


Kenai Peninsula Borough



Assembly Packet
September 18, 2012
7:00 p.m.

Homer Council Chambers, City Hall, 491 E. Pioneer Avenue, Homer

September 2012

Monthly Planner

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | <table border="1"> <thead> <tr> <th colspan="7">Aug 2012</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td></td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table> | Aug 2012 | | | | | | | S | M | T | W | T | F | S | | | 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 | | <table border="1"> <thead> <tr> <th colspan="7">Oct 2012</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Oct 2012 | | | | | | | S | M | T | W | T | F | S | | 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 | | | | | | 1 |
| Aug 2012 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oct 2012 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 Borough Holiday: Labor Day | 4 7:00 PM Anchor Point APC 7:00 PM Assembly Meeting | 5 6:00 PM Cooper Landing APC | 6 7:00 PM Hope/Sunrise APC | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 5:30 PM Central Pen Hosp SA **CANCELLED** 5:30 PM Plat Committee & 7:30 PM Planning Commission | 11 5:30 PM Nikiski Senior SA 7:00 PM Seward-Bear Creek Flood SA 7:30 PM Bear Creek FSA 7:00 PM Road SA (Homer) | 12 7:30 PM Nikiski Fire SA | 13 6:30 PM South Pen Hospital SA 7:00 PM KESA 7:15 PM AFHP Task Force | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 7:00 PM Seward-Bear Creek Flood SA | 18 7:00 PM Anchor Point APC 7:00 PM Assembly Meeting (Homer) | 19 6:00 PM Anchor Point Fire | 20 7:00 PM CES | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Absentee Voting Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 5:30 PM Plat Committee & 7:30 PM Planning Commission | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Absentee Voting Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Absentee Voting Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

October 2012

Monthly Planner

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 1 7:00 PM Seward-Bear Creek Flood SA | 2 7:00 PM Anchor Point APC BOROUGH ELECTION | 3 6:00 PM Cooper Landing APC 7:00 PM Moose Pass APC | 4 7:00 PM Hope/Sunrise APC | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Absentee Voting Available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 8 5:30 PM Plat Committee & 7:30 PM Planning Commission | 9 5:30 PM Nikiski Senior SA 7:00 PM Assembly Meeting 7:30 PM Bear Creek FSA | 10 7:30 PM Nikiski Fire SA | 11 6:30 PM South Pen Hospital SA 7:00 PM KESA | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 15 5:30 PM Central Pen Hosp SA 7:00 PM KPB School Board 7:00 PM Seward-Bear Creek Flood SA | 16 7:00 PM Anchor Point APC 7:00 PM Road SA | 17 6:00 PM Anchor Point Fire | 18 7:00 PM CES | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 22 5:30 PM Plat Committee & 7:30 PM Planning Commission 6:00 PM AFHP Task Force 7:00 PM North Pen.Rec.SA | 23 7:00 PM Assembly Meeting | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | <table border="1"> <thead> <tr> <th colspan="7">Sep 2012</th> <th colspan="7">Nov 2012</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>1</td> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>30</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> | | | Sep 2012 | | | | | | | Nov 2012 | | | | | | | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | | | | | 1 | | | | | | 1 | 2 | 3 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 25 | 26 | 27 | 28 | 29 | 30 | 30 | | | | | | | | | | | | |
| Sep 2012 | | | | | | | Nov 2012 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

September 2012 - December 2012

Assembly Yearly Planner

| Sep 2012 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

SEPTEMBER

- 3 **Borough Holiday: Labor Day**
- 4 **Assembly Meeting**
- 18 **Assembly Meeting (Homer)**

| Mar 2013 | | | | | | |
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| S | M | T | W | T | F | S |
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| 31 | | | | | | |

| Oct 2012 | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

OCTOBER

- 2 **Borough Election**
- 9 **Assembly Meeting**
- 23 **Assembly Meeting**

| Apr 2013 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 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 | | | | |

| Nov 2012 | | | | | | |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

NOVEMBER

- 6 **General Election**
- 12 **11/12-11/16 AML Annual Conf. (Anchorage)**
- Borough Holiday: Veterans Day**
- 20 **Assembly Meeting**

| May 2013 | | | | | | |
|----------|----|----|----|----|----|---------|
| S | M | T | W | T | F | S |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| Dec 2012 | | | | | | |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

DECEMBER

- 22 **Borough Holiday: Thanksgiving**
- 23 **Borough Holiday: Thanksgiving**
- 4 **Assembly Meeting**
- 24 **Borough Holiday: Christmas Eve**
- 25 **Borough Holiday: Christmas**

| Jun 2013 | | | | | | |
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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

TUESDAY, SEPTEMBER 18, 2012

- 3:00 PM Finance Committee**
- 3:30 PM Lands Committee**
- 3:45 PM Policies and Procedures Committee**
- 4:00 PM South Peninsula Hospital Tour**
4300 Bartlett Street, Homer
- 7:00 PM Regular Assembly Meeting**

Unless otherwise noted, the above listed meetings will be held in:

Council Chambers
Homer City Hall
491 E. Pioneer Avenue
Homer, Alaska

| | | |
|--------------------|----------------------------|--------------------------------------|
| September 18, 2012 | 3:00 PM | Council Chambers City Hall, Homer |
| Bill Smith, Chair | Ray Tauriainen, Vice Chair | All Assembly Members |

AGENDA

M. PUBLIC HEARINGS ON ORDINANCES

1. Ordinance 2012-19-25: Appropriating \$36,832 from the Kachemak Emergency Service Area Operating Fund Balance for Additional Personnel Cost and Authorizing Changing the Shared Mechanic Position Between Kachemak Emergency Service Area and Anchor Point Fire and Emergency Medical Service Area to a Full-Time Mechanic Position for Kachemak Emergency Service Area (Haggerty).....27
2. Ordinance 2012-19-26: Accepting and Appropriating \$23,693 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management to Support the Activities of the Kenai Peninsula Borough Local Emergency Planning Committee (Mayor)34
3. Ordinance 2012-19-27: Appropriating \$162,444.80 to the Special Assessment Fund for the Anchor View Estates Natural Gas Line Utility Special Assessment District (Mayor).....39
4. Ordinance 2012-19-28: Appropriating Supplemental Funding of \$75,000 for Expansion of the North Peninsula Recreation Service Area Trails System (Mayor)42
5. Ordinance 2012-19-29: Appropriating \$776,228 from the Central Peninsula Hospital Plant Replacement and Expansion Fund for Remodeling of the Obstetrics Area and Relocation of Infusion Therapy, Wound Care, Massage Therapy and Speech Therapy (Mayor).....45

O. NEW BUSINESS

1. Resolutions
 - *a. Resolution 2012-072: To Form the District and Proceed with the Improvement of the Anchor View Estates Utility Special Assessment District for a Natural Gas Main Line (Mayor).....60

2. Ordinances

- *a. Ordinance 2012-19-30: Accepting and Appropriating \$12,848 from the U.S. Fish and Wildlife Service to Supplement the River Debris Removal Project (Mayor) (Hearing on 10/23/12) (Referred to Finance Committee).....87

- *b. Ordinance 2012-19-31: Appropriating \$35,000 in Interest Income from the Spruce Bark Beetle Program to Address the Need for an Emergency Power Generator at the Anchor Point Water Treatment and Distribution Plant (Mayor, Smith, Haggerty) (Hearing on 10/23/12).....92

*Consent Agenda Items

| | | |
|--------------------|---------------------------|--------------------------------------|
| September 18, 2012 | 3:30 PM | Council Chambers City Hall, Homer |
| Sue McClure, Chair | Brent Johnson, Vice Chair | Ray Tauriainen |

AGENDA

O. NEW BUSINESS

2. Ordinances

- *c. Ordinance 2012-19-32: Authorizing the Acquisition of Certain Real Property at Mile 5 of the Seward Highway for a Fire Station on Behalf of the Bear Creek Fire Service Area, Expanding the Purpose of a Previous Appropriation, and Appropriating Supplemental Funds of \$10,000 for the Acquisition (Mayor) (Hearing on 10/23/12).....96

*Consent Agenda Items

Policies and Procedures Committee

| | | |
|----------------------|----------------------------|--------------------------------------|
| September 18, 2012 | 3:45 PM | Council Chambers City Hall, Homer |
| Mako Haggerty, Chair | Charlie Pierce, Vice Chair | Linda Murphy |

AGENDA

K. MAYOR’S REPORT17

- 1. Assembly Requests/Responses – None.
- 2. Agreements and Contracts
 - a. Authorization to Award Contract for 100’ Heavy Duty Aerial Ladder Fire Apparatus to Pierce Manufacturing, Inc.18
 - b. Authorization to Award Contract for Central Peninsula Hospital Radiology Department Renovation – Professional Design Services to Soderstrom Architecture & Planning.....20
 - c. Authorization to Award Contract for North Peninsula Recreational Service Area Playground Construction to Youth Restoration Corporation, Kenai, Alaska.....22
 - d. Authorization to Award Contract for ITB 13-005 Type I KKK-1822F Compliant 4x4 Medic Unit to Braun Northwest, Inc. of Chehalis, Washington24
- 3. Other
 - a. Certification of the 2012 Personal Property Supplemental Assessment Roll.....26

M. PUBLIC HEARINGS ON ORDINANCES

- 6. Ordinance 2012-34: Amending KPB Chapters 2.33, 2.34, 2.90 and 5.04 Renaming the General Services Department to Human Resources Department and Eliminating that Department’s Oversight of the Risk Management Office (Mayor)50

O. NEW BUSINESS

1. Resolutions

- b. Resolution 2012-075: Approving the Job Description for the Director of Human Resources (Mayor)82

3. Other

- *a. Confirming Appointments to KPB Advisory Planning Commissions (Referred to Policies and Procedures Committee).....118

Anchor Point Advisory Planning Commission

Julie Engebretsen Seat F Term Expires September 30, 2015
Joanne Collins Seat G Term Expires September 30, 2015

Cooper Landing Advisory Planning Commission

Karl Romig Seat F Term Expires September 30, 2014

Moose Pass Advisory Planning Commission

Jan L. Odhner Seat A Term Expires September 30, 2014
Bruce Jaffa Seat D Term Expires September 30, 2015

Hope/Sunrise Advisory Planning Commission

Erica Miller Seat A Term Expires September 30, 2015

*Consent Agenda Items

Assembly Agenda

*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 Taurainen
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. September 4, 2012 Regular Assembly Meeting Minutes..... 1

H. COMMENDING RESOLUTIONS AND PROCLAMATIONS

I. PRESENTATIONS WITH PRIOR NOTICE (20 minutes total)

- 1. South Peninsula Hospital Quarterly Report (10 minutes)
- 2. Dave Brann, Kachemak Bay Water Trail Steering Committee, "Kachemak Bay Water Trail" (10 minutes)..... 12

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

K. MAYOR'S REPORT 17

- 1. Assembly Requests/Responses – None.

| | | |
|-----------|---|----|
| 2. | Agreements and Contracts | |
| a. | Authorization to Award Contract for 100' Heavy Duty Aerial Ladder Fire Apparatus to Pierce Manufacturing, Inc. | 18 |
| b. | Authorization to Award Contract for Central Peninsula Hospital Radiology Department Renovation – Professional Design Services to Soderstrom Architecture & Planning..... | 20 |
| c. | Authorization to Award Contract for North Peninsula Recreational Service Area Playground Construction to Youth Restoration Corporation, Kenai, Alaska..... | 22 |
| d. | Authorization to Award Contract for ITB 13-005 Type I KKK-1822F Compliant 4x4 Medic Unit to Braun Northwest, Inc. of Chehalis, Washington | 24 |
| 3. | Other | |
| a. | Certification of the 2012 Personal Property Supplemental Assessment Roll..... | 26 |
| L. | ITEMS NOT COMPLETED FROM PRIOR AGENDA – None. | |
| M. | PUBLIC HEARINGS ON ORDINANCES (Testimony limited to 3 minutes per speaker) | |
| 1. | <u>Ordinance 2012-19-25</u> : Appropriating \$36,832 from the Kachemak Emergency Service Area Operating Fund Balance for Additional Personnel Cost and Authorizing Changing the Shared Mechanic Position Between Kachemak Emergency Service Area and Anchor Point Fire and Emergency Medical Service Area to a Full-Time Mechanic Position for Kachemak Emergency Service Area (Haggerty) (Referred to Finance Committee) | 27 |
| 2. | <u>Ordinance 2012-19-26</u> : Accepting and Appropriating \$23,693 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management to Support the Activities of the Kenai Peninsula Borough Local Emergency Planning Committee (Mayor) (Referred to Finance Committee)..... | 34 |
| 3. | <u>Ordinance 2012-19-27</u> : Appropriating \$162,444.80 to the Special Assessment Fund for the Anchor View Estates Natural Gas Line Utility Special Assessment District (Mayor) (Referred to Finance Committee) | 39 |

4. Ordinance 2012-19-28: Appropriating Supplemental Funding of \$75,000 for Expansion of the North Peninsula Recreation Service Area Trails System (Mayor) (Referred to Finance Committee)42
5. Ordinance 2012-19-29: Appropriating \$776,228 from the Central Peninsula Hospital Plant Replacement and Expansion Fund for Remodeling of the Obstetrics Area and Relocation of Infusion Therapy, Wound Care, Massage Therapy and Speech Therapy (Mayor) (Referred to Finance Committee).....45
6. Ordinance 2012-34: Amending KPB Chapters 2.33, 2.34, 2.90 and 5.04 Renaming the General Services Department to Human Resources Department and Eliminating that Department's Oversight of the Risk Management Office (Mayor) (Referred to Policies and Procedures Committee)50

N. UNFINISHED BUSINESS - None.

O. NEW BUSINESS

1. Resolutions

- *a. Resolution 2012-072: To Form the District and Proceed with the Improvement of the Anchor View Estates Utility Special Assessment District for a Natural Gas Main Line (Mayor) (Referred to Finance Committee)60
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- *c. Ordinance 2012-19-32: Authorizing the Acquisition of Certain Real Property at Mile 5 of the Seward Highway for a Fire Station on Behalf of the Bear Creek Fire Service Area, Expanding the Purpose of a Previous Appropriation, and Appropriating Supplemental Funds of \$10,000 for the Acquisition (Mayor) (Hearing on 10/23/12) (Referred to Lands Committee)96

3. Other

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Hope/Sunrise Advisory Planning Commission

Erica Miller Seat A Term Expires September 30, 2015

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

Q. ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

- 1. October 9, 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. Resolution 2011-108: Approving a New Senior Clerk Typist Classified Position in the River Center Department (Mayor) (Referred to Policies and Procedures Committee) TABLED 01/17/12

2. 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 12/06/11*
3. Ordinance 2012-35: Authorizing a Negotiated Sale at Fair Market Value of a 160 Foot by 200 Foot Parcel Located Adjacent to Nikiska Beach Road in Nikiski to the Lessee, East Shore Home Properties (Mayor) (Hearing on 10/09/12) (Referred to Lands Committee)
4. Ordinance 2012-36: Authorizing the Assessor to Accept the Late-Filed Senior Citizen Exemption Application of Delores J. McCaslin for 2012, Filed after March 31 (Knopp, Mayor) (Hearing on 10/09/12) (Referred to Finance Committee)
5. Ordinance 2012-37: Amending the Borough Code to Reincorporate the River Center Department into the Planning Department and Make Other Associated Amendments (Mayor) (Hearing on 10/09/12) (Referred to Policies and Procedures 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 October 9, 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 for copies of the agenda, meeting summaries, ordinances and resolutions.

Kenai Peninsula Borough

Assembly Meeting Minutes

September 4, 2012

Regular Meeting - Soldotna, Alaska

CALL TO ORDER

A Regular Meeting of the Kenai Peninsula Borough Assembly was held on September 4, 2012, 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 Phil Edgerly from the Reflection Lake Chapel.

There were present:

Gary Knopp, Presiding
Mako Haggerty
Brent Johnson
Sue McClure

Linda Murphy
Hal Smalley
Bill Smith
Ray Tauriainen

comprising a quorum of the assembly.

Absent:

Charlie Pierce (excused)

Also in attendance were:

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

COMMITTEE REPORTS

(07:02:25)

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

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 item.

President Knopp said the Committee of the Whole met and discussed its agenda item.

APPROVAL OF THE AGENDA AND CONSENT AGENDA

MOTION TO APPROVE AGENDA:

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

(07:16:38)

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

The following item was added to the consent agenda:

- Ordinance 2012-37: Amending the Borough Code to Reincorporate the River Center Department into the Planning Department and Make Other Associated Amendments (Mayor) (Hearing on 10/09/12) (Referred to Policy and Procedures)

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

- August 21, 2012 Regular Assembly Meeting Minutes
- Resolution 2012-073: Approving a Mutual Aid Agreement and the Initial Operations Plan Between the Bear Creek Fire Service Area ("BCFSA") and Lowell Point Volunteer Fire Department ("LPVFD") (Mayor) (Referred to Policies and Procedures Committee)
- Resolution 2012-074: Authorizing an Amendment to Cooperative Agreement #68-0150-8-014 with the Natural Resources Conservation Service Regarding the Old Mill Subdivision Voluntary Buyout Project (Mayor) (Referred to Policies and Procedures Committee)
- Ordinance 2012-19-27: Appropriating \$162,444.80 to the Special Assessment Fund for the Anchor View Estates Natural Gas Line Utility Special Assessment District (Mayor) (Shortened Hearing on 09/18/12) (Referred to Finance Committee)
- Ordinance 2012-19-28: Appropriating Supplemental Funding of \$75,000 for Expansion of the North Peninsula Recreation Service Area Trails System (Mayor) (Shortened Hearing on 09/18/12) (Referred to Finance Committee)
- Ordinance 2012-19-29: Appropriating \$776,228 from the Central Peninsula Hospital Plant Replacement and Expansion Fund for Remodeling of the Obstetrics Area and Relocation of Infusion Therapy, Wound Care, Massage Therapy and Speech Therapy (Mayor) (Shortened Hearing on 09/18/12) (Referred to Finance Committee)
- Ordinance 2012-34: Amending KPB Chapters 2.33, 2.34, 2.90 and 5.04 Renaming the General Services Department to Human Resources Department and Eliminating that Department's Oversight of the Risk Management Office (Mayor) (Shortened Hearing on 09/18/12) (Referred to Policies and Procedures Committee)

- Ordinance 2012-35: Authorizing a Negotiated Sale at Fair Market Value of a 160 Foot by 200 Foot Parcel Located Adjacent to Nikishka Beach Road in Nikiski to the Lessee, East Shore Home Properties (Mayor) (Hearing on 10/09/12) (Referred to Lands Committee)
- Ordinance 2012-36: Authorizing the Assessor to Accept the Late-Filed Senior Citizen Exemption Application of Delores J. McCaslin for 2012, Filed after March 31 (Knopp, Mayor) (Hearing on 10/09/12) (Referred to Finance Committee)
- Ordinance 2012-37: Amending the Borough Code to Reincorporate the River Center Department into the Planning Department and Make Other Associated Amendments (Mayor) (Hearing on 10/09/12) (Referred to Policy and Procedures)
- Petition to Vacation that Portion of Mosquito Avenue, Lying West of Kalifornsky Beach Road, a 60-Foot Public Right-of-Way Adjacent to Tract 1A & 2A, Dedicated by Kalbea Subdivision (Plat KN 75-23), also shown on Kalbea Subdivision No. 2 (Plat KN 84-32); Retaining the 50-Foot Public Access Easement Adjacent to Cook Inlet; Within Section 31, Township 5 North, Range 11 West, Seward Meridian, Alaska and Within the Kenai Peninsula Borough; KPB File 2012-098; Location: West on Kalifornsky Beach Road in Kenai [NOTE: an Existing Public Beach Access, Watsjold Lane to the North, is Fully Developed and In Use Nearby] (Referred to Lands Committee)

[Clerk's Note: The Planning Commission approved the referenced vacation by unanimous consent during its regularly scheduled meeting of August 13, 2012.]

- Approval of the Precinct Boards, Canvass Board and Absentee Voting Officials for the October 2, 2012 Regular Election (Referred to Committee of the Whole)

[Clerk's Note: An amendment was made to the Kenai No. 1 Precinct Board as follows: [ISELMAN-BOOKEY, JESSICA] Efta, Sharon]

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

AGENDA APPROVED AS AMENDED: Without objection.

COMMENDING RESOLUTIONS AND PROCLAMATIONS - None.

PRESENTATIONS WITH PRIOR NOTICE

(07:23:07)

Kenai Peninsula Borough School District Superintendent **Dr. Steve Atwater** and Kenai Peninsula Borough Board of Education Member **Bill Holt** gave a quarterly report.

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

(07:39:04)

President Knopp called for public comment.

Ray Southwell, P.O. Box 6881, Nikiski, made a reply statement in regards to the court ruling on his termination from Central Peninsula General Hospital and addressed the Assembly regarding an anti-bullying policy at the Central Peninsula General Hospital.

Janice Chumley, Cheryl Anderson and Heather Fuller gave a report on the success of the, "Second Annual Weed Smackdown."

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

MAYOR'S REPORT

(07:48:29)

1. Assembly Requests/Responses - None.
2. Agreements and Contracts
 - a. Authorization to Award Contract for 13-DC-165 Central Emergency Services Rescue Boat to Northwind Marine
 - b. Authorization to Award Contract for Professional Design Services for Road Service Area Capital Improvement Projects to McLane Consulting, Inc.
 - c. Authorization to Award Contract for Beach Drive Catchment Basin and Culvert Project #E2BEA to Metco, Inc.
3. Other
 - a. Revenue-Expenditure Report June, 2012
 - b. Budget Revisions June, 2012
 - c. Project Reports June 30, 2012

ITEMS NOT COMPLETED FROM PRIOR AGENDA - None.

PUBLIC HEARING ON ORDINANCES

(07:49:21)

Ordinance 2011-19-92: Recording Expenditures of \$2,175,259.65 Paid by the State of Alaska Department of Administration on Behalf of the Kenai Peninsula Borough Toward the Borough's Unfunded PERS Liability (Mayor) (Referred to Finance Committee)

MOTION: Smith moved to enact Ordinance 2011-19-92.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Murphy, Smalley, Smith, Tauriainen, Knopp
No: None
Absent: Pierce
MOTION TO ENACT PASSED: 8 Yes, 0 No, 1 Absent

(07:50:47)

Ordinance 2012-19-17: Accepting and Appropriating a Grant in the Amount of \$750,000 from the State of Alaska on Behalf of the North Peninsula Recreation Service Area for the Community Recreation Center Roof and Exterior Replacement Project (Mayor) (Referred to Finance Committee)

MOTION: Smith moved to enact Ordinance 2012-19-17.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Murphy, Smalley, Smith, Tauriainen, Knopp
No: None
Absent: Pierce
MOTION TO ENACT PASSED: 8 Yes, 0 No, 1 Absent

(07:52:03)

Ordinance 2012-19-18: Appropriating \$250,000 in Kenai Health Center Major Maintenance Funds for Repairs Needed at the Kenai Health Center (Mayor) (Referred to Finance Committee)

MOTION: Smith moved to enact Ordinance 2012-19-18.

President Knopp called for public comment with none being offered.

MOTION: Smith moved to amend Ordinance 2012-19-18 as follows:

The sixth whereas to read, “the CPGH, Inc. Board of Directors at its July 26, 2012, meeting approved the use of \$250,000 from the Kenai Health Center Major Maintenance Fund for repairs to this facility subject to approval by the borough assembly after consideration by the Central Kenai Peninsula Hospital Service Area board; and”

The seventh whereas to read, “the Central Kenai Peninsula Hospital Service Area board at its August 6, 2012, meeting recommended

enactment by unanimous consent;"

MOTION TO AMEND PASSED: Without objection.

VOTE ON MOTION TO ENACT AS AMENDED:

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

No: None

Absent: Pierce

MOTION TO ENACT AS AMENDED PASSED: 8 Yes, 0 No, 1 Absent

(07:54:03)

Ordinance 2012-19-20: Accepting and Appropriating a Grant in the Amount of \$3,976,000 from the State of Alaska on Behalf of the Bear Creek Fire Service Area for the Multi-Use Facility Construction Project (Mayor) (Referred to Finance Committee)

MOTION: Smith moved to enact Ordinance 2012-19-20.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

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

No: None

Absent: Pierce

MOTION TO ENACT PASSED: 8 Yes, 0 No, 1 Absent

(07:55:23)

Ordinance 2012-19-21: Accepting and Appropriating a Grant in the Amount of \$100,000 from the State of Alaska on Behalf of the Kachemak Emergency Service Area for the Diamond Ridge Community Center and Training Facility (Mayor) (Referred to Finance Committee)

MOTION: Smith moved to enact Ordinance 2012-19-21.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

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

No: None

Absent: Pierce

MOTION TO ENACT PASSED: 8 Yes, 0 No, 1 Absent

(07:56:51)

Ordinance 2012-19-22: Appropriating \$666,646 for the Purchase and Implementation of an Upgraded Electronic Health Record Program in the Emergency Department at Central Peninsula Hospital (Mayor) (Referred to Finance Committee)

MOTION: Smith moved to enact Ordinance 2012-19-22.

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

MOTION: Smith moved to amend Ordinance 2012-19-22 as follows:

The seventh whereas to read, “the CPGHI board at its July 26, 2012, meeting recommended approval of the purchase of the EHR system from Picis, Inc.; and”

The eighth whereas to read, “the Central Kenai Peninsula Hospital Service Area board at its August 6, 2012, meeting recommended enactment by unanimous consent;”

MOTION TO AMEND PASSED: Without objection.

