcement orders.

KPB chapter 21.50 requires that hearing officers be obtained to conduct adjudicative proceedings regarding enforcement of the various provisions in KPB Title 21. If an enforcement notice is issued, the matter would require almost immediate expenditure of funds to hire a hearing officer and provide notices. No funds were appropriated for these expenses in the FY2012 budget. Your favorable support of this ordinance would be appreciated.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>100.27910 FB</u>
Amount	<u>\$20,000.00</u>
By:	<u><i>CBW</i></u> Date: <u>11/23/11</u>

Introduced by: Mayor, Haggerty  
Date: 12/06/11  
Hearing: 01/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-62**

**AN ORDINANCE AUTHORIZING A \$26,500 INTERGOVERNMENTAL LOAN AND  
APPROPRIATING FUNDS TO THE SELDOVIA RECREATIONAL SERVICE AREA  
TO PROVIDE START-UP FUNDING**

1 **WHEREAS,** the Seldovia Recreational Service Area ("Service Area") was established by voter  
2 approval October 4, 2011; and

3 **WHEREAS,** the Service Area was formed after adoption of the fiscal year 2012 budget and,  
4 accordingly, was not appropriated any funds for start-up costs and for operating  
5 expenditures of the Service Area; and

6 **WHEREAS,** a \$26,500 intergovernmental loan from the borough's general fund to the Service  
7 Area would enable the Service Area to pay startup costs and operating  
8 expenditures of the Sea Otter Community Center that would be incurred in  
9 FY2012;

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

12 **SECTION 1.** That a \$26,500 intergovernmental loan is authorized for the Seldovia Recreational  
13 Service Area and shall be accounted for in the borough's general fund Account  
14 No. 100.00000.00000.14120.

15 **SECTION 2.** That the Service Area shall pay interest on the loan at an annual rate of 5.25  
16 percent on the outstanding balance computed monthly and that the loan is due in  
17 full on or before November 30, 2012.

1 **SECTION 3.** That fund 227 shall be established to account for activities of the Service Area.

2 **SECTION 4.** That \$26,500 shall be appropriated to the Service Area Account No.  
3 227.61210.00000.49999 for start-up costs and operating expenditures of the Sea  
4 Otter Community Center.

5 **SECTION 5.** That this ordinance takes effect immediately upon its enactment.

6 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
7 **DAY OF \* 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



## KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520  
Toll-free within the Borough: 1-800-478-4441  
PHONE: (907) 262-4441 • FAX: (907) 262-1892  
www.borough.kenai.ak.us

MIKE NAVARRE  
BOROUGH MAYOR

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *R.O. for M.N.*  
Mako Haggerty, Assembly Member *B. for M.H.*

**FROM:** Craig Chapman, Director of Finance *C Chapman*  
Marcus Mueller, Land Management Officer *Mueller*

**DATE:** November 23, 2011

**SUBJECT:** Ordinance 2011-19-*62*, authorizing a \$26,500 intergovernmental loan and appropriating fund for the Seldovia Recreational Service Area

The Seldovia Recreational Service Area was approved by the voters October 4, 2011, which was after adoption of the FY2012 budget. This ordinance would authorize a \$26,500 intergovernmental loan from the general fund to the Seldovia Recreational Service Area to provide start-up costs and operating expenditures for the Sea Otter Community Center. It is anticipated that the annual revenue from property taxes will be approximately \$67,194 (FY2013 estimated), which should provide adequate funding for the service area to repay the loan in full on or before November 30, 2012. Interest will only accrue on the amount actually borrowed by the service area and not repaid. Your support of this ordinance would be appreciated.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>100.27910 FB</u>	
Amount <u>\$26,500.00</u>	
By: <u><i>C Chapman</i></u>	Date: <u>11/22/11</u>



## **KENAI PENINSULA BOROUGH**

**Planning Department • Land Management Division**  
144 North Binkley Street • Soldotna, Alaska 99669-7520  
**PHONE:** (907) 714-2200 • **FAX:** (907) 714-2378  
Toll-free within the Borough: 1-800-478-4441, Ext. 2200  
[www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)

**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Craig Chapman, Finance Director

**THRU:** Julie Cisco, Risk Manager  
Max Best, Planning Director

**FROM:** Marcus A. Mueller, Land Management Officer *MA*

**DATE:** November 21, 2011

**SUBJECT:** Seldovia Recreation Service Area Budget Considerations

In preparation of an interim budget for the portion of FY12 from Oct 4, 2011 to June 30, 2012, being approximately 9 months, please consider the following estimates:

Utilities: \$6,000  
Insurance: \$9,000  
Communications: \$1,000  
Maintenance: \$2,500  
Snow Removal: \$1,500  
Advertisement: \$1,000  
Equipment: \$3,000  
Supplies and other: \$2,500

Recommended budget total: \$26,500

Please also note the following:

- \$3,600 should be added to communications if KPB network connection is required. Budgeted amount is based on \$160 per month local utility charge for a 6 month period.
- Projected interest accrual January – June is \$500
- Assuming FY13 revenues of \$67,000, and repayment to the Kenai Peninsula Borough's General Fund in the amount of \$27,000, the amount remaining for the Service Areas FY13 budget would be \$40,000.
- Any unused portion of the interim budget remaining as of June 30, 2012 would offset the required repayment amount affect on the FY13 budget.

Introduced by: Mayor  
Date: 12/06/11  
Hearing: 01/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-63**

**AN ORDINANCE ACCEPTING A GRANT OF \$270,850 FROM THE ALASKA  
DEPARTMENT OF MILITARY AND VETERAN AFFAIRS,  
DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT, AND  
APPROPRIATING \$265,850 OF THAT AWARD TO PURCHASE MASS CASUALTY  
AND ALTERNATIVE CARE RESPONSE EQUIPMENT AND SUPPLIES, AND TO  
CONDUCT TRAINING EXERCISES, AND ACCEPTING \$5,000 FOR A SECURITY  
VULNERABILITY ASSESSMENT TO BE CONDUCTED BY THE STATE**

1 **WHEREAS**, the Alaska Department of Military and Veterans Affairs, Division of Homeland  
2 Security & Emergency Management (DHS&EM) provides funds to enhance the  
3 capability of local governments to prevent, deter, respond to and recover from all-  
4 hazard incidents and to enhance regional preparedness efforts; and

5 **WHEREAS**, the DHS&EM State Homeland Security Program is a federal grant pass through  
6 from the Federal Emergency Management Agency that provides funding for  
7 planning, equipment, training and exercises; and

8 **WHEREAS**, the borough applied for funding to purchase trailers, equipment, and supplies for  
9 mass casualty, alternative care response system, emergency management, and the  
10 community emergency response team; and

11 **WHEREAS**, award notification in the amount of \$270,850 has been received from DHS&EM  
12 to be used for the response system, emergency management and community  
13 emergency response team equipment, training exercises and a security  
14 vulnerability assessment valued at \$5,000; and



1   **WHEREAS**, the award notification included a memorandum of understanding to be executed  
2                   between the borough and DHS&EM, allowing the state to conduct a security  
3                   vulnerability assessment of certain borough-owned infrastructure; and

4   **WHEREAS**, upon completion the assessment may be used as support documentation for future  
5                   DHS&EM grant applications; and

6   **WHEREAS**, the grant program does not allow for indirect costs, and the grant is for a borough  
7                   department funded by general funds, no borough administrative service fee will  
8                   be charged for this grant; and

9   **WHEREAS**, it is in the best interest of the borough to accept the grant funds and to obtain the  
10                  security vulnerability assessment survey;

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

13   **SECTION 1.** That the mayor is authorized to accept \$270,850 from the State of Alaska  
14                  Department of Military and Veteran Affairs, Division of Homeland Security and  
15                  Emergency Management and to execute a grant agreement for \$265,850, the  
16                  memorandum of understanding for the security vulnerability assessment survey,  
17                  and any other documents deemed necessary to accept and to expend the grant  
18                  funds and to fulfill the intents and purposes of this ordinance.

19   **SECTION 2.** That grant funds in the amount of \$265,850 are appropriated to Account No.  
20                  271.11250.34076.49999.

21   **SECTION 3.** This ordinance shall become effective immediately upon its enactment.

1 ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \*  
2 DAY OF \* 2012.

\_\_\_\_\_  
Gary Knopp, Assembly President

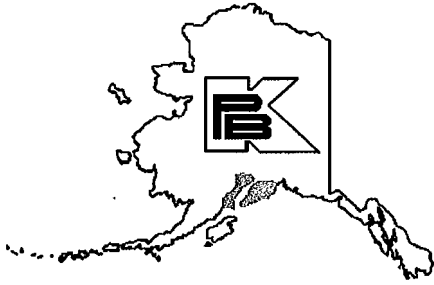
ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



## **KENAI PENINSULA BOROUGH**

144 North Binkley Street • Soldotna, Alaska 99669-7520  
Toll-free within the Borough: 1-800-478-4441  
**PHONE:** (907) 262-4441 • **FAX:** (907) 262-1892  
www.borough.kenai.ak.us

**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *Mike Navarre*

**FROM:** Eric Mohrmann, Emergency Management Director *Eric Mohrmann*

**DATE:** December 22, 2012

**SUBJECT:** Ordinance 2011-19-63, appropriating grant money for mass casualty and alternative care response equipment

Assembly member Charlie Pierce requested additional information on Ordinance 2011-19-63 during the finance committee meeting that occurred on December 6, 2011. Unfortunately, I was not able to attend that committee meeting as I was attending a conference with the Alaska Division of Homeland Security and Emergency Management in Anchorage on that date.

- Question #1: Is the borough using public facilities during times of emergency response?

Yes. The primary shelter locations are the Kenai Peninsula Borough School District schools. Alternate facilities, such as churches, have been identified and are also available for sheltering purposes.

The proposed equipment is a portable, modular system that can be transported to remote locations, used as a supplemental health care facility, or is available if primary shelters or medical facilities are damaged.

- Question #2: Why is there a need to purchase a second system?

The systems are modular and can be interconnected to expand the available space. The plan is to have one portable shelter facility in Seward, one in the Kenai/Soldotna area and one in Homer. If a seismic event damages bridges, each community would have a portable shelter system. If needed and if the roads are intact, the adjoining units can be transported down to enlarge the facility. The portable systems can also be transported by aircraft or ocean vessel.

The third portable shelter system will be requested under the 2012 State Homeland Security Grant program to complete the project. Materials and supplies purchased for the first unit have already been used for two real-world sheltering events that occurred during the month of November 2011.



# KENAI PENINSULA BOROUGH

## Grant Management

### MEMORANDUM

MIKE NAVARRE  
BOROUGH MAYOR

**TO:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Assembly

**THRU:** Mike Navarre, Mayor *P.O. for M.V.*  
Craig Chapman, Director of Finance *C Chapman*  
Eric Mohrmann, Emergency Management Director *Eric Mohrmann*

**FROM:** Brenda Ahlberg, Community & Fiscal Projects Manager *B Ahlberg*

**DATE:** November 23, 2011

**SUBJECT:** Ordinance 2011-19-63, Accepting \$270,850 from the Alaska Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management and appropriating \$265,850 of that award to purchase mass casualty and alternative care response equipment and accepting \$5,000 for a security vulnerability assessment survey

The Local Emergency Planning Committee (LEPC) identified the lack of a regional, integrated plan to respond to a mass casualty and the lack of a coordinated plan to identify alternative care facilities in the event of a mass casualty incident or damage to regional hospitals. A subcommittee was appointed to address these issues and a grant application was made to support this effort. In 2010 the borough accepted a grant in the amount of \$326,617 from Alaska Division of Homeland Security & Emergency Management (DHS&EM), supporting the development of the mass casualty, alternative care facility plan and the first purchase of trailers, equipment and supplies specific to mass casualty incident response, interoperable communications and emergency sheltering (O2010-19-25).

The borough has received an award notification in the amount of \$270,850 from DHS&EM including funds of \$265,850 to purchase the second set of trailers, equipment, and supplies for mass casualty response and emergency sheltering; equipment to enhance disaster management and to implement training exercises in conjunction with local Citizen Emergency Response Teams.

In addition to the monetary award of \$265,850, the state allocated \$5,000 to the borough which will be used by DHS&EM to conduct a security vulnerability assessment of borough-owned infrastructure. The assessment will provide the borough essential support documentation for future funding requests to DHS&EM. This service shall be completed upon execution of a memorandum of understanding between DHS&EM and the borough. The borough will not receive direct funds but will receive the service, which is valued at \$5,000.

Eric Mohrmann, Emergency Management Director shall be the project manager for the grant funds. The performance period ends December 31, 2013.

Attachment: award letter

FINANCE DEPARTMENT	
Acct #	FUNDS VERIFIED
Acct. No.	<u>271.11250.34076.49999</u>
Amount	<u>N/A</u>
By:	<u>C Be J</u>
Date:	<u>11/22/11</u>

# STATE OF ALASKA

**DEPARTMENT OF MILITARY  
AND VETERANS AFFAIRS  
DIVISION OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

**SEAN PARNELL, GOVERNOR**

P.O. Box 5750  
Ft. Richardson, AK 99505-5750  
Phone: (907) 428-7000  
Fax: (907) 428-7009  
Toll Free: (800) 478-2337  
[www.ready.alaska.gov](http://www.ready.alaska.gov)

October 31, 2011

The Honorable David R. Carey, Mayor  
Kenai Peninsula Borough  
144 North Binkley Street  
Soldotna, AK 99669

RECEIVED

NOV 13 2011

RE: 2011 State Homeland Security Program, EMW-2011-SS-00053  
State Grant No.: 11SHSP-GR34076

Dear Mayor Carey:

The Alaska Division of Homeland Security and Emergency Management (DHS&EM) is pleased to award the Kenai Peninsula Borough the amount of \$270,850.00 under the 2011 State Homeland Security Program for the performance period of December 1, 2011 through December 31, 2013.

Funding from this program is provided to enhance the ability of states, territories, and urban areas to prepare for, prevent, and respond to terrorist attacks and all-hazards events.

Local jurisdiction historical grant performance was a part of the scoring considered during the 2011 Homeland Security grant review process. DHS&EM staff performed an analysis of grant performance in 10 areas. The Kenai Peninsula Borough scored 97 out of a potential 100, in overall grant performance.

A voluntary interagency review committee comprised of eight representatives from various disciplines at state and local levels convened the week of August 9, 2011, to review eligible projects, local jurisdiction grant performance, and determine award allocation amounts. The result of this work is reflected in the allocated category funds identified in the project budget detail attached with the award document.

The Kenai Peninsula Borough was allocated \$5,000.00 for a Security Vulnerability Assessment (SVA). This Assessment will provide Kenai Peninsula Borough with recommendations on how to protect critical infrastructure. This assessment can be used to support a request for future homeland security funding in following year(s) and any potential reallocated funding during this grant year.

Security Vulnerability Assessment delivery by the state require the Kenai Peninsula Borough to enter into a Memorandum of Understanding (MOU) allowing the state to manage the funds for the SVA. If awardees have not committed to a target date to perform the assessment within the first two fiscal quarters of the grant, the State Managed funds will be combined into one pool

Mayor Carey  
RE: 2011 State Homeland Security Program  
October 31, 2011  
Page 2 of 2

within the overall State Managed budget to allow for the most flexibility in meeting the needs of each recipient jurisdiction.

Attached are two pre-signed Obligating Award and MOU documents. Please review the information for accuracy and review the Special Conditions. Sign the obligating documents, keep one original for your records, and return the other original within 30 days of jurisdiction receipt to:

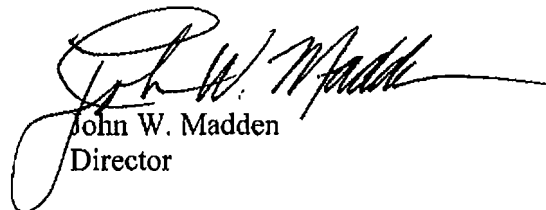
State Administrative Agency (SAA) Point of Contact  
PO Box 5750  
JBER, AK 99505

If the Obligating Award Documents cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form and instructions is available for download on DHS&EM's Grants website, <http://ready.alaska.gov/grants.htm>.

If signatory points of contacts have changed since submittal of the application, please complete and return a Signatory Authority Form with the signed Obligating Award Document. The Signatory Authority Form is available for download on DHS&EM's Grants website. If needed, Electronic Payment (EDI) enrollment forms are also available upon request.

If you have questions, or need further assistance, the DHS&EM project manager for this grant, Michelle Heun, may be contacted at 907-428-7089, toll-free at 800-478-2337, or by email at [michelle.heun@alaska.gov](mailto:michelle.heun@alaska.gov).

Sincerely,



John W. Madden  
Director

jwm:mlh:jms

Enclosures: Obligating Award Document (2 originals)  
Memorandum of Understanding (2 originals)  
Project Budget Details  
Environmental and Historical Preservation (EHP) Statement of Work Request Form  
*\*Only provided to applicable jurisdictions*

CC: Eric J. Mohrmann, Jurisdiction Project Manager  
Craig C. Chapman, Jurisdiction Chief Financial Officer

<b>State of Alaska</b> Department of Military and Veterans Affairs		Page 1 of 3
Division of Homeland Security and Emergency Management Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate		FEDERAL GRANT PROGRAM <b>Homeland Security Grant Program (HSGP)</b>
<b>MEMORANDUM OF UNDERSTANDING</b>		FEDERAL GRANT NUMBER <b>EMW-2011-SS-00053</b>
RECIPIENT NAME AND ADDRESS (Including Zip Code)	PERFORMANCE PERIOD	CFDA: <b>97.067</b>
Kenai Peninsula Borough 144 N. Binkley Street Soldotna, AK 99669	FROM: 12/01/2011	AWARD AMOUNT <b>\$5,000.00</b>
	TO: 12/31/2013	
DUNS NUMBER 809386725 (State of Alaska)	REFERENCING	
EIN 9260030894 (KPB)	<input checked="" type="checkbox"/> PLANNING – SVA	<input type="checkbox"/> EXERCISE
	<input type="checkbox"/> TRAINING	<input type="checkbox"/> EQUIPMENT

1. **PARTIES.** The parties to this Memorandum of Understanding (MOU) are the State of Alaska and the Kenai Peninsula Borough.
2. **AUTHORITY.** This MOU is authorized under the provisions of the US Department of Homeland Security FEMA Grant Programs Directorate.
3. **PURPOSE.** The purpose of this MOU is to set forth terms by which the State of Alaska shall expend Homeland Security Grant funding on behalf of the Kenai Peninsula Borough. On October 6, 2011, the US Department of Homeland Security FEMA Grant Programs Directorate, issued grant number EMW-2011-SS-00053 to the State of Alaska. Under this grant, the State of Alaska must allocate 80 percent grant funding local jurisdictions. Under this grant, the Kenai Peninsula Borough may authorize the State of Alaska to expend funds on behalf of the Kenai Peninsula Borough provided that the Kenai Peninsula Borough and the State of Alaska enter into a MOU on the matter.
4. **RESPONSIBILITIES.**
  - a. State of Alaska  
Shall provide a Security Vulnerability Assessment (SVA) for the Kenai Peninsula Borough. The SVA project carries a value of \$5,000.00.
  - b. Kenai Peninsula Borough  
The SVA Final Report document will be considered secure and critical information to the protection of the Kenai Peninsula Borough.
5. **POINTS OF CONTACT.**  
  
Alaska Division of Homeland Security and Emergency Management (DHS&EM)  
State Administrative Agency Point of Contact (SAA)  
PO Box 5750  
JBER, AK 99505  
Fax: 907-428-7009  
Direct: 907-428-7000  
Toll Free: 1-800-478-2337

David R. Carey, Mayor Mike Navarre, Mayor  
Kenai Peninsula Borough  
144 N. Binkley Street  
Soldotna, AK 99669

**6. OTHER PROVISIONS.**

- a. Kenai Peninsula Borough representatives must attend the 2011 Grant Kick-off meeting on October 5, 2011, in Anchorage.
- b. The Kenai Peninsula Borough attests to understanding and acceptance of the National Incident Management System (NIMS) compliance requirements. The Kenai Peninsula Borough is considered to be in full NIMS compliance if they have adopted and implemented the Federal Fiscal Year (FFY) 2010 compliance activities, as determined by the National Incident Management System Capability Assessment Support Tool (NIMSCAST). For FFY 2011, the NIMSCAST will be the required means to report NIMS compliance for future preparedness award eligibility. Completion of the FFY 2011 NIMCAST Metrics must be completed by September 30, 2012.
- c. The Kenai Peninsula Borough must complete the Local Capability Assessment by September 30, 2012.
- d. A jurisdiction expending \$500,000 or more in federal funds from any agency in the organization's fiscal year must conduct an organization-wide audit in accordance with *OMB Circular A-133*. Alaska's Single Audit Regulation 2 AAC 45 parallels the federal Single Audit Act Amendments of 1996 and OMB Circular A-133, and its purpose to promote accountability. Alaska's *Single Audit Regulation, 2 AAC 45*, parallels the federal *Single Audit Act Amendments of 1996* and *OMB Circular A-133*, and their purpose to promote accountability of state and federal financial assistance, and increase the efficiency of the monitoring process. The signatures on this MOU attest to Kenai Peninsula Borough's understanding and acceptance of the single audit requirements.
- e. Nothing in this MOU is intended to conflict with current laws or regulations of the State of Alaska or the Kenai Peninsula Borough. If a term of this MOU is inconsistent with such authority then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

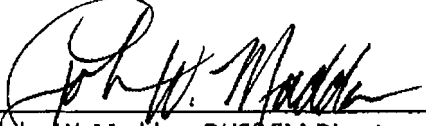
**7. EFFECTIVE DATE.** The terms of this MOU will become effective on the signed execution of this MOU.

