

SUBJECT: An ordinance of Matanuska-Susitna Borough Assembly reappropriating \$40,000 from the Land & Resource Management Division fiscal year 2012 operating budget, Fund 203, to Fund 480, Project 45128, and approving the scope of work and budget for the Master Plan for the Jim Creek Parcel.

AGENDA OF: May 15, 2012

ASSEMBLY ACTION:

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY JOHN MOOSEY, BOROUGH MANAGER:

| Route To: | Department/Individual | Initials | Remarks |
|-----------|--------------------------------|----------|---------|
| | Originator | | |
| | Community Development Director | EP | |
| | Finance Director | JW | 5/3/12 |
| | Borough Attorney | NS | |
| | Borough Clerk | JAM | 5/7/12 |

ATTACHMENT(S): Fiscal Note Yes X No _____
 Ordinance Serial No. 12-068 (2 pp)
 Resolution Serial No. 12-054 (1 pp)

SUMMARY STATEMENT:

A request for proposal was solicited for a Master Plan for the Jim Creek Parcel. The successful proposer suggested several reasons to extend the term of the contract past June 30, 2012.

Among these reasons is the fact that the Office of Information Technology's LIDAR/Aerial Data release is not scheduled until June 2012 and having the LIDAR data will make a significantly better end product as well as the ability to take advantage of that investment.

Additionally, there are concerns related to the public involvement if the planning takes place on an accelerated schedule during the summer months.

We agree that the greatest number of community members and users will be best served if the process begins immediately but is not concluded until fall when final public meetings can be held.

RECOMMENDATION OF ADMINISTRATION:


Reappropriate \$40,000 from the Land & Resource Management Division fiscal year 2012 operating budget, Fund 203, to Fund 480, Project 45128, and approve the scope of work and budget for the Master Plan for the Jim Creek Parcel.

**MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE**

Agenda Date: May 15, 2012

ORIGINATOR: Community Development

SUBJECT: An ordinance of Matanuska-Susitna Borough Assembly reappropriating \$40,000 from the Land & Resource Management Division fiscal year 2012 operating budget, Fund 203, to Fund 480, Project 45128, and approving the scope of work and budget for the Master Plan for the Jim Creek Parcel.

| | |
|--|--|
| FISCAL ACTION (TO BE COMPLETED BY FINANCE) | FISCAL IMPACT? <u>YES</u> NO |
| AMOUNT REQUESTED \$ <u>40,000</u> | FUNDING SOURCE <u>FY12 Land Management Operating</u> |
| FROM ACCOUNT # <u>203.170.141.429.900</u> | PROJECT # |
| TO ACCOUNT # <u>480.000.000.3XX.XXX</u> | PROJECT # <u>45128</u> |
| VERIFIED BY:  | CERTIFIED BY: |
| DATE: <u>5/2/12</u> | DATE: |

EXPENDITURES/REVENUES: (Thousands of Dollars)

| OPERATING | FY2012 | FY2013 | FY2014 | FY2015 | FY2016 | FY2017 |
|--------------------|-------------|--------|--------|--------|--------|--------|
| Personnel Services | | | | | | |
| Travel | | | | | | |
| Contractual | <u>40.0</u> | | | | | |
| Supplies | | | | | | |
| Equipment | | | | | | |
| Land/Structures | | | | | | |
| Grants, Claims | | | | | | |
| Miscellaneous | | | | | | |
| TOTAL OPERATING | <u>40.0</u> | | | | | |
| CAPITAL | <u>40.0</u> | | | | | |
| REVENUE | | | | | | |

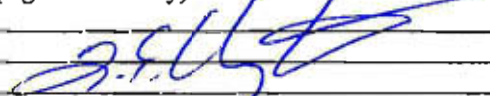
FUNDING: (Thousands of Dollars)

| | | | | | | |
|------------------------------|-------------|--|--|--|--|--|
| General Fund | | | | | | |
| Federal Funds | | | | | | |
| Other <u>Land Management</u> | <u>40.0</u> | | | | | |
| TOTAL | <u>40.0</u> | | | | | |

POSITIONS:

| | | | | | | |
|-----------|--|--|--|--|--|--|
| Full-Time | | | | | | |
| Part-Time | | | | | | |
| Temporary | | | | | | |

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____
 DEPARTMENT: _____
 APPROVED BY: 

Phone: _____
 Date: _____
 Date: 5/3/12

NON-CODE ORDINANCE

By: Borough Manager
Introduced:
Public Hearing:
Action:

MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. 12-068

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY REAPPROPRIATING \$40,000 FROM THE LAND & RESOURCE MANAGEMENT DIVISION FISCAL YEAR 2012 OPERATING BUDGET, FUND 203, TO FUND 480, PROJECT 45128, AND APPROVING THE SCOPE OF WORK AND BUDGET FOR MASTER PLAN FOR THE JIM CREEK PARCEL.