VOTE ON MOTION TO ENACT AS AMENDED:

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

No: None

Absent: Pierce

MOTION TO ENACT AS AMENDED PASSED: 8 Yes, 0 No, 1 Absent

(07:59:22)

Ordinance 2012-19-24: Accepting and Appropriating Funding From the State of Alaska in the Amount of \$772,200 for Community Purposes Under the State's 2012/2013 Community Revenue Sharing Program (Mayor) (Referred to Finance Committee)

MOTION: Smith moved to enact Ordinance 2012-19-24.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

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

No: None

Absent: Pierce

MOTION TO ENACT PASSED: 8 Yes, 0 No, 1 Absent

(08:01:04)

Ordinance 2012-30: Amending KPB 5.12.040 and 5.12.119(F) to Clarify the Procedures for Revocation of Property Tax Exemptions (Mayor) (Referred to Policies and Procedures Committee)

MOTION: Haggerty moved to enact Ordinance 2012-30.

President Knopp called for public comment with none being offered.

MOTION:

Haggerty moved to amend Ordinance 2012-30 as follows:

Section 2 to read, "5.12.119. Real property tax-Exemptions-Borough mayor-Authority to grant extensions of time-Approve TAR--Changes in exempt status--Hearing.

...

F. Property owner responsibility to notify borough of changes, changes in exempt status, hearing. It shall be the responsibility of every person who obtains a property tax exemption under this chapter to notify the borough assessor of any change in ownership, property use, residency, permanent place of abode, or other factors affecting qualification for any exemption. If the assessor determines that the property is not eligible for this exemption, all taxes, penalty, and interest due on the property for all tax years beginning with the year the property should have been subject to taxation shall be due and payable [AFTER] 30 days after [OF] mailing of a supplementary assessment notice, notifying the person of the revocation of any exemption, unless an informal adjustment hearing is timely requested pursuant to KP.B 5.12.040. If an informal adjustment hearing is timely requested all tax, penalty and interest shall be due within 30 days of the assessor's written decision for any period the assessor concludes that the property was not eligible for the exemption."

MOTION TO AMEND PASSED:

Without objection.

VOTE ON MOTION TO ENACT AS AMENDED:

Yes:

Haggerty, Johnson, McClure, Murphy, Smalley, Smith, Tauriainen, Knopp

No:

None

Absent:

Pierce

MOTION TO ENACT AS AMENDED PASSED: 8 Yes, 0 No, 1 Absent

Ordinance 2012-31: Enacting KPB 5.12.295 - Application of Property Tax Payments (Mayor) (Referred to Policies and Procedures Committee)

MOTION: Haggerty moved to enact Ordinance 2012-32.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

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

No: None

Absent: Pierce

MOTION TO ENACT PASSED: 8 Yes, 0 No, 1 Absent

Ordinance 2012-32: Confirming the Assessment Roll for the Anchor Point Utility Special Assessment District and Establishing the Method for Terminating Assessments and Making Refunds to Property Owners (Mayor) (Referred to Finance Committee)

MOTION: Smith moved to enact Ordinance 2012-32.

President Knopp called for public comment.

Scott Woline and Juanita Hill, PO Box 292 Anchor Point, spoke in opposition to Ordinance 2012-32.

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

VOTE ON MOTION TO ENACT:

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

No: None

Absent: Pierce

MOTION TO ENACT PASSED: 8 Yes, 0 No, 1 Absent

Ordinance 2012-33: Amending KPB 14.31.070, Circulation and Filing of Petition; Signature Requirements, to Correct the Process for Withdrawing a Signature from a Petition in Support of a Road Improvement Assessment District (Mayor) (Referred to Policies and Procedures Committee)

MOTION: Haggerty moved to enact Ordinance 2012-33.

President Knopp called for public comment with none being offered.

MOTION: Haggerty moved to amend Ordinance 2012-33 as follows:

The fourth whereas to read, “the road service area at its August 14, 2012, meeting recommended enactment.”

MOTION TO AMEND PASSED: Without objection.

VOTE ON MOTION TO ENACT AS AMENDED:

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

No: None

Absent: Pierce

MOTION TO ENACT AS AMENDED PASSED: 8 Yes, 0 No, 1 Absent

UNFINISHED BUSINESS - None.

NEW BUSINESS - None.

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

(08:20:24)

President Knopp called for public comment with none being offered.

ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

(08:20:38)

The next meeting of the anadromous Fish Habitat Protection (AFHP) Task Force was scheduled for September 13, 2012 in the Borough Assembly Chambers, Soldotna, Alaska.

The next meeting of the Kenai Peninsula Borough Assembly was scheduled for September 18, at 7:00 p.m. in the Homer City Council Chambers, Homer, Alaska.

ASSEMBLY COMMENTS

(08:20:59)

Assembly Member Haggerty said he was looking forward to welcoming everyone to Homer for the next meeting. He noted the incoming storm systems and hoped it was not a sign of what was coming this winter, he told everyone to batten down the hatches.

Assembly Member Johnson noted in remembrance Marilyn Dimmick who passed away last summer, he stated that Ms. Dimmick was a former Assembly Member, Planning Commissioner and his wife’s Camp Fire Girl Leader, she was the type of person who participated in a lot of community services. He congratulated Steve Bannock who was named Commercial Fisherman of the Year and stated that Mr. Bannock had served more time on the Cook Inlet Aquaculture Board than any other person as well as being on the regional planning team. He referred to the revenue page of the Mayor’s Report and noted that Finance Director, Craig Chapman had predicted a collection of \$28,671,000 in sales tax and in fact the amount collected was \$28,637,000 which was a phenomenal prediction.

Assembly Member McClure thanked Janice Chumley, Cheryl Anderson and Heather Fuller for giving an update on the success of the Weed Smackdown. She thanked the School District for their presentation and chuckled at the surprise regarding the increased enrollment in Seward Elementary,

and stated more young families were moving to Seward and it also showed in the Hope, Cooper Landing and Moose Pass area where enrollments were also up. She wished everyone safe travels home.

Assembly Member Tauriainen thanked and commended everyone who put their names in as a candidate for state office, he stated it was a good thing to give the voters a choice and it was not an easy thing for someone to put their name forward like that. He requested an excused absence for the September 18, 2012 meeting.

Assembly Member Smith stated jack-up rig owner Buccaneer also owned the rig drilling behind Wal-mart in Kenai and noted that it was scheduled to be relocated to Homer, roughly twenty miles out East End Road where some exploratory drilling would be done. He requested Buccaneer schedule a presentation before the Assembly so their activities could be described to the public.

Assembly Member Murphy said she wished that Mr. Woline had stayed after his comments and wanted to point out that even if the Wolines do not intend to utilize the natural gas, having the availability would increase the value of their property. She commended Assembly Member Johnson for his piece in the Peninsula Clarion regarding commercial fisheries.

Assembly Member Smalley thanked the School District for their report, he stated the test scores showed that the Kenai Peninsula Borough schools were outstanding and the students were doing well. He reminded everyone there were two more elections this year October 2, 2012 for the local election and November 6, 2012 for the National Election.

President Knopp noted he had attended the Palmer State Fair, and that the Martin Family was honored as the Farm Family of the Year, and it was quite an accomplishment to have a family from the Peninsula honored, when most agricultural activities occurred in the Valley. He said Ms. Martin stated it was not about raising produce and product, it was about raising good hardworking young men. He gave a heartfelt thank you for all of the support during his campaign. He said during a meeting with Archer Company they had indicated they were looking for local people to hire for operations of the jack-up rig. He gave notice of his absence from the September 18, 2012 meeting.

ADJOURNMENT

With no further business to come before the assembly, President Knopp adjourned the meeting at 8:32 p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of September 4, 2012.

Johni Blankenship, MMC, Borough Clerk

Approved by Assembly: _____

Kachemak Bay Water Trail

Update – April 2012



WE'RE LAUNCHED . . . A LOT has happened since last October when a group of about 50 folks met at the Pratt Museum to explore the idea of creating a **Kachemak Bay Water Trail**. Dave Brann's visit to water trails back East made him wonder, "Why not here in beautiful Kachemak Bay?" Next thing you know, his request for assistance through the Rivers, Trails, and Conservation Assistance (RTCA) program was approved. As a result, staff from that arm of the National Park Service has helped local volunteers work towards our vision of...

Adventure Beyond the End of the Road . . .

**a 125-mile water trail from the Homer Spit to Seldovia
inspiring exploration, understanding, and stewardship
of the natural treasure that is Kachemak Bay.**

AND COMMUNITY SUPPORT IS GROWING . . . Our water trail is already recognized as something special! Many local partners have stepped forward to offer support, including Alaska Division of Parks & Outdoor Recreation – Kachemak Bay State Park (which borders much of the bay), Homer Parks & Recreation Advisory Commission, Cook Inletkeeper, Homer Chamber of Commerce & Visitor Center, Homer Soil & Water Conservation District, NOAA Kasitsna Bay Lab, Homer Wilderness Leadership (HoWL), and the Homer Wooden Boat Society. In addition, it's one of only two projects in Alaska recognized in the Department of Interior's *America's Great Outdoors, 50 State-Report*. So a tide of support is rising, and we've just begun!

ACCOMPLISHMENTS SO FAR . . . Since December, a volunteer Kachemak Bay Water Trail steering committee has met once a month with the following exciting results:

- Our Water Trail has a **vision and goals**, shown on the back of this page.
- Our Water Trail has an **action plan** outlining tasks to accomplish to reach our goals.
- Our Water Trail Association has a "**fiscal agent**"—*Alaska Trails* (www.alaska-trails.org/), which allows us to accept tax deductible donations and apply for many grants.
- And we've been awarded our **first grant**—to develop an interactive website all about the water trail.

WHAT'S NEXT: We'd love your help to make our vision real, and there's lots you can do. For example, you could ♦ join the steering committee or one of its subcommittees; ♦ talk to neighbors, friends, and local leaders to gain their support for the trail; ♦ help inventory resources along the trail, like potential launch sites, landings, hiking trails, campsites, and other special places and features; ♦ contribute to our website (for example, with text, photos, or graphics); ♦ help create outreach and educational materials on topics like boating safety, the trail's potential economic benefits, getting kids outdoors, stewardship, cultural history and resources; ♦ donate services or equipment (we REALLY need bookkeeping services!); ♦ raise money for the trail; ♦ write grants; ♦ or help in any other way you can think of to help make this trail what it can be for our community and visitors. **We welcome ALL interests & skill levels!** To volunteer, or for more information, email Dave Brann (brann@alaska.net) or George Reising (gbsreising@gmail.com), co-chairs of the Kachemak Bay Water Trail Steering Committee. And welcome on board!



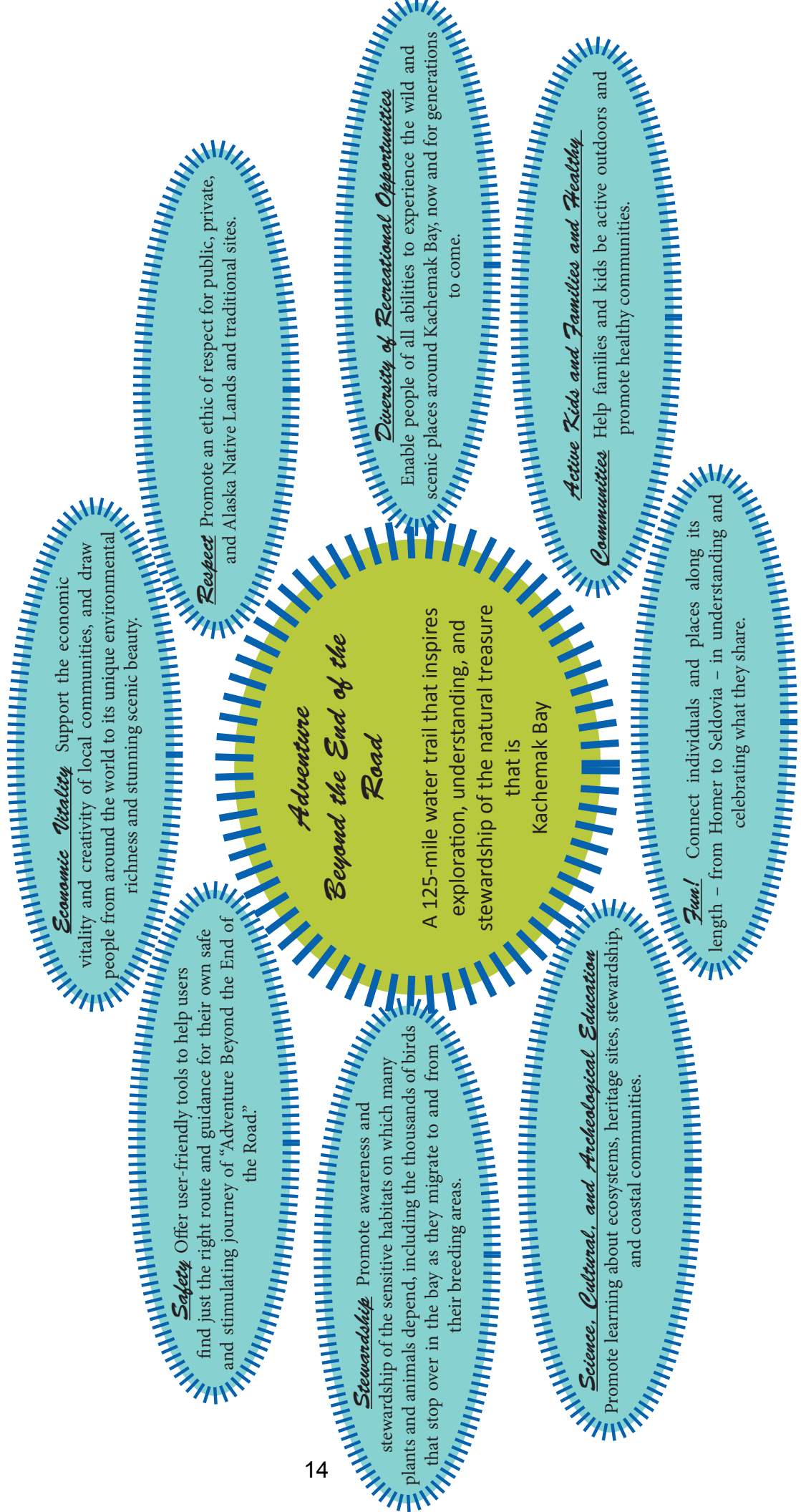
All photos courtesy of Bill Scott

Kachemak Bay Water Trail **TIMELINE**

| June 2011 | October 2011 | Fall 2011 | Winter 2011-12 | Spring 2012 | Summer 2012 | Winter 2012 |
|---|--|--|--|---|---|--|
|        |         |        |      |     |    |  |
| <p>Dave Has A Vision!</p> <ul style="list-style-type: none"> Receive Grant of RTCA Technical Assistance | <p>Build Community Support</p> <ul style="list-style-type: none"> Host Public Meetings Create Trail Vision & Goals Develop Action Plan Build Support | <p>Form Steering Committee</p> <p>Draft Budget</p> | <p>Build Support</p> <ul style="list-style-type: none"> Form Subcommittees Host Public Meetings Receive Web Grant | <p>Build Support</p> <ul style="list-style-type: none"> Form Subcommittees Host Public Meetings Receive Web Grant | <p>Produce Brochure</p> <ul style="list-style-type: none"> Begin Website Design Develop Outreach Plan Begin Site Inventory Identify Launch Sites Grow Media Assets Receive Homer & Seidovia City Support Resolutions | <p>Compile Resource Data</p> <ul style="list-style-type: none"> Landownership Marine Weather/Safety Hazards Cultural & Historical Data Natural & Physical Resource Business & Tourism Opportunities Analyze Route and Site Options |
| <p>Build Support</p> <p>Raise \$\$\$</p> | <p>Build Support</p> <p>Raise \$\$\$</p> | <p>Build Support</p> <p>Raise \$\$\$</p> | <p>Build Support</p> <p>Raise \$\$\$</p> | <p>Build Support</p> <p>Raise \$\$\$</p> | <p>Build Support</p> <p>Raise \$\$\$</p> | <p>Build Support</p> <p>Raise \$\$\$</p> |
| <p>Spring 2013</p>         | <p>Summer 2013</p>        | <p>Fall 2013</p>        | <p>Winter 2013-14</p>        | <p>Spring 2014</p>         | <p>Summer 2014</p>        | <p>Summer 2014</p>  |
| <p>Start Work on Water Trail Plan</p> <ul style="list-style-type: none"> Scope and Feasibility Route & Site Selection Maps & Site Plans Education & Interp Programs Monitoring & Maintenance Agreements & Partnerships Costs Impacts/Tradeoffs Identify Compliance Needs | <p>Ground Truth</p> <ul style="list-style-type: none"> Site Inventory Resource Information Access Feasibility Landownership Impacts/Tradeoffs Produce New Brochure Improve Kachemak Bay State Park Water Trail Sites | <p>Complete Site Inventory & Maps</p> <p>Complete Draft Water Trail Plan</p> <p>Establish MOUs</p> <ul style="list-style-type: none"> Time Commitments Funding Commitments Maintenance Agreements Private Landowner Agreements Prepare Business Plan w/Budget Conduct Outreach & Marketing | <p>Work on Water Trail Products</p> <ul style="list-style-type: none"> Website Guidebooks Maps Podcasts Develop Educational Programs Develop Tourism Marketing Dry Run w/ Sites & Materials Marketing | <p>Finalize Water Trail Plan</p> <ul style="list-style-type: none"> City & Borough Approval Complete Compliance Build & Sign Select Sites | <p>CUT THE RIBBON!</p> <ul style="list-style-type: none"> Open Trail Events Celebrations <p>USE THE TRAIL!!</p> | <p>Continue Building, Signing, & Maintaining Sites</p> <p>Continue Education Programs</p> <p>Continue Marketing</p> |

The KACHEMAK BAY WATER TRAIL

Vision and Goals



What is the Kachemak Bay Water Trail?

The Kachemak Bay Water Trail is a proposed boat route that provides scenic, fun, educational, or challenging experiences along the shores of Kachemak Bay. The water trail route will be connected through signs, maps, and identified locations. At these locations, you'll find things like boat launches, mooring buoys, trailheads, and overnight facilities.



So Many Benefits!

The Kachemak Bay Water Trail will benefit people who live around and visit Kachemak Bay by encouraging: economic vitality; respect; safety; stewardship; diversity of recreational opportunities; active kids, families and healthy communities; science, cultural, and archeological education; and fun!

Can you imagine?



For more information, contact:

Dave Brann
(Co-Chair, KBWT Steering Committee)
PO Box 729 Homer, AK 99603
kbwt@homerakalaska.org
907-235-6018



Adventure Beyond the End of the Road!

A 125-mile water trail that inspires exploration, understanding, and stewardship of the natural treasure that is Kachemak Bay.

This Is Your Trail!

You can make it a reality.

How Can You Help?

- Tell your friends and neighbors about this wonderful trail;
- Help us identify resources along the trail such as launch sites, landings, hiking trails, campsites, and other special places;
- Help us create a great website with text, photos, or cool graphics;
- Create outreach and educational materials on key water trail topics like boating safety, benefits to our community, getting kids outdoors, natural resource stewardship, and cultural history;
- Donate services or equipment;
- Donate or raise money for the trail;
- Write grants;
- Organize volunteer opportunities or events; or
- Help in ways we haven't thought of yet... You tell us!





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**

MAYOR'S REPORT TO THE ASSEMBLY

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

FROM: Mike Navarre, Kenai Peninsula Borough Mayor *P.O. for MN.*

DATE: Sept 18, 2012

Assembly Requests/ Response

None

Agreements and Contracts

- a. Authorization to Award Contract for 100' Heavy Duty Aerial Ladder Fire Apparatus to Pierce Manufacturing, Inc.
- b. Authorization to Award Contract for Central Peninsula Hospital Radiology Department Renovation – Professional Design Services to Soderstrom Architecture & Planning.
- c. Authorization to Award Contract for North Peninsula Recreational Service Area Playground Construction to Youth Restoration Corporation, Kenai, Alaska.
- d. Authorization to Award Contract for ITB 13-005 Type I KKK-1822F Compliant 4x4 Medic Unit to Braun Northwest, Inc. of Chehalis, Washington

Other

- a. Certification of the 2012 Personal Property Supplemental Assessment Roll



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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Mike Navarre, Mayor
THRU: Mark Fowler, Purchasing & Contracting Director
FROM: James Baisden, Chief – Nikiski Fire Service Area
DATE: August 31, 2012
SUBJECT: Authorization to Award Contract for 100' Heavy Duty Aerial Ladder Fire Apparatus

The Purchasing and Contracting Office formally solicited and received bids for the 100' Heavy Duty Aerial Ladder Fire Apparatus. Bid packets were released on July 23, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion on July 23, 2012.

On the due date of August 8, 2012 two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low responsive bid of \$944,246.36 (with prepayment discounts) was submitted by Pierce Manufacturing, Inc.

Your approval for this bid award is hereby requested. Funding for this project is in account number 441.51110.13439.48514.

Mike Navarre, Mayor

9/4/12
 Date

| | |
|--|----------------------|
| FINANCE DEPARTMENT FUNDS VERIFIED | |
| Acct. No. <u>441.51110.13439.48514</u> | |
| Amount <u>\$944,246.36</u> | |
| By: <u>pc</u> | Date: <u>8/31/12</u> |
| <i>BWS for CCC</i> | |

Routed From
 Mayor's Office to:
 Clerk *orig*
 Assembly _____
 Legal _____
 Finance
 Assessing _____
 Planning _____
 Roads _____
 SBB _____
 Purchasing
 Other NESA
 Date: 9-4-12

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB13-004 100' Heavy Duty Aerial Ladder Fire Apparatus

| CONTRACTOR | Chassis | Ladder/Tank | Inspection Travel Expense (3 people, 2 trips) | Total Extended Price |
|----------------------|--------------|----------------|---|----------------------|
| Pierce Manufacturing | \$335,077.00 | \$653,055.00 | \$11,100.00 | \$999,232.00 |
| General Fire | | Non-Responsive | | |
| | | | | |
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| | | | | |

DUE DATE: August 8, 2012 @ 2:00 PM

KPB OFFICIAL:  Mark Fowler, Purchasing & Contracting Director



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520
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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Mike Navarre, Mayor

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

FROM: Kevin Lyon, Capital Projects Director *KL*
John Hedges, Project Manager *JH*

DATE: August 27, 2012

SUBJECT: Authorization to Award Contract for Central Peninsula Hospital Radiology
Department Renovation – Professional Design Services

The Purchasing and Contracting Office formally solicited and received proposals for Central Peninsula Hospital Radiology Department Renovation Professional Design Services. Proposal packets were released on July 19, 2012 and the Request for Proposal was advertised in the Anchorage Daily News on July 19, 2012 and the Peninsula Clarion on July 20, 2012.

The scope of work shall consist of the design and construction administration services required for the renovation of the existing CPH radiology department. The projects goal is to improve department functionality and patient satisfaction. This project must take place while the facility is in operation and must accommodate the needs of the day to day needs of the hospital activity.

On the due date of August 14, 2012, four (4) proposals were received and ranked by a review committee as follows:

| <u>FIRM</u> | <u>TOTAL SCORE</u> |
|------------------------------------|--------------------|
| Soderstrom Architecture & Planning | 476 |
| Architects Alaska | 369 |
| Spark Design | 331 |
| Jensen-Yorba-Lott | 290 |

The highest ranking proposal, which includes a cost factor, was submitted by Soderstrom Architecture & Planning with a lump sum cost proposal of \$67,900.00. The proposal review committee recommends award of a contract to **Soderstrom Architecture & Planning**. Your approval for this award is hereby requested.

Funding for this project is in account number 490.81110.12IMG.49311.

Mike Navarre
Mike Navarre, Mayor

8/30/12
Date

RECEIVED

AUG 27 2012

**KPB
FINANCE ADMINISTRATION**

| | |
|--------------------------------------|--------------------------------|
| FINANCE DEPARTMENT FUNDS VERIFIED | |
| Acct. No. | <u>490.81110.12IMG.49311</u> |
| Amount | <u>\$67,900.00</u> |
| By: | <u>pc</u> Date: <u>8/28/12</u> |



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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Mike Navarre, Mayor

THRU: Mark Fowler, Purchasing & Contracting Director

FROM: Kevin Lyon, Capital Projects Director

DATE: August 21, 2012

SUBJECT: Authorization to Award Contract for North Peninsula Recreation Service Area Playground Construction

The Purchasing and Contracting Office formally solicited and received bids for the North Peninsula Recreation Service Area Playground Construction. Bid packets were released on July 27, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion and the Anchorage Daily News on July 27, 2012 and July 29, 2012.

The project consists of playground equipment assembly and erection located at North Peninsula Recreation Center.

On the due date of August 9, 2012 two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$24,750.00 was submitted by Youth Restoration Corp, Kenai, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 459.61110.12028.49101.