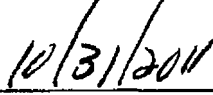
**8. MODIFICATION.** This agreement may be modified upon the mutual written consent of the parties.

**9. TERMINATION.** The terms of this MOU, as modified with the consent of both parties, will remain in effect until December 31, 2013. Either party, upon 30 days written notice to the other party, may terminate this MOU.



**APPROVED BY:**

  
\_\_\_\_\_  
John W. Madden, DHS&EM Director  
State of Alaska Signatory Official

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
David R. Carey, Mayor Mike Navarre, Mayor  
Jurisdiction Signatory Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Craig C. Chapman  
Jurisdiction Chief Financial Officer

\_\_\_\_\_  
Date

Introduced by: Mayor  
Date: 12/06/11  
Hearing: 01/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-42**

**AN ORDINANCE AUTHORIZING A LAND EXCHANGE WITH THE CITY OF  
SEWARD IN SUPPORT OF THE CITY'S PUBLIC UTILITY SERVICES**

1 **WHEREAS**, the City of Seward has developed plans for an office warehouse, electrical extension  
2 and site drainage in support of its public utility services; and

3 **WHEREAS**, the project design would be facilitated by redrawing common property boundaries of  
4 certain city and borough owned land; and

5 **WHEREAS**, the borough land is part of the Seward school campus which includes the Seward  
6 Elementary, Seward Middle and Seward High schools; and

7 **WHEREAS**, this project would result in improved pedestrian access between the Seward  
8 Elementary and Seward High schools; and

9 **WHEREAS**, the exchanged lands are of approximately equal area and are considered to be of  
10 approximately equal value; and

11 **WHEREAS**, the completion of this land exchange is subject to survey and plat; and

12 **WHEREAS**, the KPB Planning Commission at its regularly scheduled meeting of December 12,  
13 2011, recommended \_\_\_\_\_;

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

1 **SECTION 1.** That the Assembly finds that exchanging a 0.56-acre +/- portion of Lot 8A-1 for an  
2 0.56-acre +/- portion of Lot 6A-1, Fort Raymond Subdivision Replat No. 2, with the  
3 City of Seward pursuant to KPB 17.10.100 (C) & (D) is in the best interest of the  
4 borough.

5 **SECTION 2.** That the best interest of the borough finding is based on the following facts:

- 6 a) That the property being exchanged is of equal size and value.
- 7 b) That the city's project facilitated by this exchange includes trails and sidewalk  
8 improvements that would benefit the Seward school campus.
- 9 c) That the exchange has been negotiated fairly and is mutually beneficial for the  
10 residents of the Kenai Peninsula Borough and the City of Seward.

11 **SECTION 3.** That the City of Seward shall be responsible for all surveying and platting costs  
12 associated with this exchange.

13 **SECTION 4.** That the mayor is authorized to execute the exchange agreement substantially in the  
14 form of the one accompanying this ordinance and any and all additional documents  
15 necessary to effectuate this ordinance.

16 **SECTION 5.** That this ordinance shall take effect immediately upon its enactment.

17 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY**  
18 **OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



## **KENAI PENINSULA BOROUGH**

**Planning Department • Land Management Division**  
144 North Binkley Street • Soldotna, Alaska 99669-7520  
**PHONE:** (907) 714-2200 • **FAX:** (907) 714-2378  
Toll-free within the Borough: 1-800-478-4441, Ext. 2200  
[www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)

**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** *mn* Mike Navarre, Mayor  
*MB* Max Best, Planning Director

**FROM:** *mas* Marcus A. Mueller, Land Management Officer

**DATE:** December 23, 2011

**SUBJECT:** Ordinance 2011-42 Authorizing a Land Exchange with the City of Seward in support of the city's public utility services

The Kenai Peninsula Borough Planning Commission moved to postpone its action until the City of Seward could make a formal recommendation on this ordinance.

The City of Seward is currently in the process of bringing its own legislation forward to authorize the city to enter into the proposed exchange. The assembly will be advised of the city council's schedule for action.

The borough administration is also working with the new city administration on some language revisions to the exchange agreement. A revised draft exchange agreement is anticipated and will be presented to the assembly.

Postponement of this ordinance until February 14<sup>th</sup> is recommended.



## **KENAI PENINSULA BOROUGH**

PLANNING DEPARTMENT

144 North Binkley Street • Soldotna, Alaska 99669-7520

**PHONE:** (907) 714-2200 • **FAX:** (907) 714-2378

Toll-free within the Borough: 1-800-478-4441, Ext. 2200

[www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)

**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Mike Navarre, Borough Mayor *MN*

**FROM:** *MB* Max J. Best, Planning Director

**DATE:** December 15, 2011

**SUBJECT:** Ordinance 2011-42 authorizing a land exchange with the City of Seward in support of the city's public utility services

The Planning Commission reviewed the subject ordinance during their regularly scheduled December 12, 2011 meeting. A motion passed by majority consent to postpone the recommendation for approval. (*Bryson, Absent; Carluccio, Yes; Collins, Yes; Ecklund, Yes; Foster, Absent; Gross, Yes; Holsten, Yes; Isham, No; Lockwood, Yes; Martin, Absent; Parker, Yes; Ruffner, Yes; Tauriainen, No*)

Attached are the unapproved minutes of the subject portion of the meeting.

AGENDA ITEM F. PUBLIC HEARINGS

1. Ordinance 2011-42 authorizing a land exchange with the City of Seward in support of the city's public utility services

Memorandum & Staff Report given by Marcus Mueller

PC Meeting: 12/12/11

The City of Seward (City) has developed plans for an office warehouse, electrical extension and realignment of drainage to support its public utility services. The project design would be facilitated by redrawing common property boundaries of City and Borough owned property.

This land exchange proposal as brought to them by the City of Seward. The ordinance would authorize the exchange of lands on an equal area/equal value basis. They are working on developing some facilities around their backup electrical generation facility which is adjacent to the Seward School campus. To best configure their project, they proposed this land exchange basically readjusting the lot lines to create an equal area exchange of about ½ acre on each side of the lines. Each parcel is approximately 0.56 acres. The exchanged lands would be useful to the Kenai Peninsula Borough for school campus purposes. The City's project includes trail and sidewalk improvements which would benefit the school campus. In this project, there is a trail that serves the Seward Elementary school which will be rerouted by this project.

The land that the Borough receives from this land exchange is adjacent to more Borough land. They end up with a configuration that is equal or better for the Borough and a configuration that is right on target for the City of Seward's project. The school district has been in on the loop on this and has expressed no objection to the land exchange.

Your consideration of this ordinance is greatly appreciated.

**END OF MEMORANDUM & STAFF REPORT**

Pro Tem Chairman Parker opened the meeting for public comment. Seeing and hearing no one wishing to speak, Pro Tem Chairman Parker closed the public comment period and opened discussion among the Commission.

**MOTION:** Commissioner Ecklund moved, seconded by Commissioner Isham to recommend approval of Ordinance 2011-42.

Commissioner Ecklund asked if this proposal was reviewed by the Seward Planning & Zoning Commission or by the Seward City Council. Mr. Mueller replied he wasn't sure. Commissioner Ecklund thought that there needed to be a public hearing at the city level before a land swap or land sale could be done according to Seward City Ordinance.

Commissioner Tauriainen asked who requested this proposal. Mr. Mueller replied that he has been working with John Foutz, Utility Manager for the Seward Electric Department. He stated that last Spring he walked the property and discussed this project with Mr. Foutz. They put together a proposal to do an equal area value land exchange.

Commissioner Tauriainen asked if this project was brought before the City Council or the School District. Mr. Mueller replied that the Trail in the project has been discussed with the school district who was aware of it and supported the project. He stated that the City has its own process for it to go through and in order for this to take effect then approval from both sides needs to be received.

Commissioner Ruffner asked if this was a time sensitive issue. Mr. Mueller replied that it was not time sensitive for the Borough however there were project funding issues in effect for the City.

Commissioner Tauriainen commented that the commission was recommending approval based on the information that they have. Ultimately, the City of Seward and the Assembly has the say if this project actually

happens.

Commissioner Ecklund asked if she could vote against the motion since she made the motion for approval. Pro Tem Chairman Parker stated that all motions are made in a positive form but could vote against the motion to approve.

**ADDENDUM MOTION:** Commissioner Ecklund moved, seconded by Commissioner Holsten to postpone the recommendation for approval of Ordinance 2011-42 until the City of Seward reviews it and the Borough Planning Commission has the minutes in support of approval.

Commissioner Holsten supported postponement because she felt the City of Seward needed to review the proposal.

Commissioner Ecklund stated that the School District is in support of the project however she would like to see action taken by the City and that information included in the packet. She would also like to receive information from other school officials in support of the project.

Commissioner Tauriainen felt that this project was something the City would want to have done which would benefit the City so he wanted to get rid of the red tape on their end and recommend approval to the Assembly. He stated he was not in support of the motion.

Commissioner Collins stated she would vote in support of the motion because she felt that the City and the School District should have an opportunity to review the project.

There being no further comments or questions, Pro Tem Chairman Parker called for a roll call vote.

**VOTE:** The postponement motion passed by majority consent.

BRYSON ABSENT	CARLUCCIO YES	COLLINS YES	ECKLUND YES	FOSTER ABSENT	GROSS YES	HOLSTEN YES
ISHAM NO	LOCKWOOD YES	MARTIN ABSENT	PARKER YES	RUFFNER YES	TAURIAINEN NO	8 YES 2 NO 3 ABSENT

**AGENDA ITEM F. PUBLIC HEARINGS**

2. Vacate a portion of the 66-foot section line easement: 33-feet on each side of the line common to Sections 26 and 27, Township 1 North, Range 13 West; as shown on Mead Subdivision (Plat HM 2007-140); Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2011-176; Location: West of Mead Court in Clam Gulch

Staff Report given by Max Best

PC Meeting: 12/12/11

Purpose as stated in petition: The section line dissects property and goes nowhere. Access already exists with east-west section line from highway to the edge of bluff and adjacent properties. It is not used and part of the section line is over the side of the bluff and is unusable.

Petitioners: James H. and Muriel Mead of Alberton, Montana

Public notice appeared in the December 1 and December 8, 2011 issues of the Peninsula Clarion.

All surrounding property owners were notified by certified mailings as required by the code. Five (5) certified notices were mailed; one notice was hand delivered. No return receipts had been returned when the staff report was prepared.

Seventeen (17) regular mailings and were sent to agencies and interested parties. Six notices were sent to KPB Departments. Notices were mailed to the Clam Gulch Post Office and Kasilof Community Library to be



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



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

September 7, 2011

To: Kenai Peninsula Borough, Land Management Division

This letter is a land exchange proposal for the Kenai Peninsula Borough (KPB) to consider exchanging land with the City of Seward (COS) bordering Seward's Fort Raymond electric substation.

The land exchange would involve portion of KPB tax parcel ID # 14502620 and # 14502621. Four maps have been included for reference. The Autocad drawing shows the pieces of land initially proposed in the swap. The wide green line indicates the initially proposed sections; the borough would acquire the portion shown as 23,953 sqft and the City would acquire the section indicating 24,193 sqft.

This land Exchange would benefit both KPB and COS. The benefits to KPB include additional land options close to all the major schools in the Seward area and COS' willingness to construct additional sidewalk on Sea Lion Avenue to accommodate the foot traffic between the elementary school and the high school.

With the expected reroute of the bike path within city boundaries, the additional sidewalk will increase the safety of students, bikers and pedestrians, while creating a more direct route for the elementary students walking to the high school.

This exchange could also be accomplished by the following alternatives:

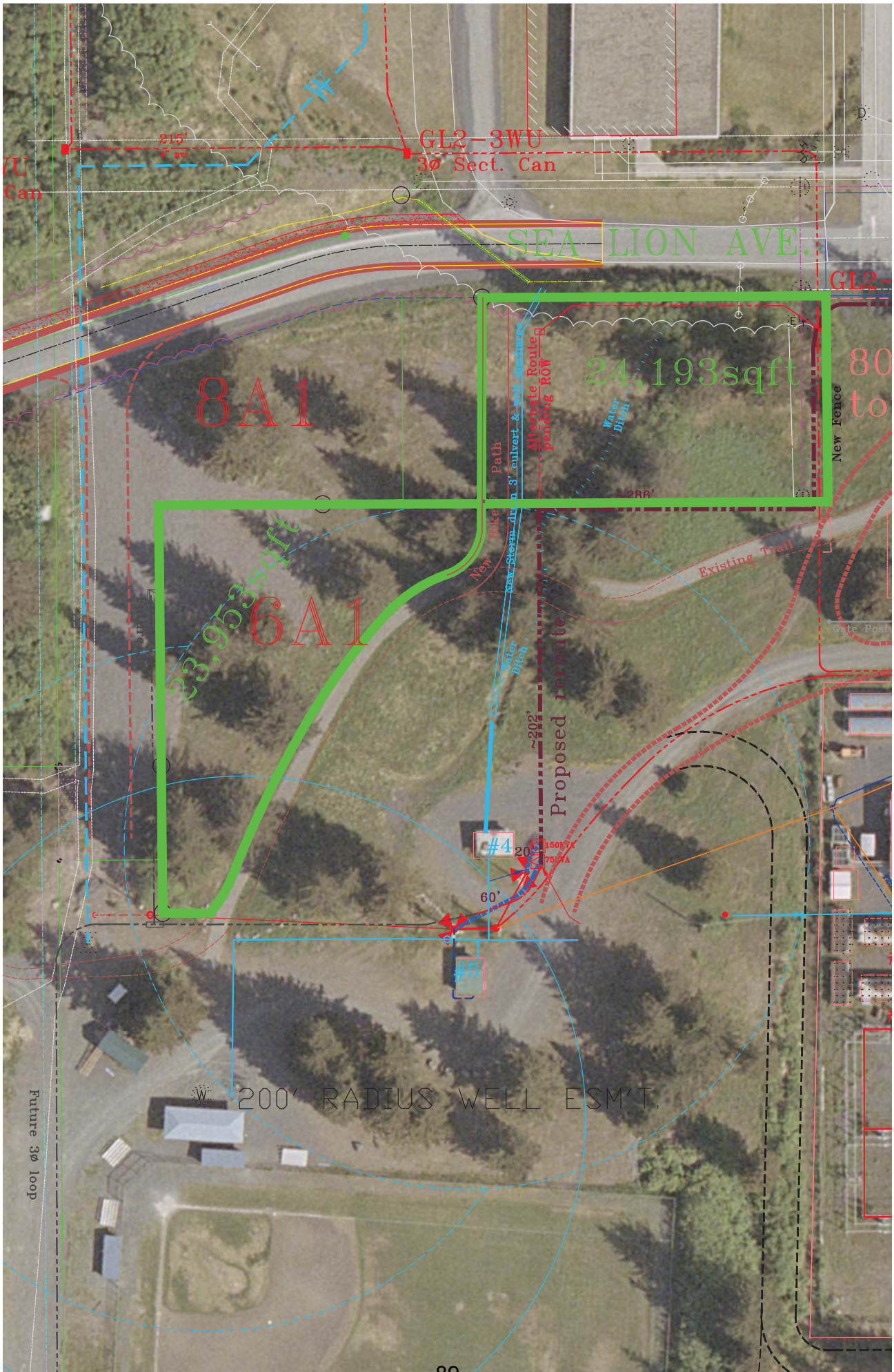
- 1) The borough can consider an exchange of land as yet undetermined.
- 2) COS purchase the land from KPB based on a fair market value appraisal.

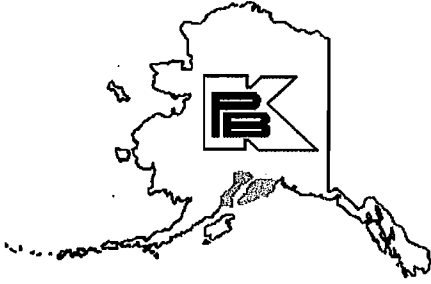
With this land exchange, any survey and replatting costs would be split by the two entities.

The City of Seward thanks you for considering this request. Please contact me at 907-224-4071 or by email at [jfoutz@cityofseward.net](mailto:jfoutz@cityofseward.net) for further information or questions.

Very Respectfully,

John Foutz  
Electric Utility Manager





## **KENAI PENINSULA BOROUGH**

**Planning Department • Land Management Division**  
144 North Binkley Street • Soldotna, Alaska 99669-7520  
**PHONE:** (907) 714-2200 • **FAX:** (907) 714-2378  
Toll-free within the Borough: 1-800-478-4441, Ext. 2200  
[www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)

**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Mike Navarre, Mayor *P.O. for M.M.*  
Max Best, Director of Planning *MB*  
Marcus A. Mueller, Land Management Officer *M.A.M.*

**FROM:** Keith Snarey, Land Management Agent *KS by M.M.*

**DATE:** November 23, 2011

**SUBJECT:** Ordinance 2011-42 authorizing a land exchange with the City of Seward in support of the city's public utility services

The City of Seward (City) has developed plans for an office warehouse, electrical extension and realignment of drainage to support its public utility services. The project design would be facilitated by redrawing common property boundaries of City and Borough owned property.

The attached ordinance would authorize the exchange of lands on an equal area/equal value basis. Each parcel is approximately 0.56 acres. The exchanged lands would be useful to the Kenai Peninsula Borough for school campus purposes. The City's project includes trail and sidewalk improvements which would benefit the school campus.

Your consideration of this ordinance is greatly appreciated.

**EXCHANGE AGREEMENT**

WHEREAS, the Kenai Peninsula Borough and the City of Seward are owners of certain real property that the City of Seward wishes to exchange; and

WHEREAS, the objectives are to construct an office/warehouse building that would become a barrier between the elementary school and a backup generation facility as well as additional sidewalk on Sea Lion Avenue to accommodate foot traffic between schools; and

WHEREAS, the parties have designed the exchange to include lands of approximate equal area and value;

NOW, THEREFORE, this Agreement is made on this \_\_\_\_ of \_\_\_\_\_, 2012, by and between the KENAI PENINSULA BOROUGH, an Alaska municipal corporation, whose address is 144 North Binkley Street, Soldotna, Alaska 99669 (hereinafter referred to as "KPB"), pursuant to KPB Ordinance 2011-\_\_ enacted \_\_\_\_\_, 2012, and the City of Seward, an Alaska municipal corporation, whose address is P.O. BOX 167 Seward, AK 99664-0167 (hereinafter referred to as "CITY OF SEWARD").

1. KPB PARCEL

Subject to other applicable provisions of this Agreement, for good and valuable consideration, the KPB will convey all interest it has in the following described parcel of land ("KPB Property") to CITY OF SEWARD. The KPB makes no warranties, express or implied, nor assumes any liability whatsoever, regarding the social, economic, or environmental aspects of the KPB Property, including, without limitation, the soil conditions, water drainage, access, natural or artificial hazards that may exist, or the merchantability, profitability or fitness of the KPB Property for any particular purpose. CITY OF SEWARD shall have 30 days from the date of this agreement in which to inspect title to KPB Property and associated title records. If CITY OF SEWARD determine said title to be unacceptable, CITY OF SEWARD may cancel this agreement without penalty by written notice. If no such notice is given, it shall be deemed that CITY OF SEWARD accept title to KPB Property after having had a full opportunity to inspect the KPB Property and associated title records, and have determined them suitable for the purposes addressed by this Agreement.