WHEREAS, the Asset Management Plan for Borough-Owned Land in the Butte Area recommended that a Master Plan be completed for the Jim Creek Parcel in order to identify future trails and amenities; and

WHEREAS, a request for proposal was issued with a requested completion date of June 30, 2012; and

WHEREAS, public involvement concerns arose if the planning took place on an accelerated schedule during the summer months.

BE IT ENACTED:

Section 1. Classification. This is a non-code ordinance.

Section 2. Reappropriation source. There is hereby reappropriated by the Matanuska-Susitna Borough Assembly \$40,000 from the Land & Resource Management Division fiscal year 2012 operating budget, fund 203, to fund 480, project 45128, for the Master Plan for the Jim Creek Parcel

Section 3. Effective date. This ordinance shall take effect upon adoption by the Matanuska-Susitna Borough Assembly.

ADOPTED by the Matanuska-Susitna Borough Assembly this -
day of -, 2012.

LARRY DEVILBISS, Borough

Mayor

ATTEST:

LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)

Action:

**MATANUSKA-SUSITNA BOROUGH
RESOLUTION SERIAL NO. 12-054**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY APPROVING THE SCOPE OF WORK AND BUDGET FOR THE MASTER PLAN FOR THE JIM CREEK PARCEL

WHEREAS, the Assembly reappropriated funds in the amount of \$40,000 for the Master Plan for the Jim Creek Parcel with the adoption of Ordinance Serial No. 12-008; and

WHEREAS, the Assembly is required to approve and adopt a scope of work and budget for the Master Plan for the Jim Creek Parcel prior to expenditure of said funds.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Assembly approves the following scope of work and budget:

SCOPE OF WORK

Master Plan for the Jim Creek Parcel

BUDGET

| | | |
|--|-------|------------------|
| Land Management Fund fiscal year 2012 Land and Resource Management Division operating budget | | \$ 40,000 |
| | TOTAL | <u>\$ 40,000</u> |

ADOPTED by the Matanuska-Susitna Borough Assembly this - day of -, 2012.

LARRY DEVILBISS, Borough Mayor

ATTEST:

LONNIE R. MCKECHNIE, CMC, Borough Clerk

(SEAL)

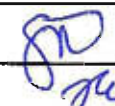
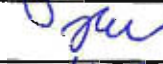

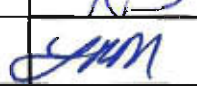

SUBJECT: Accept, appropriate and approve the scope of work and budget for up to five culvert replacements as part of the Fish Passage Improvements Project, project number 30114.



AGENDA OF: May 15, 2012

ASSEMBLY ACTION:

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY JOHN M. MOOSEY, BOROUGH MANAGER: 

| Route To: | Department/Individual | Initials | Remarks |
|-----------|-----------------------|--|--|
| | Originator | JB | |
| | Public Works Director |  | |
| | Finance Director |  | 5/3/12 |
| | Borough Attorney |  | |
| | Borough Clerk |  | 5/7/12  |

ATTACHMENT(S): Fiscal Note: Yes x; No _____
 Ordinance Serial No. 12-~~068~~  (2 pp)
 Resolution Serial No. 12-~~055~~  (3 pp)

SUMMARY STATEMENT: The Matanuska-Susitna Borough was notified by the United States Fish and Wildlife Service that a grant project was approved in the amount of \$240,000 to replace up to five fish barrier culverts with fish-friendly culverts.

The identified replacements were prioritized as follows:

- 1) Settler's Bay at Crocker Creek
- 2) Buddy Creek near Montana Creek
- 3) Goose Creek at Cameo Street
- 4) Goose Creek at Point Mackenzie Road
- 5) Cottonwood Creek Tributary at Redoubt Street

The above grant requires a matching Borough contribution in the amount of \$240,000.

In the fiscal year 2010 capital projects budget, the Assembly appropriated \$3,341,000 in areawide funds for grant match. It is our intention to use \$240,000 of these funds to provide the required grant match for the above project.