 Mike Navarre, Mayor

 Date

RECEIVED
 AUG 21 2012
 KPB
 FINANCE ADMINISTRATION

| | |
|--------------------------------------|-----------------------|
| FINANCE DEPARTMENT FUNDS VERIFIED | |
| Acct. No. | 459.61110.12028.49101 |
| Amount | \$24,750.00 |
| By: | |
| Date: | 8/22/12 |

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB13-008 NPRSA Playground Construction

| CONTRACTOR | BASE BID |
|-------------------------|-------------|
| Holden Company | \$69,879.00 |
| Youth Restoration Corps | \$24,750.00 |
| | |
| | |
| | |
| | |
| | |
| | |

DUE DATE: August 9, 2012 @ 2:00 PM

KPB OFFICIAL:



Mark Fowler, Purchasing & Contracting Director



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**MIKE NAVARRE
 BOROUGH MAYOR**

MEMORANDUM

TO: Mike Navarre, Mayor
THRU: Mark Fowler, Purchasing & Contracting Director
FROM: Chris Mokracek, Fire Chief *C. Mokracek*
DATE: September 4, 2012
SUBJECT: Authorization to Award Contract for ITB13-005 Type I KKK-1822F Compliant 4x4 Medic Unit

The Purchasing and Contracting Office formally solicited and received bids for the purchase of a type I KKK-1822F compliant 4x4 medic unit. Bid packets were released on July 23, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion on July 23, 2012.

On the due date of August 16, 2012 three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$194,505.00 was submitted by Braun Northwest, Inc. of Chehalis Washington.

Your approval for this bid award is hereby requested. Funding for this project is in account number 443.51610.12463.48514.

Mike Navarre

 Mike Navarre, Mayor

9/6/12

 Date

RECEIVED

SEP 05 2012

**KPB
 FINANCE ADMINISTRATION**

Routed From
 Mayor's Office to:
 Clerk *OK*
 Assembly _____
 Legal _____
 Finance
 Assessing _____
 Planning _____
 Roads _____
 SBB _____
 Purchasing
 Other *OK*
 Date: *9-6-12*

| | |
|--------------------------------------|------------------------------|
| FINANCE DEPARTMENT FUNDS VERIFIED | |
| Acct. No. | <u>443.51610.12463.48514</u> |
| Amount | <u>194,505.⁰⁰</u> |
| By: <i>pc</i> | Date: <u>9/5/12</u> |

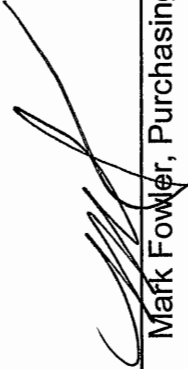
C. Mokracek

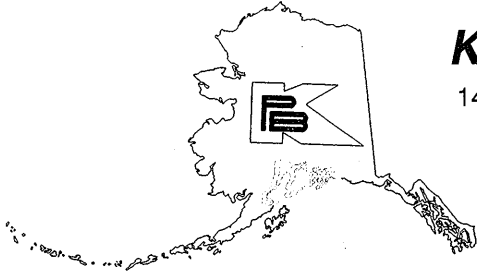
**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB13-005 Type 1 KKK-1822F Compliant 4x4 Medic Unit

| CONTRACTOR | Chassis | Inspection Travel Expense (1 person, 2 trips) | Total Extended Price |
|-------------|--------------|---|----------------------|
| H&W | \$237,924.00 | \$4,000.00 | \$241,924.00 |
| Braun | \$186,505.00 | \$2,500.00 | \$194,505.00 |
| Taylor Made | \$206,140.00 | \$2,000.00 | \$208,140.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

DUE DATE: August 16, 2012 @ 2:00 PM

KPB OFFICIAL: 
Mark Fowler, Purchasing & Contracting Director



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, Borough Mayor
FROM: Tom Anderson, Director of Assessing
DATE: August 31, 2012
SUBJECT: Certification of the 2012 Personal Property Supplemental Assessment Roll



The undersigned, duly qualified and appointed Assessor of the Kenai Peninsula Borough, does hereby certify that the following is the total valuation contained in the 2012 Personal Property Supplemental Assessment Roll as of August 31, 2012.

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

TOTAL PERSONAL PROPERTY

\$14,254,252

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

TOTAL PERSONAL PROPERTY

\$8,049,430



Tom Anderson, Director of Assessing

Routed From
Mayor's Office to:
Clerk _____
Assembly _____
Legal _____
Finance _____
Assessing _____
Planning _____
Roads _____
SBB _____
Purchasing _____
Other _____
Date: _____

Introduced by: Haggerty
Date: 08/21/12
Hearing: 09/18/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-25**

**AN ORDINANCE APPROPRIATING \$36,832 FROM THE KACHEMAK
EMERGENCY SERVICE AREA OPERATING FUND BALANCE FOR ADDITIONAL
PERSONNEL COST AND AUTHORIZING CHANGING THE SHARED MECHANIC
POSITION BETWEEN KACHEMAK EMERGENCY SERVICE AREA AND ANCHOR
POINT FIRE AND EMERGENCY MEDICAL SERVICE AREA TO A FULL-TIME
MECHANIC POSITION FOR KACHEMAK EMERGENCY SERVICE AREA**

1 **WHEREAS**, the mechanic position for Kachemak Emergency Service Area (KESA) and
2 Anchor Point Fire and Emergency Medical Service Area (APFEMSA) is a full-
3 time position split between the two service areas; and

4 **WHEREAS**, the current part-time mechanic is a National Fire Protection Association (NFPA)
5 trained emergency vehicle technician and has fire apparatus experience; and

6 **WHEREAS**, the mechanic has resigned his position at APFEMSA and is working part-time at
7 KESA; and

8 **WHEREAS**, the work load at KESA has steadily increased with the acquisition of surplus
9 vehicles in lieu of new apparatus; and

10 **WHEREAS**, the increase in personnel cost to KESA for the period October 1, 2012 through the
11 end of the current fiscal year for a full-time mechanic is estimated to be \$36,832;
12 and

13 **WHEREAS**, the cost of contracting these services to a non-NFPA trained mechanic greatly
14 increases the cost to the service area; and

1 **WHEREAS**, the service area and the borough benefit from having a trained, experienced fire
2 apparatus mechanic to perform preventative maintenance, repairs and emergency
3 repairs to mission critical rolling stock and fire station infrastructure; and

4 **WHEREAS**, at its June 21, 2012, meeting the KESA board passed a motion to fund a full-time
5 mechanic and hire the current part-time mechanic for this position; and

6 **WHEREAS**, the cost of increasing the mechanic position from one-half time to full-time will
7 likely require an increase in the mill rate in subsequent years;

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

10 **SECTION 1.** That the change of the current mechanic position serving both KESA and
11 APFEMSA to a full-time mechanic position for KESA is hereby approved.

12 **SECTION 2.** That \$36,832 is appropriated from the KESA operating fund, fund balance to the
13 following account to accommodate a full-time mechanic position at KESA:

| | | | |
|----|------------------------|-----------------------|-----------|
| 14 | 212.51810.40110 | Regular Wages | \$ 21,625 |
| 15 | 212.51810.40210 | FICA | 1,739 |
| 16 | 212.51810.40221 | PERS | 5,001 |
| 17 | 212.51810.40321 | Health Insurance | 7,173 |
| 18 | 212.51810.40322 | Life Insurance | 53 |
| 19 | 212.51810.40410 | Leave | 1,188 |
| 20 | <u>212.51810.40511</u> | <u>Other Benefits</u> | <u>53</u> |
| 21 | | | \$ 36,832 |

22 **SECTION 3.** That this ordinance takes effect 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, MMC, Borough Clerk

Yes:

No:

Absent:

KENAI PENINSULA BOROUGH

Kenai Peninsula Borough Assembly

144 North Binkley Street
Soldotna, AK 99669
Phone 907-714-2160
Fax 907-714-2388

Gary Knopp, Assembly President
Charlie Pierce, Vice President

MEMORANDUM

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

FROM: Mako Haggerty, Assembly Member (*M. H.*)

DATE: August 21, 2012

RE: Ordinance 2012-19-25: Appropriating \$36,832 from the Kachemak Emergency Service Area Operating Fund Balance for Additional Personnel Cost and Authorizing Changing the Shared Mechanic Position Between Kachemak Emergency Service Area and Anchor Point Fire and Emergency Medical Service Area to a Full-Time Mechanic Position for Kachemak Emergency Service Area

This memo supports Ordinance 2012-19-25 proposing to change the mechanic position for Kachemak Emergency Service Area (KESA) and Anchor Point Fire and Emergency Service Area (APFEMSA) to a full time position serving only KESA. After careful monitoring of the current workload and inventory the KESA Board voted at its June 21, 2012 meeting to support a full-time KESA mechanic position to fully meet service area needs. The mechanic is no longer working for APFEMSA.

The KESA Board believes it is in the best interest of KESA taxpayers to have a National Fire Protection Association (NFPA) trained emergency vehicle technician as a full-time staff position. The service area has been in need of a skilled mechanic for some time and was fortunate to find an available NFPA trained mechanic. KESA has older equipment and some equipment that was received in an unfavorable condition in need of repair and upgrades requiring a skilled and trained mechanic's attention. The cost of contracting the work out to an outside service provider would greatly exceed the cost of hiring the current mechanic to a full time position.

The increase in personnel cost to KESA for a full time mechanic for the period of October 1, 2012 through the end of the current fiscal year is estimated to be \$36,832. This ordinance would appropriate this amount from KESA's operating fund balance for additional personnel costs. It is anticipated that maintaining a full time mechanic's position will require an increase in the mill rate for KESA in subsequent years.

Your consideration is appreciated.

| | |
|--|--------------------------------|
| FINANCE DEPARTMENT ACCOUNT VERIFIED | |
| Acct. No. | <u>212.27910 FB</u> |
| Amount | <u>\$ 36,832.⁰⁰</u> |
| By: <u>pc</u> | Date: <u>8/13/12</u> |

W.K. Pierce

Kachemak Emergency Service Area

Approved Board Meeting Minutes

Thursday, June 21, 2012

53048 Ashwood Ave. Station 1

A. Call to Order

The meeting was called to order at 7pm by Jeff Middleton

B. Roll Call

Present: Jeff Middleton, Doug Schade, Milli Martin by conference call at 7:30 pm
Matt Schneyer & Mike Peterson.

Others present: Mayor Mike Navarre, Assemblyman Mako Haggerty and other members of the public.

C. Pledge of Allegiance

D. Public Comments (on matters both on and off the agenda)

1. Tim Murnane of 38375 Greer Rd. spoke on his concerns for spotty cell phone service with AT&T especially for emergencies calling 9-1-1.
2. Mako Haggerty spoke on hiring a mechanic full time for KESA.

E. Correspondences

1. Chief Ciccarella received a letter from ISO stating that our probation period is coming to an end and wanted a status on the remedies to maintain an 8B rating. They advised if we had not performed the needed fixes we would revert to a 9 for the entire area by August 30, 2012.
2. August 16, 2012 ISO will be coming to do a re-evaluation after Tanker 3 is moved to the West side.

F. Approval of Agenda

Motion: Moved by Mike Peterson and seconded by Matt Schneyer to approve the agenda as presented.

4 – Yes 0 – No 1 Absent **Motion Carried.**

G. Approval of Minutes – Thursday June 7, 2012 Regular Meeting

Motion: Moved by Doug Schade and seconded by Matt Schneyer to approve the minutes of June 7, 2012.

4 – Yes 0 – No 1- Absent **Motion Carried**

H. Chief's Report

1. **Calls** – call volume is still high. One rollover accident required several hours of volunteers time due to scene safety issues etc. Their training came into play in defusing the situation.
2. **Building Rental** – Risk Management came down and inspected the area. They had some concerns about the site being in the city and not the borough. We are awaiting word on moving forward.
3. **Razdolna School** – Chief did an inspection of a building at the school for fire access and he required a fire lane in front. He sent a letter off to the Fire Marshal on his inspection.

Kachemak Emergency Service Area

Approved Board Meeting Minutes

Thursday, June 21, 2012

53048 Ashwood Ave. Station 1

4. **Life Med** – They came down and held a helicopter operations training session. The presentation went well and we will hold more training with them in the future.
 5. **Apparatus** – Engine 2 had a bad valve and was replaced. Our radio in brush truck 1 shorted out due to ongoing electrical problems due to the age of the truck so the radio had to be sent out for repair and cost over \$500.
 6. **Code Blue Grants** – The Phillips monitors from the code blue grant should arrive any day now. We may be notified next month about going ahead with the ambulance. The board at that time will need to vote to appropriate funds to come up with the 15% match.
 7. **Engine 11** – this engine will be going back to CES and the tanker we were going to use will be going to Anchor Point instead. When we receive our new tanker pumper we will take Tanker 2 out of service and repair the transmission and drive shaft and hopefully can keep Engine 11 long enough to cover.
 8. **Water Tank** – The water tank pump system has been repaired but we were told by Water Solutions that we need a new well. They moved the pump up higher in the well and for now it seems to be working better than ever. They told us a new well would cost an estimated \$10,000.
- I. Unfinished Business**
1. **Diamond Ridge Station (On Hold) – Status Update** - Mayor Navarre spoke on getting funding for the new station and his efforts to support getting it built. We will know by September 2012 if it made it into the governor's budget. If not he will try for the Senate Budget. By March 2013 we will know if we are getting the full station or not.
 2. **Apparatus** – The new tanker pumper has a problem with the paint on the chassis. It does not match the box so they need to repaint the chassis. The problem was at International's factory. They hope to get it out of South Dakota by August 1. Then it takes two weeks to get it here. It had a July 13th delivery date in the contract. It needs to arrive before ISO gets here on August 16.
 3. **Temporary Quarters West Side** – We are waiting on the lease and we will be saving about \$1100 a month if we rent one building instead of two. The building is getting a door hung, the electric and water line are being moved and the insulation is going in. They will be putting in a gravel pad. The Mayor said the assembly must approve the lease. The borough land manager and risk management will be involved in obtaining leases.
 4. **Full-Time Mechanic – Approximately \$40,000 extra** would be needed to fund a full time mechanic position. Chief would need to get exact numbers from finance when the time comes to move forward.
Motion: Moved by Milli Martin and seconded by Doug Schade to hire Harlon as a full time mechanic at approximately an extra \$40,000 per year.
Discussion: Mako commented on the funding after this year for the mechanic. His concern was that the mill rate may have to increase if we hire a

Kachemak Emergency Service Area

Approved Board Meeting Minutes

Thursday, June 21, 2012

53048 Ashwood Ave. Station 1

mechanic full time. Chief discussed how the funding could be worked out. He spoke on lease-purchases for getting trucks and making use of Capital Funds. Mike Petersen spoke on monies coming from assessed values increasing. The Mayor expressed his concerns but stated he was unaware the mechanic was falling behind on the work due to only working 20 hours a week.

4 – YES 1 – NO cast by Doug Schade Motion Carried

- 5. Grants** – Even though the Board approved accepting the fund in the June 7, 2012 meeting there needs to be an official vote.

Motion: Moved by Mike Petersen and seconded by Matt Schneyer to accept the VFA Grant for \$19,816 and the State of Alaska Capital Priorities Project Grant for \$100,000 for the Diamond Ridge Station Project. **5- Yes 0 – No Motion Carried**

J. New Business

- 1. Phone Service Issues/effects on 9-1-1** – Cell phone service does not work all the time in the East End area. GCI came out inquiring about the service in this area yesterday. GCI uses the ACS towers for roaming. ACS was contacted in the past by the KPB about expanding the service but ACS never has due to the cost. AT&T service is even worse for coverage.
- 2. Customer Satisfaction Survey** – Chief Cicciarella is going to go ahead with putting a survey together and bring it to the next meeting. We can get a professionally made card done and send it out to the community on how well our service is doing.
- 3. Future Direction – Five Year Comprehensive Plan** – Chief Cicciarella passed out a rough draft outline of the plan and is looking for comments or suggestions from the board for the next meeting.
- 4. Open Forum** – The Chief opened it up to discussion for any topic. Mako likes the idea of a BBQ open to the community for public relations. Jeff suggested putting it on the next meeting agenda.

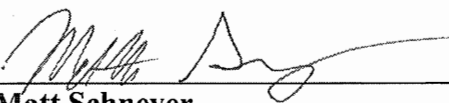
K. Comments of the Audience – Jason Miller commented on how he depends on cell phone service while on calls to communicate with the hospital. It is the only link to the hospital when out on calls with the ambulance so increased service would help. He mentioned talking to poison control on one call was very helpful.

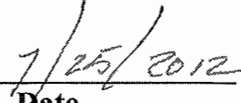
L. Board Comments, Announcement & Future Agenda Items – Mike Petersen suggested putting the customer satisfaction questionnaire on the KESA web site. Milli Martin thanked all for letting her call in.

M. Date & Time of Next Meeting – Next meeting will be July 12, 2012 at 7 pm at the Ruth Way Station. Mako suggested having someone from the insurance company come and explain the ISO ratings to the public and board.

N. Adjournment – Jeff Middleton adjourned the meeting at 8:35 pm.

Minutes Approved
Secretary


Matt Schneyer


Date

Introduced by: Mayor
Date: 08/21/12
Hearing: 09/18/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-26**

**AN ORDINANCE ACCEPTING AND APPROPRIATING \$23,693 FROM THE STATE
OF ALASKA DEPARTMENT OF MILITARY AND VETERANS AFFAIRS,
DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT TO
SUPPORT THE ACTIVITIES OF THE KENAI PENINSULA BOROUGH
LOCAL EMERGENCY PLANNING COMMITTEE**

1 **WHEREAS**, the Kenai Peninsula Borough established the Local Emergency Planning
2 Committee (LEPC) to meet requirements of the Emergency Planning and
3 Community Right-To-Know Act; and

4 **WHEREAS**, the LEPC membership consists of private individuals, public entities and industry
5 representatives who serve as a public education and information source for
6 disaster preparedness throughout the borough; and

7 **WHEREAS**, the Alaska Department of Military and Veterans Affairs, Division of Homeland
8 Security and Emergency Management, has provided fiscal year 2013 baseline
9 funding in the amount of \$23,693.00 to support LEPC activities; and

10 **WHEREAS**, the \$23,693.00 will be used for support services, supplies, and equipment
11 purchases for the LEPC; and

12 **WHEREAS**, the borough's Office of Emergency Management will administer the grant on
13 behalf of the LEPC for the purposes stated above;

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

1 **SECTION 1.** That the mayor is authorized to accept the \$23,693.00 grant from the State of
2 Alaska Department of Military and Veterans Affairs, Division of Homeland
3 Security and Emergency Management.

4 **SECTION 2.** That the grant funds in the amount of \$23,693.00 are hereby appropriated to
5 Account No. 271.91120.LEP13.49999 – Project Account.

6 **SECTION 3.** That the mayor is authorized to execute a grant agreement and any other
7 documents deemed necessary to accept and expend the grant, and to fulfill the
8 intents and purposes of this ordinance.

9 **SECTION 4.** 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, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

Office of Emergency Management

253 Wilson Lane • Soldotna, Alaska 99669-7932
Phone: (907) 262-4910 • 1-800-478-4441 #4910 • Fax: (907) 714-2395
www.borough.kenai.ak.us

MEMORANDUM

**MIKE NAVARRE
BOROUGH MAYOR**

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

THRU: Mike Navarre, Mayor *MN*
Craig Chapman, Director of Finance *C Chapman*
Brenda Ahlberg, Community & Fiscal Projects Manager *B Ahlberg*

FROM: Scott Walden, Emergency Management Director *SW*

DATE: August 7, 2012

SUBJECT: Ordinance 2012-19- 26, accepting and appropriating \$23,693.00 from the Alaska Division of Homeland Security and Emergency Management to support the activities of the Kenai Peninsula Borough Local Emergency Planning Committee.

The State of Alaska Division of Homeland Security and Emergency Management provides annual grants to each Local Emergency Planning Committee (LEPC) in Alaska. For fiscal year 2013 the State Emergency Response Commission approved baseline funding of \$23,693.00 for the Kenai Peninsula Borough LEPC. Funds may be used for LEPC activities such as planning, support services, supplies, and equipment expenditures.

Upon enactment the borough Office of Emergency Management (OEM) will administer the grant on behalf of the LEPC. OEM provides the support staff and supplies needed by LEPC for its operations. LEPC grant funds will be used to offset a portion of OEM operational costs directly associated with LEPC activities.

Scott Walden, Emergency Management Director, will be the project manager for the grant award. The performance period ends June 30, 2013.

Attachments: award notification letter

| | |
|--|-------------------------------|
| FINANCE DEPARTMENT ACCOUNT VERIFIED | |
| Acct. No. | <u>271.91120.LEP13.49999</u> |
| Amount | <u>N/A</u> |
| By: | <u>pc</u> Date: <u>8/9/12</u> |

STATE OF ALASKA

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

July 25, 2012

SEAN PARNELL, GOVERNOR

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

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

RE: 2013 Local Emergency Planning Committee Grant
Agreement Number: 13LEPC-GR35602

Dear Mayor Navarre:

The Division of Homeland Security and Emergency Management (DHS&EM) has received funds from the State of Alaska to support Local Emergency Planning Committee (LEPC) activities.

The State Emergency Response Commission (SERC) Finance Committee approved the State Fiscal Year (SFY) 2013 Baseline award of \$23,693.00 for the Kenai Peninsula Borough LEPC. The SERC Finance Committee will periodically examine all LEPC budget executions during the fiscal year. An LEPC which fails to submit timely reports, execute its budget, attend the bi-annual Local Emergency Planning Committee Association (LEPCA) meeting, or is found otherwise non-compliant with the award agreement risks losing part or the entire award. The SERC Finance Committee may reallocate funds from under-spent LEPC budgets or non-compliant LEPCs to meet other non-funded LEPC/SERC program requests.

Eligible expenditures include:

- **Management:** This category supports the day-to-day sustainment of the committee.
- **Outreach:** This category supports the committee's baseline goals of public involvement in the emergency planning process, committee right to know, all-hazards awareness, and promoting LEPC membership.
- **Preparedness:** This category supports the LEPCs baseline goals of increasing awareness of and planning for chemical and all-hazards events, as well as helping communities prepare and mitigate through planning and preparedness for potential events.

Additional guidance and eligible activities are available in the *Local Emergency Planning Committee Grant Program Guidance* document available on DHS&EM's website, <http://ready.alaska.gov/grants.htm>. The above categories are not all inclusive.

Mayor Navarre
July 25, 2012
Page 2 of 2

Two pre-signed SFY 2013 LEPC Obligating Award Documents are enclosed, as well as a Project Budget Detail Report. Please review the information for accuracy and sign the obligating documents, keep one original for your records, and return the other original within 30 days to:

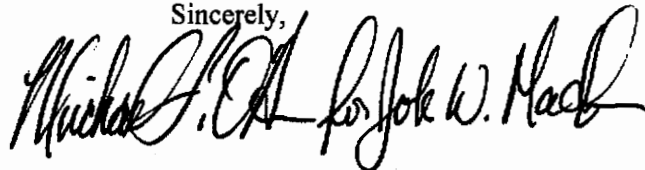
State of Alaska DHS&EM
State Administrative Agency Point of Contact
PO Box 5750
JBER, AK 99505

If the Obligating Award Document cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form may be requested. If needed, Electronic Payment (EDI) enrollment forms are also available upon request.

If signatory points of contacts have changed since submittal of the SFY 2013 application, please complete and return a LEPC Signatory Authority Form with the signed Obligating Award Document. The LEPC Signatory Authority Form is available at DHS&EM's website, <http://ready.alaska.gov/grants.htm>.

The DHS&EM Project Manager for this grant, Rachel Saxby, may be contacted directly at 907-428-7024, toll-free at 800-478-2337, or by email at rachel.saxby@alaska.gov if you have questions or need further assistance.

Sincerely,



John W. Madden
Director

jwm:rps:cas

Enclosures: Obligating Award Document (2 copies)
Signatory Authority Form
Project Budget Details Report

CC: Ron Rolgasky, LEPC Chair
Scott Walden, Jurisdiction Project Manager
Craig C. Chapman, Jurisdiction Chief Financial Officer



Introduced by: Mayor
Date: 09/04/12
Shortened Hearing: 09/18/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-27**

**AN ORDINANCE APPROPRIATING \$162,444.80 TO THE SPECIAL ASSESSMENT
FUND FOR THE ANCHOR VIEW ESTATES NATURAL GAS LINE
UTILITY SPECIAL ASSESSMENT DISTRICT**

1 **WHEREAS**, KPB 5.35 provides authority for creating and financing utility special assessment
2 districts for utility line extension; and

3 **WHEREAS**, a petition has been received requesting the formation of a special assessment district
4 in the Anchor View Estates Subdivision for construction of a natural gas mainline;
5 and

6 **WHEREAS**, the resolution to form the district and proceed with the improvement for the Anchor
7 View Estates special assessment district, Resolution 2012-072 was _____ at the
8 September 18, 2012 assembly meeting; and

9 **WHEREAS**, financing is necessary to complete the administrative requirements of the ordinance
10 and regulations; and

11 **WHEREAS**, pursuant to KPB 5.10.040(A)(13) the borough may invest in special assessment
12 districts; and

13 **WHEREAS**, the estimated total cost of the project of \$162,444.80 is to be provided as an
14 investment by the general fund which will be repaid with interest by assessments on
15 the parcels within the district;

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

3 **SECTION 1.** That the amount of \$162,444.80 is authorized to be advanced to the assessment fund
4 from the general fund and appropriated into Account No. 897.92037.ANCVW.49999
5 for the Anchor View Estates Natural Gas Line project.