### **Property Description**

A 0.56 Acre +/- portion of Lot 8A-1 Fort Raymond Subdivision Replat No. 2 according to plat no. 2002-18 Seward Recording District, as shown on attached Exhibit A; subject to modification upon field survey and final platting action.

#### **2. CITY OF SEWARD PARCEL**

Subject to other applicable provisions of this Agreement, for good and valuable consideration, the CITY OF SEWARD will convey all interest it has in the following described parcel of land ("CITY OF SEWARD Property") to KPB. The CITY OF SEWARD makes no warranties, express or implied, nor assumes any liability whatsoever, regarding the social, economic, or environmental aspects of the CITY OF SEWARD Property, including, without limitation, the soil conditions, water drainage, access, natural or artificial hazards that may exist, or the merchantability, profitability or fitness of the CITY OF SEWARD Property for any particular purpose. KPB shall have 30 days from the date of this agreement in which to inspect title to CITY OF SEWARD Property and associated title records. If KPB determine said title to be unacceptable, KPB may cancel this agreement without penalty by written notice. If no such notice is given, it shall be deemed that KPB accept title to CITY OF SEWARD Property after having had a full opportunity to inspect the CITY OF SEWARD Property and associated title records, and have determined them suitable for the purposes addressed by this Agreement.

### **Property Description**

A 0.56 Acre +/- portion of Lot 6A-1 Fort Raymond Subdivision Replat No. 2 according to plat no. 2002-18 Seward Recording District, as shown on attached Exhibit A; subject to modification upon field survey and final platting action.

#### **3. CONSIDERATION**

KPB and CITY OF SEWARD agree that the property subject to this exchange is of similar value, and each party is benefitted by this exchange for their respective purposes, and therefore the land received by each party is the full consideration for the land conveyed under this agreement.

4. TITLE

A. KPB PROPERTY

Title shall be delivered to CITY OF SEWARD at time of closing by **quitclaim deed**. KPB conveys only its interest in the property, if any, without warranty of any kind or nature whatsoever. Title shall also be subject to reservations, easements, rights-of-way, covenants, conditions and restrictions of record.

B. CITY OF SEWARD PROPERTY

Title shall be delivered to KPB at time of closing by **quitclaim deed**. CITY OF SEWARD conveys only its interest in the property, if any, without warranty of any kind or nature whatsoever. Title shall also be subject to reservations, easements, rights-of-way, covenants, conditions and restrictions of record.

5. ESCROW AND CLOSING COSTS

Unless agreed otherwise, KPB and CITY OF SEWARD will be responsible for their respective costs under this Agreement. CITY OF SEWARD will be responsible for surveying and platting costs associated with this exchange. Settlement for costs shall occur no later than the date of closing. Property taxes shall be fully paid for each property by its current owner prior to closing.

6. CLOSING

Unless otherwise agreed in writing, closing will occur within 90 days of plat recordation. KPB and CITY OF SEWARD will execute all documents required to complete the Agreement including signing required plat documents and, if applicable, establish an escrow account.

7. POSSESSION

Possession shall be delivered at time of recording.

8. BREACH REMEDY

Prior to closing of the sale, in the event that KPB or CITY OF SEWARD fail to make any payment required, or fail to submit or execute any and all documents and papers necessary for closing and transfer of title within the time period specified in this agreement, the other party may terminate this agreement.

9. MUTUAL DEFENSE AND INDEMNIFICATION

Each party shall indemnify, defend, save and hold the other party, their elected and appointed officers, agents and employees, harmless from any and all claims, demands, suits, or liability of any nature, kind or character including costs, expenses, and attorneys fees resulting from their own performance or failure to perform in accord with the terms of this Agreement in any way whatsoever. This defense and indemnification responsibility includes claims alleging acts or omissions by the other party or their agents which are said to have contributed to the losses, failure, violations, or damage. However, neither party shall not be responsible for any damages or claim arising from the sole negligence or willful misconduct of the other party, their agents, or employees.

10. HAZARDOUS MATERIAL

Both parties covenant and agree that no hazardous substances or wastes shall be located on or stored on either property prior to closing.

11. ASSIGNMENTS

This agreement may not be assigned.

12. MISCELLANEOUS

A. Entire Agreement. This Agreement and the documents referred to herein contain the entire agreement of the parties with respect to the subject matter hereof. Any changes additions or deletions hereto must be made in writing and signed by both parties. Provisions of this agreement, unless inapplicable on their face, shall be covenants constituting terms and conditions of the exchange, and shall continue in full force and effect and will survive closing.

- B. Residential Real Property Transfers Act. The parties mutually agree that this transfer will not be covered by the Residential Real Property Transfers Act, AS 34.70.010 et seq.
- C. Development. Both parties agree to comply with all federal, state, borough and city regulations regarding use and development of the property, which includes but is not limited to State of Alaska, Department of Environmental Conservation regulations regarding water and sewer installation, and, if applicable, regulations of the U.S. Army Corps of Engineers regarding filling or draining any area within the property designated as wetlands by the appropriate authority.
- D. Time. Time is of the essence in performance of this Agreement.
- E. Cancellation. This agreement, while in good standing, may be canceled in whole or in part, at any time, upon mutual written agreement. This exchange agreement is subject to cancellation in whole or in part if improperly issued through error in procedure or with respect to material facts.
- F. Entry or Re-entry. In the event that this agreement is terminated, canceled or forfeited, the owner or its agents, servants or representatives, may immediately or any time thereafter, enter or re-enter and resume possession of said lands or such part thereof, and remove all persons and property therefrom either by summary proceedings or by a suitable action or proceeding at law or equity without being liable for any damages therefor.
- G. Fire Protection. Both parties shall take all reasonable precautions to prevent, and take all reasonable actions to suppress destructive and uncontrolled grass, brush, and forest fires on the land under agreement, and comply with all laws, regulations and rules promulgated and enforced by the protection agency responsible for forest protection within the area wherein the demised premises are located.
- H. Notice. Any notice or demand, which under the terms of this agreement or under any statute must be given or made by the parties thereto, shall be in writing, and be given or made by registered or certified mail, addressed to the other party at the address shown on the contract. However, either party may designate in writing such other address to which such notice of demand shall thereafter be so given, made or mailed. A notice given hereunder shall be deemed received when deposited in a U.S. general or branch post office by the addressor.



- I. Responsibility of Location. It shall be the responsibility of each party to properly locate improvements on the subject parcels.
- J. Rights of Mortgagee or Lienholder. In the event of cancellation or forfeiture of a sale agreement for cause, the holder of a properly recorded mortgage, conditional assignment, or collateral assignment will have the option to acquire the agreement for the unexpired term thereof, subject to the same terms and conditions as in the original instrument
- K. Sanitation. Greens agree to comply with all regulations or ordinances which a proper public authority in its discretion shall promulgate for promotion of sanitation. Premises under purchase agreement shall be kept in a clean and sanitary condition and every effort shall be made to prevent any pollution of waters and lands.
- L. Construction. This Agreement shall be deemed to have been jointly drafted by both parties. It shall be constructed according to the fair intent of the language as a whole, not for or against any party. The interpretation and enforcement of this Agreement shall be governed by the laws of the State of Alaska. The titles of sections in this Agreement are not to be construed as limitations of definitions but are for identification purposes only.

This Agreement has been executed by the parties on the day and year first above written.

KENAI PENINSULA BOROUGH

CITY OF SEWARD

\_\_\_\_\_  
Mike Navarre, Mayor

\_\_\_\_\_  
James Hunt, City Manager

ATTEST:

ATTEST:

\_\_\_\_\_  
Johni Blankenship  
Borough Clerk

\_\_\_\_\_  
Johanna Kinney  
City Clerk

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
Holly B. Montague  
Deputy Borough Attorney

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA                    )  
  )ss.  
THIRD JUDICIAL DISTRICT        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by Mike Navarre, Mayor of the Kenai Peninsula Borough, an Alaska municipal corporation, for and on behalf of the corporation.

\_\_\_\_\_  
Notary Public in and for Alaska  
My commission expires: \_\_\_\_\_

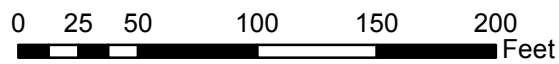
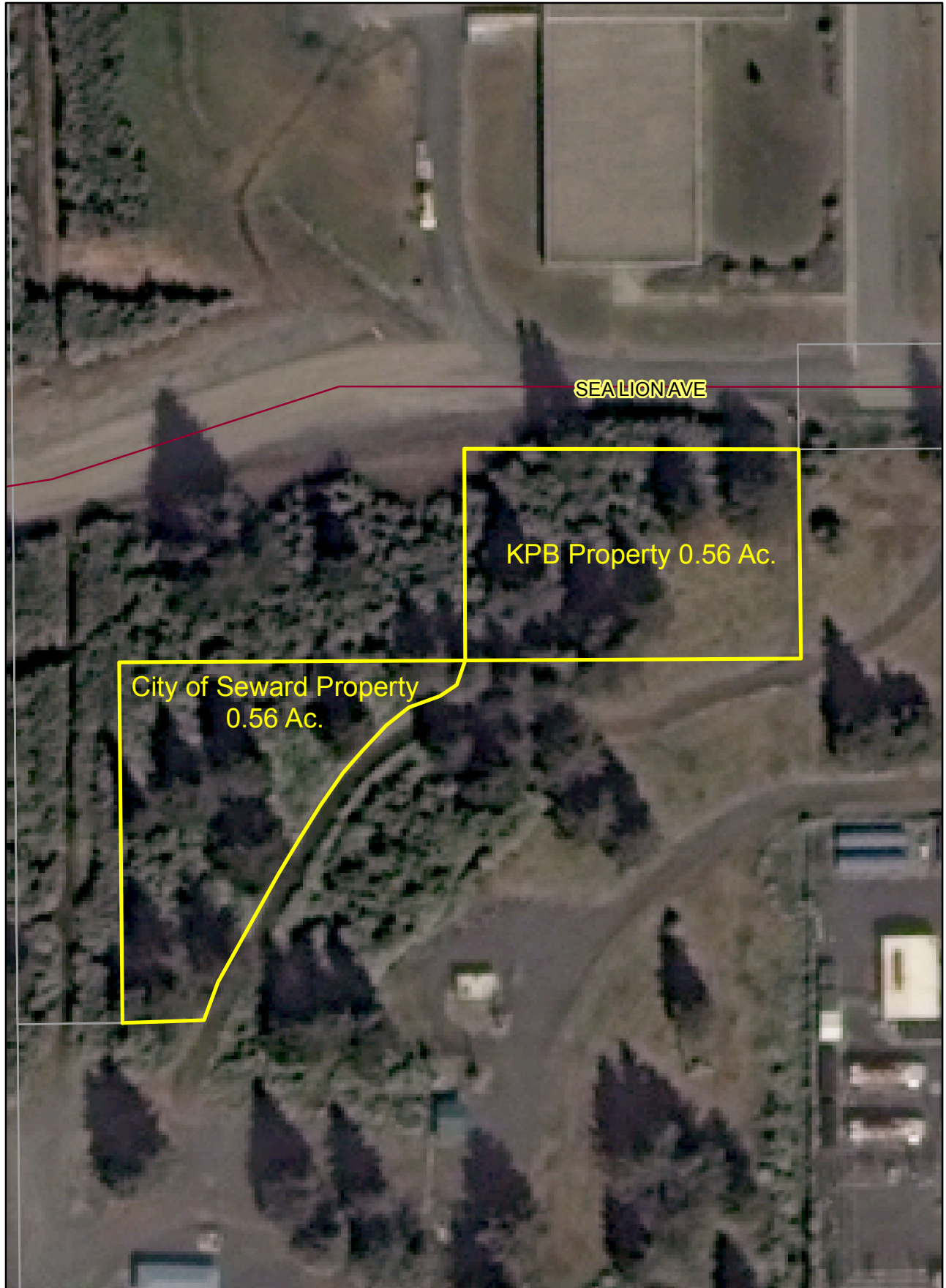
NOTARY ACKNOWLEDGMENT

STATE OF ALASKA                    )  
  )ss.  
THIRD JUDICIAL DISTRICT        )

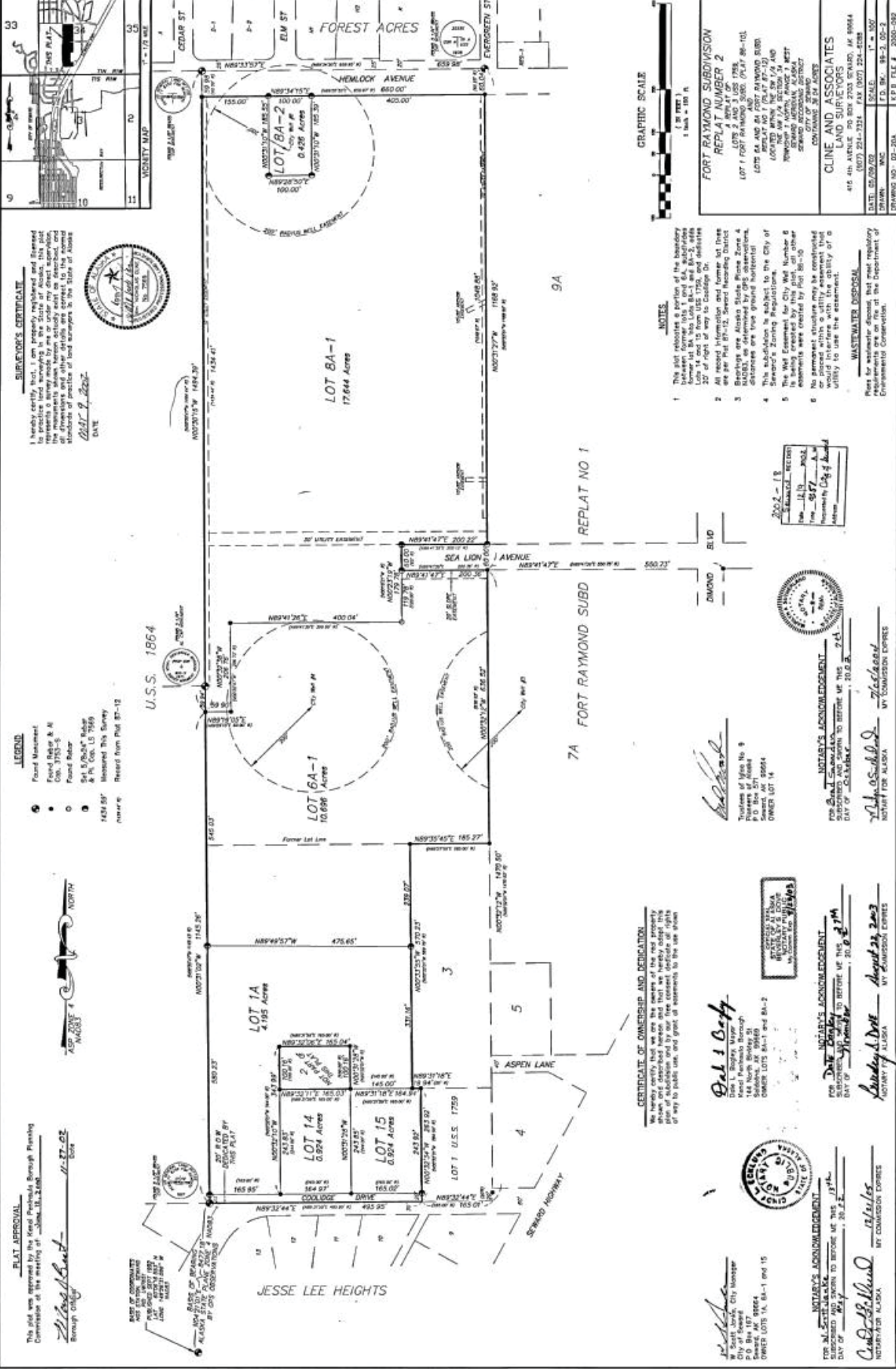
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by James Hunt, City Manager of the CITY OF SEWARD, an Alaska municipal corporation, for and on behalf of the corporation.

\_\_\_\_\_  
Notary Public in and for Alaska  
My commission expires: \_\_\_\_\_

Exhibit A  
KPB/Seward Land Exchange



KRS 11/17/11



**SURVEYOR'S CERTIFICATE**  
 I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska; this plat and the measurements shown herein were taken and reduced in accordance with the provisions of the Alaska Statutes and the standards of the National Society of Professional Surveyors.  
 DATE: 08/27/2003  
 SURVEYOR: [Signature]

**LEGEND**  
 Found Monument  
 Corner  
 Found Marker  
 5/4 S 89°34' W 156.84' & Pk. Con. LS 7569  
 1424.89' Measured This Survey  
 Based on Plat 87-12

**PLAT APPROVAL**  
 This plat was approved by the Kenai Peninsula Borough Planning Commission at its meeting of August 11, 2003.  
 [Signature]  
 Borough Clerk



**NOTES**  
 1. The plat shows a portion of the boundary between former (1981) City 6A, subdivisions Lots 14 and 15, and former (1981) City 8A-1, subdivisions Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.  
 2. All record information and former lot lines are per Plat 87-12, Second Replat District of Kenai, Alaska, dated 08/27/2003.  
 3. BOUNDARIES ARE TO BE DETERMINED BY OBSERVATIONS AND DISTANCES ARE TO BE DETERMINED BY THIS PLAT.  
 4. This subdivision is subject to the City of Kenai's Zoning Regulations, Chapter 16.05, which are hereby incorporated by reference.  
 5. The plat shows the location of the easement for the utility line shown on the plat, all other easements were created by Plat 88-10.  
 6. No permanent structures may be constructed on the land shown on this plat without the approval of the City of Kenai.

**FOR TOWN OF KENAI**  
 I hereby certify that this plat is a true and correct copy of the original plat on file in the office of the City Clerk.  
 [Signature]  
 City Clerk

**NOTARY'S ACKNOWLEDGEMENT**  
 I, Notary Public, do hereby certify that the above and foregoing plat was presented to me by the owner of the land shown on the plat and that I have examined the plat and the original plat on file in the office of the City Clerk and find that the same is a true and correct copy of the original plat on file in the office of the City Clerk.  
 [Signature]  
 Notary Public

**CERTIFICATE OF OWNERSHIP AND DESIGNATION**  
 We, the undersigned, do hereby certify that the above and foregoing plat was presented to us by the owner of the land shown on the plat and that we have examined the plat and the original plat on file in the office of the City Clerk and find that the same is a true and correct copy of the original plat on file in the office of the City Clerk.  
 [Signature]  
 Owners

**NOTARY'S ACKNOWLEDGEMENT**  
 I, Notary Public, do hereby certify that the above and foregoing plat was presented to me by the owner of the land shown on the plat and that I have examined the plat and the original plat on file in the office of the City Clerk and find that the same is a true and correct copy of the original plat on file in the office of the City Clerk.  
 [Signature]  
 Notary Public

**FOR TOWN OF KENAI**  
 I hereby certify that this plat is a true and correct copy of the original plat on file in the office of the City Clerk.  
 [Signature]  
 City Clerk

**FOR TOWN OF KENAI**  
 I hereby certify that this plat is a true and correct copy of the original plat on file in the office of the City Clerk.  
 [Signature]  
 City Clerk

**FOR TOWN OF KENAI**  
 I hereby certify that this plat is a true and correct copy of the original plat on file in the office of the City Clerk.  
 [Signature]  
 City Clerk

**FOR TOWN OF KENAI**  
 I hereby certify that this plat is a true and correct copy of the original plat on file in the office of the City Clerk.  
 [Signature]  
 City Clerk

**FOR TOWN OF KENAI**  
 I hereby certify that this plat is a true and correct copy of the original plat on file in the office of the City Clerk.  
 [Signature]  
 City Clerk

**FOR TOWN OF KENAI**  
 I hereby certify that this plat is a true and correct copy of the original plat on file in the office of the City Clerk.  
 [Signature]  
 City Clerk

# KPB/Seward Land Exchange



0 85 170 340 510 680 Feet

100

KRS 11/17/11

Introduced by: Murphy, Smith  
Date: 12/06/11  
Hearing: 01/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-43**

**AN ORDINANCE AMENDING KPB 22.40.010 REGARDING SCHEDULING  
ASSEMBLY MEETINGS**

1 **WHEREAS**, the borough code presently provides that regular meetings of the assembly shall  
2 be held on the first and third Tuesday of each month, that special meetings may be  
3 called as provided by statutes, and that the assembly may by resolution or motion  
4 provide for holding any particular meeting on another day, at another time or  
5 another place; and

6 **WHEREAS**, since enactment of the provision allowing for holding meetings at another day,  
7 time or place the assembly has on occasion held less than two meetings per  
8 month; and

9 **WHEREAS**, Alaska Statute 29.20.160(b) provides that a governing body shall hold at least one  
10 regular meeting each month unless otherwise provided by ordinance; and

11 **WHEREAS**, throughout the year scheduling conflicts occur such that the borough's and the  
12 assembly's best interest are served if the assembly has the flexibility to schedule  
13 less than two meetings per month and the code should be clarified accordingly;

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

16 **SECTION 1.** That KPB 22.40.010 is amended as follows:

1 **22.40.010. - Time and place—Regular—Special.**

2 A. The assembly shall by resolution or motion establish the date and place for assembly  
3 meetings by approving a calendar for the upcoming year. The assembly shall meet at  
4 least once each month. [REGULAR MEETINGS OF THE ASSEMBLY SHALL BE HELD ON  
5 THE FIRST AND THIRD TUESDAY OF EACH MONTH AT 7:00 P.M. IN THE ASSEMBLY ROOM  
6 OF THE BOROUGH ADMINISTRATION BUILDING.]