6 **SECTION 2.** That the special assessment fund shall repay the full amount with interest to the
7 general fund through payments made on the special assessments levied.

8 **SECTION 3.** That this ordinance shall take effect immediately upon its enactment.

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

Gary Knopp, Assembly President

ATTEST:

Johni Blankenship, MMC, 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 *MN*

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

DATE: August 23, 2012

SUBJECT: Ordinance 2012-19-27, appropriating \$162,444.80 to the special assessment fund for the Anchor View Estates natural gas line utility special assessment district

With passage of the resolution to form the district and proceed with the improvement through resolution 2012-072 the next step in the utility special assessment district (USAD) process is assembly consideration of the appropriating ordinance. The attached ordinance appropriates the estimated project costs and authorizes an interfund loan from the General Fund to finance the USAD.

The total cost of the gas line project is estimated at \$162,444.80. This includes direct cost of \$153,015.00 and indirect administrative cost of \$9,429.80. Funding for the project will be provided through an interfund loan from the borough's general fund. The loan will be repaid through 10 annual assessments levied on property located within the USAD. Billings will include an interest charge equal to the published prime rate in effect at the time of the loan plus 2 percent. The prime rate is currently 3.25 percent. If it remains unchanged through project completion, residents of the USAD will be charged an interest rate of 5.25 percent (3.25 + 2). This is the same formula used to determine the rate of interest on the interfund loans used to finance the other USAD projects. Penalties are not imposed for accelerated payments.

If for any reason the USAD is not formed, the loan will not be made and the General Fund will absorb any administrative costs that exceed the \$1,000 filing fee received with the petition.

To begin construction of the gas line during the 2012 construction season a shortened hearing on the attached ordinance to appropriate the funds is requested.

| | |
|--------------------------------------|---------------------|
| FINANCE DEPARTMENT FUNDS VERIFIED | |
| Acct. No. | <u>100.27910</u> |
| Amount | <u>\$162,444.80</u> |
| By: | <u>BH</u> |
| Date: | <u>8/22/12</u> |

Introduced by: Mayor
Date: 09/04/12
Shortened Hearing: 09/18/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-28**

**AN ORDINANCE APPROPRIATING SUPPLEMENTAL FUNDING OF
\$75,000 FOR EXPANSION OF THE NORTH PENINSULA RECREATION
SERVICE AREA TRAILS SYSTEM**

1 **WHEREAS**, the North Peninsula Recreation Service Area (NPRSA) is in the process of
2 expanding its trails system; and

3 **WHEREAS**, the NPRSA received a \$150,000 legislative grant from the State of Alaska for this
4 project which was appropriated through Ordinance 2012-19-03; and

5 **WHEREAS**, the cost of this project is now estimated at \$225,000 and supplemental funds are
6 needed in order to complete the project; and

7 **WHEREAS**, the NPRSA board at its meeting of July 23, 2012, unanimously approved the use
8 of \$75,000 from its capital project fund balance for the additional funds needed
9 for this project;

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

12 **SECTION 1.** That \$75,000 is appropriated from the NPRSA Capital Project Fund fund balance
13 to account no. 459.61110.13TRL.49999 for costs associated with expanding its
14 trail system.

15 **SECTION 2.** That this ordinance takes effect 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, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

North Peninsula Recreation Service Area

MEMORANDUM

MIKE NAVARRE
BOROUGH MAYOR

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

THRU: Mike Navarre, Mayor *MN*

FROM: Craig Chapman, Director of Finance *C Chapman*
Rachel M. Parra, NPRSA Recreation Director *RP*

DATE: August 21, 2012

SUBJECT: Ordinance 2012-19-*28*, appropriating \$75,000 from the North Peninsula Recreation Service Area's Capital Improvements Fund for the NPRSA Trails Project

As one of its FY13 capital improvements, the North Peninsula Recreation Service Area (NPRSA) is expanding its current trail system that is adjacent to the NPRSA facilities. The NPRSA Board of Directors appointed a trails committee to determine a defined scope of work and provide direction for the project. There are four areas of focus for the project: repair existing trails where necessary, expand the trail system to provide for additional lake access and create more recreational usage of service area land, install a disc golf course within the new trail system, and acquire maintenance equipment needed for upkeep and maintenance of the trails.

Based on the scope of work, the estimated project cost is \$225,000. The service area has been awarded a DCCED State of Alaska legislative grant in the amount \$150,000, leaving a remaining balance of \$75,000 required to complete the project. The service area is requesting \$75,000 be appropriated from its capital improvements fund to the NPRSA Trails Project. The NPRSA Board of Directors unanimously approved this appropriation during its regular meeting on July 23, 2012.

In order to meet the goal of completion by October 31, 2012, and in consideration of the weather and construction season necessary to complete the work, time is essential. A shortened hearing is requested.

Your approval of this ordinance would be greatly appreciated.

| | |
|--------------------------------------|--------------------------------|
| FINANCE DEPARTMENT FUNDS VERIFIED | |
| Acct. No. | <u>459.27910 FB</u> |
| Amount | <u>\$75,000.00</u> |
| By: | <u>BH</u> Date: <u>8/22/12</u> |

Introduced by: Mayor
Date: 09/04/12
Shortened Hearing: 09/18/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-29**

**AN ORDINANCE APPROPRIATING \$776,228 FROM THE CENTRAL PENINSULA
HOSPITAL PLANT REPLACEMENT AND EXPANSION FUND FOR REMODELING
OF THE OBSTETRICS AREA AND RELOCATION OF INFUSION THERAPY,
WOUND CARE, MASSAGE THERAPY AND SPEECH THERAPY**

1 **WHEREAS**, to improve patient care, Central Peninsula Hospital (CPH) plans to relocate
2 Infusion Therapy next to the new Radiation Oncology Center, allowing patients
3 better access when accessing both services; and

4 **WHEREAS**, relocating the existing Wound Care, Massage Therapy and Speech Therapy to the
5 current Infusion Therapy location will allow for improved security and renovation
6 in the obstetrics (OB) area; and

7 **WHEREAS**, renovation of the OB will improve the Nursery space, Labor Tub space, and overflow
8 rooms in the OB area through window replacement, medical gas replacement, labor
9 tub relocation, and nursery remodel; and

10 **WHEREAS**, the Central Peninsula General Hospital, Inc. board at its August 30, 2012, meeting
11 _____ the use of the Plant replacement and expansion funds for this project;
12 and

13 **WHEREAS**, the Central Kenai Peninsula General Hospital Service Area board at its meeting of
14 _____, 2012, recommended _____;

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

1 **SECTION 1.** That \$776,228 is appropriated from the Central Peninsula Hospital Plant
2 Replacement and Expansion Fund to account 490.81110.13OBR.49999 for this
3 above-described project.

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.**

Gary Knopp, Assembly President

ATTEST:

Johni Blankenship, MMC, 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

THRU: Mike Navarre, Mayor *MN*

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

DATE: August 23, 2012

SUBJECT: Ordinance 2012-19-29, appropriating \$769,228 from the Central Peninsula Hospital Plant Replacement and Expansion Fund for remodeling of the Obstetrics Area and Relocation of Infusion Therapy, Wound Care, Massage Therapy, and Speech Therapy

To improve patient care Central Peninsula Hospital (CPH) plans to relocate Infusion Therapy next to the new Radiation Oncology Center, allowing patients better access when utilizing both services. This would allow the existing Wound Care, Massage Therapy and Speech Therapy to be relocated to the current Infusion Therapy space, allowing for easier access for patients of these services.

Relocation of the existing Wound Care, Massage Therapy and Speech Therapy will provide improved security in the obstetrics (OB) area by separating the OB department from ancillary departments currently located at the end of the OB overflow wing through the installation of a secure door in the hallway of the OB overflow wing.

In addition, renovation of the OB area will improve the Nursery space, Labor Tub space, and overflow rooms in the OB area through window replacement, medical gas replacement, labor tub relocation, and nursery remodel. Replacement/upgrade of the medical gas system will address safety concerns.

Shortened hearing is being requested on this ordinance to allow completion of the Infusion Therapy relocation project to coincide with completion of the Radiation Oncology Center.

| | |
|--------------------------------------|---|
| FINANCE DEPARTMENT FUNDS VERIFIED | |
| Acct. No. | <u>490.00000.00000.20002</u> |
| Amount | <u>\$769,228.00</u> |
| By: | <u>C Chapman</u> Date: <u>8/23/2012</u> |

RESOLUTION 2012 - 68

A RESOLUTION APPROVING REMODELING OF OB AND RELOCATION OF INFUSION THERAPY, WOUND CARE, MASSAGE THERAPY AND SPEECH THERAPY

1. **WHEREAS**, the Kenai Peninsula Borough (“Borough”) has entered into a Lease and Operating Agreement with Central Peninsula General Hospital, Inc. for the lease and operation of Central Peninsula Hospital and other Medical Facilities, and to provide other healthcare programs and services, on a nonprofit basis in order to ensure continued availability to the Service Area residents; and,
2. **WHEREAS**, Central Peninsula General Hospital, Inc. plans to relocate Infusion Therapy next to the Radiation Oncology Center, allowing Oncology patients better access when accessing both services; and,
3. **WHEREAS**, patient satisfaction in OB has shown a continued challenge in satisfaction with the physical environment; and,
4. **WHEREAS**, Central Peninsula General Hospital, Inc. plans to upgrade the medical gases in the OB department; and,
5. **WHEREAS**, Wound Care, Massage Therapy and Speech Therapy will be relocated to the existing Infusion Therapy space, providing easier access for patients of these services; and,
6. **WHEREAS**, this relocation of services will provide improved OB security by separating the OB department from ancillary departments currently located at the end of the OB overflow wing through the installation of a secure door in the hallway of the OB overflow wing; and,
7. **WHEREAS**, renovation of the OB will improve the Nursery space, Labor Tub space, and overflow rooms in the OB area through window replacement, medical gas replacement, labor tub relocation, and nursery remodel; and,
8. **WHEREAS**, upgrades to the medical gases will resolve known safety concerns; and,
9. **WHEREAS**, the project will be managed by KPB Capital Projects; and,
10. **WHEREAS**, the budget for the project is \$769,228.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF CENTRAL PENINSULA GENERAL HOSPITAL, INC., A NOT-FOR-PROFIT ALASKA CORPORATION, THAT:

SECTION 1. The CPGH, Inc. Board of Directors approves and authorizes the relocation project to move Infusion Therapy, Massage Therapy and Speech Therapy, which will be managed by KPB Capital Projects and which will have a budget of \$769,228. The Chief Executive Officer or designee is authorized to execute this project with KPB Capital Projects on behalf of CPGH, Inc.

SECTION 2. This resolution takes effect immediately upon adoption by the CPGH, Inc. Board of Directors.

I certify that the above resolution was approved by vote of the Board of Directors of Central Peninsula General Hospital, Inc. at the 08/30/12 Board meeting.

DATED: _____

Alyson Stogsdill, Secretary/Treasurer
CPGH, Inc. Board of Directors

Introduced by: Mayor
Date: 09/04/12
Shortened Hearing: 09/18/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-34**

**AN ORDINANCE AMENDING KPB CHAPTERS 2.33, 2.34, 2.90 AND 5.04 RENAMING
THE GENERAL SERVICES DEPARTMENT TO HUMAN RESOURCES
DEPARTMENT AND ELIMINATING THAT DEPARTMENT'S OVERSIGHT OF THE
RISK MANAGEMENT OFFICE**

- 1 **WHEREAS**, KPB Chapter 2.33 of the Kenai Peninsula Borough Code establishes the General
2 Services Department and sets forth the powers and duties of that department; and
- 3 **WHEREAS**, KPB 2.33.010 states that the executive officer of the department shall be the
4 general services director; and
- 5 **WHEREAS**, KPB 2.33.020 establishes that the general services department shall, among other
6 powers and duties, oversee the risk management office; and
- 7 **WHEREAS**, KPB 2.34.101 states “[t]here is in the general services department, the office of
8 risk management;” and
- 9 **WHEREAS**, human resource laws and healthcare laws have changed significantly over the past
10 few years and it is expected that there will be continuing changes in these areas;
11 and
- 12 **WHEREAS**, it would be in the best interests of the borough to employ a human resources
13 director whose primary functions are human resources and healthcare; and
- 14 **WHEREAS**, the general services director position will be vacant as of October 1, 2012; and

1 **WHEREAS**, under KPB 2.34.010 the office of risk management is administered by the risk
2 manager and the risk management committee; and

3 **WHEREAS**, with the expertise of the positions of risk manager and those on the risk
4 management committee, oversight by the general services department is no longer
5 necessary; and

6 **WHEREAS**, it would be appropriate for the office of risk management to report to the mayor
7 and the risk management committee and be budgeted in the office of the mayor;
8 and

9 **WHEREAS**, amendments to KPB chapters 2.90 and 5.04 are necessary to reflect the change in
10 the name of the department director from Director of General Services to Director
11 of Human Resources;

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

14 **SECTION 1.** That KPB Chapter 2.33 be amended as follows:

15 **CHAPTER 2.33. HUMAN RESOURCES [GENERAL SERVICES]**
16 **DEPARTMENT.**

17 **2.33.010. Established — Director appointment and authority.**

18 There is established a human resources [GENERAL SERVICES] department in the
19 executive branch of the Kenai Peninsula Borough. The principal executive of the
20 department shall be the director of human resources [GENERAL SERVICES] whose
21 position shall be appointed by, and under the supervision of, the mayor.

1 **2.33.020. Department — Powers and duties.**

2 The human resources [GENERAL SERVICES] department shall:

3 A. Administer the office of human resources;

4 B. Manage the mail/print room; and

5 C. Administer custodial maintenance. [;

6 D. OVERSEE THE RISK MANAGEMENT OFFICE IN ACCORDANCE WITH KPB CHAPTER
7 2.34.]

8 **SECTION 2.** That KPB 2.34.010 be amended as follows:

9 **2.34.010. Risk Management Office established — Administrator.**

10 [THERE IS IN THE GENERAL SERVICES DEPARTMENT, THE OFFICE OF RISK
11 MANAGEMENT.] The office of risk management shall be administered by the risk
12 manager and a risk management committee consisting of the Kenai Peninsula
13 Borough attorney, the Kenai Peninsula Borough finance officer and an employee
14 of the Kenai Peninsula Borough School District who has significant responsibility
15 for managing school district finances and is appointed by the Superintendent. The
16 members of the risk management committee may each designate a person to act
17 as a committee member in the event of absence of that committee member.
18 Meetings of the risk management committee shall be held on a regular monthly
19 basis, and are exempt from the Open Meetings Act as now enacted or as may be
20 hereinafter amended.

1 **SECTION 3.** That KPB 2.90.080(F) is amended as follows:

2 **2.90.080. Initial screening.**

3 ...

4 F. If the borough clerk or deputy clerk is the subject of the complaint,
5 the complaint should be filed with the [GENERAL SERVICES]
6 director of human resources who shall perform the responsibilities
7 of the clerk for those complaints.

8 **SECTION 4.** That KPB 2.90.270 is amended as follows:

9 **2.90.270. Declaration of a potential violation or conflict.**

10 A. An employee who is or may become involved in a matter that may
11 result in a violation of a section in this chapter shall refrain from
12 taking any official action relating to the matter until a
13 determination is made under this section and immediately make a
14 full and complete disclosure, in writing, to the director of the
15 employee's department.

16 B. The director shall make a written determination whether an
17 employee's involvement would be a violation of this chapter and
18 shall provide a copy of the written determination to the employee
19 and to the borough attorney and [GENERAL SERVICES] director of
20 human resources. The director shall review the summaries of
21 previous determinations as set forth in subsection (D) of this
22 section and may request guidance from the borough attorney
23 before making the written determination.

1 C. An employee is not liable under this chapter for any action carried
2 out in accordance with a determination made pursuant to this
3 section if the employee fully disclosed all known relevant facts
4 reasonably necessary to the determination.

5 D. All written determinations shall be confidential and submitted to
6 the borough attorney for review. The borough attorney shall make
7 sufficient deletions to prevent disclosure of the employee's identity
8 from the summary. An indexed copy of the summaries shall be
9 maintained by the [GENERAL SERVICES] director of human
10 resources for inspection by the public and employees.

11 **SECTION 5.** That KPB 2.90.280 is amended as follows:

12 **2.90.280. Complaint procedure—Employee.**

13 A. Any person may file a complaint under this chapter concerning an
14 employee with the [GENERAL SERVICES] director of human
15 resources. The complaint may be filed with the mayor if the
16 [GENERAL SERVICES] director of human resources is the subject of
17 the complaint. A complaint shall specify the provisions of this
18 chapter alleged to have been violated and facts alleged to constitute
19 the violation.

20 B. All complaints under this section shall be in writing and signed and
21 sworn to under oath by the complainant in accord with KPB
22 2.90.050(A) and .060.

23 C. All proceedings in respect of a complaint filed under this section
24 are confidential and may not be disclosed to any person except as
25 required for the proper processing and handling of the complaint.

- 1 D. It is not a violation of this section for a person to contact or retain
2 an attorney or to cooperate in a criminal investigation if one is
3 proceeding.
- 4 E. Upon request by the complainant, the name of the complainant
5 shall be kept confidential and shall not be revealed unless for good
6 cause shown.
- 7 F. Upon receipt of the complaint, the [GENERAL SERVICES] director of
8 human resources or mayor shall give the person under
9 investigation notice of the substance of the complaint and an
10 opportunity to present written information or oral testimony
11 including the names of any individuals the person wishes to have
12 interviewed.
- 13 G. At the conclusion of an investigation, the [GENERAL SERVICES]
14 director of human resources or mayor shall prepare a written report
15 including:
- 16 1. A summary of the investigation; and
- 17 2. Recommendations for such administrative or legal action as
18 deemed appropriate.
- 19 H. The report shall be delivered to the person under investigation, the
20 mayor, and the borough attorney.
- 21 I. Action on complaints and investigations shall be completed within
22 90 days of the filing of the complaint unless good cause is shown
23 for a 30-day extension.

1 J. If an employee is found in violation of this chapter or found to
2 have furnished false or misleading information during the
3 investigation, the employee may be subject to reprimand,
4 demotion, suspension, discharge, or otherwise subject to
5 disciplinary action. This section does not prohibit the review of a
6 disciplinary action in the manner prescribed by an applicable
7 collective bargaining agreement or personnel statute or rule.

8 K. All documents, records, testimony, final determination, and
9 disciplinary action relating to the investigation of the complaint are
10 confidential and shall not be released to the public, with the
11 exception of the determination summaries required by KP
12 2.90.270.

13 L. An employee found in violation of this chapter may appeal the
14 determination within 30 days of receipt of the report referenced in
15 subsection H to the superior court in accordance with the Alaska
16 Rules of Appellate Procedure.

17 **SECTION 6.** That KP 2.90.310(D) is amended as follows:

18 ...

19 D. Notwithstanding subsections (A) through (C) of this section, the
20 [GENERAL SERVICES] director of human resources may publish
21 summary opinions to inform borough personnel and the public
22 about the interpretation of provisions of this chapter relating to an
23 investigation and determination as long as such publication does
24 not divulge any material facts which would lead to the identity of
25 the person who was the subject of the complaint.
26

1 **SECTION 7.** That the following definitions in KPB 2.90.320 are amended as follows:

2 ...

3 "Complainant" means a person filing a complaint with the clerk or
4 [GENERAL SERVICES] director of human resources, as appropriate.

5 ...

6 "Respondent" means the person against whom a complaint is filed with
7 the clerk or [GENERAL SERVICES] director of human resources, as
8 appropriate.

9 ...

10 **SECTION 8.** That KPB 5.04.095(B) is amended as follows:

11 **5.04.095. Level of budgetary control.**

12 ...

13 B. That departments for the general fund are defined as assembly,
14 clerk (to include elections and record management), mayor,
15 purchasing and contracting, [GENERAL SERVICES] human resources
16 (to include [MANAGEMENT INFORMATION SERVICES, GEOGRAPHIC
17 INFORMATION SYSTEMS,] print shop, and custodial), information
18 technology, office of emergency management [(TO INCLUDE 911)],
19 legal, finance, assessing, planning, river center, capital projects,
20 [MAJOR PROJECTS ADMINISTRATION, SENIORS,] and non-
21 departmental.

22 ...

1 **SECTION 9.** 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, MMC, 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

THRU: Mike Navarre, Mayor *MN*

FROM: Mark A. Dixson, Director of General Services *MAD*

DATE: August 23, 2012

SUBJECT: Ordinance 2012-34, amending KPB Chapters 2.33, 2.34, 2.90 and 5.04 renaming the General Services Department to Human Resources Department and eliminating the department's oversight of the risk management office

With the increase in regulations affecting human resources and healthcare, including the continued implementation of the remaining requirements of the Patient Protection and Affordability Act, the borough needs to maintain an office whose expertise is primarily focused on human resources and healthcare rather than an office which is only partially dedicated to these disciplines.

As the Director of General Services position will soon be vacant it would be prudent to change the department at this time to the Department of Human Resources and allow the Risk Management Office to be overseen by the Risk Manager and the Risk Management Committee.

On the date this ordinance is set for hearing and vote, a resolution will be presented changing the position description of the General Services Director to Human Resources Director with accompanying changes to qualifications and duties. The Risk Manager position will also be amended to reflect the change in oversight.

Shortened hearing is requested to allow advertising for a new director to commence as soon as possible.

Introduced by: Mayor
Date: 09/18/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2012-072**

**A RESOLUTION TO FORM THE DISTRICT AND PROCEED WITH THE
IMPROVEMENT OF THE ANCHOR VIEW ESTATES UTILITY SPECIAL
ASSESSMENT DISTRICT FOR A NATURAL GAS MAIN LINE**

1 **WHEREAS,** on August 7, 2012, the assembly adopted Resolution 2012-063, A Resolution
2 Approving the Petition Application for the Formation of the Anchor View Estates
3 Utility Special Assessment District for Construction of a Natural Gas Main Line;
4 and

5 **WHEREAS,** more than 30 days have passed since the adoption of the resolution approving the
6 petition application and the borough clerk has determined that the petition
7 received bears sufficient signatures; and

8 **WHEREAS,** the borough clerk gave notice of the public hearing for this resolution by certified
9 mail, return receipt requested, mailed not less than 35 days before the date of the
10 hearing, to each record owner of a parcel in the proposed district; and by
11 publication once a week for two consecutive weeks in a newspaper of general
12 circulation in the borough, with the first publication appearing not less than 30
13 days before the date of the hearing; and

14 **WHEREAS,** more than 30 days have passed since the mailing of the notice of the public
15 hearing to each record owner of a parcel in the proposed district, and no written
16 objections to the formation of the district have been filed with the borough clerk;
17 and

18 **WHEREAS,** KPB 5.35.110 requires the mayor or mayor's designee to prepare a resolution to
19 form the special assessment district and proceed with the improvement when the
20 borough clerk determines that a petition bears sufficient signatures;

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

3 **SECTION 1.** That this resolution is supported by the information in the following attached
4 exhibits which are incorporated by reference as if fully set forth herein:

- 5 1) The clerk's certification of the petition, dated August 13, 2012;
- 6 2) A profile information sheet for the proposed USAD containing the
7 tax parcel identification, the assessed value before and after the
8 proposed improvement, the name of each parcel owner, the value-
9 to-cost ratio (which does not exceed 21 percent), maximum
10 assessment and any prepayment needed, whether the property
11 owners have approved the proposed district and tax delinquencies.
12 The profile sheet further specifies the total costs for the proposed
13 USAD, the number of lots and cost of the improvement per lot;
- 14 3) The estimated assessment roll including the tax parcel
15 identification number, legal description, estimated assessment per
16 parcel, assessed value, owners name and mailing address;
- 17 4) A map of the proposed district showing the benefited parcels,
18 which benefited parcels are improved, and the proposed course of
19 the mainline;
- 20 5) The petition form cover sheet which explained to petitioners the
21 nature of the project, its total and per-parcel cost, filing and
22 signature deadlines and requirements, the approved withdrawal
23 prohibition, and the filing fee;
- 24 6) A commitment letter from Enstar Natural Gas dated May 25, 2012,
25 and emails dated July 24, 2012 and July 26, 2012, stating that
26 \$153,015.00 is Enstar's total estimated cost of the improvement,

1 the total linear feet of the project, cost per linear foot, and that it is
2 prepared to construct the proposed improvement during the 2012
3 season (KPB 5.35.107) at the stated construction rate;

4 7) Memo from the borough Finance Director dated July 23, 2012,
5 stating that in-house financing will be used and setting forth the
6 number and frequency of payments.

7 **SECTION 2.** That the proposed Anchor View Estates USAD is hereby formed, excluding Lot 4
8 LIADA SPIT; VISTA REPLAT, per parcel survey HRD 2003-10 because it
9 cannot reasonably benefit from the improvement, and the borough shall proceed
10 with the construction of an extension of Enstar's natural gas main line to a district
11 encompassing 49 benefited parcels in the area of Anchor Point west of the
12 Sterling Highway and north of the Anchor River Air Park, as shown in Exhibit 4
13 attached.

14 **SECTION 3.** That the estimated cost of the project of \$162,444.80, which includes direct costs
15 of \$153,015.00 and indirect administrative costs of \$9,429.80, is approved.