7 B. Special meetings may be called as provided by Alaska Statutes.

8 C. The assembly may by resolution or motion amend the meeting calendar during the  
9 year. [PROVIDE FOR HOLDING ANY PARTICULAR MEETING ON ANOTHER DAY, AT  
10 ANOTHER TIME, OR PLACE.] The resolution or motion shall set forth the reason for the  
11 change.

12 D. Public notice of all assembly [THE] meetings shall be provided to at least one  
13 newspaper of general circulation in each community of the borough, if any.

14 **SECTION 2.** That this ordinance takes effect immediately upon its enactment.

15 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
16 **DAY OF \* 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



## **KENAI PENINSULA BOROUGH**

144 North Binkley Street • Soldotna, Alaska 99669-7520  
Toll-free within the Borough: 1-800-478-4441  
**PHONE:** (907) 262-4441 • **FAX:** (907) 262-1892  
[www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)

**MIKE NAVARRE  
BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor

**FROM:** Linda Murphy, Assembly Member *JB for L. M.*  
Bill Smith, Assembly Member *Bill Smith*

**DATE:** November 23, 2011

**SUBJECT:** Ordinance 2011-43, amending KPB 22.40.010 regarding scheduling assembly meetings

The code currently provides for regular assembly meetings to be held the first and third Tuesday of each month and authorizes the assembly to change meeting dates or provide for additional meetings by resolution or motion. Since 1978 the assembly has calendared less than two meetings for one to three months each year. This meets statutory standards which require the assembly to meet once per month. This ordinance would amend the code to provide that the assembly shall set the calendar for the full year ahead and allows it the flexibility to provide for one meeting for some of those months. It should also be clarified to enable the assembly to amend that calendar during the year should something arise requiring the preapproved calendar to be revised to either change a meeting date or delete a meeting.

Your favorable consideration of this ordinance would be appreciated.



Introduced by: Legislative Committee  
Date: 01/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2012-001**

**A RESOLUTION ESTABLISHING KENAI PENINSULA BOROUGH STATE CAPITAL  
PROJECT PRIORITIES FOR THE YEAR 2012**

1 **WHEREAS**, the Twenty-Seventh Legislature, Second Session, will consider adoption of the  
2 State's operating and capital budget during the session convening January 17,  
3 2012; and

4 **WHEREAS**, the Assembly finds it is in the best interest of the borough to establish priorities  
5 for capital projects which can be submitted to the State for possible funding;

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

8 **SECTION 1.** That the borough priorities for capital projects for the Year 2012, as shown in the  
9 document entitled, "Kenai Peninsula Borough State Funding Priorities – 2012,"  
10 on file in the Clerk's Office, are hereby adopted.

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

13 **SECTION 3.** That this resolution becomes effective immediately upon its adoption.

1 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 3RD**  
2 **DAY JANUARY, 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:

Introduced by:

Mayor

Date:

01/03/12

Action:

Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2012-002**

**A RESOLUTION AUTHORIZING COMMUNITY REVENUE SHARING PROGRAM  
EXPENDITURES FOR KASILOF AND NINILCHIK**

1 **WHEREAS**, the Alaska State Legislature has provided funding to municipalities and  
2 unincorporated communities through the Community Revenue Sharing Program,  
3 hereinafter referred to as “Program;” and

4 **WHEREAS**, AS 29.60.865 and 3 AAC 180.070 requires the assembly of a borough or unified  
5 municipality to adopt a resolution identifying those unincorporated communities  
6 located within its municipal boundaries that the assembly determines meet the  
7 Program eligibility criteria established under AS 29.60.865, AS 29.60.879, and 3  
8 AAC 180.110; and

9 **WHEREAS**, the borough assembly approved the list of 27 unincorporated communities within  
10 the Kenai Peninsula Borough that are eligible for participation in the State’s FY12  
11 Program by way of Resolution 2011-043; and

12 **WHEREAS**, community meetings were held throughout the borough as well as direct mail and  
13 electronic communications to provide Program information to community  
14 residents and eligible nonprofit or tribal entities; and

15 **WHEREAS**, the borough assembly approved acceptance of program funds and appropriated  
16 \$545,400 to a project contingency account through enactment of Ordinance 2011-  
17 19-06; and

18 **WHEREAS**, the Program allows funds to be used for any public purpose at the discretion of  
19 the local governing body and as allowed by state statutes and borough code; and

1 **WHEREAS**, the funding allocations for the unincorporated communities of Kasilof and  
2 Ninilchik were not correct as approved in Resolution 2011-106; and

3 **WHEREAS**, this resolution corrects the fund distribution among the qualified nonprofit entities  
4 that will complete public projects or services for their respective unincorporated  
5 communities;

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

8 **SECTION 1.** That the Mayor is authorized to enter into grant agreements and any other  
9 documents necessary with the nonprofit organizations on behalf of the qualified  
10 unincorporated communities for public projects that benefit the community as  
11 identified in the following chart:

<b>FY12 COMMUNITY REVENUE SHARING</b>			
<b>Recipients and Projects</b>			
<b>Community</b>	<b>Recipient</b>	<b>Project</b>	<b>Amount</b>
Kasilof	Kasilof Historical Society	Building and land improvements	\$10,150
	Kasilof Cohoe Cemetery	Land access and improvements	\$9,454
Ninilchik	Ninilchik Community Library	Library supplies	\$3,920
	Ninilchik Fair Association	Operation/Teen Recreation Pgrm	\$7,844
	Ninilchik Volunteer Fire Station	Training and general ops	\$3,920
	Ninilchik Senior Center	General operations	\$3,920

12 **SECTION 2.** That each eligible non-profit entity representing an unincorporated community  
13 shall enter into a grant agreement with the borough prior to receipt of any revenue  
14 sharing funds.

1 **SECTION 3.** To the extent this resolution conflicts with Resolution 2011-106 this resolution  
2 supersedes Resolution 2011-106. All other provisions of Resolution 2011-106  
3 remain in full force and effect.

4 **SECTION 4.** This resolution shall become effective immediately upon adoption.

5 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 3RD**  
6 **DAY OF JANUARY, 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



## KENAI PENINSULA BOROUGH GRANTS MANAGEMENT

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### MEMORANDUM

MIKE NAVARRE  
BOROUGH MAYOR

**TO:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *Mike Navarre*  
Craig Chapman, Finance Director *C Chapman*

**FROM:** Brenda Ahlberg, Community & Fiscal Projects Manager *B Ahlberg*

**DATE:** December 22, 2011

**SUBJECT:** Resolution 2012- 002, authorizing Community Revenue Sharing Program expenditures for Kasilof and Ninilchik

---

Resolution 2011-106 listed the public projects or services to be completed by each entity; however, the allocations were not correctly distributed as requested by the residents of Kasilof and Ninilchik.

This resolution recognizes the projects and corrected fund allocations per the non-profit entities representing the unincorporated communities of Kasilof and Ninilchik.

The Community Revenue Sharing Program is managed by Brenda Ahlberg, the Community & Fiscal Projects Manager.

Introduced by: Mayor  
Date: 12/06/11  
Action: Adopted as Amended  
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2011-106**

**A RESOLUTION AUTHORIZING COMMUNITY REVENUE SHARING PROGRAM  
EXPENDITURES FOR UNINCORPORATED COMMUNITIES**

**WHEREAS,** the Alaska State Legislature has provided funding to municipalities and unincorporated communities through the Community Revenue Sharing Program, hereinafter referred to as "Program;" and

**WHEREAS,** AS 29.60.865 and 3 AAC 180.070 require the assembly of a borough or unified municipality to adopt a resolution identifying those unincorporated communities located within their municipal boundaries that the assembly determines meet the Program eligibility criteria established under AS 29.60.865, AS 29.60.879, and 3 AAC 180.110; and

**WHEREAS,** the borough assembly approved the list of 27 unincorporated communities within the Kenai Peninsula Borough that are eligible for participation in the State's FY12 Program by way of Resolution 2011-043; and

**WHEREAS,** community meetings were held throughout the borough as well as direct mail and electronic communications to provide Program information to community residents and eligible nonprofit or tribal entities; and

**WHEREAS,** the assembly approved acceptance of Program funds and appropriated \$545,400 to a project contingency account through enactment of Ordinance 2011-19-06; and

**WHEREAS,** the Program allows funds to be used for any public purpose at the discretion of the local governing body and as allowed by state statutes and borough code; and

**WHEREAS,** the non-profit corporations representing the communities of Anchor Point, Bear Creek, Clam Gulch, Cohoe, Cooper Landing, Crown Point, Diamond Ridge, Fritz Creek, Funny River, Hope, Kachemak Selo, Kalifornsky Beach, Kasilof, Lowell Point, Moose Pass, Nikiski, Ninilchik, Nikolaevsk, Port Graham, Primrose, Razdolna, Seldovia, Sterling and Tyonek have submitted grant requests to fund community projects; and

**WHEREAS,** it is in the best interest of the borough and the communities to approve the proposed projects and to distribute community revenue sharing funds to eligible non-profit or tribal entities;

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

**SECTION 1.** That the Mayor is authorized to enter into grant agreements and any other documents necessary with tribal or nonprofit organizations on behalf of the qualified unincorporated communities for public projects that benefit the community as identified in the following chart:

<b>FY12 COMMUNITY REVENUE SHARING Recipients and Projects</b>			
<b>Community</b>	<b>Recipient</b>	<b>Project</b>	<b>Amount</b>
Anchor Point	Anchor Point Public Library	Operations	\$ 7,834
	Anchor Point Senior Center	Community center repairs	\$8,434
	Snomads	Trail and safety programs	\$3,336
Bear Creek	Bear Creek Volunteer and Emergency Medical Services (Includes FY10 remaining funds in the amount of \$9,802)	EMS equipment/supplies	\$19,604
Clam Gulch	Caribou Cabin Hoppers	Trail maintenance and access	\$19,604
Cohoe	Kasilof Public Library (located in Cohoe)	Operations	\$9,802
	Tustamena 200	Equipment/supplies	\$9,802
Cooper Landing	Cooper Landing Community Club	Community projects	\$19,604
Crown Point	Moose Pass Volunteer Fire	EMS equipment/supplies	\$19,604
Diamond Ridge	Kachemak Ski Club	Youth activities	\$4,901
	KESA VFA	Emergency supplies/equipment	\$4,901
	Kachemak Nordic Ski Club	Trail equipment	\$4,901
	Snomads	Trail maintenance	\$4,901
Fritz Creek	Kachemak Nordic Ski Club	Trail maintenance	\$4,802
	KESA VFA	EMS equipment	\$10,000
	Snomads	Search & rescue, trail maintenance, signage	\$4,802
Funny River	Chamber of Commerce	Community hall improvements	\$19,604
Hope	Hope Inc	Community projects	\$19,604
Kachemak Selo	Kachemak Selo Community Council	Playground improvements	\$19,604
Kalifornsky Beach	Cook Inlet Aquacultural Center	Public meeting room improvements	\$2,451
	Tsalteshi Trails Assoc	Trail improvements	\$2,451
	KP Food Bank	Complete storage expansion	\$14,702



Kasilof	Kasilof Historical Society	Building and land Improvements	\$9,802
	Kasilof Cohoe Cemetery	Land access and Improvements	\$9,802
Lowell Point	Lowell Point Community Council	Community/EMS Center Improvements	\$19,604
Moose Pass	Moose Pass Volunteer Fire Station	EMS equipment/supplies	\$19,604
Nikiski	Nikiski Community Council	General operations	\$19,604
Ninilchik	Ninilchik Community Library	Library supplies	\$4,901
	Ninilchik Fair Association	Operation/Teen Recreation Program	\$4,901
	Ninilchik Volunteer Fire Station	Training and general ops	\$4,901
	Ninilchik Senior Center	General operations	\$4,901
Nikolaevsk	Nikolaevsk Inc.	Multi-use facility site development, utilities, youth/adult recreation programs	\$19,604
Port Graham	Port Graham Village Council	Water and EMS services	\$19,604
Primrose	Moose Pass Volunteer Fire	EMS equipment/supplies	\$19,604
Razdolna	Village of Razdolna	Playground Improvements	\$19,604
Salamatof	AK Children's Institute of Performing Arts	Bldg Improvements/utilities	\$19,604
Seldovia Village	Seldovia Village Tribe	Volunteer Fire Station operations	\$19,604
Sterling	Sterling Head Start Program	Facility repairs/general ops	\$13,071
	Sterling Senior Center	General operations	\$6,533
Tyonek	Boys & Girls Clubs of Southcentral	Elder and youth program	\$19,604

**SECTION 2.** That each eligible non-profit or tribal entity, representing an unincorporated community, shall enter into a grant agreement with the borough prior to receipt of any revenue sharing funds.

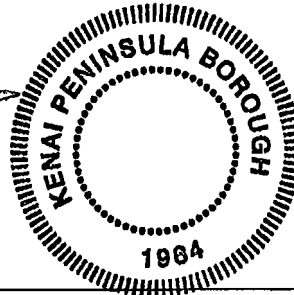
**SECTION 3.** This resolution shall become effective immediately upon adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF DECEMBER, 2011.**

  
 Gary Knopp, Assembly President

ATTEST:

  
 Johni Blankenship, Borough Clerk



Introduced by: Mayor  
Date: 01/03/12  
Shortened Hearing: 01/17/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-64**

**AN ORDINANCE APPROPRIATING SUPPLEMENTAL FUNDING OF \$25,276 TO  
COVER SOFTWARE MAINTENANCE ON THE CAD SYSTEM INSTALLED AT THE  
911 CALL CENTER**

1 **WHEREAS**, the borough's new 911 Computer Aided Dispatch (CAD) system went live in  
2 September, 2011; and

3 **WHEREAS**, as part of the purchase and installation of the new 911 CAD system, the borough  
4 entered into a maintenance agreement with New World System for maintenance  
5 of the software; and

6 **WHEREAS**, the software agreement goes into effect January 1, 2012; and

7 **WHEREAS**, the annual cost of the maintenance agreement for calendar year 2012 is \$50,552,  
8 of which \$25,276 is for the period January 1, 2012 to June, 30, 2012 (FY2012);  
9 and

10 **WHEREAS**, a supplemental appropriation is needed to provide the necessary funding for  
11 FY2012 as this expenditures was not included in the annual budget;

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

14 **SECTION 1.** That \$25,276 is appropriated from the borough's General Fund, fund balance to  
15 account 100.94910.00000.50264, transfer to the 911 Special Revenue Fund and  
16 is appropriated in the 911 Special Revenue Fund, account

1                   264.11255.00000.43011 contract services, to cover the cost of the 911 CAD  
2                   software maintenance agreement for the period January 1, 2012 to June 30, 2012.

3   **SECTION 2.** That this ordinance takes effect immediately upon its enactment.

4   **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
5   **DAY OF \* 2012.**

---

Gary Knopp, Assembly President

ATTEST:

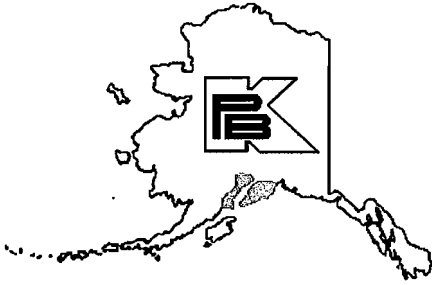
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Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



## KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520  
Toll-free within the Borough: 1-800-478-4441  
PHONE: (907) 262-4441 • FAX: (907) 262-1892  
www.borough.kenai.ak.us

MIKE NAVARRE  
BOROUGH MAYOR

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *Mike Navarre*

**FROM:** Tammy Goggia, 911 Operations Manager *Tammy Goggia*  
Craig Chapman, Director of Finance *C. Chapman*

**DATE:** December 22, 2011

**SUBJECT:** Ordinance 2011-19-b4, appropriating \$25,276 for a maintenance agreement on the 911 CAD system software

The borough's new 911 Computer Aided Dispatch (CAD) system went live in September 2011. As part of the purchase agreement with New World System, the 911 software vendor, the borough entered into a software maintenance agreement which goes into effect January 1, 2012. The annual cost for this agreement is \$50,552, of which \$25,276 is for the period January 1, 2012 through June 30, 2012 (FY2012).

The 911 department did not budget for this expenditure and a supplemental appropriation is needed to provide the necessary funding in FY2012.

Shortened hearing is requested to adequately fund the agreement as soon as possible given that it is effective January 1, 2012.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>100.27900 FB</u>	
Amount <u>\$25,276 —</u>	
By: <u><i>CBW</i></u>	Date: <u>12/20/11</u>

Introduced by: Mayor  
Date: 01/03/12  
Hearing: 02/07/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-65**

**AN ORDINANCE APPROPRIATING \$200,000 TO HIRE ONE OR MORE CONSULTANTS TO ASSIST THE BOROUGH IN IDENTIFYING DIRECTIONS THE HEALTH CARE INDUSTRY IS TAKING, THE EFFECTS THOSE WILL LIKELY HAVE ON THE BOROUGH, AND TO HELP IDENTIFY COURSES OF ACTION TO TAKE TO CURTAIL BOROUGH HEALTH CARE COSTS, AND ALSO TO FUND OTHER EFFORTS THE BOROUGH MAY TAKE TO PROTECT BOROUGH INTERESTS AS THE OWNER OF TWO HOSPITALS**

1 **WHEREAS**, the health care industry is undergoing rapid changes and the borough  
2 administration has determined it needs outside independent expertise to assist in  
3 identifying directions this industry is taking and the effects those changes will  
4 likely have on the borough; and

5 **WHEREAS**, health care costs have risen dramatically within the last decade; reportedly the  
6 amount spent by the nation as a whole on healthcare nearly doubled from 1999 to  
7 2009, and 2009 marked the largest one-year jump in health spending as a  
8 percentage of the gross domestic product; and

9 **WHEREAS**, the borough spends in excess of \$18,660 per employee each year and the school  
10 district spends approximately \$17,436 per employee per year for health care; and

11 **WHEREAS**, the rising cost of health care is also driving up the cost of the Public Employees  
12 Retirement System (PERS) and the Teachers Retirement System (TRS) which  
13 impacts borough finances; and

1 **WHEREAS**, beginning in June, 2011 the borough administration began meeting with  
2 representatives from the school district, the cities, Central Peninsula Hospital and  
3 South Peninsula Hospital to identify each entity’s current health care costs and  
4 explore alternatives that may be available to reduce these costs for the participants  
5 and potentially other groups in the Kenai Peninsula; and

6 **WHEREAS**, one option being explored by this group is forming a health care coalition which  
7 the entities may join as members, that would negotiate with providers using the  
8 increased numbers of employees as leverage to negotiate better health care rates;  
9 and

10 **WHEREAS**, outside expertise is needed to gather information regarding the current health care  
11 services used by employees, analyze options available for saving money, form  
12 agreements and implement a chosen course of action; and

13 **WHEREAS**, additionally the borough is the owner of two hospitals and in that capacity has  
14 strong interests in ensuring the continued viability of those hospitals in the wake  
15 of this rapidly changing industry; and

16 **WHEREAS**, outside expertise will also be needed to advise the borough about the direction the  
17 health care industry is taking, how that can be expected to affect the borough, and  
18 steps the borough should consider to protect its interests;

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

21 **SECTION 1.** The sum of \$200,000 is hereby appropriated from the General Fund fund balance  
22 to account no. 100.94910.12HCC.43011, contract services, to be used for the  
23 purpose of hiring one or more independent consultants to assist the borough in  
24 understanding the direction the health care industry is taking and steps that the  
25 borough may take to protect its interests, and to assist the working group in

1           evaluating options available for reducing health care costs for these entities and  
2           their employees, and potentially assist in implementing one or more of the options  
3           subject to assembly approval.

4   **SECTION 2.** This appropriation is project length in nature and does not lapse at the end of any  
5           fiscal year.

6   **SECTION 3.** That this ordinance takes effect immediately upon its enactment.

7   **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
8   **DAY OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

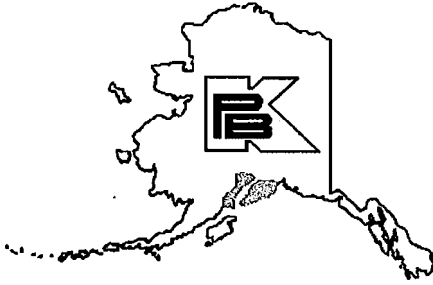
ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



## KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

Toll-free within the Borough: 1-800-478-4441

PHONE: (907) 262-4441 • FAX: (907) 262-1892

www.borough.kenai.ak.us

**MIKE NAVARRE**  
BOROUGH MAYOR

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Mike Navarre, Mayor *Mike Navarre*

**DATE:** December 22, 2012

**SUBJECT:** Ordinance 2011-19-65, appropriating \$200,000 to hire consultants to assist the borough in determining the course of action to pursue regarding curtailing health care costs

The cost of health care has risen dramatically within the last 11 years such that at this point in time the borough spends in excess of \$18,660 per employee for health care as compared to \$6,055 in 2000. The school district currently spends approximately of \$17,436 per employee on an annual basis for health care and these expenses are anticipated to continue increasing. Additionally, this rising cost of health care is increasing the borough and school district's liability for PERS and TRS due to the health care coverage. In June 2011 the borough administration began holding meetings with representatives from the school district, Central Peninsula Hospital, South Peninsula Hospital, and the cities of Kenai, Homer, Soldotna and Seward to consider what options may be available to reduce healthcare costs. Independent expertise is now needed to assist the group in identifying potential mechanisms for reducing health care costs.

Additionally, as the owner of two hospitals the borough needs independent expertise to assist it in identifying the direction the health care industry is taking and steps the borough may take to protect its interests. Some of the funds appropriated in this ordinance would be used to hire outside experts to accomplish this goal.

Your consideration of this ordinance would be appreciated.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>100.00000.00000.21900</u>
Amount	<u>\$ 200,000.00</u>
By:	<u><i>C. Chapman</i></u> Date: <u>12/22/2011</u>



Introduced by: Mayor  
Date: 01/03/12  
Hearing: 02/07/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-01**

**AN ORDINANCE APPROVING THE KENAI PENINSULA BOROUGH ENERGY  
POLICY GUIDE**

1 **WHEREAS**, on September 6, 2011, the assembly enacted Ordinance 2011-30 which created  
2 Chapter 16.06 in the borough code establishing a service area energy conservation  
3 program; and

4 **WHEREAS**, KPB 16.06.020 requires that the administration develop an Energy Policy Guide  
5 for reducing energy use and waste in local government operations and present it  
6 to the assembly for approval by January 6, 2012; and

7 **WHEREAS**, using the City of Homer's Energy and Sustainability Guide as a model, the  
8 administration has created a policy for Kenai Peninsula Borough service areas and  
9 employees to follow in an effort to save energy and money and to provide  
10 government services in a more energy efficient manner; and

11 **WHEREAS**, this policy is intended to be used as a guide for all borough employees and in all  
12 borough buildings including the administration building, Homer and Seward  
13 annexes, and all service area facilities;

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

16 **SECTION 1.** The Assembly hereby approves the attached Kenai Peninsula Borough Energy  
17 Policy Guide as a guide for service areas and employees on reducing energy use  
18 and waste in government operations.

1 **SECTION 2.** That this ordinance takes effect immediately upon its enactment.

2 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
3 **DAY OF \* 2012.**

---

Gary Knopp, Assembly President

ATTEST:

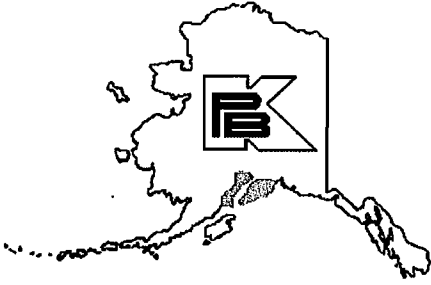
---

Johi Blankenship, Borough Clerk

Yes:

No:

Absent:



## **KENAI PENINSULA BOROUGH**

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**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Mike Navarre, Mayor *MN*

**DATE:** December 22, 2012

**SUBJECT:** Ordinance 2012-01, approving the Kenai Peninsula Borough Energy Policy Guide

Pursuant to KP.B 16.06.020, this ordinance is submitted for the approval of the Kenai Peninsula Borough Energy Policy Guide. In KP.B 16.06.020 the deadline for submitting our energy policy guide to the assembly for approval by ordinance is January 6, 2012. As of the packet deadline the policy has not been finalized. The proposed complete version will be distributed to the assembly prior to the January 3, 2012, assembly meeting, when the ordinance is proposed for introduction.

This document will be used as a guide for all KP.B operations including existing service areas. Service areas will obtain energy audits on their facilities by September 6, 2012, and new service areas who will obtain an energy audit within 12 months of their establishment.

# KENAI PENINSULA BOROUGH

## Kenai Peninsula Borough

144 North Binkley Street  
Soldotna, AK 99669  
Phone 907-714-2160  
Fax 907-714-2388

Johni Blankenship, MMC  
Borough Clerk

<mailto:jblankenship@borough.kenai.ak.us>

### MEMORANDUM

TO: Kenai Peninsula Borough Assembly President Gary Knopp  
Kenai Peninsula Borough Assembly Members

FROM: Johni Blankenship, Borough Clerk *JB*

DATE: January 3, 2012

RE: 2012 Assembly Meeting Schedule

The proposed meeting schedule for 2012 is as follows:

Month	1 <sup>st</sup> Meeting	2 <sup>nd</sup> Meeting	Important Dates
January	3	17	
February	14	28	AML Legislative Conference February 7-9, 2012 in Juneau
March	13		NACo Legislative Conference March 3-7 in Washington DC Spring Break March 12-16, 2012
April	3	17 Seward	
May	1	15	WIR Conference May 16-18, 2012 in Santa Fe, New Mexico IIMC Conference May 20-24 in Portland, Oregon
June	5	19	
July	3		NACo Annual Conference July 13-17, 2012 in Allegheny County - Pittsburgh, Pennsylvania
August	7	21	Primary Election August 28, 2012
September	4	18 Homer	
October	9	23	Regular Election - October 2, 2012 Meetings on 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday due to Election
November	Not Scheduled Due to Election	20	General Election November 6, 2012 AML Annual Conference November 12-16, 2012 in Anchorage
December	4		Winter Break December 24-31, 2012



## **KENAI PENINSULA BOROUGH**

PLANNING DEPARTMENT

144 North Binkley Street • Soldotna, Alaska 99669-7520

**PHONE:** (907) 714-2200 • **FAX:** (907) 714-2378

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**MIKE NAVARRE**  
**BOROUGH MAYOR**

## **M E M O R A N D U M**

**TO:** Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

**FROM:** *mb* Max Best, Planning Director

**DATE:** December 15, 2011

**SUBJECT:** Vacate a portion of the 66-foot section line easement: 33-feet on each side of the line common to Sections 26 and 27, Township 1 North, Range 13 West; as shown on Mead Subdivision (Plat HM 2007-140); Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2011-176; Location: West of Mead Court in Clam Gulch

In accordance with AS 29.40.140, no vacation of a Borough right-of-way and/or easement may be made without the consent of the Borough Assembly.

A motion passed by unanimous consent to grant the vacation as petitioned. This petition is being sent to you for your consideration and action.

During their regularly scheduled meeting of December 12, 2011, the Kenai Peninsula Borough Planning Commission granted approval of the proposed vacation based on the following findings of fact and conditions.

### *Findings:*

1. Per the submittal, the portion of the easement proposed for vacation is not in use for access at this time.
2. A 33-foot section line easement is located along the northern boundary of Mead Subdivision.
3. A 50-foot section line easement is located adjacent to the north boundary of Mead Subdivision.
4. The section line easement proposed for vacation does not connect with existing rights-of-way.
5. The section line easement proposed for vacation is not part of an established road system.
6. Woodhead Subdivision to the north shows the bluff is 150 feet high.
7. Base upon the easement's steep terrain and inability to be constructed, the Plat Committee granted an exception to KPB 20.20.030 to dedicating the east/west 33-foot section line along the northern boundary of Mead Subdivision on December 10, 2007.
8. Sufficient rights-of-way exist to serve the surrounding properties.
9. The 1.88-acre CIRI parcel to the north fronts a 50-foot section line easement on its southern boundary and a 33-foot section line easement to the east.
10. Parcels in Mead Subdivision front a 60-foot cul-de-sac (Mead Court).
11. No surrounding properties will be denied access.
12. The steep terrain in the area limits the locations that are feasible for road construction.
13. The section line easement proposed for vacation does not appear to be in use for utilities.
14. Section line easements are under the regulation of the State of Alaska.
15. Section line easement vacations must be approved by the State of Alaska.
16. Section line easement vacations are finalized with a State easement vacation plat.

17. The State Department of Natural Resources issued a final decision that grants a two-year section line easement vacation approval (EV-3-074) on January 25, 2010.

The Assembly has 30 days from December 12, 2011 in which to veto the decision of the Planning Commission. If the Commission receives no veto within the 30-day period, the decision of the Commission will stand.

Draft, unapproved minutes of the pertinent portion of the meeting and other related materials are attached.

cc: petitioners' w/minutes only

AGENDA ITEM F. PUBLIC HEARINGS

2. Vacate a portion of the 66-foot section line easement: 33-feet on each side of the line common to Sections 26 and 27, Township 1 North, Range 13 West; as shown on Mead Subdivision (Plat HM 2007-140); Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2011-176; Location: West of Mead Court in Clam Gulch

Staff Report given by Max Best

PC Meeting: 12/12/11

Purpose as stated in petition: The section line dissects property and goes nowhere. Access already exists with east-west section line from highway to the edge of bluff and adjacent properties. It is not used and part of the section line is over the side of the bluff and is unusable.

Petitioners: James H. and Muriel Mead of Alberton, Montana

Public notice appeared in the December 1 and December 8, 2011 issues of the Peninsula Clarion.

All surrounding property owners were notified by certified mailings as required by the code. Five (5) certified notices were mailed; one notice was hand delivered. No return receipts had been returned when the staff report was prepared.

Seventeen (17) regular mailings and were sent to agencies and interested parties. Six notices were sent to KPB Departments. Notices were mailed to the Clam Gulch Post Office and Kasilof Community Library to be posted in public locations. The notice and maps were posted on the Borough web site and bulletin board.

Statement of objection

No statements of objection were received.

Staff discussion

The Planning Commission granted a three-year conditional approval to the section line easement vacation on February 25, 2008. A condition of approval was to submit a plat within three years. The Assembly concurred with the Commission's approval on March 11, 2008.

The State Department of Natural Resources (DNR) issued a preliminary decision approving the section line easement vacation (EV-3-074) on June 30, 2009, subject to submitting a final plat within two years of the Final Decision.

DNR issued a final decision approving the section line easement vacation on January 25, 2010. DNR's approval of the vacation is valid through January 25, 2012.

A section line easement vacation plat was not submitted for Plat Committee review within three years of vacation approval so it expired. A new vacation petition was submitted.

**Findings:**

1. Per the submittal, the portion of the easement proposed for vacation is not in use for access at this time.
2. A 33-foot section line easement is located along the northern boundary of Mead Subdivision.
3. A 50-foot section line easement is located adjacent to the north boundary of Mead Subdivision.
4. The section line easement proposed for vacation does not connect with existing rights-of-way.
5. The section line easement proposed for vacation is not part of an established road system.
6. Woodhead Subdivision to the north shows the bluff is 150 feet high.
7. Base upon the easement's steep terrain and inability to be constructed, the Plat Committee granted an exception to KPB 20.20.030 to dedicating the east/west 33-foot section line along the northern boundary of Mead Subdivision on December 10, 2007.

8. Sufficient rights-of-way exist to serve the surrounding properties.
9. The 1.88-acre CIRI parcel to the north fronts a 50-foot section line easement on its southern boundary and a 33-foot section line easement to the east.
10. Parcels in Mead Subdivision front a 60-foot cul-de-sac (Mead Court).
11. No surrounding properties will be denied access.
12. The steep terrain in the area limits the locations that are feasible for road construction.
13. The section line easement proposed for vacation does not appear to be in use for utilities.
14. Section line easements are under the regulation of the State of Alaska.
15. Section line easement vacations must be approved by the State of Alaska.
16. Section line easement vacations are finalized with a State easement vacation plat.
17. The State Department of Natural Resources issued a final decision that grants a two-year section line easement vacation approval (EV-3-074) on January 25, 2010.

**STAFF RECOMMENDATION:** Based on Findings 1-17, staff recommends granting approval the vacation as submitted, subject to:

1. Compliance with any State requirements for the section line easement vacation.
2. Submittal of a final plat to KPB within one year of vacation approval in accordance with Title 20.

**If the vacation is approved, the Assembly has thirty days in which they may veto Planning Commission approval of the vacation.**

**DENIAL OF A VACATION PETITION IS A FINAL ACT FOR WHICH NO FURTHER CONSIDERATION SHALL BE GIVEN BY THE KENAI PENINSULA BOROUGH. APPEALS TO PLANNING COMMISSION DENIAL OF A VACATION MUST BE TAKEN WITHIN THIRTY (30) DAYS TO SUPERIOR COURT AT KENAI, ALASKA PURSUANT TO PART VI OF THE ALASKA RULES OF APPELLATE PROCEDURES. [20.28.110 AS AMENDED BY KENAI PENINSULA BOROUGH ORDINANCE 99-43].**

END OF STAFF REPORT

Pro Tem Chairman Parker opened the meeting for public comment.

1. Paul Voeller  
Mr. Voeller was available to answer questions.

Pro Tem Chairman Parker asked if there were questions for Mr. Voeller.

Commissioner Holsten asked for clarification regarding the easements on the adjoining property. Mr. Voeller believed the easement continued north through the bluff and to the south. The east / west section line was not vacated within that subdivision so he assumed it wasn't vacated to the north.

Seeing and hearing no one else wishing to speak, Pro Tem Chairman Parker closed the public comment period and opened discussion among the Commission.

**MOTION:** Commissioner Gross moved, seconded by Commissioner Ecklund to vacate the portion of the 66 foot section line citing the following findings of fact.

*Findings:*

1. Per the submittal, the portion of the easement proposed for vacation is not in use for access at this time.
2. A 33-foot section line easement is located along the northern boundary of Mead Subdivision.
3. A 50-foot section line easement is located adjacent to the north boundary of Mead Subdivision.
4. The section line easement proposed for vacation does not connect with existing rights-of-way.
5. The section line easement proposed for vacation is not part of an established road system.
6. Woodhead Subdivision to the north shows the bluff is 150 feet high.
7. Base upon the easement's steep terrain and inability to be constructed, the Plat Committee granted



an exception to KPB 20.20.030 to dedicating the east/west 33-foot section line along the northern boundary of Mead Subdivision on December 10, 2007.

8. Sufficient rights-of-way exist to serve the surrounding properties.
9. The 1.88-acre CIRI parcel to the north fronts a 50-foot section line easement on its southern boundary and a 33-foot section line easement to the east.
10. Parcels in Mead Subdivision front a 60-foot cul-de-sac (Mead Court).
11. No surrounding properties will be denied access.
12. The steep terrain in the area limits the locations that are feasible for road construction.
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14. Section line easements are under the regulation of the State of Alaska.
15. Section line easement vacations must be approved by the State of Alaska.
16. Section line easement vacations are finalized with a State easement vacation plat.
17. The State Department of Natural Resources issued a final decision that grants a two-year section line easement vacation approval (EV-3-074) on January 25, 2010.

**VOTE:** The motion passed by unanimous consent.

BRYSON ABSENT	CARLUCCIO YES	COLLINS YES	ECKLUND YES	FOSTER ABSENT	GROSS YES	HOLSTEN YES
ISHAM YES	LOCKWOOD YES	MARTIN ABSENT	PARKER YES	RUFFNER YES	TAURIAINEN YES	10 YES 3 ABSENT

**AGENDA ITEM F. PUBLIC HEARINGS**

3. Vacate portions of rights-of-way within the City of Seward: Railway Avenue, Adams Street, Monroe Street and connecting alleyways from Railway Avenue north to the north boundary of the Seward Original Townsite all lying east of Ballaine Road; and including the south one-half of the alleyway of Block 35, all within and a part of plat Seward Townsite (SW 1, 1905); AND that area shown as Right of Way for Cable Line; and portions of Sixth Avenue lying north of A Street north through B Street; and portions of C Street lying east of Fourth Avenue; and the alleyway for Block 19 all within the Federal Addition to Seward (SW 4, 1916) lying outside those areas platted as Oceanview Subdivision Addition No. 1 (SW 70-333); AND Van Buren Street lying east of Fourth Avenue; all of Fifth Avenue; and all alleyways lying south and east of Lot 23 Block 8 Laubner Addition, all within the plat of Laubner Addition (SW 2); within Sections 3 and 10, Township 1 South, Range 1 West, Seward Meridian, Alaska; and the Kenai Peninsula Borough; KPB File 2011-175; Location: City of Seward

Staff Report given by Max Best

PC Meeting: 12/12/11

Purpose as stated in petition: The proposed vacations are unconstructed right of ways within the City of Seward waterfront park area. The vacations are part of a proposed replat that eliminates lot lines and consolidates multiple parcels along the waterfront. Existing right of ways are being extended to provide public waterfront access, and for existing traveled roads that do not have dedicated right of way.

Petitioners: Kris Erchinger, Acting City Manager for the City of Seward

Notification:

Public notice appeared in the November 30 and December 7, 2011 and issues of the Seward Journal.

One hundred (100) certified mailings were sent to owners of property within 300 feet of the parcels. 19 receipts had been returned when the staff report was prepared.

Seventeen (17) regular mailings were sent to agencies and interested parties. Seven (7) notices were sent to KPB Departments. Notices were mailed to the Seward Community Library and Seward Post Office to be posted in public locations. The notice and maps were posted on the Borough web site and bulletin board.

Comments



# **KENAI PENINSULA BOROUGH**

PLANNING DEPARTMENT

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**MIKE NAVARRE  
BOROUGH MAYOR**

December 15, 2011

## **KENAI PENINSULA BOROUGH PLANNING COMMISSION NOTICE OF DECISION MEETING OF DECEMBER 12, 2011**

**RE:** Vacate a portion of the 66-foot section line easement: 33-feet on each side of the line common to Sections 26 and 27, Township 1 North, Range 13 West; as shown on Mead Subdivision (Plat HM 2007-140); Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2011-176; Location: West of Mead Court in Clam Gulch

During their regularly scheduled meeting of December 12, 2011, the Kenai Peninsula Borough Planning Commission granted approval of the proposed vacation based on the following findings of fact.

*Findings:*

1. Per the submittal, the portion of the easement proposed for vacation is not in use for access at this time.
2. A 33-foot section line easement is located along the northern boundary of Mead Subdivision.
3. A 50-foot section line easement is located adjacent to the north boundary of Mead Subdivision.
4. The section line easement proposed for vacation does not connect with existing rights-of-way.
5. The section line easement proposed for vacation is not part of an established road system.
6. Woodhead Subdivision to the north shows the bluff is 150 feet high.
7. Base upon the easement's steep terrain and inability to be constructed, the Plat Committee granted an exception to KPB 20.20.030 to dedicating the east/west 33-foot section line along the northern boundary of Mead Subdivision on December 10, 2007.
8. Sufficient rights-of-way exist to serve the surrounding properties.
9. The 1.88-acre CIRI parcel to the north fronts a 50-foot section line easement on its southern boundary and a 33-foot section line easement to the east.
10. Parcels in Mead Subdivision front a 60-foot cul-de-sac (Mead Court).
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15. Section line easement vacations must be approved by the State of Alaska.
16. Section line easement vacations are finalized with a State easement vacation plat.
17. The State Department of Natural Resources issued a final decision that grants a two-year section line easement vacation approval (EV-3-074) on January 25, 2010.