16 **SECTION 4.** That the attached Estimated Assessment Roll, Exhibit 3, which includes
17 properties within the district to be properly included and subject to an assessment
18 of \$3,315.20 per parcel for the improvement, is incorporated by reference herein
19 and adopted.

20 **SECTION 5.** That the mayor is authorized to negotiate and execute such documents as are
21 determined to be in the best interests of the borough to proceed with construction
22 of the improvement and to accomplish this project.

23 **SECTION 6.** That the borough clerk shall cause a copy of this resolution and the estimated
24 assessment roll to be recorded in the District Recorder's office for the State of
25 Alaska at Homer.

26 **SECTION 7.** That this resolution shall take effect immediately upon its adoption.

1 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS**
2 **18TH DAY OF SEPTEMBER, 2012.**

Gary Knopp, Assembly President

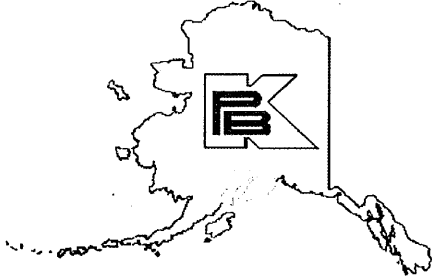
ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

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

THRU: Mike Navarre, Mayor *MN*
Tom Anderson, Director of Assessing *TCA*

FROM: Marie Payfer, Special Assessment Coordinator *MP*

DATE: September 6, 2012

SUBJECT: Resolution 2012-072, forming the Anchor View Estates Utility Special Assessment District (USAD) and proceeding with the improvement

This resolution to form the Anchor View Estates Utility Special Assessment District (USAD) and proceed with the improvement approves formation of the USAD and authorizes the mayor to proceed with the construction of the improvement in accordance with resolution 2012-063, approving the petition application.

The petition approved by resolution 2012-063, has been received for the purpose of forming a USAD in Anchor Point west of the Sterling Highway and north of the Anchor River Air Park as shown in Exhibit 4 to the resolution.

This proposal allocates 100 percent of the costs to the 49 benefited parcels involved in the formation of the District. The first petition signature was dated August 8, 2012. All signature pages were received by August 13, 2012, thereby meeting the 30-day circulation requirement of regulation D adopted through resolution 92-54 and KPB 5.35.107. A separate signature page for each property owner was issued along with a map of the benefited parcels (Exhibit 4 to the resolution); a petition information sheet (Exhibit 5 to the resolution); and a commitment letter from ENSTAR (Exhibit 6 to the resolution). Signatures of owners for 35 parcels were needed to meet the more than 70 percent approval requirement of KPB 5.35.107 and validated signatures for 44 parcels, or 89.80 percent were obtained (Exhibit 1 to the resolution, Clerk's certification).

The borough clerk gave notice of the public hearing on the resolution to form the district and proceed with the improvement, per KPB 5.35.110 (B)(1) & (2); and no written objections to the formation of the district have been filed to date. If any written

objections are filed within the 30 days of the mailing of the notice an amendment memo will be provided.

PROJECT BACKGROUND:

The project is estimated to cost \$162,444.80. This includes direct costs of \$153,015.00 and indirect administrative costs of \$9,429.80.

The proposed method of allocating the cost is by equal allocation of the assessment among all benefited parcels, i.e., dividing the cost by the number of benefited parcels. The per-parcel cost is estimated to be \$3,315.20. KPB 5.35.090 requires the method of assessment shall be an allocation of costs on a per lot basis so that each lot is charged an equal amount. Equal allocation is reasonable because the immediate benefit of being able to connect a service line to the main line is the same for all parcels.

As required by KPB 5.35.070(D) no lien for this project may exceed 21 percent of the fair market value of the property after giving effect to the benefit accruing from the improvement for which assessed. Within this project there are zero parcels that exceed the 21 percent limitation and required no prepayment.

Pursuant to KPB 5.35.070(E), a special assessment district may not be approved where properties that will bear more than ten percent of the estimated costs of the improvement are delinquent in payment of borough property taxes from the immediately preceding year. For this project the immediately preceding tax year is 2011. As of today's date, September 6, 2012, there are four (4) lots within the proposed district that are delinquent in payment of the 2011 property tax, which represents 8.16 percent.

The resolution is supported by the exhibits listed in the resolution which provide the documentation required by code to support forming this USAD and proceeding with construction.



KENAI PENINSULA BOROUGH

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Email: assemblyclerk@borough.kenai.ak.us

**JOHNI BLANKENSHIP, MMC
BOROUGH CLERK**

KENAI PENINSULA BOROUGH CERTIFICATION OF PETITION

Anchor View Estates Utility Special Assessment District

A petition for formation of the Anchor View Estates Utility Special Assessment District was received in the Office of the Borough Clerk on August 13, 2012. I hereby certify the petition as sufficient. Signatures of property owners of 35 parcels (70% of 49 parcels) were required. Signatures of property owners of 44 parcels were validated.

A Check in the amount of \$1,000.00 was received with the petition.

Dated this 13th day of August, 2012.

Johni Blankenship, MMC
Borough Clerk



Copies Provided to:

Emmitt Trimble, P. O. Box 193, Anchor Point, AK 99556 (Petition Organizer)

Marie Payfer, KPBSA Coordinator

KPB Assembly President Knopp and Members of the Assembly

KPB Mayor Mike Navarre

Anchor View Estates USAD Profile Information Sheet

Estimated Costs
 Enstar Construction 153,015.00
 KPB Overhead 9,429.80
 Total Estimated Cost 162,444.80
 Total Cost: 0.00
 Total Prepayments: 0.00
 Total Assessments:

Number of Parcels: 49
Estimated Cost per parcel: 3,315.20
Number of Parcels Delinquent: 4
Percent of Parcels Delinquent: 8.16%
Total Number of Parcels: 49
Parcels in Favor of Project: 44
Percent of Parcels in Favor: 89.80%

Heading Definitions
 Total Assessed Value: 2012 Assessment
 Adjusted Value: Estimated value of parcel following the proposed improvement
 Cost/Adj Value %: Percent of the cost to the adjusted value of each respective parcel
 Max Assessment: Assessment lien to each parcel cannot exceed 21% of the adjusted value
 Required Prepay: Amount needed to be paid up front to keep assessment lien under 21%
 Delinq Status Y(ies): Properties delinquent for prior year(s) taxes, cannot exceed 10% of estimated costs

| PARCEL_ID | IMPRVMT | LAND_VALUE | ASSESSED | Adjusted Value | Cost/Adj Value % | Max. Assessment | Required PrePay | OWNER | DELINQ? Y=Yes (4) | VOTE? Y=Yes (44) |
|-----------|---------|------------|----------|----------------|------------------|-----------------|-----------------|---|-------------------|------------------|
| 16545001 | 27,900 | 43,500 | 71,400 | 74,715.20 | 4.44% | 3,315.20 | 0.00 | WALDROP HARLEY D & MAXINE H ANTON | Y | Y |
| 16545006 | 1,500 | 39,900 | 41,400 | 44,715.20 | 7.41% | 3,315.20 | 0.00 | LEEDY ROBERT R & MARYANN S | | Y |
| 16545007 | - | 42,500 | 42,500 | 45,815.20 | 7.24% | 3,315.20 | 0.00 | TRIMBLE EMMITT & MARY JOINT REVOCABLE TRUST | | Y |
| 16545010 | - | 30,500 | 30,500 | 33,815.20 | 9.80% | 3,315.20 | 0.00 | SCHROEDER STEPHEN C DECLARATION OF TRUST | | Y |
| 16545011 | 109,400 | 35,000 | 144,400 | 147,715.20 | 2.24% | 3,315.20 | 0.00 | MASUDA DONALD, PEGGY M BAKARICH & GERALD S BAKARICH | | Y |
| 16545012 | 258,300 | 43,800 | 302,100 | 305,415.20 | 1.09% | 3,315.20 | 0.00 | KACHER KATHY L & STANLEY P KACHER | | Y |
| 16545013 | 600 | 41,400 | 42,000 | 45,315.20 | 7.32% | 3,315.20 | 0.00 | TOMS KATHY L | | Y |
| 16545014 | 11,100 | 42,000 | 53,100 | 56,415.20 | 5.88% | 3,315.20 | 0.00 | KIMBRELL DAVID ARTHUR | | Y |
| 16545015 | 1,800 | 40,400 | 42,200 | 45,515.20 | 7.28% | 3,315.20 | 0.00 | KIMBRELL DAVID ARTHUR | | Y |
| 16545016 | 57,800 | 36,800 | 96,600 | 99,915.20 | 3.32% | 3,315.20 | 0.00 | BAGLEY GARY D & GERALDINE A REVOCABLE TRUST | | Y |
| 16545031 | 1,500 | 59,900 | 61,400 | 64,715.20 | 5.12% | 3,315.20 | 0.00 | MOE DOUGLAS E & KIEL D & INGA M & BARRETT R | Y | Y |
| 16545032 | 61,000 | 39,500 | 39,500 | 42,815.20 | 7.74% | 3,315.20 | 0.00 | MURRAY LYNN P | | Y |
| 16545033 | 1,500 | 39,400 | 100,500 | 103,815.20 | 3.19% | 3,315.20 | 0.00 | MURRAY LYNN P | | Y |
| 16545034 | - | 55,800 | 40,900 | 44,215.20 | 7.50% | 3,315.20 | 0.00 | MURRAY LYNN P | | Y |
| 16545035 | 118,900 | 30,800 | 149,700 | 153,015.20 | 2.17% | 3,315.20 | 0.00 | VORASICKY JARDO | Y | Y |
| 16545036 | 67,900 | 31,000 | 98,900 | 102,215.20 | 3.24% | 3,315.20 | 0.00 | MURRAY GREGORY E & SALLY M | | Y |
| 16545037 | 25,900 | 23,100 | 49,000 | 52,315.20 | 6.34% | 3,315.20 | 0.00 | JEFFERY STEVE | | Y |
| 16545038 | 120,100 | 23,500 | 143,600 | 146,915.20 | 2.26% | 3,315.20 | 0.00 | HOFFMAN JASON | | Y |
| 16545039 | 123,100 | 42,600 | 165,700 | 169,015.20 | 1.96% | 3,315.20 | 0.00 | CANFIELD ROBERT G | | Y |
| 16545040 | 112,200 | 32,000 | 144,200 | 147,515.20 | 2.25% | 3,315.20 | 0.00 | DEFRANCISCO KENNETH P & SALLY B | | Y |
| 16545041 | 2,300 | 31,300 | 33,600 | 36,915.20 | 8.98% | 3,315.20 | 0.00 | YOUNGMAN MARGIE & YOUNGMAN GEORGE & RICHTER FRANCIS | | Y |
| 16545042 | 315,500 | 44,800 | 360,300 | 363,615.20 | 0.91% | 3,315.20 | 0.00 | ANCHOR POINT CHURCH OF THE NAZARENE | | Y |
| 16545052 | 6,500 | 52,400 | 58,900 | 62,215.20 | 5.33% | 3,315.20 | 0.00 | MEYERS LEONE R | | Y |
| 16545053 | 172,100 | 42,600 | 214,700 | 218,015.20 | 1.52% | 3,315.20 | 0.00 | MEYERS LEONE R | | Y |
| 16545054 | - | 38,800 | 38,800 | 42,115.20 | 7.87% | 3,315.20 | 0.00 | JACOBSON TODD C | | Y |
| 16545055 | 134,700 | 47,000 | 181,700 | 185,015.20 | 1.79% | 3,315.20 | 0.00 | TRIMBLE EMMITT & MARY JOINT REVOCABLE TRUST | | Y |
| 16545056 | 416,000 | 60,400 | 476,400 | 479,715.20 | 0.69% | 3,315.20 | 0.00 | MICKE GERALD R & DIXIE LEE | | Y |
| 16545057 | 12,400 | 58,800 | 71,200 | 74,515.20 | 4.45% | 3,315.20 | 0.00 | MONROE THOMAS E & JANIS M | | Y |
| 16558001 | 280,700 | 39,500 | 320,200 | 323,515.20 | 1.02% | 3,315.20 | 0.00 | TAVERA RONALD G & MARYLOU REVOCABLE TRUST | | Y |
| 16558002 | 108,800 | 39,400 | 148,200 | 151,515.20 | 2.19% | 3,315.20 | 0.00 | TAVERA RONALD G & MARYLOU REVOCABLE TRUST | | Y |
| 16558003 | 137,300 | 35,800 | 173,100 | 176,415.20 | 1.88% | 3,315.20 | 0.00 | MORRIS GARY LEO & NELLIE RUTH | | Y |
| 16558004 | 7,500 | 33,000 | 40,500 | 43,815.20 | 7.57% | 3,315.20 | 0.00 | HULSE MAX G & MARY ESTHER | | Y |
| 16558005 | 90,400 | 30,100 | 120,500 | 123,815.20 | 2.68% | 3,315.20 | 0.00 | FRENCH DUANE J & PHYLLIS H REVOCABLE TRUST | | Y |
| 16558006 | 349,400 | 43,000 | 392,400 | 395,715.20 | 0.84% | 3,315.20 | 0.00 | FERRELL JOHN G | | Y |
| 16558007 | 3,200 | 35,400 | 38,600 | 41,915.20 | 7.91% | 3,315.20 | 0.00 | SPRINGER GEORGE W | | Y |
| 16558008 | 140,300 | 48,000 | 188,300 | 191,615.20 | 1.73% | 3,315.20 | 0.00 | PETERSON DOUGLAS E | | Y |
| 16558011 | 122,800 | 20,500 | 143,300 | 146,615.20 | 2.26% | 3,315.20 | 0.00 | DOWNS TRUST | | Y |
| 16558012 | - | 35,500 | 35,500 | 38,815.20 | 8.54% | 3,315.20 | 0.00 | RABURN LARRY A & SUE L | | Y |

| PARCEL ID | IMPRVMT | LAND VALUE | ASSESSED | Adjusted Value | Cost/Adj Value % | Max. Assesmt | Required PrePay | OWNER | DELINQ? Y=YES (4) | VOTE? Y=Yes (44) |
|-----------|------------------|------------|------------------|---------------------|------------------|-------------------|-----------------|---|-------------------|------------------|
| 16558013 | 74,600 | 41,900 | 116,500 | 119,815.20 | 2.77% | 3,315.20 | 0.00 | RABURN LARRY A & SUE L | | Y |
| 16558014 | 20,700 | 43,000 | 63,700 | 67,015.20 | 4.95% | 3,315.20 | 0.00 | MORRIS | | Y |
| 16558015 | 100,700 | 44,900 | 145,600 | 148,915.20 | 2.23% | 3,315.20 | 0.00 | TAVERA RONALD G & MARYLOU REVOCABLE TRUST | | Y |
| 16558016 | 28,200 | 35,400 | 63,600 | 66,915.20 | 4.95% | 3,315.20 | 0.00 | STEVENS JOHN W & LINDA M | | Y |
| 16558017 | 109,400 | 40,100 | 149,500 | 152,815.20 | 2.17% | 3,315.20 | 0.00 | JAYNES VICKY J & HOLT MARCIA | | Y |
| 16558018 | 2,700 | 33,300 | 36,000 | 39,315.20 | 8.43% | 3,315.20 | 0.00 | JENKINS VINCENT NEIL | | Y |
| 16558020 | 206,900 | 56,900 | 265,800 | 269,115.20 | 1.23% | 3,315.20 | 0.00 | BLAINE RUSSELL A & VICKI L | | Y |
| 16558021 | 29,300 | 59,400 | 88,700 | 92,015.20 | 3.60% | 3,315.20 | 0.00 | WERTZ CHRISTOPHER | | Y |
| 16558022 | - | 61,400 | 61,400 | 64,715.20 | 5.12% | 3,315.20 | 0.00 | BLAINE RUSSELL A & VICKI L | | Y |
| 16558024 | 2,700 | 37,400 | 40,100 | 43,415.20 | 7.64% | 3,315.20 | 0.00 | BLAINE RUSSELL A & VICKI L | | Y |
| 49 | # Parcels | | 5,982,500 | 6,144,944.80 | | 162,444.80 | 0.00 | | 4 | 44 |

Parcel identified below is excluded from the district as this parcel cannot reasonably benefit from the proposed improvement because the physical characteristics of the property make it unreasonable to develop or improve as the lot is narrow and the topography is primarily a gully, additionally the lot is reserved for ingress and egress and cannot be improved with permanent structures per the plat restrictions, per Plat Survey, HRD 2003-10.

| | | | | | | | | | | |
|----------|--|--|--|--|--|--|--|----------------------------|--|--|
| 16558023 | | | | | | | | BLAINE RUSSELL A & VICKI L | | |
|----------|--|--|--|--|--|--|--|----------------------------|--|--|

Anchor View Estates USAD Estimated Assessment Roll

Estimated Costs
 Enstar Construction 153,015.00
 KPB Overhead 9,429.80
 Total Estimated Cost 162,444.80

Number of Parcels 49
 Estimated Cost per parcel 3,315.20

Total Number of Parcels: 49
 Parcels in Favor of Project: 44
 Percent of Parcels in Favor: 89.80%

| PARCEL_ID | LEGAL | 2012 TOTAL ASSESSED VALUE | ESTIMATED ASSESSMENT | OWNER | ADDRESS | CITY/STATE/ZIP | DELINQ? Y=YES (4) | VOTE? Y=Yes (44) |
|-----------|---|---------------------------|----------------------|---|--|---|-------------------|------------------|
| 16545001 | T 4S R 15W SEC 35 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 24 BLK 1 | 71,400.00 | 3,315.20 | WALDROP HARLEY D & MAXINE H ANTON | 7822 S CHENEY SPOKANE RD SPOKANE, WA 99224 | | Y | Y |
| 16545006 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 19 BLK 1 | 41,400.00 | 3,315.20 | LEEDY ROBERT R & MARYANN S | 27417 VANTAGE AVE PO BOX 193 | EAGLE RIVER, AK 99577 ANCHOR POINT, AK 99556 | | Y |
| 16545007 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 18 BLK 1 | 42,500.00 | 3,315.20 | TRIMBLE EMMITT & MARY JOINT REVOCABLE TRUST | PO BOX 193 | ANCHOR POINT, AK 99556 | | Y |
| 16545010 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 15 BLK 1 | 30,500.00 | 3,315.20 | SCHROEDER STEPHEN C DECLARATION OF TRUST | PO BOX 220363 | ANCHORAGE, AK 99522 | | Y |
| 16545011 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 14 BLK 1 | 144,400.00 | 3,315.20 | MASUDA DONALD, PEGGY M BAKARICH & GERALD S BAKARICH | 2214 21ST ST | SACRAMENTO, CA 95818 | | Y |
| 16545012 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 13 BLK 1 | 302,100.00 | 3,315.20 | KACHER KATHY L & STANLEY P KACHER | PO BOX 664 | ANCHOR POINT, AK 99556 | | Y |
| 16545013 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 12 BLK 1 | 42,000.00 | 3,315.20 | TOMS KATHY L | PO BOX 664 | ANCHOR POINT, AK 99556 | | Y |
| 16545014 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 11 BLK 1 | 53,100.00 | 3,315.20 | KIMBRELL DAVID ARTHUR | PO BOX 774 | ANCHOR POINT, AK 99556 | | Y |
| 16545015 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 10 BLK 1 | 42,200.00 | 3,315.20 | KIMBRELL DAVID ARTHUR | PO BOX 774 | ANCHOR POINT, AK 99556 | | Y |
| 16545016 | T 4S R 15W SEC 34 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 9 BLK 1 | 96,600.00 | 3,315.20 | BAGLEY GARY D & GERALDINE A REVOCABLE TRUST | 103 RED SHALE CT | FOLSOM, CA 95630 | | Y |
| 16545030 | T 4S R 15W SEC 34 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 6 BLK 2 | 61,400.00 | 3,315.20 | MOE DOUGLAS E & KIEL D & INGA M & BARRETT R | PO BOX 1217 | HOMER, AK 99603 | Y | Y |
| 16545031 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 7 BLK 2 | 39,500.00 | 3,315.20 | MURRAY LYNN P | PO BOX 674 | ANCHOR POINT, AK 99556 | | Y |
| 16545032 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 8 BLK 2 | 100,500.00 | 3,315.20 | MURRAY L P | PO BOX 674 | ANCHOR POINT, AK 99556 | | Y |

EXHIBIT 3
 Page 1 of 4

| PARCEL_ID | LEGAL | 2012 TOTAL ASSESSED VALUE | ESTIMATED ASSESSMENT | OWNER | ADDRESS | CITY/STATE/ZIP | DELINQ? Y=Yes (4) | VOTE? Y=Yes (44) |
|-----------|--|---------------------------|----------------------|---|-----------------------|------------------------|-------------------|------------------|
| 16545033 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 9 BLK 2 | 40,900.00 | 3,315.20 | MURRAY LYNN P | PO BOX 674 | ANCHOR POINT, AK 99556 | | Y |
| 16545034 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 10 BLK 2 | 55,800.00 | 3,315.20 | WELLS FARGO BANK OF AK CUST GREISEN & SCHLOSBERG IRA ROLLOVERS ATTN SHARYN ANDEL TRUST DEPT | PO BOX 196127 | ANCHORAGE, AK 99519 | Y | |
| 16545035 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 11 BLK 2 | 149,700.00 | 3,315.20 | VORASICKY JARDO | PO BOX 538 | ANCHOR POINT, AK 99556 | Y | Y |
| 16545036 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 15 BLK 2 | 98,900.00 | 3,315.20 | MURRAY GREGORY E & SALLY M | PO BOX 58 | ANCHOR POINT, AK 99556 | | Y |
| 16545037 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 14 BLK 2 | 49,000.00 | 3,315.20 | JEFFERY STEVE | 107 N 6TH ST | SPRING LAKE, NC 28390 | | |
| 16545038 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 13 BLK 2 | 143,600.00 | 3,315.20 | HOFFMAN JASON | PO BOX 1281 | ANCHOR POINT, AK 99556 | | Y |
| 16545039 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 12 BLK 2 | 165,700.00 | 3,315.20 | CANFIELD ROBERT G | PO BOX 732 | ANCHOR POINT, AK 99556 | | Y |
| 16545040 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 16 BLK 2 | 144,200.00 | 3,315.20 | DEFRANCISCO KENNETH P & SALLY B | PO BOX 403 | ANCHOR POINT, AK 99556 | | Y |
| 16545041 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 17 BLK 2 | 33,600.00 | 3,315.20 | YOUNGMAN MARGIE & YOUNGMAN GEORGE & RICHTER FRANCIS | PO BOX 389 | ANCHOR POINT, AK 99556 | | Y |
| 16545042 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 18 BLK 2 | 360,300.00 | 3,315.20 | ANCHOR POINT CHURCH OF THE NAZARENE | PO BOX 309 | ANCHOR POINT, AK 99556 | | Y |
| 16545052 | 09900083 ANCHOR VIEW ESTATES 1999 REPLAT LOT 20-A BLK 1 | 58,900.00 | 3,315.20 | MEYERS LEONE R | PO BOX 141 | ANCHOR POINT, AK 99556 | | Y |
| 16545053 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 09900083 ANCHOR VIEW ESTATES 1999 REPLAT LOT 21-A BLK 1 | 214,700.00 | 3,315.20 | MEYERS LEONE R | PO BOX 141 | ANCHOR POINT, AK 99556 | | Y |
| 16545054 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 2007130 ANCHOR VIEW ESTATES NO 2 LOT 16-A BLOCK 1 | 38,800.00 | 3,315.20 | JACOBSON TODD C | 3001 BETTLES BAY LOOP | ANCHORAGE, AK 99515 | | Y |
| 16545055 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 2007130 ANCHOR VIEW ESTATES NO 2 LOT 17-A BLOCK 1 | 181,700.00 | 3,315.20 | TRIMBLE EMMITT & MARY JOINT REVOCABLE TRUST | PO BOX 193 | ANCHOR POINT, AK 99556 | | Y |
| 16545056 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 2007137 ANCHOR VIEW ESTATES NO 3 LOT 23-A BLOCK 1 | 476,400.00 | 3,315.20 | MICKE GERALD R & DIXIE LEE | PO BOX 11026 | TERRA BELLA, CA 93270 | | Y |
| 16545057 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 2007137 ANCHOR VIEW ESTATES NO 3 LOT 22-A BLOCK 1 | 71,200.00 | 3,315.20 | MONROE THOMAS E & JANIS M | PO BOX 220530 | ANCHORAGE, AK 99522 | | Y |
| 16558001 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 8 BLK 1 | 320,200.00 | 3,315.20 | TAVERA RONALD G & MARYLOU REVOCABLE TRUST | PO BOX 618 | ANCHOR POINT, AK 99556 | | Y |
| 16558002 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 7 BLK 1 | 148,200.00 | 3,315.20 | TAVERA RONALD G & MARYLOU REVOCABLE TRUST | PO BOX 618 | ANCHOR POINT, AK 99556 | | Y |
| 16558003 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 6 BLK 1 | 173,100.00 | 3,315.20 | MORRIS GARY LEO & NELLIE RUTH | PO BOX 556 | ANCHOR POINT, AK 99556 | | Y |