In accordance with AS 29.40.140, no vacation of a Borough right-of-way and/or easement may be made without the consent of the Borough Assembly. The proposed vacation will be forwarded to the Borough Assembly. The Assembly shall have 30 calendar days from the date of approval (December 12, 2011) in which to veto the Planning Commission decision. If the Planning Director receives no veto within the specified period, the Assembly shall be considered to have given consent to the vacation.

Please contact the Borough Clerk's office (907-714-2160 or 1-800-478-4441 toll-free within the borough) to verify the date the subject vacation will be reviewed by the Assembly.

This notice and unapproved minutes of the subject portion of the meeting were sent December 15, 2011 to:

Borderline  
34601 Alamar Road  
Anchor Point, AK 99556

James & Muriel Mead  
432 Mead Ln  
Alberton, MT 59820-9520

AGENDA ITEM F. PUBLIC HEARINGS

2. Vacate a portion of the 66-foot section line easement: 33-feet on each side of the line common to Sections 26 and 27, Township 1 North, Range 13 West; as shown on Mead Subdivision (Plat HM 2007-140); Seward Meridian, Alaska and within the Kenai Peninsula Borough; KPB File 2011-176; Location: West of Mead Court in Clam Gulch

STAFF REPORT

PC Meeting: 12/12/11

Purpose as stated in petition: The section line dissects property and goes nowhere. Access already exists with east-west section line from highway to the edge of bluff and adjacent properties. It is not used and part of the section line is over the side of the bluff and is unusable.

Petitioners: James H. and Muriel Mead of Alberton, Montana

Public notice appeared in the December 1 and December 8, 2011 issues of the Peninsula Clarion.

All surrounding property owners were notified by certified mailings as required by the code. Five (5) certified notices were mailed; one notice was hand delivered. No return receipts had been returned when the staff report was prepared.

Seventeen (17) regular mailings and were sent to agencies and interested parties. Six notices were sent to KPB Departments. Notices were mailed to the Clam Gulch Post Office and Kasilof Community Library to be posted in public locations. The notice and maps were posted on the Borough web site and bulletin board.

Statement of objection

No statements of objection were received.

Staff discussion

The Planning Commission granted a three-year conditional approval to the section line easement vacation on February 25, 2008. A condition of approval was to submit a plat within three years. The Assembly concurred with the Commission's approval on March 11, 2008.

The State Department of Natural Resources (DNR) issued a preliminary decision approving the section line easement vacation (EV-3-074) on June 30, 2009, subject to submitting a final plat within two years of the Final Decision.

DNR issued a final decision approving the section line easement vacation on January 25, 2010. DNR's approval of the vacation is valid through January 25, 2012.

A section line easement vacation plat was not submitted for Plat Committee review within three years of vacation approval so it expired. A new vacation petition was submitted.

**Findings:**

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8. Sufficient rights-of-way exist to serve the surrounding properties.
9. The 1.88-acre CIRI parcel to the north fronts a 50-foot section line easement on its southern boundary and a 33-foot section line easement to the east.
10. Parcels in Mead Subdivision front a 60-foot cul-de-sac (Mead Court).
11. No surrounding properties will be denied access.
12. The steep terrain in the area limits the locations that are feasible for road construction.
13. The section line easement proposed for vacation does not appear to be in use for utilities.
14. Section line easements are under the regulation of the State of Alaska.
15. Section line easement vacations must be approved by the State of Alaska.
16. Section line easement vacations are finalized with a State easement vacation plat.
17. The State Department of Natural Resources issued a final decision that grants a two-year section line easement vacation approval (EV-3-074) on January 25, 2010.

STAFF RECOMMENDATION: Based on Findings 1-17, staff recommends granting approval the vacation as submitted, subject to:

1. Compliance with any State requirements for the section line easement vacation.
2. Submittal of a final plat to KPB within one year of vacation approval in accordance with Title 20.

**If the vacation is approved, the Assembly has thirty days in which they may veto Planning Commission approval of the vacation.**

**DENIAL OF A VACATION PETITION IS A FINAL ACT FOR WHICH NO FURTHER CONSIDERATION SHALL BE GIVEN BY THE KENAI PENINSULA BOROUGH. APPEALS TO PLANNING COMMISSION DENIAL OF A VACATION MUST BE TAKEN WITHIN THIRTY (30) DAYS TO SUPERIOR COURT AT KENAI, ALASKA PURSUANT TO PART VI OF THE ALASKA RULES OF APPELLATE PROCEDURES. [20.28.110 AS AMENDED BY KENAI PENINSULA BOROUGH ORDINANCE 99-43].**

END OF STAFF REPORT

SECTION-LINE EASEMENT VACATION CERTIFICATE APPROVAL RECOMMENDATION

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES THE VACATION STATEMENT, AS SHOWN HEREON, HAS BEEN REVIEWED BY THE CENTRAL REGIONAL OFFICE AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE COMMISSIONER.

RECOMMENDED BY \_\_\_\_\_ DATE \_\_\_\_\_

TITLE REGIONAL CHIEF RIGHTS-OF-WAY AGENT

STATE OF ALASKA DIVISION OF MINING, LAND AND WATER

THE VACATION STATEMENT, AS SHOWN HEREON, HAS BEEN REVIEWED BY THE DIVISION OF MINING, LAND AND WATER AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE COMMISSIONER.

RECOMMENDED BY \_\_\_\_\_ DATE \_\_\_\_\_

TITLE DIRECTOR, DIVISION OF MINING, LAND AND WATER

THE STATE OF ALASKA, ACTING BY AND THROUGH THE COMMISSIONER OF THE DEPARTMENT OF NATURAL RESOURCES AND THE COMMISSIONER OF THE DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES, DOES HEREBY STATE AND DECLARE THAT THE STATE OF ALASKA VACATES AND RELEASES ALL RIGHTS AND TITLE TO ANY AND ALL PORTIONS OF SECTION-LINE EASEMENTS FOR PUBLIC HIGHWAYS REFERRED TO IT UNDER A.S. 18.00.00 (SPECIFIC AREA DELINEATED BY DIAGONAL HATCHING ON THIS PLAT)

DATE \_\_\_\_\_ APPROVED \_\_\_\_\_ COMMISSIONER DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

DATE \_\_\_\_\_ APPROVED \_\_\_\_\_ COMMISSIONER DEPARTMENT OF NATURAL RESOURCES

PLAT APPROVAL THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF \_\_\_\_\_

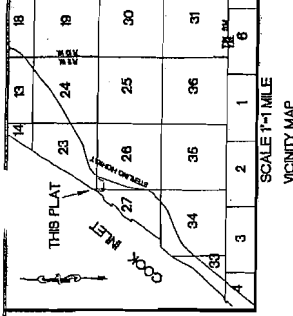
AUTHORIZED OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

LEGEND: ORIGINAL CONC. FILLED IRON PIPE NO CAP WITH A FOUND, 5/8" X 24" REBAR AND PL. CAP AT ITS BASE

ORIGIANL 1/2" REBAR OF RECORD FROM PLAT RECORD OF SURVEY ROBINSON HMR/906288

SECTION-LINE EASEMENT VACATED BY THIS PLAT.

CONCRETE HIGHWAY RIGHT-OF-WAY MON

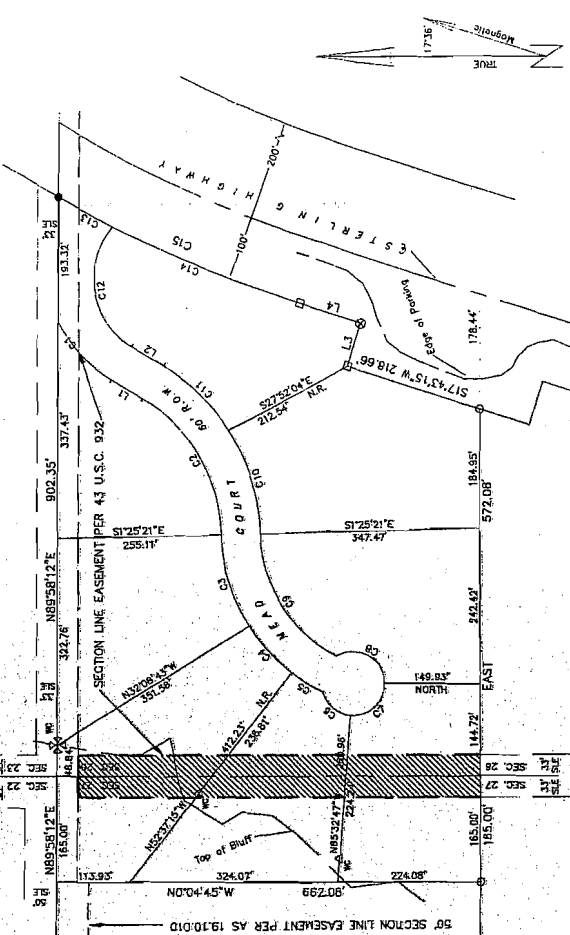


CERTIFICATE OF OWNERSHIP WE THE UNDERSIGNED, CERTIFY THAT WE ARE THE OWNERS OF MEAD SUBDIVISION, AS SHOWN ON THIS PLAT. WE APPROVE THIS SECTION-LINE EASEMENT VACATION PLAT.

DATE \_\_\_\_\_ JAMES H. MEAD 492 MEAD LANE ALBERTON, MONTANA DATE \_\_\_\_\_ MURIEL R. MEAD 492 MEAD LANE ALBERTON, MONTANA

NOTARYS ACKNOWLEDGEMENT SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ BY: JAMES H. + MURIEL R. MEAD

NOTARY FOR THE STATE OF MONTANA MY COMMISSION EXPIRES \_\_\_\_\_



NOAA Dec. 2011

SURVEYORS CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA. THAT THIS PLAT WAS DRAFTED UNDER MY DIRECT SUPERVISION AND THAT AND ALL DATA SHOWN HEREON IS TRUE AND CORRECT AS COMPILED FROM EXISTING RECORD INFORMATION.

DATE \_\_\_\_\_ REGISTERED LAND SURVEYOR NUMBER \_\_\_\_\_

TAX CERTIFICATE (use where applicable)

THIS SUBDIVISION LIES OUTSIDE OF ANY TAXING AUTHORITY AT THE TIME OF PLATING

3. THE ALTERNATE ROUTE IN ACCORDANCE WITH AS 18.30.410 IS WA MEAD COURT AND THE 83-FOOT WIDE SECTION-LINE EASEMENTS ADJOINING THE NORTH BOUNDARY OF MEAD SUBDIVISION.

NOTES

- 1. DIAGONALLY HATCHED AREA INDICATES PORTIONS OF THE SECTION-LINE EASEMENTS BEING VACATED WITHIN SECTION 26, T. 11 N. R. 10 W. AND SECTION 27, T. 11 N. R. 9 W. & M. IT IS NOT THE INTENT OF THIS PLAT TO VACATE ANY OTHER DEDICATED PUBLIC RIGHTS-OF-WAY OR EASEMENTS. 2. THIS SECTION-LINE EASEMENT VACATION IS IN COMPLIANCE WITH THE FINAL DECISION APPROVED JANUARY 25, 2008.

3. THE ALTERNATE ROUTE IN ACCORDANCE WITH AS 18.30.410 IS WA MEAD COURT + STERLING HIGHWAY RIGHTS-OF-WAY AND THE REMAINING NORTH/SOUTH/ AND EAST/WEST SECTION LINE EASEMENTS NOT BEIN VACATED BY THIS ACTION.

4. THE VACATION OF THIS SECTION-LINE EASEMENT WAS APPROVED BY THE KENAI BOROUGH ASSEMBLY AT THE MEETING OF MARCH 11, 2008.

5. NO FIELD SURVEY HAS BEEN CONDUCTED IN RELATION TO THE PREPARATION OF THIS SECTION-LINE EASEMENT VACATION PLAT. ALL DIMENSIONS AND OTHER DETAILS AS SHOWN HEREON ARE FROM THE PLAT OF MEAD SUBDIVISION ON FILE AT THE HOMER RECORDING DISTRICT AS PLAT NO. 2007-14018/TROT



Table with 2 columns: FIELD SURVEY, APPROVAL RECOMMENDED. Includes fields for DATE OF SURVEY, NAME OF SURVEYOR, and DEPARTMENT OF NATURAL RESOURCES.

SECTION-LINE EASEMENT VACATION PLAT

**SECTION-LINE EASEMENT VACATION CERTIFICATE APPROVAL RECOMMENDATION**  
 STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
 THE VACATION STATEMENT, AS SHOWN HEREON, HAS BEEN REVIEWED BY THE REGIONAL OFFICE AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE COMMISSIONER.

RECOMMENDED BY \_\_\_\_\_ DATE \_\_\_\_\_

TITLE REGIONAL CHIEF RIGHTS-OF-WAY AGENT (CENTRAL and SOUTH-EASTERN OFFICE)

STATE OF ALASKA DIVISION OF MINING, LAND AND WATER  
 THE VACATION STATEMENT, AS SHOWN HEREON, HAS BEEN REVIEWED BY THE DIVISION OF MINING, LAND AND WATER AND IS HEREBY RECOMMENDED FOR APPROVAL BY THE COMMISSIONER.

RECOMMENDED BY \_\_\_\_\_ DATE \_\_\_\_\_

TITLE DIRECTOR, DIVISION OF MINING, LAND AND WATER

THE STATE OF ALASKA, ACTING BY AND THROUGH THE COMMISSIONER OF THE DEPARTMENT OF NATURAL RESOURCES AND THE COMMISSIONER OF THE DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES, DOES HEREBY STATE AND DECLARE THAT THE STATE OF ALASKA VACATES AND RELEASES ALL RIGHTS AND TITLE TO ANY AND ALL PORTIONS OF SECTION-LINE EASEMENTS FOR PUBLIC HIGHWAYS RESERVED TO IT UNDER A.S. 18.00.00 (SPECIFIC AREA DELINEATED BY DIAGONAL HATCHING ON THIS PLAT)

DATE \_\_\_\_\_ APPROVED: \_\_\_\_\_  
 COMMISSIONER  
 DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

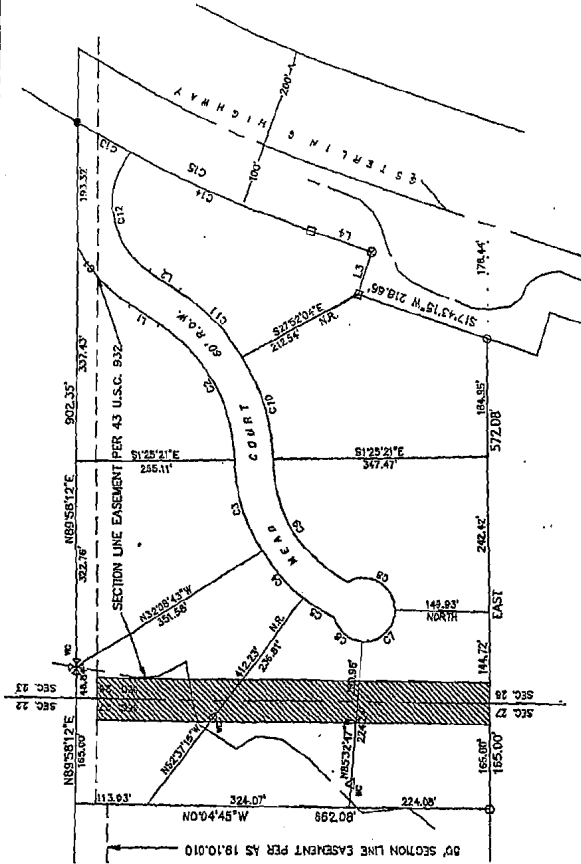
DATE \_\_\_\_\_ APPROVED: \_\_\_\_\_  
 COMMISSIONER  
 DEPARTMENT OF NATURAL RESOURCES

PLAT APPROVAL  
 THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

- LEGEND**
- ⊗ ORIGINAL CONC. FILLED IRON PIPE NO CAP FOUND, SET 5/8" X 2 1/2" REBAR AND PL. CAP TO MATCH BASE.
  - ⊕ 3 1/2" ALUMINUM CAP ON 2 1/2" AL. PIPE AS SHOWN ON THE PLAT OF CRISTAL VIEW SUBDIVISION PLAT NO. 000-000.
  - ▨ SECTION-LINE EASEMENT VACATED BY THIS PLAT.

SECTION-LINE EASEMENT VACATION CERTIFICATE APPROVAL



**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

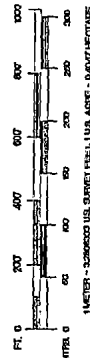
DATE \_\_\_\_\_ REGISTERED LAND SURVEYOR \_\_\_\_\_ NUMBER \_\_\_\_\_

**TAX CERTIFICATE (use where applicable)**

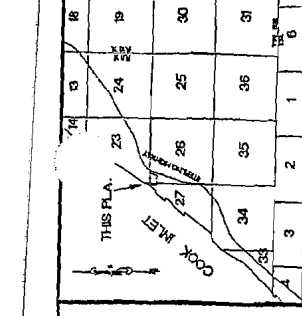
THIS SUBDIVISION LIES OUTSIDE OF ANY TAXING AUTHORITY, AT THE TIME OF FILING.

**NOTES**

1. DIAGONALLY HATCHED AREA INDICATES PORTIONS OF THE SECTION-LINE EASEMENTS BEING VACATED WITHIN SECTION 28, T. 1N, R. 13 W, AND SECTION 27, T. 1N, R. 13 W, S. 4 M. IT IS NOT THE INTENT OF THIS PLAT TO VACATE ANY OTHER DEDICATED PUBLIC RIGHTS-OF-WAY OR EASEMENTS.
2. THIS SECTION-LINE EASEMENT VACATION IS IN COMPLIANCE WITH THE FINAL FINDING AND DECISION APPROVED JANUARY 23, 2008.
3. THE ALTERNATE ROUTE IN ACCORDANCE WITH AS 18.04.10 VIA MEAD COURT AND THE 30-FOOT WIDE SECTION-LINE EASEMENTS ADJOINING THE NORTH BOUNDARY OF MEAD SUBDIVISION.
4. THE VACATION OF THIS SECTION-LINE EASEMENT WAS APPROVED BY THE KENAI BOROUGH ASSEMBLY AT THE MEETING OF MARCH 11, 2008.



NAME OF SURVEYOR: \_\_\_\_\_  
 DATE OF SURVEY: \_\_\_\_\_  
 NAME OF CLIENT: \_\_\_\_\_  
 PROJECT ADDRESS: \_\_\_\_\_  
 PROJECT NUMBER: \_\_\_\_\_  
 PROJECT DATE: \_\_\_\_\_  
 PROJECT LOCATION: \_\_\_\_\_  
 PROJECT TYPE: \_\_\_\_\_  
 PROJECT STATUS: \_\_\_\_\_  
 PROJECT DESCRIPTION: \_\_\_\_\_  
 PROJECT CONTACT: \_\_\_\_\_  
 PROJECT PHONE: \_\_\_\_\_  
 PROJECT FAX: \_\_\_\_\_  
 PROJECT E-MAIL: \_\_\_\_\_  
 PROJECT WEBSITE: \_\_\_\_\_  
 PROJECT DRAWING NO.: \_\_\_\_\_  
 PROJECT SCALE: \_\_\_\_\_  
 PROJECT SHEET NO.: \_\_\_\_\_



**CERTIFICATE OF OWNERSHIP:**  
 WE THE UNDERSIGNED, CERTIFY THAT WE ARE THE OWNERS OF MEAD SUBDIVISION, AS SHOWN ON THIS PLAT. WE APPROVE THIS SECTION-LINE EASEMENT VACATION PLAT.