EXHIBIT 3
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| PARCEL_ID | LEGAL | 2012 TOTAL ASSESSED VALUE | ESTIMATED ASSESSMENT | OWNER | ADDRESS | CITY/STATE/ZIP | DELINQ? Y=Yes (4) | VOTE? Y=Yes (44) |
|-----------|---|---------------------------|----------------------|--|--|---|-------------------|------------------|
| 16558004 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 5 BLK 1 | 40,500.00 | 3,315.20 | HULSE MAX G & MARY ESTHER | 8344 MARY ESTHER DR | EAGLE RIVER, AK 99577 | | Y |
| 16558005 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 4 BLK 1 | 120,500.00 | 3,315.20 | FRENCH DUANE J & PHYLLIS H REVOCABLE TRUST | 2129 19TH ST NW | ROCHESTER, MN 55901 | | Y |
| 16558006 | T 4S R 15W SEC 33 & 34 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 3 BLOCK 1 | 392,400.00 | 3,315.20 | FERRELL JOHN G | PO BOX 324 | ANCHOR POINT, AK 99556 | | |
| 16558007 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 2 BLK 1 | 38,600.00 | 3,315.20 | SPRINGER GEORGE W | PO BOX 606 | ANCHOR POINT, AK 99556 | | |
| 16558008 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 1 BLK 1 | 188,300.00 | 3,315.20 | PETERSON DOUGLAS E | PO BOX 750 | ANCHOR POINT, AK 99556 | | Y |
| 16558011 | T 4S R 15W SEC 33 SEWARD MERIDIAN HM 0780127 LAIDA SPIT TRACTS SUB TRACT B | 143,300.00 | 3,315.20 | DOWNES TRUST | 11550 E CAMINO AURELIA | VAIL, AZ 85641 | | Y |
| 16558012 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 2 BLK 2 | 35,500.00 | 3,315.20 | RABURN LARRY A & SUE L | 1910 REBEL RIDGE DR | ANCHORAGE, AK 99504 | | Y |
| 16558013 | T 4S R 15W SEC 33 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 3 BLK 2 | 116,500.00 | 3,315.20 | RABURN LARRY A & SUE L | 1910 REBEL RIDGE DR | ANCHORAGE, AK 99504 | | Y |
| 16558014 | T 4S R 15W SEC 33 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 4 BLK 2 | 63,700.00 | 3,315.20 | MORRIS GARY L DENNIS L MORRIS GREGORY D MORRIS ROGER D MORRIS | PO BOX 556 6140 COUNTRY LANE CIR 2781 HAMILTON MASON RD 5993 FIRESTONE DR | ANCHORAGE AK 99504-3800 HAMILTON OH 45011-5370 EUGENE OR 97402-7544 | | Y |
| 16558015 | T 4S R 15W SEC 27 SEWARD MERIDIAN HM 0760057 ANCHOR VIEW ESTATES SUB LOT 5 BLK 2 | 145,600.00 | 3,315.20 | TAVERA RONALD G & MARYLOU REVOCABLE TRUST | PO BOX 618 | ANCHOR POINT, AK 99556 | | Y |
| 16558016 | T 4S R 15W SEC 33 SEWARD MERIDIAN HM 0830129 LAIDA SPIT TRACT TOO SUB LOT C-1 | 63,600.00 | 3,315.20 | STEVENS JOHN W & LINDA M | PO BOX 330 | ANCHOR POINT, AK 99556 | | Y |
| 16558017 | T 4S R 15W SEC 33 SEWARD MERIDIAN HM 0830129 LAIDA SPIT TRACTS TOO SUB LOT C-2 | 149,500.00 | 3,315.20 | JAYNES VICKY J & HOLT MARCIA | 2691 NATALIE AVE | NORTH POLE, AK 99705 | | Y |
| 16558018 | T 4S R 15W SEC 33 SEWARD MERIDIAN HM 0980085 LAIDA SPIT TRACT A REPLAT TRACT A1 | 36,000.00 | 3,315.20 | JENKINS VINCENT NEIL | 1051 E NORTHSTAR CIR | WASILLA, AK 99654 | | |
| 16558020 | T 4S R 15W SEC 33 SEWARD MERIDIAN HM 2003010 LAIDA SPIT VISTA REPLAT LOT 1 | 285,800.00 | 3,315.20 | BLAINE RUSSELL A & VICKI L | PO BOX 316 | ANCHOR POINT, AK 99556 | | Y |
| 16558021 | T 4S R 15W SEC 33 SEWARD MERIDIAN HM 2003010 LAIDA SPIT VISTA REPLAT LOT 2 | 88,700.00 | 3,315.20 | WERTZ CHRISTOPHER | PO BOX 283 | ANCHOR POINT, AK 99556 | | Y |
| 16558022 | T 4S R 15W SEC 33 SEWARD MERIDIAN HM 2003010 LAIDA SPIT VISTA REPLAT LOT 3 | 61,400.00 | 3,315.20 | BLAINE RUSSELL A & VICKI L | PO BOX 316 | ANCHOR POINT, AK 99556 | | Y |
| 16558024 | T 4S R 15W SEC 33 SEWARD MERIDIAN HM 2003010 LAIDA SPIT VISTA REPLAT LOT 5 | 40,100.00 | 3,315.20 | BLAINE RUSSELL A & VICKI L | PO BOX 316 | ANCHOR POINT, AK 99556 | | Y |
| 49 | #Parcels | 5,982,500.00 | 162,444.80 | | | | 4 | 44 |

EXHIBIT 3
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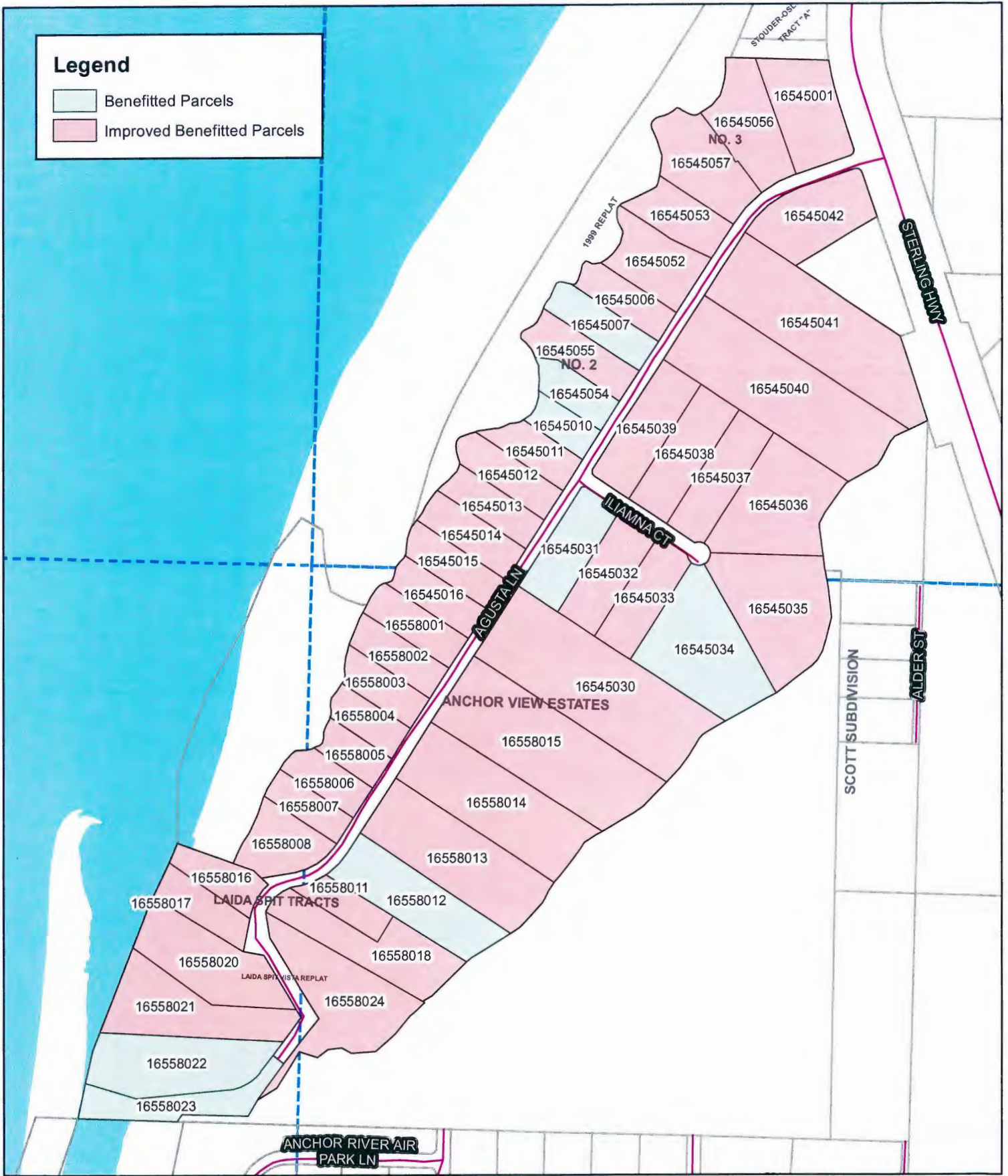
2012 TOTAL ASSESSED VALUE ESTIMATED ASSESSMENT OWNER ADDRESS CITY/STATE/ZIP DELINQ? Y=Yes (4) VOTE? Y=Yes (44)

Parcel identified below is excluded from the district as this parcel cannot reasonably benefit from the proposed improvement because the physical characteristics of the property make it unreasonable to develop or improve as the lot is narrow and the topography is primarily a gully, additionally the lot is reserved for ingress and egress and cannot be improved with permanent structures per the plat restrictions, per Plat Survey, HRD 2003-10.

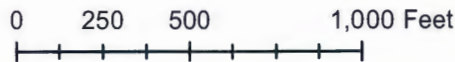
| PARCEL_ID | LEGAL | 2012 TOTAL ASSESSED VALUE | ESTIMATED ASSESSMENT | OWNER | ADDRESS | CITY/STATE/ZIP | DELINQ? Y=Yes (4) | VOTE? Y=Yes (44) |
|-----------|---|---------------------------|----------------------|----------------------------|------------|------------------------|-------------------|------------------|
| 16558023 | T 4S R 15W SEC 33 SEWARD MERIDIAN HIM 2003010 LAIDA SPIT VISTA REPLAT LOT 4 | 0.00 | 0.00 | BLAINE RUSSELL A & VICKI L | PO BOX 316 | ANCHOR POINT, AK 99556 | | |

Legend

- Benefitted Parcels
- Improved Benefitted Parcels



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.



Date: 3/23/2012

Anchor View Estates USAD

EXHIBIT 4

UTILITY SPECIAL ASSESSMENT DISTRICT INFORMATION SHEET

ANCHOR VIEW ESTATES USAD

This petition proposes a utility special assessment district (USAD) be formed for the purpose of providing natural gas to the area in Anchor Point, Augusta Lane and Illiamna Court, West of the Sterling Highway and North of the Anchor River Air Park. A map showing the parcels to be assessed is attached.

The project proposes to lay approximately 6,180 feet of 2-inch gas line. The proposed method of cost allocation is by equal assessment to each of the 49 benefited parcels. Enstar's 2012 construction estimated project cost is \$162,444.80 (Enstar's 2012 cost of \$153,015.00 plus the Kenai Peninsula Borough's cost of \$9,429.80). The 2012 allocated cost per parcel is estimated at \$3,315.20. Enstar will honor the 2012 estimated price if the project is approved by the borough in 2012, though the project may not be completed in 2012 if not approved by the borough assembly by September 18, 2012.

This estimated assessment will only cover the costs for Enstar to install the gas main line. There may be additional costs for property owners to connect to the main line. Property owners should contact Enstar to find out the amount of any additional costs to connect to the main line. These connection costs are not included in the assessment.

This cost will be assessed in the form of a lien on the benefited parcel. It will be payable over a ten (10) year period. At your option, it may be paid at any time prior to the ten (10) year period. Failure to pay the assessment will be cause for foreclosure proceedings. Interest will be added to any assessments not paid within 30 days of the assessment. The rate of interest will be equal to the prime rate at the date of assessment plus 2%.

No subdivision, reversion of acreage, or lot line adjustment will be recognized for USAD assessment purposes after assembly approval of the petition application.

This petition proposes to assess 100% of the benefited parcels. In order to qualify, the petition must have more than 70% of the property owners within the proposed district approving the project. Approval is signified by properly signing the petition signature page. Failure to secure approval of more than 70% of the parcel owners within the proposed district will cause the petition to fail.

All signatures must be dated and the petition must be filed with the office of the Borough Clerk within thirty (30) days of the date of the first signature in order to be included in the calculation of the required percentages.

No property owner may withdraw his/her approval of the improvement for a period of six (6) months after the filing of this petition. (This shall not preclude the owner(s) from filing an objection as provided in KPB 5.35.110(D)).

A non refundable filing fee of \$1,000 must be paid at the time of submission of this petition. (This filing fee is for the whole project, not a per parcel fee.)

This petition consists of the following documents: 1) this information sheet; 2) a map of the geographic area encompassing the benefited parcels; 3) Enstar's commitment letter to construct the gas line, dated May 25, 2012; 4) the Notice to Petition Signers/Petition Signature Page; 5) a list of the benefited parcels in the proposed USAD detailing each respective parcel's tax identification number, legal description, estimated charge for the benefit, assessed value, and the name(s) and addresses of the parcel owners and tax delinquencies; and 6) memo from Finance Director stating method of financing, interest rate to be paid and setting forth the number and frequency of payments.

Only the page requiring your signature(s) needs to be returned.

Questions regarding this petition may be referred to:

Petition Organizer(s):

Emmitt Trimble – 907-299-1459

Or

Marie Payfer, Special Assessment Coordinator (907) 714-2230 or 1-800-478-4441 within the Borough



3000 Spenard Road
P.O. Box 190288
Anchorage, AK 99519-0288
www.enstarnaturalgas.com

May 25, 2012

Ms. Marie Payser, USAD Coordinator
Kenai Peninsula Borough
148 N. Binkley
Soldotna, Alaska 99669

RE: Anchor View Estates Utility Special Assessment District

Dear Ms. Payser:

The Anchor View Estates engineering has been completed. The project design requires 6180 feet of 2-inch pipe. ENSTAR's 2012 construction rate for 2-inch pipe is \$17.64 per foot. The project will also require a 610 foot horizontal bore under a drainage area, extensive brushing, as well as, a SWPPP at a total cost of \$44,000.00. Therefore, ENSTAR's total estimated cost for pipe installation in 2012, would be \$153,015.00.

This is a non-refundable project and a Contribution in Aid Agreement will be used for this project.

In the event the Anchor View Estates Utility Special Assessment District is approved by the Kenai Peninsula Borough on or before September 15, 2012, ENSTAR will construct the project in 2012. If the project is delayed and is constructed in 2013, the rate will increase to \$20.83 per foot for an additional charge of \$19,714.00.

Please do not hesitate to call should you need any assistance or have any questions.

Respectfully,

Charlie Pierce
Southern Division Manager

RECEIVED

MAY 25 2012

KPB ASSESSING DEPT.

Anchorage: 907-277-5551 • Kenai Peninsula Office: 907-262-9334 • Mat-Su Office: 907-376-7979

All Our Energy Goes Into Our Customers

Bloom, Scott

Subject: FW: Enstar Letter Anchor Point

From: John Sims [mailto:John.Sims@enstarnaturalgas.com]
Sent: Tuesday, July 24, 2012 10:30 PM
To: Bloom, Scott; Navarre, Mike
Cc: Dave Bredin; Charlie Pierce
Subject: RE: Enstar Letter Anchor Point

Mayor Navarre,

My apologies for the delayed response to your letter regarding the Anchor View Estate USAD on July 9, 2012. ENSTAR has no issue extending the deadline to September 18, 2012 with the goal to construct the project in 2012. Additionally, if for some reason the deadline is exhausted beyond that date, ENSTAR will honor the 2012 construction rate for 2-inch pipe of \$17.64 per foot for the Anchor View Estates USAD for construction in 2013.

Feel free to contact me if you have any other additional questions.

John Sims
Director, Business Development
Office: (907) 334-7625
Cell: (907) 748-2022
Fax: (907) 334-7671

Bloom, Scott

From: John Sims [John.Sims@enstarnaturalgas.com]
Sent: Thursday, July 26, 2012 9:23 AM
To: Bloom, Scott; Navarre, Mike
Cc: Dave Bredin; Charlie Pierce
Subject: RE: Enstar Letter Anchor Point

Mr. Bloom,

If approval for the USAD is delayed to September 18, ENSTAR will still be able to complete the project in 2012 with current rates. If the approval is formalized after that date, construction may be delayed until 2013, but ENSTAR will still honor the 2012 rate of \$17.64 per foot.

Thanks,

John Sims

Director, Business Development

Office: (907) 334-7625

Cell: (907) 748-2022

Fax: (907) 334-7671

From: Bloom, Scott [mailto:SBloom@borough.kenai.ak.us]
Sent: Thursday, July 26, 2012 9:09 AM
To: John Sims; Navarre, Mike
Cc: Dave Bredin; Charlie Pierce
Subject: RE: Enstar Letter Anchor Point

Mr. Sims,

Thank you for your response and willingness to extend the deadline for the construction costs. I just want to make sure I understand exactly what is being offered so there is no confusion or disappointment later. It is your second sentence in the email below that I am not positive how to interpret. If there is a delay on our end and we do not approve the USAD by September 18, 2012 would the 2012 rate still apply if it was approved the following month, or anytime thereafter as long as the Borough approves the project prior to the construction season next spring? Or are you stating that as long as we get assembly approval by September 18, 2012, ENSTAR will honor the 2012 pricing even if construction can't be completed or begun in 2012, but if it is approved after September 18, 2012 then the 2013 pricing will apply?

I appreciate your clarification.

Scott Bloom
Assistant Borough Attorney
(907) 714-2120

This message is private or subject to the Attorney-Client privilege. If you are not the person for whom this message is intended, please delete it and notify me immediately, and please do not copy or send this message to anyone else. Thank you.

From: John Sims [mailto:John.Sims@enstarnaturalgas.com]
Sent: Tuesday, July 24, 2012 10:30 PM

To: Bloom, Scott; Navarre, Mike
Cc: Dave Bredin; Charlie Pierce
Subject: RE: Enstar Letter Anchor Point

Mayor Navarre,

My apologies for the delayed response to your letter regarding the Anchor View Estate USAD on July 9, 2012. ENSTAR has no issue extending the deadline to September 18, 2012 with the goal to construct the project in 2012. Additionally, if for some reason the deadline is exhausted beyond that date, ENSTAR will honor the 2012 construction rate for 2-inch pipe of \$17.64 per foot for the Anchor View Estates USAD for construction in 2013.

Feel free to contact me if you have any other additional questions.

John Sims
Director, Business Development
Office: (907) 334-7625
Cell: (907) 748-2022
Fax: (907) 334-7671

From: Dave Bredin
Sent: Tuesday, July 24, 2012 2:12 PM
To: John Sims
Cc: Bloom, Scott (SBloom@borough.kenai.ak.us)
Subject: FW: Enstar Letter Anchor Point

John – see Scott's e-mail below. Can you give Scott a quick response approving the extension and follow up with a more formal letter if necessary? I think the extension is in the best interest of all involved. I want to do this project this year. We'll be busy in Homer next year.

Dave

From: Bloom, Scott [<mailto:SBloom@borough.kenai.ak.us>]
Sent: Tuesday, July 24, 2012 2:01 PM
To: Dave Bredin
Cc: Ostrander, Paul; Navarre, Mike
Subject: FW: Enstar Letter Anchor Point

Hi Dave,

Attached is the letter we spoke briefly about with regards to the Anchor View USAD. The Borough has not received any response and I am preparing a resolution which I must have finalized by Thursday, July 26. The three day extension could be critical. I am hoping you might be able to help us get a response before then. While I can always amend the resolution prior to the next assembly meeting, August 7, it would be cleaner if I didn't have to.

Thank you for your help.

Scott Bloom
Assistant Borough Attorney
(907) 714-2120

This message is private or subject to the Attorney-Client privilege. If you are not the person for whom this message is intended, please delete it and notify me immediately, and please do not copy or send this message to anyone else. Thank you.

From: Bohn, Jessica
Sent: Tuesday, July 24, 2012 1:46 PM
To: Bloom, Scott
Cc: Navarre, Mike; Ostrander, Paul
Subject: Enstar Letter Anchor Point

Attached is the letter from July 9 requesting deadline extension from Enstar regarding the Anchor Point USAD.
Jessica

From: Ostrander, Paul
Sent: Tuesday, July 24, 2012 12:27 PM
To: Bohn, Jessica
Subject:

Can you please send a signed copy of the letter that the Mayor sent to Enstar requesting the waiver to Scott Bloom. Also copy the Mayor and I.

Thanks,

Paul Ostrander
Chief of Staff
Kenai Peninsula Borough



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

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

THRU: Mike Navarre
Kenai Peninsula Borough Mayor

FROM: Craig Chapman, Finance Director *C Chapman*

DATE: July 23, 2012

SUBJECT: Anchor View Estates Utility Special Assessment District ("USAD") Financing

The Borough plans to provide the funds necessary to finance the Anchor View Estates USAD from internal sources. KPB 5.10.040 allows the investment of borough monies in special assessment districts that are authorized under KPB 5.35. The total of such investments is limited to not more than \$2,000,000 at the end of any fiscal year. As of May 31, 2012, the borough has \$1,176,254 invested in special assessment districts. If approved, the \$182,229 projected for the Anchor View Estates USAD will increase the total special assessment district investment to approximately \$1,358,483.

The owners of property located within the RIAD will be required to make principal and interest payments each year for a ten-year period to retire the indebtedness to the borough. The rate of interest will be equal to the prime rate (currently 3.25%) plus 2% or 5.25%. Property owners can avoid or reduce the interest charge by making accelerated payments on the principal. Penalties will not be imposed for accelerated payments. The assessment constitutes a lien on each parcel within the district.

Introduced by:

Mayor

Date:

09/18/12

Action:

Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2012-075**

**A RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE
DIRECTOR OF HUMAN RESOURCES**

1 **WHEREAS**, the assembly enacted Ordinance 2012-34 which amended the code to change the
2 general services department to the human resources department and to remove risk
3 management oversight from the duties of that department; and

4 **WHEREAS**, as a result of the code change the job description for the director of general services
5 must be revised to match the code changes; and

6 **WHEREAS**, the job description should also be updated to more accurately describe functions
7 actually performed by this position as this industry has evolved; and

8 **WHEREAS**, KP.B 3.04.115(B) requires assembly approval by resolution of all job descriptions and
9 qualifications for all administrative positions; and

10 **WHEREAS**, as all director positions are administrative positions assembly approval of this revised
11 job description is required by KP.B 3.04.115(B); and

12 **WHEREAS**, the administration supports the update and renaming of this job description to
13 accurately reflect the changed duties;

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

1 **SECTION 1.** That the assembly authorizes and approves the revised job description which renames
2 the Director of General Services position to the Director of Human Resources and
3 changes the listed duties in accordance with code changes and to reflect current
4 practices.

5 **SECTION 2.** That this resolution shall take effect immediately upon its adoption.

6 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS**
7 **18TH DAY OF SEPTEMBER, 2012.**

Gary Knopp, Assembly President

ATTEST:

Johni Blankenship, MMC, 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, Ext. 2230
PHONE: (907) 714-2230 • **FAX:** (907) 714-2393
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.N.*

FROM: Mark Dixson, Director of General Services *MAD*

DATE: September 6, 2012

SUBJECT: Resolution 2012-075, Approving the Job Description for the Director of Human Resources

If the assembly enacts ordinance 2012-34 which amends the code to rename the general services department to the human resources department, then the job description for the director of general services must also be amended to reflect the code changes made in that ordinance. Other amendments to that job description are needed to more accurately describe current functions performed by the position in light of changes to the human resource industry.

This resolution would approve the revised job description, and copy of which accompanies the resolution.

Position Description: Director of Human Resources [GENERAL SERVICES]

Service Type: Administrative – Level-6

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the human resources [GENERAL SERVICES] director is responsible for the operation, management and administration of the human resources [GENERAL SERVICES] department as set forth in KPB 2.33.

Minimum Qualifications: Bachelor's degree in Human Resources Management or a closely related field[,] and at least six [FOUR] years of experience in human resource administration [OR AN EQUIVALENT COMBINATION OF TRAINING AND EXPERIENCE], preferably two (2) years of which is in a supervisory or administrative capacity. [EVIDENCE OF INCREASINGLY RESPONSIBLE MANAGEMENT EXPERIENCE DESIRED. THE EDUCATIONAL REQUIREMENT MAY BE SUBSTITUTED BY WORK RELATED EXPERIENCE ON A TWO-YEAR-FOR-ONE BASIS.] Must be familiar with health insurance plans, preferably self-funded plans [RISK MANAGEMENT CONCEPTS] and have demonstrated the ability to manage a [LARGE,] diversified staff. Experience with developing and managing departmental budgets. Experience with salary analysis, union matters including grievances and negotiations, employee benefit program administration, and PERS is desirable. Must have a valid Alaska driver's license to perform all job functions.