DATE \_\_\_\_\_  
 JAMES H. MEAD  
 432 MEAD LANE  
 ALBERTON, MONTANA

DATE \_\_\_\_\_  
 MARREL R. MEAD  
 432 MEAD LANE  
 ALBERTON, MONTANA

**NOTARY'S ACKNOWLEDGEMENT:**  
 SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008.  
 BY: \_\_\_\_\_  
 JAMES H. + MARREL R. MEAD

NOTARY FOR THE STATE OF MONTANA  
 MY COMMISSION EXPIRES \_\_\_\_\_

2011-176

**SECTION-LINE EASEMENT VACATION PLAT**

**CURVE DATA**

NUM	DELTA	ARC	RADIUS	BEARING	DISTANCE
C1	31.09°57'	125.11'	230.00'	S46°52'15"W	123.57'
C2	57.17°22'	254.97'	250.00'	N59°55'58"E	244.48'
C3	30.43°21'	150.14'	280.00'	S73°12'56"W	146.35'
C4	20.21°39'	93.50'	280.00'	S47°40'27"W	98.98'
C5	11.57°48'	58.46'	280.00'	S31°30'43"W	58.36'
C6	69.59°38'	61.08'	50.00'	S59°27'03"W	57.35'
C7	94.27°13'	82.43'	50.00'	S42°46'23"E	73.40'

ORIGINAL WITNESS CORNER LEANING WESTERLY;  
NO CAP. SET 5/8" x 24" REBAR & PLASTIC  
CAP TO MATCH BASE

**LINE DATA**

NUM	DISTANCE	BEARING
L1	56.48'	S31°17'16"W
L2	56.48'	S31°17'16"W
L3	70.00'	S72°16'45"E
L4	102.70'	N17°42'41"E



**CERTIFICATE OF OWNERSHIP**  
We hereby certify that we are the owners of the real property shown and described herein, and that we have adopted this plat of subdivision, and by our free consent, dedicate all rights of way and grant all easements to the use shown.

JAMES H. MEAD  
MURIEL R. MEAD AS P.O.A.  
72180 STERLING HIGHWAY  
CLAM GULCH, AK 99568

**NOTARY'S ACKNOWLEDGEMENT**  
For JAMES H. MEAD and MURIEL R. MEAD, I, Notary Public for Alaska, Muriel R. Mead, subscribed and sworn before me this 17th day of December, 2007.

My Commission Expires 7-31-2010

For MURIEL R. MEAD  
Subscribed and sworn before me this 17th day of December, 2007.

My Commission Expires 1-21-2010

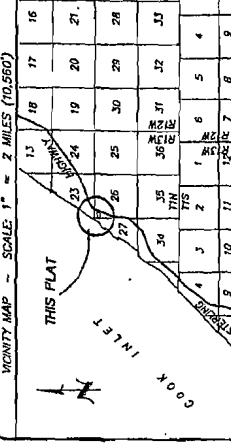
**SURVEYOR'S CERTIFICATE**  
I, hereby certify that this plat was prepared by me or under my direct supervision; I declare that the information shown herein is true and correct to the best of my knowledge and belief.

Paul B. Voelker  
DEC. 16, 2007  
Date

**PLAT APPROVAL**  
This plat was approved by the Kenai Peninsula Borough Planning Commission at the meeting of December 10, 2007.

Kenai Peninsula Borough

By Authorized Official  
Paul B. Voelker

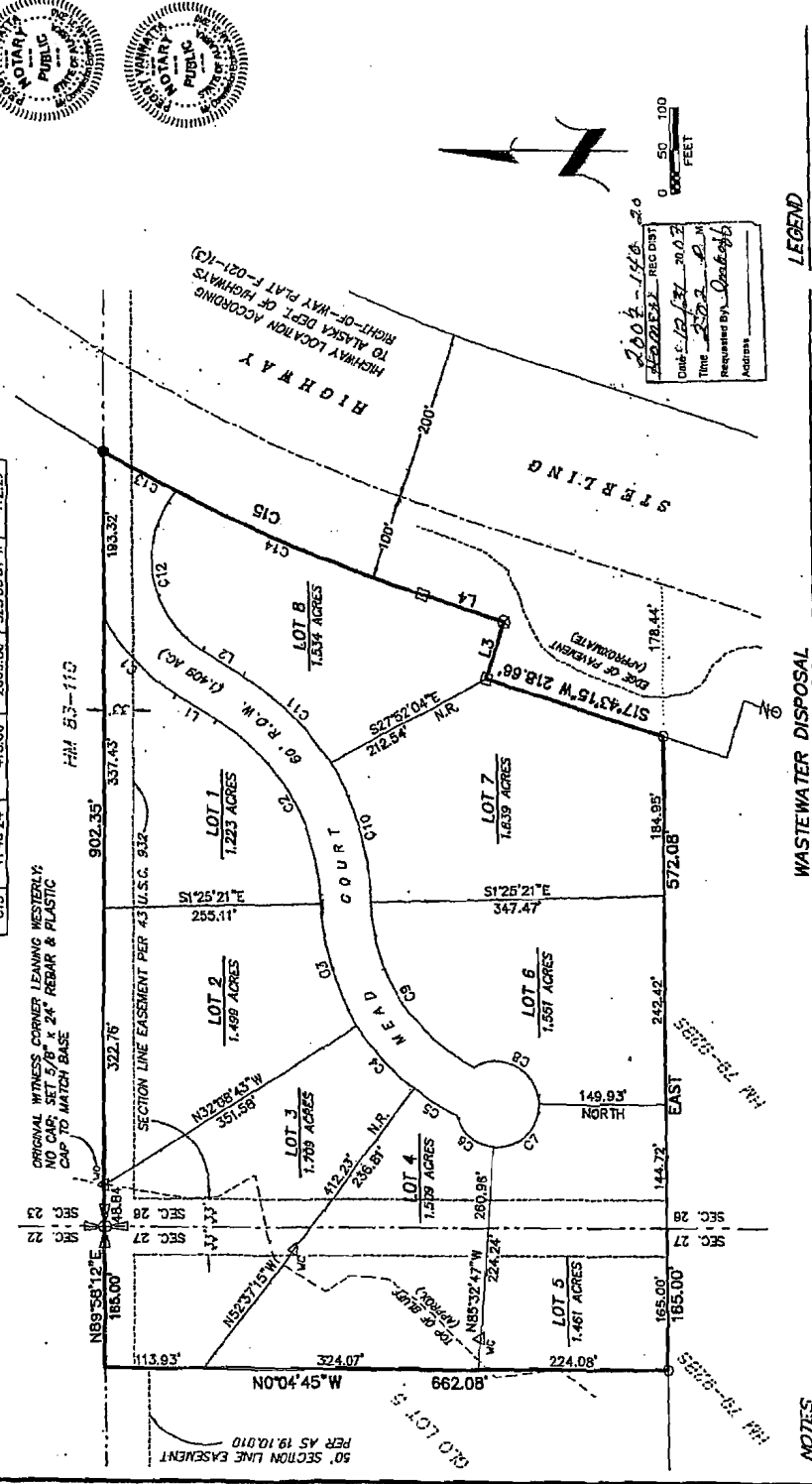


13	14	15	16
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36

**MEAD SUBDIVISION**  
BEING A SUBDIVISION OF THAT PORTION OF THE  
N1/2 NW1/4 NW1/4 OF SECTION 26 LYING WEST OF THE  
STERLING HIGHWAY, & THAT PORTION OF LOT 6 LYING IN THE  
N1/2 NE1/4 NE1/4 OF SECTION 27, T1N, R13W, S.M. ALASKA,  
KENAI PENINSULA BOROUGH, HOMER RECORDING DISTRICT  
CONTAINING 13.734 ACRES

**BORDERLINE**

ENGINEERS - LAND SURVEYORS - ENVIRONMENTAL CONSULTANTS  
JACOB Alomar, P.O.  
Anchor Point, Alaska 99556  
9072255-8078



**LEGEND**

- FOUND 1 1/2" REBAR OF RECORD, HM 83-110
- FOUND 1 1/2" REBAR OF RECORD, HM 79-82 B.S.
- FOUND 6" x 8" HIGHWAY R.O.W. MONUMENT
- ⊗ FOUND 1 1/2" REBAR, ORIGIN UNKNOWN, DISTURBED
- △ 5/8" REBAR & PLASTIC CAP - WITNESS COR., SET THIS SURVEY
- N.R. NOT RADIAL

**WASTE WATER DISPOSAL**

ALL LOTS EXCEPT LOT 5 SOIL CONDITIONS, WATER TABLE LEVELS, AND SOIL SLOPES ON THESE LOTS HAVE BEEN FOUND SUITABLE FOR CONVENTIONAL ONSITE WASTEWATER TREATMENT AND DISPOSAL SYSTEMS SERVING SINGLE-FAMILY OR DUPLEX RESIDENCES AND MEETING THE REGULATORY REQUIREMENTS OF THE KENAI PENINSULA BOROUGH. ANY OTHER TYPE OF ONSITE WASTEWATER TREATMENT AND DISPOSAL SYSTEM MUST BE DESIGNED BY A PROFESSIONAL ENGINEER REGISTERED TO PRACTICE IN ALASKA, AND THE DESIGN MUST BE APPROVED BY THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

LOT 5  
SOIL CONDITIONS ON LOT 5 HAVE BEEN FOUND UNSUITABLE FOR CONVENTIONAL ONSITE WASTEWATER TREATMENT AND DISPOSAL SYSTEMS. PLANS FOR ALTERNATE WASTEWATER DISPOSAL SYSTEM FOR USE ON THESE LOTS ARE INCLUDED IN THE ENGINEER'S SUBDIVISION AND SOILS REPORT AND ARE AVAILABLE FROM THE KENAI PENINSULA BOROUGH. ALL ALTERNATE ONSITE WASTEWATER TREATMENT AND DISPOSAL SYSTEMS MUST BE DESIGNED BY A REGISTERED PROFESSIONAL ENGINEER REGISTERED TO PRACTICE IN ALASKA. THE DESIGN MUST BE APPROVED BY THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION PRIOR TO CONSTRUCTION.

**NOTES**

1. A 5/8" x 24" REBAR AND PLASTIC CAP SET AT ALL POINTS OF CURVATURE AND LOT CORNERS, OR AS SHOWN IN THE DRAWING LEGEND.
2. A 20" BUILDING SETBACK EXISTS ALONG ALL DEDICATED RIGHTS-OF-WAY UNLESS A LESSER STANDARD IS APPROVED BY RESOLUTION OF THE APPROPRIATE PLANNING COMMISSION.
3. THE FRONT 10' OF THE BUILDING SETBACK AND THE ENTIRE SETBACK WITHIN 3' OF THE SIDE LOT LINES IS A UTILITY EASEMENT. NO PERMANENT STRUCTURE SHALL BE CONSTRUCTED OR PLACED WITHIN A UTILITY EASEMENT WHICH WOULD INTERFERE WITH THE ABILITY OF A UTILITY TO USE THE EASEMENT.
4. ROADS MUST MEET THE DESIGN AND CONSTRUCTION STANDARDS ESTABLISHED BY THE BOROUGH IN ORDER TO BE CONSIDERED FOR CERTIFICATION AND INCLUSION IN THE ROAD MAINTENANCE PROGRAM.
5. NO ACCESS TO STATE MAINTAINED RIGHTS-OF-WAY PERMITTED UNLESS APPROVED BY THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION.
6. AN EXCEPTION TO KPB 20.030 (DEDICATION OF SECTION LINE EASEMENT ALONG THE NORTH BOUNDARY) GRANTED BY THE PLAT COMMITTEE AT THE MEETING OF DECEMBER 10, 2007.
7. A PRIVATE EASEMENT/RIGHT-OF-WAY WAS RECORDED IN THE HOMER RECORDING DISTRICT, BOOK/PAGE 6720-121 ON MAY 12, 1985. THE LOCATION OF THE EASEMENT IS NOT APPARENT ON SITE.

Paul B. Voelker  
DEC. 16, 2007  
Date

License # 05-9920  
Paul B. Voelker





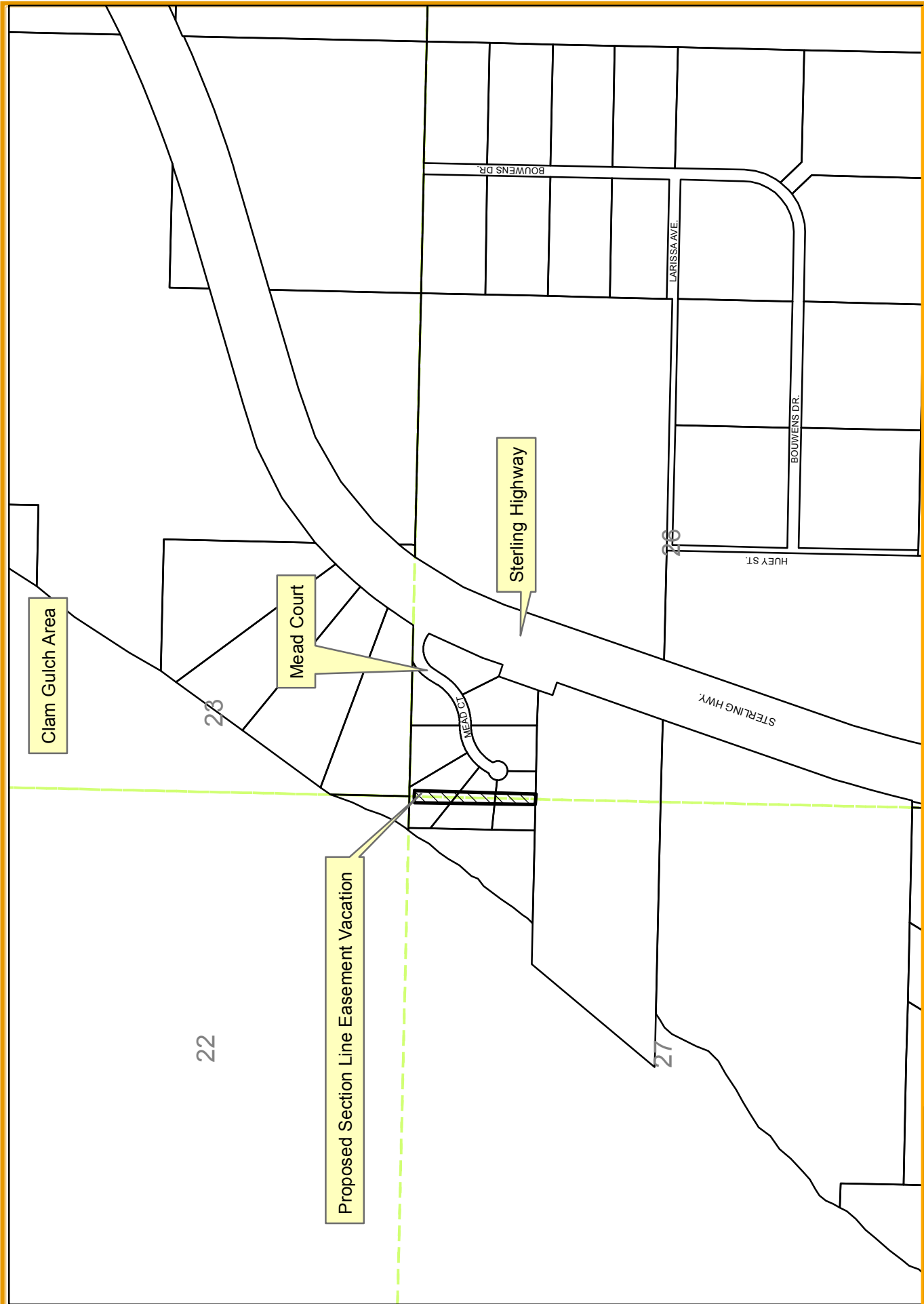
Date: 11/22/2011



Vacate a portion of the 66-foot section line easement: 33-feet on each side of the line common to Sections 26 and 27, Township 1 North, Range 13 West; as shown on Mead Subdivision (Plat HM 2007-140); SM, AK

The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.







**Petition to Vacate Public Right-of-Way / Section Line Easement  
 Public Hearing Required**

Upon receipt of complete application with fees and all required attachments; a public hearing before the Planning Commission will be scheduled. The petition with all required information and attachments must be in the Planning Department at least 30 days prior to the preferred hearing date. By State Statute and Borough Code, the public hearing must be scheduled within 60 days of receipt of complete application.

- Fees - \$500 non-refundable fees to help defray costs of advertising public hearing. Plat fees will be in addition to vacation fees.
  - City Advisory Planning Commission. Copy of minutes at which this item was acted on, along with a copy of City Staff Report.
  - Name of public right-of-way proposed to be vacated is \_\_\_\_\_; dedicated by plat of \_\_\_\_\_ Subdivision, filed as Plat No. \_\_\_\_\_ in \_\_\_\_\_ Recording District.
  - Are there associated utility easements to be vacated?  Yes  No
  - Are easements in use by any utility company, if so which? \_\_\_\_\_
  - Easement for public road or right-of-way as set out in (specify type of document) \_\_\_\_\_ as recorded in Book \_\_\_\_\_ Page \_\_\_\_\_ of the \_\_\_\_\_ Recording District. (Copy of recorded document must be submitted with petition.)
  - Section Line Easement. Width of easement must be shown on sketch.
  - Submit three copies of plat or map showing area proposed to be vacated. Must not exceed 11x17 inches in size. In the case of public right-of-way the submittal must include a sketch showing which parcels the right-of-way will be attached to. Proposed alternative dedication is to be shown and labeled on the sketch.
- |   |   |  |
|---|---|--|
| Has right-of-way been fully or partially constructed?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Is right-of-way used by vehicles / pedestrians / other? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Has section line easement been constructed?             | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Is section line easement being used?                    | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Is alternative right-of-way being provided?             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

**RECEIVED**

NOV 1 2011

KENAI PENINSULA BOROUGH  
 PLANNING DEPARTMENT

The petitioner must provide reasonable justification for the vacation. Reason for vacating:

The section line dissects property & goes nowhere. Access already exists with E-W section line from highway to edge of bluff & adjacent properties. It is not used & part of the section line is over the side of the bluff & is unusable.

The petition must be signed (written signature) by owners of majority of the front feet of land fronting part of the right-of-way or section line easement proposed to be vacated. Each must include address and legal description of his / her property.

Submitted by: Signature *Paul Voeller* As  Petitioner  Representative.  
 Name Paul Voeller R.L.S.  
 Address 310 W. Corral Ave.  
Soldotna, AK 99669  
 Phone (907) 260-3081

**Petitioners:**

Signature <u><i>James H. Mead</i></u>	Signature <u><i>Muriel Mead</i></u>
Name <u>James H. Mead</u>	Name <u>Muriel Mead</u>
Address <u>432 Mead Lane</u>	Address <u>432 Mead Lane</u>
<u>Alberton, MT 59820</u>	<u>Alberton, MT 59820</u>
Owner of _____	Owner of _____
Signature _____	Signature _____
Name _____	Name _____
Address _____	Address _____
Owner of _____	Owner of _____

**Voeller, Paul**

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**From:** Giefer, Joe (DFG) [joe.giefer@alaska.gov]  
**Sent:** Monday, December 12, 2011 8:50 AM  
**To:** Voeller, Paul  
**Subject:** RE: KPB #2011-176 : EV - Mead Subdivision

Paul,

Thanks, I looked but w/out the EV number I was not able to figure out if they had gone through the DNR review already.  
 No objection from ADF&G.

**Joe Giefer**

Habitat Biologist  
 Alaska Dept. of Fish & Game  
 Division of Sport Fish  
 HQ - Statewide Access Defense  
 333 Raspberry Road, Anchorage AK 99518  
 907-267-2336

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**From:** Voeller, Paul [mailto:PVoeller@borough.kenai.ak.us]  
**Sent:** Friday, December 09, 2011 3:43 PM  
**To:** Giefer, Joe (DFG)  
**Subject:** RE: KPB #2011-176 : EV - Mead Subdivision

Hello Joe,

Attached is a copy of the Final Finding and Decision for subject easement vacation.

This is being looked at again because the surveyor missed the KPB deadline.

Paul Voeller

---

**From:** Giefer, Joe (DFG) [mailto:joe.giefer@alaska.gov]  
**Sent:** Friday, December 09, 2011 2:42 PM  
**To:** Voeller, Paul  
**Cc:** Fink, Mark J (DFG); [ginny.litchfield@alaska.gov](mailto:ginny.litchfield@alaska.gov); Breakfield, Jeffery A (DFG); Brown, Stanley C (DNR)  
**Subject:** KPB #2011-176 : EV - Mead Subdivision

Paul,

The Alaska Department of Fish & Game (ADF&G) has reviewed the proposed vacation of the 66-foot wide section-line easement common to Sections 26 and 27, T. 1 N., R. 13 W., S.M., Alaska, in the Mead Subdivision (Plat HM 2007-140). It is not clear that the applicant has adequately addressed the equal or better requirements for vacating a state section-line easement. As this proposal will also need to be reviewed and approved by the State of Alaska, Department of Natural Resources, ADF&G has no comment at this time and will wait for that

37-1

12/12/2011

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review to occur. Thank you for the opportunity to review and comment on this proposal. If you have questions or would like to discuss this further, please feel free to call or email me.