Essential Functions:

1. Supervises the borough's [GENERAL SERVICES] human resources department [INCLUDING HUMAN RESOURCES, RISK MANAGEMENT,] as well as mail/copy room, Homer and Seward Annexes and custodial maintenance staff.
2. Plans and directs all centralized Human Resources functions relating to recruitment, testing, selecting and placement of employees, employee relations, training and development, position classification and compensation.
3. Identify, analyze and recommend solutions throughout the borough regarding administration functions.
4. Recommends salary classifications for all borough employees including service areas. Determines minimum qualifications, required training, knowledge and skills necessary. With the assistance of service area chiefs, risk management and office of emergency management, coordinates and standardizes qualifications and training of emergency service employees.
5. Develops and implements policies and procedures pertaining to personnel, healthcare and employment benefit [RISK MANAGEMENT] matters.
6. Establishes and interprets regulations, policies, and procedures governing supervised functions through appropriate means. Ensures compliance with all federal and state statutes as well as borough personnel policies and procedures and collective bargaining agreements.
7. Serves as chief liaison and negotiator with organized labor. Reviews and processes employee grievances.

[PLANS AND DIRECTS ALL CENTRALIZED HUMAN RESOURCES FUNCTIONS RELATED TO RECRUITMENT TESTING, SELECTING AND PLACEMENT OF EMPLOYEES, EMPLOYEE RELATIONS, TRAINING AND DEVELOPMENT.]

8. Prepares the [GENERAL SERVICES] human resources department's [DIVISION'S] budget[s].

9. Responsible for all human resources' functions including ensuring confidentiality of personal information.

[RECRUITS ALL EMPLOYEES FOR THE BOROUGH INCLUDING SERVICE AREAS.]

[PREPARES AND MAINTAINS POLICIES PERTAINING TO PERSONNEL, AND HEALTHCARE AND RISK MANAGEMENT MATTERS.]

10. Serves as Plan Administrator for borough health plan. Serves as chief liaison and negotiator with health care providers, third party administrators and brokers.
11. [OVERSEES THE EMPLOYEE ASSISTANCE PROGRAM.] Directs numerous employee related programs including the employee assistance program, supplemental benefits and flexible savings accounts.
12. [PROVIDES DIRECTION TO THE RISK MANAGEMENT OFFICE. SERVES AS RISK MANAGER IN THE RISK MANAGER'S ABSENCE. ATTENDS RISK MANAGEMENT COMMITTEE MEETINGS AS REQUESTED BY THE COMMITTEE.]

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Introduced by: Mayor
Date: 09/18/12
Hearing: 10/23/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-30**

**AN ORDINANCE ACCEPTING AND APPROPRIATING \$12,848 FROM
THE U.S. FISH AND WILDLIFE SERVICE TO SUPPLEMENT THE
RIVER DEBRIS REMOVAL PROJECT**

1 **WHEREAS**, the U.S. Department of the Interior, Fish and Wildlife Service, “Fish and Wildlife
2 Management Assistance Program” provides financial and technical assistance to
3 protect or to restore riparian and in-stream habitats; and

4 **WHEREAS**, the U.S. Fish and Wildlife Service intends to grant the borough funds in the
5 amount of \$12,848 through a cooperative agreement for the purpose of supporting
6 the borough’s “River Debris Removal Program” (Project); and

7 **WHEREAS**, the Project was approved by the Kenai Peninsula Borough Assembly as a Coastal
8 Impact Assistance Program (CIAP) project through adoption of KPB Resolution
9 2009-018; and

10 **WHEREAS**, the Assembly finds it is in the best interest of the Kenai Peninsula Borough to
11 accept these funds from the U.S. Fish and Wildlife Service to supplement the
12 CIAP funds for this Project;

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

15 **SECTION 1.** That the Kenai Peninsula Borough Assembly hereby accepts the grant in the
16 amount of \$12,848 from the U.S. Fish and Wildlife Service to fund and
17 implement projects through the River Debris Removal Program.

1 **SECTION 2.** That grant funds totaling \$12,848 are hereby appropriated to account number
2 271.21135.12365.49999 for the purpose of completing this Project approved in
3 KPB Resolution 2009-018.

4 **SECTION 3.** That due to the length and nature of this Project, the appropriation established
5 through this ordinance shall not lapse at the end of any particular fiscal year.

6 **SECTION 4.** That the mayor is authorized to sign any documents necessary to effectuate the
7 purposes of this ordinance.

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

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

Gary Knopp, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

Donald E. Gilman River Center

MEMORANDUM

MIKE NAVARRE
BOROUGH MAYOR

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

THRU: Mike Navarre, Mayor *MN*
Craig Chapman, Finance Director *C Chapman*
Brenda Ahlberg, Community & Fiscal Projects Manager

FROM: John Czarnecki, Resource Planner *JC*

DATE: September 4, 2012

SUBJECT: Ordinance 2012-19-30, accepting and appropriating grant funds from the U.S. Fish and Wildlife Service in the amount of \$12,848 for the River Debris Removal Project

The Kenai Peninsula Borough Assembly, by Resolution 2009-018, approved 19 projects for funding through the Coastal Impact Assistance Program (CIAP). River debris removal was among those projects approved and forwarded to the State of Alaska for inclusion in the Alaska CIAP Plan.

The goals of the River Debris Removal Program (Project) are to remove debris from our rivers, floodplains, wetlands, riparian areas and coasts. Both through natural flooding and from poor past practices, we have numerous types of debris in sensitive habitats. It is the intent of this Project to identify the locations of debris, analyze issues regarding removal of the debris (e.g., permitting, access, equipment necessary, etc.), prioritize debris for removal, and contract for the removal of the debris.

The Project has generated continued support from the U.S. Fish and Wildlife Service (FWS). FWS would like to contribute to the Project because it closely mimics their goals to protect or to restore riparian and in-stream habitats.

John Czarnecki, River Center Resource Planner, will be the project manager. The performance period ends September 30, 2014.

Attachments: award notification excerpt

| | |
|--|-------------------------------|
| FINANCE DEPARTMENT ACCOUNT VERIFIED | |
| Acct. No. | <u>271.21135.12365.49999</u> |
| Amount | <u>N/A</u> |
| By: | <u>pc</u> Date: <u>9/6/12</u> |



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
KFWFO

John Czarnecki
Kenai Peninsula Borough
Donald E. Gillman River Center
514 Funny River Road
Soldotna, Alaska 99669

Subject: Notice of Cooperative Agreement Award **F12AC00365**

Dear Mr. Czarnecki,

The U.S. Fish and Wildlife Service (USFWS) has approved your organization's application for Federal financial assistance titled "Debris Removal Program" submitted to CFDA Program 15.608, Fish and Wildlife Management Assistance. The USFWS document number for this award is **F12AC00365**. Funds under this cooperative agreement award are to be used to: remove detrimental debris from Kenai Peninsula rivers, floodplains, wetlands, riparian areas and coasts, as authorized by the Fish & Wildlife Coordination Act, 16 USC 661 to 666C; and Fish and Wildlife Act of 1956, as amended, 16 U.S.C. 742a-742j.

Under this award, the Recipient will:

1. Implement the objectives of this agreement as outlined within the attached Project Proposal;
2. Assume primary responsibility for securing any permits needed to carry out this project;
3. Provide administration services as necessary to facilitate execution of the cooperative agreement; and
4. In addition to annual and final reports, provide brief project updates to the FWS Program Officer via email or over the phone, as requested.

Under this award, the USFWS will:

1. Provide fisheries and habitat requirement expertise and assistance to the Kenai Peninsula Borough for the duration of the project;
2. Contribute funds to Recipient to carry out the objectives of the project. Project costs are identified in the Project Proposal and Budget section;
3. Contingent on the availability of funds, provide incremental reimbursements/advances to Recipient; and
4. Provide a single point of contact to the project. That person is Jeffrey Anderson, Kenai Fish and

Wildlife Field Office, 43655 Kalifornsky Beach Road, Soldotna, Alaska 99669, phone 907/260-0132; FAX 907/262-7145; email: jeffry_anderson@fws.gov. The Service will notify Recipient in writing via formal modification to the agreement of any changes to the Service's Program Officer. The Service Administrative Officer (Warranted Contracting Officer) is the only person authorized to sign modifications on behalf of the Service.

The performance and budget period of this award begins on the signature date of this notice of award letter and ends on September 30, 2014.

In accordance with 43 CFR 12.925(e)(c) & 2 CFR 215.25 (e)(1), the Kenai Peninsula Borough may incur pre-award costs 90 calendar days prior to award. All pre-award costs are incurred at the recipient's risk (i.e., the Federal awarding agency is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover such costs).

PROJECT PERFORMANCE MEASUREMENT:

Project performance will be measured and evaluated by monitoring the Recipient's ability to meeting the following scheduled activities and tasks, which must be accomplished to achieve project objectives:

Timeline of Outcomes:

| TASK/Milestone | Anticipated Completion Date |
|---|------------------------------------|
| Identify specific projects that would best meet needs of Kenai Peninsula Fish Habitat Partnership and identify timeline for implementation | June 30, 2012 |
| Prepare contracts for debris removal | July, 2012 |
| Contract with lowest, best qualified bidder | August 30, 2012 |
| Oversee debris removal and document project success | Summer, 2013 |
| Provide a Final Federal Financial Report (SF-425), a Request for Advance or Reimbursement (Non-Construction, SF-270), and a final project report. ***Note: <i>Both final SF-425 and Final Report must be approved by the Service Project Officer prior to receiving payment.</i> | December 29, 2014 |

The Recipient's project officer must immediately communicate (via telephone, fax or email) any significant changes to (a) project objectives, (b) the above schedule, (c) approved budget, or (d) project personnel, and then document these changes (along with an explanation of why they occurred and suggestions on how to deal with them) in a Significant Development Report. Please note that changes in the scope or the objective of the project, even if there is no associated budget revisions requires prior approval. Change in a key person specified in this agreement requires prior approvals as well. Please refer to Prior Approval requirement under 2 CFR 215 which specify prior approval request procedures and identify post award prior approval requirements.

This award is funded as follows:

| | <u>USFWS</u> | <u>Recipient</u> |
|--------------------------|---------------------|-------------------------|
| Total obligation: | \$12,848 | \$0 |

Introduced by: Mayor, Smith, Haggerty
Date: 09/18/12
Hearing: 10/23/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-31**

**AN ORDINANCE APPROPRIATING \$35,000 IN INTEREST INCOME FROM THE
SPRUCE BARK BEETLE PROGRAM TO ADDRESS THE NEED FOR AN
EMERGENCY POWER GENERATOR AT THE ANCHOR POINT WATER
TREATMENT AND DISTRIBUTION PLANT**

1 **WHEREAS**, Congress appropriated more than \$18 million dollars since 1998 to the Kenai
2 Peninsula Borough for wildland mitigations, hazardous tree removal, and other
3 projects designed to minimize the devastation caused by the spruce bark beetle;
4 and

5 **WHEREAS**, the congressional appropriations did not restrict the use of interest on earnings
6 from the above described grants; and

7 **WHEREAS**, approximately \$322,000 in interest income remains from the above-described
8 grant funds; and

9
10 **WHEREAS**, the Anchor Point Safe Water Corporation has requested funds to purchase and
11 install an emergency generator; and

12 **WHEREAS**, with the addition of an emergency generator the Anchor Point Safe Water
13 Corporation Water Treatment and Distribution Plant can provide emergency
14 water distribution to critical facilities including the Anchor Point Elementary
15 School and Anchor Point Fire and Emergency Medical Service Area facilities;
16 and

1 **WHEREAS**, it is consistent with the purposes of these grants to appropriate interest income to
2 emergency response facilities for the unincorporated community of Anchor Point;

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

5 **SECTION 1.** That \$35,000 in interest income earned by the spruce bark beetle program is
6 appropriated from the Environmental Protection fund balance to account no.
7 262.21320.APGEN.48311 to address the need for an emergency power generator
8 at the Anchor Point Safe Water Corporation Water Treatment and Distribution
9 Plant.

10 **SECTION 2.** That the mayor is authorized to execute an agreement and all other documents
11 deemed necessary to allow the Anchor Point Safe Water Corporation to acquire
12 and install an emergency power generator.

13 **SECTION 3.** That Anchor Point Safe Water Corporation will provide matching funds in the
14 amount of \$13,000 to complete the project.

15 **SECTION 4.** That this ordinance shall become effective immediately upon its enactment.

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

Gary Knopp, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



KENAI PENINSULA BOROUGH

Grant Management

MEMORANDUM

MIKE NAVARRE
BOROUGH MAYOR

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

THRU: Mike Navarre, Mayor *MN*
Craig Chapman, Director of Finance *Chapman*
Scott Walden, OEM Director *SW*

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

DATE: September 6, 2012

SUBJECT: Ordinance 2012-19-31 appropriating \$35,000 in interest income from the Spruce Bark Beetle Program to address the need for an emergency power generator at the Anchor Point Water Treatment and Distribution Plant

The Anchor Point Safe Water Corporation has formally requested funds to purchase and install an emergency generator at the Anchor Point Water Treatment and Distribution Plant. Representatives from the distribution plant have worked with vendors who have recommended the size and type of generator and resources needed to provide alternative power service in the event of a power outage. The recommendation is to install a dual fuel 60-65KW generator. The generator would provide uninterrupted power to the water pumps, which provide service to the community's residents. For the purpose of emergency management the alternative power source would provide water to the elementary school and to the Anchor Point Fire and Emergency Medical Service Area facilities.

Purchase and installation costs to complete the project are estimated at \$48,000. With the assembly's approval of this ordinance, the borough would enter into an agreement with the Anchor Point Safe Water Corporation to provide a non-departmental grant in the amount of \$35,000 to assist with project completion. The Anchor Point Safe Water Corporation will provide the remaining funds and will manage the project pursuant to the borough grant agreement.

Brenda Ahlberg, Community & Fiscal Projects Manager will provide grant management for project performance period ending 06/30/13.

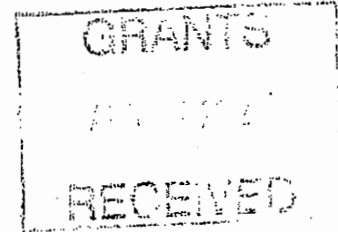
Attachment: Anchor Point Safe Water Corporation request letter received 08/20/12

| | |
|--|-------------------------------|
| FINANCE DEPARTMENT ACCOUNT VERIFIED | |
| Acct. No. | <u>262.27910 FB</u> |
| Amount | <u>\$35,000</u> |
| By: | <u>pc</u> Date: <u>9/6/12</u> |

Anchor Point Safe Water Corp.
PO BOX 382
Anchor Point, AK 99603
(907) 235-2411

August 14, 2012

Mayor's Office
Borough Administration Building
144 N. Binkley Street
Soldotna, AK 99669



Dear Mayor Mike Navarre,

In our community of Anchor Point, efforts are being made for compliance with the Community Energy Response Teams (CERT) program. Currently we are not able to provide water in the event of a power loss. There have been multiple inquiries regarding our ability to provide water in the event of an emergency. These have been from agencies such as the Anchor Point Volunteer Fire Department and the Kenai Peninsula Borough School District.

The duty of a water purveyor is to provide safe and dependable water to our customers. The ability to do this in the event of a long term power outage or worse a natural disaster has great value not only our community but other communities around us. This could be easily remedied by the purchase of a generator for the Anchor Point Safe Water Corporation (APSWC) Water Treatment/Distribution Plant. In light of this fact we are seeking grant funding for the generator. Some of specifications that are needed in a generator for the facility are as follows:

Dual - Fuel w/ automatic switch-over (Natural gas/Propane)
60-65 KW
Three Phase electric
120-208 Volt
Cold Weather Start up
Self Contained

The estimated cost for the generator, engineering, shipped on site, installed and with a factory start up is \$48,000. It would be of great benefit to the Anchor Point Community to have the APSWC Water Treatment/Distribution Plant available as an asset to the CERT program as outlined by Homeland Security. Your assistance in this matter would be greatly appreciated.

Sincerely,

Kathy Kacher
President

cc: Bill Smith
Julie Denison
Brenda Arlberg

Introduced by: Mayor
Date: 09/18/12
Hearing: 10/23/12
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-19-32**

**AN ORDINANCE AUTHORIZING THE ACQUISITION OF CERTAIN REAL
PROPERTY AT MILE 5 OF THE SEWARD HIGHWAY FOR A FIRE STATION ON
BEHALF OF THE BEAR CREEK FIRE SERVICE AREA, EXPANDING THE
PURPOSE OF A PREVIOUS APPROPRIATION AND APPROPRIATING
SUPPLEMENTAL FUNDS OF \$10,000 FOR THE ACQUISITION**

1 **WHEREAS,** Ordinance 2011-19 appropriated \$100,000 for the purchase of land for placement of
2 a new fire station; and

3 **WHEREAS,** the Bear Creek Fire Service Area board members and Multi-purpose Building Site
4 Committee identified potential properties for the construction of a new fire station
5 facility; and

6 **WHEREAS,** in their Site Analysis Report and Recommendation document the committee
7 recommended a site location at mile 5 of the Seward Highway which includes two
8 lots containing 2.5 acres more or less; and

9 **WHEREAS,** the estimated cost of acquiring this land is approximately \$165,000 which includes
10 the cost of the land of \$150,000, closing costs of up to \$5,000, environmental
11 assessment of \$5,000, and other costs including the administrative fee, the appraisal,
12 and other associated costs of up to \$5,000; and

13 **WHEREAS,** in FY2011 the assembly appropriated \$65,000 for site work for a new Bear Creek
14 Fire Service Area station, project 442.51210.11421.49999, of which \$54,980 is
15 unspent; and

1 **WHEREAS**, the Bear Creek Fire Service Area Board (“BCFSAB”) has requested the purpose of
2 this appropriation be expanded to include the purchase of land; and

3 **WHEREAS**, an additional \$10,000 is needed to support the purchase and associated costs of
4 acquiring the property; and

5 **WHEREAS**, BCFSAB at its September 11, 2012 meeting recommended _____ ;
6 and

7 **WHEREAS**, the KPB Planning Commission at its regularly scheduled meeting of September 24,
8 2012 recommended _____ ;

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

11 **SECTION 1.** That the purchase of the following described real property is in the best interests of
12 the borough:

13 Lots 28 and 29, Block 2, Harbor View Subdivision, according to Plat No. 86-6,
14 Seward Recording District, Third Judicial District, State of Alaska.

15 **SECTION 2.** That the terms and conditions of the Earnest Money Receipt and Purchase Agreement
16 accompanying this ordinance are hereby approved. The purchase price shall be
17 \$150,000 plus closing costs and taxes up to \$5,000. Closing will take place within 90
18 days of the borough’s execution of the purchase agreement, unless otherwise agreed
19 in writing. Conveyance will be by warranty deed. Closing is conditioned on
20 environmental testing with results satisfactory to the borough, which may require
21 renegotiation of the purchase price as set forth in the earnest money receipt and
22 purchase agreement. In the event that the seller’s personal property remains on the
23 property after closing the seller shall execute a Temporary Land Use Permit with

1 insurance and a hold harmless provision acceptable to the borough administration.

2 **SECTION 3.** That this acquisition is for the purpose of supporting the development of a fire station
3 in the Bear Creek Fire Service Area.

4 **SECTION 4.** That the proposed classification of this property is government.

5 **SECTION 5.** That the mayor is authorized to execute any and all documents necessary to purchase
6 the real property described in section one above in accordance with the terms and
7 conditions contained in this ordinance and the accompanying Earnest Money Receipt
8 and Purchase Agreement, and consistent with applicable provisions of KPB Chapter
9 17.10.

10 **SECTION 6.** That the approved purpose of project 442.51210.11421.49999 and use of funds
11 appropriated therein is expanded to include the cost of acquiring land and associated
12 costs.

13 **SECTION 7.** That \$10,000 is appropriated from the Bear Creek Fire Service Area Capital Project
14 Fund, fund balance to project 442.51210.12421.48610 to supplement funds
15 previously appropriated for the purchase of land and associated costs.

16 **SECTION 8.** That this ordinance takes 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, MMC, 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

MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

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

THRU: Mike Navarre, Mayor *MN*
Craig Chapman, Finance Director *C Chapman*
Max Best, Planning Director *max for AB*
Marcus Mueller, Land Management Officer *mm*

FROM: Keith Snarey, Land Management Agent *Keith for KS*

CC: Mark Beals, Chief, Bear Creek Fire Service Area

DATE: September 6, 2012

SUBJECT: Ordinance 2012-19-32, Authorizing the Acquisition of Certain Real Property at Mile 5 of the Seward Highway for a Fire Station on Behalf of the Bear Creek Fire Service Area, Expanding the Purpose of a Previous Appropriation and Appropriating Supplemental Funds of \$10,000 for the Acquisition

In 2011 a committee was formed to identify and recommend best suited locations for the construction of a new fire station that will optimize fire response capabilities within the Bear Creek Fire Service Area (Service Area). The subject property at mile 5 of the Seward Highway was recommended as shown in the attached committee report.

The property was independently appraised at \$130,000. A purchase agreement negotiated with the owner, providing terms of \$150,000 purchase price plus closing costs and taxes not to exceed \$5,000, is proposed for assembly consideration. Other additional costs not to exceed \$10,000 will include an environmental assessment, the administrative fee, and potentially other associated miscellaneous costs.

In FY2012, the Service Area appropriated \$100,000 for the purchase of land for a new station. Additionally, in FY2011, the Service Area appropriated \$65,000, project 11421, for site work for a new station. The Service Area has requested the purpose of this appropriation be expanded to include the purchase of land. This ordinance would authorize the acquisition of land at mile 5 of the Seward Highway from Robert G. Knudson, expand the purpose of project 11421 to include land purchase approve using a portion the \$65,000 funds, and appropriate an additional \$10,000 from the BCFSA fund balance to cover anticipated costs.

| | |
|--------------------------------------|--|
| FINANCE DEPARTMENT FUNDS VERIFIED | |
| Acct. No. | <u>442.0000.0000.2790</u> |
| Amount | <u>\$ 10,000⁰⁰</u> |
| By: | <u>C Chapman</u> Date: <u>9/7/2012</u> |



Bear Creek Fire Service Area
PO Box 1565-Mile 5 Seward Hwy
Seward, AK 99664

Phone : (907) 224-3345 -Fax : (907) 224-3344 Email: bearcreek@seward.net

**Bear Creek Fire Station and Multi-purpose Building Site
Committee
Site Analysis Report and Recommendation
August 2, 2011**

This report describes sites that were considered for locating a new Bear Creek Fire Station. A number of factors were considered, including: environmental impacts, floodplain, geology, site condition, access, land ownership, and distances in service area.

Background, Objectives, and Methods: The goal of this effort was to identify appropriate sites that minimize exposure to risk while maximizing ability of the Bear Creek Fire Station to respond to its service area and to provide support to other fire services when appropriate. The matrix of success for this goal is to ideally find a site optimally within the service area, outside of the floodplain, with reasonable site conditions requiring manageable site preparation. It was also desired to find other potential sites that might be suitable and rank them in relative terms.

In order to update its facilities and better serve the community, the Bear Creek Fire Station, under the Kenai Peninsula Borough, has been working since 2006 to design and find funding to build the facility. Design is 90% complete, with remaining factors being funding and site location.

Regarding the latter, to date, the KPB Planning Department, Capital Projects Department, River Center Department, Seward Bear Creek Flood Service Area and Bear Creek Fire Service Area have worked together by meeting on three occasions, including one field trip on July 13, 2011, to discuss needs and map potential sites. The Mayor's Office has been apprised and supportive throughout the process. The KPB Geographic Information System Department has mapped primary selection criteria including major roads, water bodies and streams, topography, floodplain and Seward Mapped Flood Data Area (SMFDA), and Fire Service Area.

Site Review Results: The following sites were identified as meriting further review, inspection, and analysis:

- A. General area north of Kwechek Creek (Salmon Creek), south of Bear Lake Road (within floodplain): This area was looked at for potential since it was within the service area parameters. Lands in this area are comprised of alluvium and possibly subject to future flood events. This area has good access, but limited service as it is isolated from the Seward Highway. This area has a higher flood risk. Ultimately, it is deemed unsuitable for the purposes of this project due to potential higher flood risks.
- B. West of the Seward Highway across from Stoney Creek Ave (outside floodplain): KPB Tax Parcel ID 125-020-31. There is undeveloped property on bedrock at this location. Site development would require either explosives or heavy equipment to break down and to level fractured bedrock. Potentially up to two acres might be available at this location; however, Salmon Creek runs to the west of the developable property. This site has direct access to the Seward Highway with good site distance for entry. However, Chief Beals has stated that he likes two access roads, which this site does not provide. Private properties adjacent to the site might limit access to the future BCFS building, unless redesigned, because it is designed as a drive-through bay.
- C. Heather Lee and Munson Ct. Area (outside floodplain): A small number of parcels upland in the residential subdivision could potentially support the planned physical improvements. This area is accessed via Scott Way/Rough Road. The actual site is on the hill, roughly behind the present fire station, and approximately 150 feet higher in elevation. A tight radius turn may be unsuitable for fire trucks. Potential flooding at the bottom of Scott Way might impact the ability of trucks to pass, unless the roads were rebuilt to a different elevation. Road grades are steep enough to cause concern for ingress and egress of both apparatus and responders.
- D. Existing Bear Creek Fire Station Site (within floodplain): KPB Tax Parcel ID 144-011-01 and -02. This site has the benefit of being the current location. One parcel has been filled. Backwater flooding upstream of the parcels might affect adjacent properties, and Scott Way may be impassable in some flood stages as a result of fill. Downstream culverts are undersized and flood waters may not have good conveyance at some flood stages. Additionally, this site has two access points, which is desirable according to Chief Beals. The existing fire station would have to be demolished prior to completion of the new fire station. Draft flood mapping from FEMA shows this site affected by the floodway. If funding were available to complete the project at this time, the KPB could develop the

- site with the current mapping and request a “Letter of Map Amendment” based on fill when the draft floodplain maps are finalized. However, this leaves the structure in a vulnerable position; especially should Kwechek Creek (Salmon Creek) overtop the railroad upstream. There is a limited area for which to develop the site; however, longevity of use at this location means fire service may be relatively stable except for during the extreme flood events.
- E. Knudson Properties (partially within floodplain): KPB Tax Parcel ID 144-011-14 and -15. This site is only partially in floodplain, and is not exposed to any floodways. There is a bald eagle nest within 330 feet of the property; however, preliminary discussions with USFWS specialists suggests that the eagles may be habituated to noise and industrial disturbance given the nearby gravel pit, sawmill, roads, and highway. The site is largely prepared and would require minimal site preparation. Soils are glacial silt (???) which is suitable for development and also the soil type indicates the site is out of the alluvial fan. There are two road accesses, with one to the highway. There is fairly good site distance, though a moderate radius turn on the highway to the south may require lights/signage. Good site locating may minimize the negative aspects of this limitation. Alternately, the hillside adjacent to the turn might be reduced. Developing this site is positive in the sense that it is near to the existing facility, while also allowing the current fire station to continue operations during construction. There are debris and machinery on site that would have to be removed. A Phase I Environmental Site Assessment would be prudent prior to purchase in order to identify potential site contaminants. Demolition of the existing fire station is not necessary after construction. A detractor of this site is that the nearby drainage along the northern property line shows signs of significant flow; therefore, conveyance of the drainage must be examined.
 - F. Dykstra Property (within floodplain): KPB Tax Parcel ID 144-013-74. This property consists of fill placed in the floodplain and affected by a floodway.
 - G. South Fork Lane/Blying Sound Drive (outside floodplain): This is high ground. A tight turn on the access road was undesirable according to Chief Beals.
 - H. Hillside below South Lane (outside floodplain): This area right along the Sterling Highway is bedrock but having a steep hillside. A significant amount of blasting and removal would be needed to make it suitable.
 - I. Seward Park Drive (within floodplain): This is a low-lying area along the highway.

Conclusion: Following the site visits, it was agreed among all that the Knudsen properties seemed to have the most potential for the proposed project. The site could be developed with the least disturbance to the current operations of the Bear Creek Fire Station, while also removing the fire station from impacts associated with the floodplain. The nearby bald eagle nest does not appear to be a major impediment to site development. The drainage to the north might be addressed by hardening techniques and/or raising the side road.

Recommendation: The members of the Bear Creek Fire Station and Multi-purpose Building Site Committee upon review of the best available data, site inspection, and analysis recommend pursuing the acquisition of the property described as Site "E," Parcels 144-011-14 &15 (Lots 28 &29 Block 2 Harbor View Subdivision) and additionally consider purchase of the adjacent parcel 144-011-13 (Lot 30 Block 2 Harbor View Subdivision).

The Bear Creek Fire Station and Multi-purpose Building Site Committee should continue involvement throughout the acquisition phase to ensure that the all necessary due diligence measures are performed including considerations including but not limited to: Environmental conditions, acquisition procedures, permitting requirements, civil design considerations, operational considerations, funding considerations, grant funding requirements, Environmental Historical Preservation Review, board and commission representation, identification of local stakeholders, and coordination of efforts.

Respectfully Submitted:

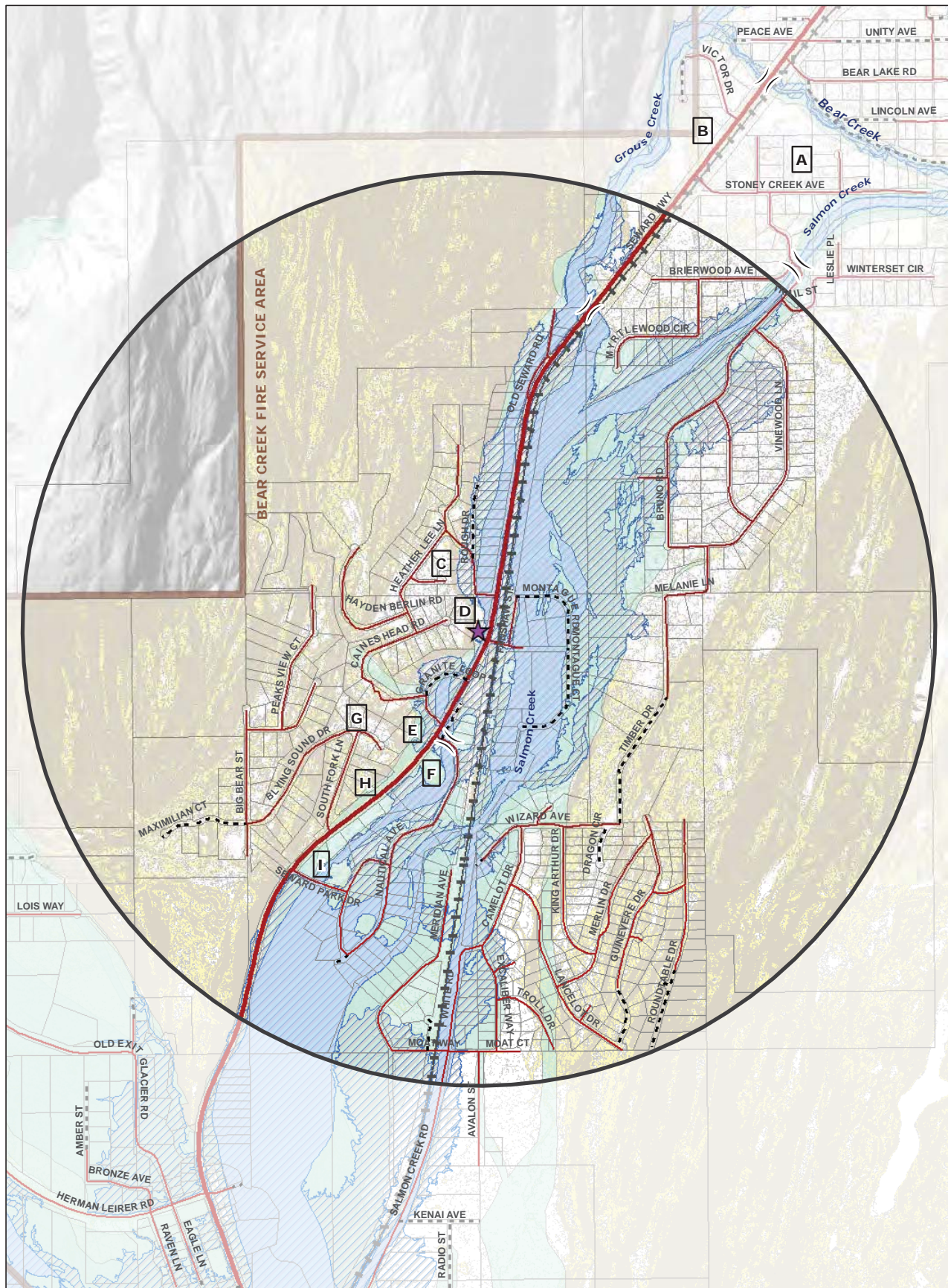


Mark Beals, Chief, Bear Creek Fire Service Area

Bear Creek Fire Station and Multi-purpose Building Site Committee Chair

| Bear Creek Fire Station and Multi-purpose Building Site Committee | | | | | | | | | |
|---|-------|---|---|---|---|---|---|---|---|
| Site Analysis Maytrix | | | | | | | | | |
| FACTORS | SITES | | | | | | | | |
| | A | B | C | D | E | F | G | H | I |
| Within Floodplain | X | | | X | X | X | | | X |
| Bridge Crossing | | | | | | | | | |
| RailRoad Crossing | X | | | | | | | | |
| Excess Grade | | | X | | | | X | X | |
| Sufficent Area (over 2 acres) | X | X | | X | | X | X | | |
| Out of Central Response Area | X | X | | | | | | | |
| Neighborhood (Residential) | X | X | X | | | | X | | |
| Permitting Issues Anticipated | | | | X | | X | | | X |
| Site Development Issues | | X | X | X | | X | | X | X |

X = not favorable



| | | | |
|----------------------------|------------|--------------------------|---------------------------------------|
| Slope: percent rise | | State Highway | Current Fire Station |
| 0 - 5 | Major Road | Minor Road | 1 Mile Buffer of Current Fire Station |
| 5 - 10 | Proposed | Alaska Railroad | Tax Parcels |
| 10 - 20 | Bridge | Floodway* | Flood Zone* (AE) |
| 20+ | | Historical Flood Zones** | |

*Data shown is based on preliminary flood insurance rate maps produced by the Federal Emergency Management Agency and released for review June 2010; data is considered advisory

**Seward Mapped Flood Data Area (SMFDA)



- State Highway
- Major Road
- Minor Road
- - - Proposed

- ★ Current Fire Station
- Tax Parcels
- - - Alaska Railroad

Imagery Date: 2008
LIDAR Date: 2009





At the end of the driveway looking east



From the driveway looking north



South end of parcel from nautical



View east from nautical



View from southwest corner of property looking across property



View looking east from the gravel pile

Potential Bear Creek Fire Station Building Sites
Recommended Site "E"
Parcels 144-011-14 and -15



View looking east from the north corner

**EARNEST MONEY RECEIPT
AND
PURCHASE AGREEMENT**

This Agreement is made on this 23 day of April, 2012, by and between Robert G. Knudson, a single person, whose address is 228 NE 19th Avenue, Camas, WA 98607, (hereinafter referred to as "SELLER") and the KENAI PENINSULA BOROUGH, an Alaska municipal corporation, whose address is 144 North Binkley Street, Soldotna, Alaska 99669 (hereinafter referred to as "KPB").

WHEREAS, SELLER is the owner of that real property located in the Seward Recording District, Third Judicial District, State of Alaska, and more particularly described as follows:

*Lots 28 and 29, Block 2, Harbor View Subdivision, according to Plan No. 86-6,
Seward Recording District, Third Judicial District, State of Alaska*

(Assessor Parcel Nos. 144-011-15 and 144-011-14)

WHEREAS, KPB has offered to buy, and SELLER is willing to sell the above-described Property as evidenced by this Purchase Agreement;

NOW THEREFORE, in consideration of the promises herein contained, SELLER hereby agrees to sell to KPB, and KPB hereby agrees to buy from SELLER, the property on the terms and conditions as set forth below:

1. PURCHASE PRICE

The purchase price of the property is One-hundred Fifty Thousand dollars and NO cents (\$150,000.00). The Purchase Price shall be paid by KPB at time of closing. The purchase of the property and appropriation for the purchase are subject to borough assembly approval.

SELLER and KPB acknowledge that physical or environmental conditions may exist on the property which were not considered in establishing the purchase price. SELLER and KPB further acknowledge that such conditions may have a cost to cure that is undeterminable on the date of this Agreement. SELLER and KPB agree that if, through due diligence and inspection of the property, any such conditions are revealed having a cost to cure for KPB's purposes, the purchase price shall be subject to renegotiation by the parties. If upon inspection of the property KPB determines that that conditions of the property exist that are not acceptable KPB or if the parties cannot reach a revised agreement, then KPB shall be released from this agreement without penalty.

2. EARNEST MONEY RECEIPT

A down payment of \$1,000 paid by KPB is being held in the trust account of First American Title in Seward Alaska to be applied towards the purchase price of the property. The purchase of the property is subject to the approval of the KPB assembly, and if the KPB assembly fails to authorize the sale or if the SELLER breaches any of the terms of this agreement, the \$1,000.00 shall be returned to the KPB.

3. TITLE

Title shall be delivered at time of closing by Warranty Deed, which shall be issued to KPB. SELLER warrants and covenants that at the time of closing there shall be no liens or judgments recorded against SELLER in the same recording district in which the property subject to this purchase agreement is situated. Title shall be clear of liens and encumbrances except title is subject to reservations, easements, rights-of-way, covenants, conditions and restrictions of record.

4. ESCROW AND CLOSING COSTS

In addition to the purchase price, KPB agrees to pay for all closing costs in connection with this Agreement, including without limitation all escrow fees, title insurance charges, recording fees, bank charges, and 2012 real property taxes up to \$5000 aggregate. All costs will be paid in full at the time of closing.

5. CLOSING

Unless otherwise agreed in writing, closing will occur within 90 days of execution of the Purchase Agreement. At closing, KPB will pay the balance of the purchase price. Both parties will execute all documents required to complete the Purchase Agreement and, if applicable, establish an escrow account.

6. POSSESSION

Possession shall be delivered to KPB at time of recording.

7. EXTENSION OF TIME TO REMOVE PERSONAL PROPERTY

SELLER shall retain the right to store personal property on the premises as such personal property exists on the premises on the date of this agreement until May 15, 2013. SELLER shall peaceably take up and remove all personal property on or before said date. After said date, any personal property remaining on the premises shall be deemed abandoned and may be disposed of by KPB.

8. KENAI PENINSULA BOROUGH ASSEMBLY APPROVAL

Purchase of the property by the Kenai Peninsula Borough is subject to authorization by the Kenai Peninsula Borough Assembly and appropriation of funds. If the Kenai Peninsula Borough fails to enact an ordinance authorizing the purchase of the subject land and appropriation of funds, this agreement shall be terminated without penalty.

9. HAZARDOUS MATERIAL

SELLER covenants to the best of SELLER'S knowledge, that as the date of this agreement, except as specifically identified herein, the Property is free of all contamination from petroleum products or any hazardous substance or hazardous waste, as defined by applicable state or federal law, and there are no underground storage tanks or associated piping on the Property. SELLER agrees that no hazardous substances or wastes shall be located on or stored on the property, or any adjacent property by seller, owner or contractors, nor shall any such substance be owned, stored, used, or disposed of on the property or any adjacent property by SELLER, its agents, employees, contractors, or invitee's, prior to KPB'S ownership, possession, or control of the Property.

10. 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 KPB and SELLER or their respective successors in interest. Provisions of this Agreement, unless inapplicable on their face, shall be covenants constituting terms and conditions of the sale and of the agreement to finance the sale, and shall continue in full force and effect until the purchase price is paid in full or this agreement is earlier terminated.

11. BREACH REMEDY

Prior to closing of the sale, in the event that KPB or SELLER fails to make any payment required, or fails 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 SELLER or KPB may terminate this Agreement.

12. MISCELLANEOUS

- A. Time. Time is of the essence in performance of this Agreement.
- B. Cancellation. This Agreement, while in good standing may be canceled in whole or in part, at any time, upon mutual written agreement by SELLER and the mayor. This Purchase Agreement is subject to cancellation in whole or in part if improperly issued through error in procedure or with respect to material facts.
- C. 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.
- D. Interpretation. This Agreement shall be deemed to have been jointly drafted by both parties. It shall be construed 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.

13. PERMISSION TO INSPECT

SELLER hereby grants to KPB, its employees, agents and contractors permission to enter the property to perform such inspections, including but not limited to: soil sampling, water sampling, engineering studies, excavation of testholes, and other such investigations reasonably necessary to ascertain the condition of the property and to determine the nature and extent of buried debris, containers and other physical or environmental conditions of the property. KPB shall return the property to its original condition upon completion of its inspection and bear all risk and expense with its activities.

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

KENAI PENINSULA BOROUGH:

SELLERS:

Mike Navarre, Mayor



Robert G. Knudson

Dated: _____

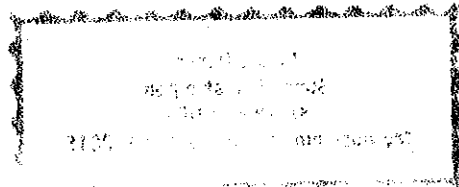
Dated: 8/23/12

ATTEST:

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Johni Blankenship,
Borough Clerk

Holly B Montague,
Deputy Borough Attorney



NOTARY ACKNOWLEDGMENT

STATE OF ALASKA)
)ss
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this 23rd day of August, 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 WA)
)ss
COUNTY OF Clark)

The foregoing instrument was acknowledged before me this 23rd day of Aug, 2012, by Robert G. Knudson.

Kelly Jones

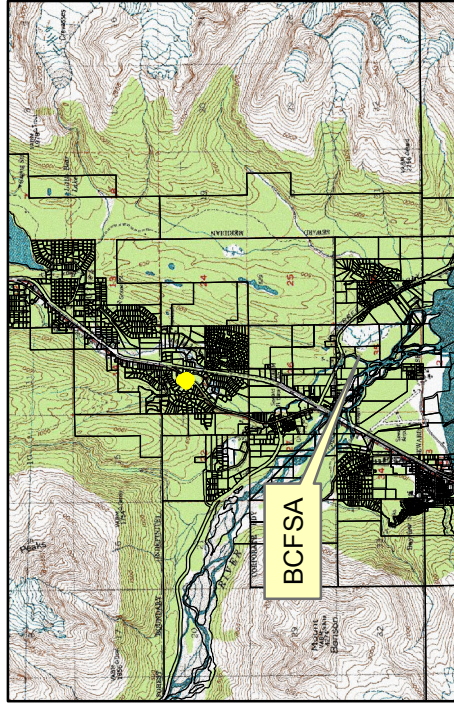
Notary Public in and for Washington
My commission expires: 8/1/15



Bear Creek Fire Service Area Site Acquisition



EXISTING FIRE STATION



VICINITY MAP



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

PHONE: (907) 262-4441 • **FAX:** (907) 714-2377

Toll-free within the Borough: 1-800-478-4441, Ext. 2150

www.borough.kenai.ak.us

MIKE NAVARRE
BOROUGH MAYOR

NOTICE OF APPOINTMENTS TO ADVISORY PLANNING COMMISSIONS

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

FROM: Mike Navarre, Mayor *MN*

DATE: September 18, 2012

SUBJECT: Recommended Appointments to Advisory Planning Commissions

In accordance with KPB 21.02, appointments to Kenai Peninsula Borough Advisory Planning Commissions are recommended by the Borough Mayor, subject to confirmation by the Borough Assembly. I hereby submit to you for confirmation the following Advisory Planning Commission appointments:

| | | |
|---------------------------|-------------|---------------------|
| <u>Anchor Point APC</u> | <u>Seat</u> | <u>Term Expires</u> |
| Julie Engebretsen | F | September 30, 2015 |
| Joanne Collins | G | September 30, 2015 |
| <u>Cooper Landing APC</u> | <u>Seat</u> | <u>Term Expires</u> |
| Karl Romig | F | September 30, 2014 |
| <u>Moose Pass APC</u> | <u>Seat</u> | <u>Term Expires</u> |
| Jan L. Odhner | A | September 30, 2014 |
| Bruce Jaffa | D | September 30, 2015 |
| <u>Hope/Sunrise APC</u> | <u>Seat</u> | <u>Term Expires</u> |
| Erica Miller | A | September 30, 2015 |

Applicants are registered voters and reside within the area to be represented.

KENAI PENINSULA BOROUGH

Office of the Borough Clerk

144 North Binkley Street
Soldotna, AK 99669
Phone 907-714-2160
Fax 907-714-2388

Johni Blankenship, MMC
Borough Clerk

MEMORANDUM

TO: Mike Navarre, Borough Mayor
THRU: Johni Blankenship, Borough Clerk (B)
FROM: Michele Turner, Borough Clerk Assistant (M/T)
DATE: September 6, 2012
RE: Verification of Advisory Planning Commission Applicants

As per KPB 21.02.050(b), the applicants listed below have been verified as registered voters of the Kenai Peninsula Borough and their permanent place of residence is within the Advisory Planning Commission boundaries.

ANCHOR POINT ADVISORY PLANNING COMMISSION

Applicant: Julie Engebretsen
Applicant: A. Joanne Collins

COOPER LANDING ADVISORY PLANNING COMMISSION

Applicant: Karl Romig

MOOSE PASS ADVISORY PLANNING COMMISSION

Applicant: Jan L. Odhner
Applicant: Bruce Jaffa

HOPE/SUNRISE ADVISORY PLANNING COMMISSION

Applicant: Erica Miller

Bohn, Jessica

From: Julie Engebretsen [mermaid@alaska.net]
Sent: Monday, August 27, 2012 7:59 PM
To: Bohn, Jessica; Navarre, Mike
Subject: Re: Expiration of APC Seat

Dear Mayor Navarre,

My term on the Anchor Point Advisory Planning Commission expires at the end of September. I would like to be reappointed. I appreciate the opportunity to be on the Commission.

Sincerely,

Julie Engebretsen

Bohn, Jessica

To: Navarre, Mike
Subject: RE: Reappointment to Anchor Point APC

-----Original Message-----

From: tales@ptialaska.net [mailto:tales@ptialaska.net]
Sent: Wednesday, August 22, 2012 4:11 PM
To: Navarre, Mike
Subject: Reappointment to Anchor Point APC

Mayor Navarre,

I am respectfully requesting reappointment to Anchor Point Advisory Planning Commission. I have served as a member of this commission since it was created and feel it is important to have a venue at the "grass roots" level where concerns and comments of local citizens can be heard.

Thank you for your consideration of this request.

Sincerely,
Joanne Collins
PO Box 341
Anchor Point, AK 99556

Bohn, Jessica

From: Navarre, Mike
Sent: Wednesday, August 22, 2012 2:08 PM
To: Bohn, Jessica
Subject: FW: Karl Romig, reappointment request to Cooper Landing APC

-----Original Message-----

From: Karl Romig [mailto:shrewsnest@gmail.com]
Sent: Sunday, July 15, 2012 7:53 PM
To: Navarre, Mike
Subject: Karl Romig, reappointment request to Cooper Landing APC

Dear Mayor,

I am interested in being reappointed to the Cooper Landing Advisory Planning Commission for another 3 year term. Please reappoint me to the Commission, I am looking forward to continuing the work.

Thank you for your support.

Sincerely,
Karl Romig
PO Box 762
Cooper Landing, Ak 99572
shrewsnest@gmail.com



Kenai Peninsula Borough

Advisory Planning Commissioner Application

instructions: Please type your information on this form, and be as specific as possible. You must be a registered voter in the area for which you are applying.

Name: Jan L. Odhner

Mailing Address: PO box 176 Moose Pass AK 99631

Physical Address: 37043 Baneberry ridge

Home Phone: 907 288-3678

Fax No.: 907-388-5002

E-mail Address: jodhner@arctic.net

Occupation or place of employment: Custom woodworking

Today's Date: 8-28-12

Which advisory planning commission do you wish to serve on?

Anchor Point

Hope/Sunrise

Cooper Landing

Kachemak Bay

Funny River

Moose Pass

How long have you lived in the area served by this advisory planning commission? 32 yrs

What knowledge, experience, or expertise will you bring to this commission?

Good judgement and a good understanding of this area.

What are the land use and planning issues in your community?

Growth is inevitable. We need to do it responsibly. The only land available for residential growth is owned by the Mental health trust.

Other lands belong to the USFS, DNR, Borough and private. One issue that we are dealing with is how to support our fire Co. financially.

What would you like to see done with borough-owned lands in your area?

I would like to see more land available for residential growth.

Have you, or do you currently, serve on other Kenai Peninsula Borough commissions, boards or task forces?

I am currently the president of the Moose Pass Sportsmans club which is the community board.

Are you available for day meetings? yes

Are you available for night meetings? _____

Comments (Areas of interest, additional experience or qualifications, etc.).

I have a passion for this area. I knew the moment I set foot 32 yrs. ago that it was home.

I care how this area changes and hope to see it done in a manner that serves future generations well.

PLEASE PRINT, THEN MAIL, FAX, OR E-MAIL YOUR APPLICATION TO:

Mayor Mike Navarre
Kenai Peninsula Borough
144 North Binkley
Soldotna, AK 99669-7599

FAX: 907-714-2377

E-mail to: ccady@borough.kenai.ak.us

Bruce Jaffa

P.O. Box 107 Moose Pass, Alaska 99631
Jaffa@Eagle.PTIALaska.net

August 21, 2012

Mayor Mike Navarre

I present myself for consideration for re-appointment to the Moose Pass Advisory Planning Commission.

I am a 37 year resident of the East Peninsula and very familiar with local communities and commercial development in this area. My wife, Carole and I have raised three children in the Seward schools and maintain a private home in Moose Pass, further we own and maintain several commercial properties in the East Peninsula. Carole and I have developed "Jaffa Construction, Inc." as a state wide commercial business, with headquarters in Seward and offices in Moose Pass and Fairbanks. I work as the Quality Control Manager for company projects and clients throughout the State.

I am a board member of the Kenai Mountain Turnagain Arm National Heritage Area, a commissioner of the Seward Port and Commerce Board, a member of Pioneers of Alaska.

I have had the honor to serve on the MPAPC and continue to offer my time and energy to help improve the Moose Pass and the KPB communities.

Bruce Jaffa

Bohn, Jessica

From: Navarre, Mike
Sent: Monday, August 27, 2012 8:28 AM
To: Bohn, Jessica
Subject: FW: request for reappointment

From: Erica Miller [mailto:ericamillerart@yahoo.com]
Sent: Saturday, August 25, 2012 3:34 PM
To: Navarre, Mike
Subject: request for reappointment

Aug 25, 2012

RE: Reappointment to Hope APC

Mayor Navarre,

I would like to be reappointed for another term to the Hope/Sunrise Advisory Planning Commission. Thank you for your consideration.

Sincerely,

Erica Miller
ericamillerart@yahoo.com

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