**Joe Giefer**

**Habitat Biologist**

**Alaska Dept. of Fish & Game**

**Division of Sport Fish**

**HQ - Statewide Access Defense**

333 Raspberry Road, Anchorage AK 99518

907-267-2336



## **KENAI PENINSULA BOROUGH**

144 North Binkley St. Soldotna, Alaska 99669-7520  
Toll-Free within the Borough 1-800-478-4441  
Phone 907-714-2150 • Fax 907-714-2377  
www.borough.kenai.ak.us

**MIKE NAVARRE  
BOROUGH MAYOR**

### **NOTICE OF APPOINTMENTS**

#### **TO SELDOVIA RECREATIONAL SERVICE AREA BOARD**

---

**TO:** Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

**FROM:** Mike Navarre, Kenai Peninsula Borough Mayor *MN*

**DATE:** January 3, 2011

**SUBJECT:** Appointments to the Seldovia Recreational Service Area Board

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Pursuant to KPB 16.55.030, I hereby submit the following appointments to the Seldovia Recreational Service Area Board for confirmation by the Assembly. The applicants are registered voters and reside within the Seldovia Recreational Service Area. Attached for your review are the applications and verification of voter registrations.

<u>Appointment</u>	<u>Seat</u>	<u>Term Expires</u>
Mark Janes	A	October, 2012
Sheryl Hingley	B	October, 2012
Sandra R. Murray	C	October, 2012
Vivian Rojas	D	October, 2012
Janice Wyland	E	October, 2012

Attachments: Applications  
Verifications of Voter Registration

cc: KPB Clerk's Office

**KENAI PENINSULA BOROUGH**

**DECLARATION OF CANDIDACY FOR APPOINTMENT - SERVICE AREA**

This form must be completed in its entirety or candidacy will not be validated. Corrections must be initialed.

GENERAL INFORMATION (Please Print or Type)

I, Mark James, am a qualified voter and declare myself to be a resident and candidate for nomination to the office of:

**SELDOVIA RECREATIONAL SERVICE AREA SEAT \_\_\_\_\_**

RESIDENCY INFORMATION

My current physical residence address is: 1995 Marks Ln

I have been a resident of the Kenai Peninsula Borough since: 1994

and a resident of the service area in which I am seeking office since: 1996

My full mailing address is: PO Box 191 Seldovia AK 99663

CERTIFICATION

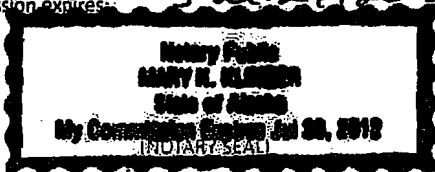
I, the undersigned, certify that the information in this Declaration of Candidacy is true and complete and that I meet the specific residency and citizenship requirements of this office. I further certify that I shall meet the age requirements upon taking the oath of office, if elected. I have not filed another Declaration of Candidacy for the office for which this Declaration is filed. I also acknowledge that should I choose to withdraw my candidacy, my withdrawal must be submitted to the Borough Clerk in writing with my signature before the filing period closes.

Subscribed and sworn to before me this 1<sup>st</sup> day of

December, 2011.

Mary K. Klein  
Signature of Notary Public

My commission expires: Jul. 26, 2012



Mark James

CANDIDATE'S SIGNATURE

HOME PHONE - WORK PHONE - FAX NO.

To assist staff in verifying candidate/voter identification, please provide one or both of the following:

Social Security No. [REDACTED]

Voter No. [REDACTED]

Email: (Optional) mark@nikaresearch.com

FOR OFFICE USE ONLY

Date Received by KPB Clerk's Office: 12-2-11

Time: \_\_\_\_\_

By: JB.

Verified: 12-5-11 [Signature] D/P: 35-095

Letter Sent: \_\_\_\_\_

Completed forms must be received no later than 5:00 P.M. DECEMBER 2, 2011 at the following locations:

Office of the Borough Clerk, 144 N. Binkley Street, Soldotna, AK 99669

- or -

Seldovia City Clerk's Office, 148 Dock Street, Seldovia, AK 99663

**KENAI PENINSULA BOROUGH**

**DECLARATION OF CANDIDACY FOR APPOINTMENT - SERVICE AREA**

This form must be completed in its entirety or candidacy will not be validated. Corrections must be initialed.

**GENERAL INFORMATION** (Please Print or Type)

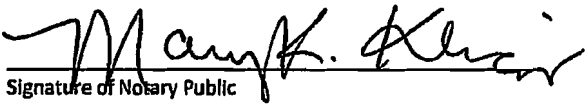
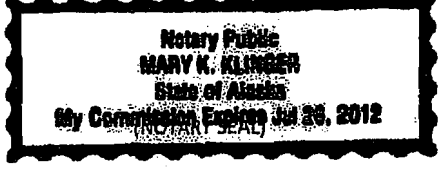
I, SANDRA R MURRAY, am a qualified voter and declare myself to be a resident and candidate for nomination to the office of:  
**SELDOVIA RECREATIONAL SERVICE AREA** SEAT     

**RESIDENCY INFORMATION**

My current physical residence address is: 1547 MURRAY CURVE  
 I have been a resident of the Kenai Peninsula Borough since: 1972  
 and a resident of the service area in which I am seeking office since: 1976  
 My full mailing address is: PO Box 237 Seldovia AK 99663

**CERTIFICATION**

I, the undersigned, certify that the information in this Declaration of Candidacy is true and complete and that I meet the specific residency and citizenship requirements of this office. I further certify that I shall meet the age requirements upon taking the oath of office, if elected. I have not filed another Declaration of Candidacy for the office for which this Declaration is filed. I also acknowledge that should I choose to withdraw my candidacy, my withdrawal must be submitted to the Borough Clerk in writing with my signature before the filing period closes.

Subscribed and sworn to before me this 30<sup>th</sup> day of  
November, 2011.  
  
 Signature of Notary Public  
 My commission expires: Jul 26 2012  


Sandra R Murray  
 CANDIDATE'S SIGNATURE  
907-234-7646 (home)  
 HOME PHONE - WORK PHONE - FAX NO.  
 To assist staff in verifying candidate/voter identification, please provide one or both of the following:  
 Social Security No. \_\_\_\_\_  
 Voter No. \_\_\_\_\_  
 Email: (Optional) \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received by KPB Clerk's Office: <u>12-2-11</u>	Time: _____	By: <u>JTB</u>
Verified: <u>12-5-11</u> D/P: <u>35095</u>	Letter Sent: _____	

Completed forms must be received no later than 5:00 P.M. **DECEMBER 2, 2011** at the following locations:

Office of the Borough Clerk, 144 N. Binkley Street, Soldotna, AK 99669  
 - or -  
 Seldovia City Clerk's Office, 148 Dock Street, Seldovia, AK 99663



**KENAI PENINSULA BOROUGH**

**DECLARATION OF CANDIDACY FOR APPOINTMENT - SERVICE AREA**

This form must be completed in its entirety or candidacy will not be validated. Corrections must be initialed.

**GENERAL INFORMATION** (Please Print or Type)

I, VIVIAN Rojas, am a qualified voter and declare myself to be a resident and candidate for nomination to the office of: **SELDOVIA RECREATIONAL SERVICE AREA** SEAT       

**RESIDENCY INFORMATION**

My current physical residence address is: 195 Bay St or 195 Kachemak  
 I have been a resident of the Kenai Peninsula Borough since: 1974  
 and a resident of the service area in which I am seeking office since:  
 My full mailing address is: P.O. Box 226 Seldovia AK 99663

**CERTIFICATION**

I, the undersigned, certify that the information in this Declaration of Candidacy is true and complete and that I meet the specific residency and citizenship requirements of this office. I further certify that I shall meet the age requirements upon taking the oath of office, if elected. I have not filed another Declaration of Candidacy for the office for which this Declaration is filed. I also acknowledge that should I choose to withdraw my candidacy, my withdrawal must be submitted to the Borough Clerk in writing with my signature before the filing period closes.

Subscribed and sworn to before me this 1<sup>st</sup> day of December, 2011.

Mary K. Kluemper  
 Signature of Notary Public

My commission expires: Jul. 26, 2012

Notary Public  
**MARY K. KLUMPER**  
 State of Alaska  
 My Commission Expires Jul 26, 2012

**CANDIDATE'S SIGNATURE**

Vivian Rojas

HOME PHONE - WORK PHONE - FAX NO.

To assist staff in verifying candidate/voter identification, please provide one or both of the following:

Social Security No.	██████████
Voter No.	██████████
Email (Optional)	<u>vrojas6@hotmail.com</u>

**FOR OFFICE USE ONLY**

Date Received by KPB Clerk's Office: <u>12-2-11</u>	Time: _____	By: <u>JIB</u>
Verified: <u>12-5-11/VMS</u> D/P: <u>35-095</u>	Letter Sent: _____	

Completed forms must be received no later than 5:00 P.M. **DECEMBER 2, 2011** at the following locations:

Office of the Borough Clerk, 144 N. Binkley Street, Soldotna, AK 99669

- or -

Seldovia City Clerk's Office, 148 Dock Street, Seldovia, AK 99663

S:\WPWIN\DATA\Service Areas\Declaration of Candidacy Appointment - Service Areas.doc

**KENAI PENINSULA BOROUGH  
DECLARATION OF CANDIDACY FOR APPOINTMENT - SERVICE AREA**

This form must be completed in its entirety or candidacy will not be validated. Corrections must be initialed.

GENERAL INFORMATION (Please Print or Type)

Janice Wyland am a qualified voter and declare myself to be a resident and candidate for nomination to the office of

**SELDOVIA RECREATIONAL SERVICE AREA SEAT \_\_\_\_\_**

RESIDENCY INFORMATION

My current physical residence address is: 388 BLOCH ST., SELDOVIA, AK 99663

I have been a resident of the Kenai Peninsula Borough since: 1987

and a resident of the service area in which I am seeking office since: 1987

My full mailing address is: P.O. BOX 247, SELDOVIA, AK 99663

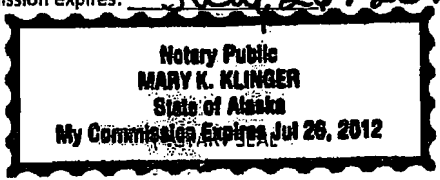
CERTIFICATION

I, the undersigned, certify that the information in this Declaration of Candidacy is true and complete and that I meet the specific residency and citizenship requirements of this office. I further certify that I shall meet the age requirements upon taking the oath of office, if elected. I have not filed another Declaration of Candidacy for the office for which this Declaration is filed. I also acknowledge that should I choose to withdraw my candidacy, my withdrawal must be submitted to the Borough Clerk in writing with my signature before the filing period closes.

Subscribed and sworn to before me this 30<sup>th</sup> day of November, 20 11.

Mary K. Klinger  
Signature of Notary Public

My commission expires: July 26, 2012



X Janice P. Wyland  
CANDIDATE'S SIGNATURE

907-234-7462 HOME  
HOME PHONE - WORK PHONE - FAX NO.

To assist staff in verifying candidate/voter identification, please provide one or both of the following:

Social Security No. \_\_\_\_\_

Voter No. \_\_\_\_\_

Email: (Optional) janice.wyland@akmail.com

FOR OFFICE USE ONLY

Date Received by KPBClerk's Office: 12-2-11 Time: \_\_\_\_\_ By: JB

Verified: 12-5-11 CMA D/P: 35-095 Letter Sent: \_\_\_\_\_

Completed forms must be received no later than 5:00 P.M. DECEMBER 2, 2011 at the following locations:

Office of the Borough Clerk, 144 N. Binkley Street, Soldotna, AK 99669

- or -

Seldovia City Clerk's Office, 148 Dock Street, Seldovia, AK 99663

### KENAI PENINSULA BOROUGH DECLARATION OF CANDIDACY FOR APPOINTMENT - SERVICE AREA

This form must be completed in its entirety or candidacy will not be validated. Corrections must be initialed.

#### GENERAL INFORMATION (Please Print or Type)

I, Sheryl Hingley, am a qualified voter and declare myself to be a resident and candidate for nomination to the office of:

**SELDOVIA RECREATIONAL SERVICE AREA SEAT \_\_\_\_\_**

#### RESIDENCY INFORMATION

My current physical residence address is: 275 Main St. Seldovia, AK 99663

I have been a resident of the Kenai Peninsula Borough since: 7/30/06

and a resident of the service area in which I am seeking office since: 7/30/06

My full mailing address is: Box 151, Seldovia, AK 99663

#### CERTIFICATION

I, the undersigned, certify that the information on this Declaration of Candidacy is true and complete, and that I meet the specific residency and citizenship requirements of the office. I further certify that I shall meet the requirements upon taking the oath of office, if elected. I have not filed another Declaration of Candidacy for the office for which this Declaration is filed. I also acknowledge that should I choose to withdraw my candidacy, my withdrawal must be submitted to the Borough Clerk in writing with my signature before the filing period closes.

Subscribed and sworn to before me this 2nd day of

December, 2011.

Mary K. Klinger  
Signature of Notary Public

My commission expires: July 26, 2012

**Notary Public  
MARY K. KLINGER  
State of Alaska  
My Commission Expires Jul 26, 2012.**

X Sheryl Hingley

CANDIDATE'S SIGNATURE

234-5500 - 234-7616 - 234-2086

HOME PHONE - WORK PHONE - FAX NO.

To assist staff in verifying candidate/voter identification, please provide one or both of the following:

State ID Number: [Redacted]  
Voter ID: [Redacted]  
E-mail address: purplepansybody@yahoo.com

#### FOR OFFICE USE ONLY

Date Received by RPB Clerk's Office: 12-2-11 Time: \_\_\_\_\_ By: JB.

Verified: 12-19-11 D/P: 35-095 Letter Sent: \_\_\_\_\_

Completed forms must be received no later than 5:00 P.M. DECEMBER 2, 2011 at the following locations:

Office of the Borough Clerk, 144 N Rinklay Street, Soldotna, AK 99669

- or -

Seldovia City Clerk's Office, 148 Dock Street, Seldovia, AK 99663



## **KENAI PENINSULA BOROUGH**

144 North Binkley Street • Soldotna, Alaska 99669-7520

PHONE: (907) 714-2160 • FAX: (907) 714-2388


Toll-free within the Borough: 1-800-478-4441 Ext. 2160

Email: [jblankenship@borough.kenai.ak.us](mailto:jblankenship@borough.kenai.ak.us)

**JOHNI BLANKENSHIP, MMC  
BOROUGH CLERK**

### **MEMORANDUM**

TO: Mayor Mike Navarre

FROM: Johni Blankenship, Borough Clerk 

DATE: December 19, 2011

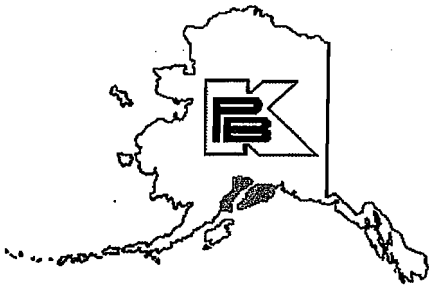
RE: Appointments to the Seldovia Recreational Service Area

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In the memo dated December 8, 2011 (attached), I indicated that eligibility for one applicant was pending. As of December 16, 2011, Sheryl Hingley, is an active registered voter and is therefore eligible for appointment to the Seldovia Recreational Service Area board.

Thank you.

cc: Assembly Member Haggerty via email  
Colette Thompson, Borough Attorney via email



## **KENAI PENINSULA BOROUGH**

144 North Binkley Street • Soldotna, Alaska 99669-7520

PHONE: (907) 714-2160 • FAX: (907) 714-2388


Toll-free within the Borough: 1-800-478-4441 Ext. 2160

Email: [jblankenship@borough.kenai.ak.us](mailto:jblankenship@borough.kenai.ak.us)

**JOHNI BLANKENSHIP, MMC  
BOROUGH CLERK**

### **MEMORANDUM**

TO: Mayor Mike Navarre

FROM: Johni Blankenship, Borough Clerk 

DATE: December 8, 2011

RE: Appointments to the Seldovia Recreational Service Area

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KPB 16.55.030 states in part, *"the first board shall be appointed by the mayor and confirmed by the assembly for terms expiring upon certification of the regular election held in October 2012."*

The following applicants have been verified as eligible for appointment and are therefore submitted for your consideration:

- Mark Janes
- Walter McInnes
- Sandra R. Murray
- Vivian Rojas
- Hugh Q. Smith
- Janice Wyland

The following applicant's verification is pending as she has registered to vote; however, the State of Alaska's records have not been updated to reflect her registration. We will continue to check her status and notify you once it has been updated to reflect her new registration.

- Sheryl Hingley

The individual applications are attached for your review. There are five (5) seats on the Seldovia Recreational Service Area board to be filled. Please note, Assembly Member Haggerty has been instrumental in the establishment of this service area and may be a resource for you in making these appointments.

cc: Assembly Member Haggerty via email  
Colette Thompson, Borough Attorney via email

Attachments



## **KENAI PENINSULA BOROUGH**

144 North Binkley Street • Soldotna, Alaska 99669-7520

Toll-free within the Borough: 1-800-478-4441

PHONE: (907) 262-4441 • FAX: (907) 262-1892

www.borough.kenai.ak.us

**MIKE NAVARRE  
BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *MN*

**FROM:** Doug Schoessler, Roads Director *DS*

**DATE:** December 22, 2011

**SUBJECT:** KPB Road Service Area Board At-Large Seat Term correction

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The KPB Assembly at its September 20, 2011, meeting confirmed Steve Bonebrake's appointment to the KPB Road Service Area Board at-large seat for a term to expire September 30, 2014. According to KPB 16.41.050 Board-Terms of office, two at-large directors are appointed in the same year. Both at-large terms should expire September 30, 2013.

It is respectfully requested the Assembly approve this change to the confirmation of Mr. Bonebrake's appointment to the KPB Road Service Area Board.

## Kenai Peninsula Borough Assembly Committees 2011 – 2012

### ASSEMBLY COMMITTEES

- **Finance Committee**  
Bill Smith, Chair  
Ray Tauriainen, Vice Chair  
Gary Knopp
  
- **Lands Committee**  
Sue McClure, Chair  
Brent Johnson, Vice Chair  
Ray Tauriainen
  
- **Policies & Procedures Committee**  
Mako Haggerty, Chair  
Charlie Pierce, Vice Chair  
Linda Murphy
  
- **Legislative Committee**  
Hal Smalley, Chair  
Linda Murphy, Vice Chair  
All Assembly Members
  
- **President Pro Tem**  
Bill Smith

### OTHER BOROUGH & SCHOOL DISTRICT COMMITTEES

- **KPB Emergency Planning**  
[VACANT]  
Gary Knopp, Alternate
  
- **Planning Commission Representative**  
Ray Tauriainen  
Bill Smith, Alternate
  
- **School Board**  
Charlie Pierce  
Brent Johnson, Alternate  
Ray Tauriainen, Alternate

### SERVICE AREA BOARD LIAISONS

- **Anchor Point Fire & EMS** - Mako Haggerty
- **Bear Creek Fire** - Sue McClure
- **CES/CPEMS** - Brent Johnson
- **Central Peninsula General Hospital**  
Gary Knopp, Charlie Pierce, Linda Murphy
- **Kachemak Emergency Service Area**  
Mako Haggerty
- **KPB Roads**  
Gary Knopp, Charlie Pierce
- **Lowell Point Emergency SA** - Sue McClure
- **Nikiski Seniors** - Ray Tauriainen
- **Nikiski Fire** - Ray Tauriainen
- **North Peninsula Recreation** - Ray Tauriainen
- **Seward/Bear Creek Flood SA** - Sue McClure
- **South Peninsula Hospital** - Mako Haggerty, Bill Smith

### NON-BOROUGH COMMITTEES

- **Cook Inlet Aquaculture**  
Brent Johnson  
[VACANT], Alternate
  
- **Cook Inlet R.C.A.C.**  
Grace Merkes, Term Expires March, 2014
  
- **Economic Development District**  
Linda Murphy, Term Expires 12/31/13  
Hal Smalley, Term Expires 12/31/14
  
- **Kenai Peninsula College Council**  
Hal Smalley, Term Expires 06/30/14
  
- **Kenai River Special Management Area Advisory Board**  
Brent Johnson  
[VACANT], Alternate
  
- **Prince William Sound R.C.A.C.**  
Blake Johnson, Term Expires May, 2013