The Matanuska-Susitna Borough is a member of the Mat-Su Basin Salmon Conservation Partnership which is one of four nationally recognized fish partnerships by the National Fish Habitat Action Plan Board through the U.S. Fish and Wildlife Service. The partnership has created a strategic plan which lists obstructions to fish passage as one of the major threats to salmon health in the Mat-Su basin, and the project identified in this legislation is but one of these projects. Through this partnership, the U.S. Fish and Wildlife Service works collaboratively to survey, identify, fund, and remove barriers to fish passage, thus keeping our salmon populations healthy and viable.

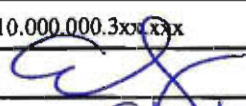
RECOMMENDATION OF ADMINISTRATION: Accept, appropriate and approve the scope of work and budget for up to five culvert replacements as part of the Fish Passage Improvements Project, project number 30114.

**MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE**

Agenda Date: May 15, 2012

SUBJECT: ACCEPT, APPROPRIATE AND APPROVE THE SCOPE OF WORK AND BUDGET FOR UP TO FIVE CULVERT REPLACEMENTS AS PART OF THE FISH PASSAGE IMPROVEMENTS PROJECT, PROJECT NUMBER 30114.

ORIGINATOR: Public Works

| | |
|--|--|
| FISCAL ACTION (TO BE COMPLETED BY FINANCE) | FISCAL IMPACT YES NO |
| AMOUNT REQUESTED \$480,000 | FUNDING SOURCE Federal Grant & FY2010 Capital Appropriations |
| FROM ACCOUNT # 410.000.000.4xx.xxx | PROJECT # 30114 |
| TO ACCOUNT : 410.000.000.3xx.xxx | PROJECT # 30114 |
| VERIFIED BY:  | CERTIFIED BY: |
| DATE: 5/2/12 | DATE: |

EXPENDITURES/REVENUES: (Thousands of Dollars)

| OPERATING | FY07 | FY08 | FY09 | FY10 | FY11 | FY12 |
|--------------------|------|------|------|------|------|------|
| Personnel Services | | | | | | |
| Travel | | | | | | |
| Contractual | | | | | | |
| Supplies | | | | | | |
| Equipment | | | | | | |
| Land/Structures | | | | | | |
| Grants, Claims | | | | | | |
| Miscellaneous | | | | | | |
| TOTAL OPERATING | | | | | | |

| | | | | | | |
|---------|--|--|--|--|--|-------|
| CAPITAL | | | | | | 480.0 |
|---------|--|--|--|--|--|-------|

| | | | | | | |
|---------|--|--|--|--|--|--|
| REVENUE | | | | | | |
|---------|--|--|--|--|--|--|

FUNDING: (Thousands of Dollars)

| | | | | | | |
|---------------|--|--|--|--|--|-------|
| General Fund | | | | | | 240.0 |
| Federal Funds | | | | | | 240.0 |
| Other | | | | | | |
| TOTAL | | | | | | 480.0 |

POSITIONS:

| | | | | | | |
|-----------|--|--|--|--|--|--|
| Full-Time | | | | | | |
| Part-Time | | | | | | |
| Temporary | | | | | | |

ANALYSIS: (Attach a separate page if necessary)

APPROVED BY:  DATE: 5/3/12

NON-CODE ORDINANCE

By:
Introduced:
Public Hearing:
Adopted:

MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. 12- 069

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ACCEPTING AND APPROPRIATING \$240,000 FROM THE UNITED STATES FISH AND WILDLIFE SERVICE FOR FIVE CULVERT REPLACEMENTS UNDER THE FISH PASSAGE IMPROVEMENTS PROJECT, PROJECT NO. 30114, FUND 410.

WHEREAS, the Matanuska-Susitna Borough was notified by the United States Fish and Wildlife Service that a grant project was approved in the amount of \$240,000 to replace up to five fish barrier culverts with fish-friendly culverts; and

WHEREAS, these five culvert replacements are prioritized and completion of at least two are required; and

WHEREAS, the grant requires a Borough contribution in the amount of \$240,000; and

WHEREAS, in the fiscal year 2010 capital projects budget, the Assembly appropriated \$3,341,000 in areawide funds for grant match; and

WHEREAS, it is our intention to use \$240,000 of these funds to provide the required grant match for the above project; and

WHEREAS, the Assembly must approve an ordinance to accept and appropriate these grant funds prior to expenditures; and

WHEREAS, no expenditures can be made until a scope of work and budget has been approved by the Assembly.

BE IT ENACTED:

Section 1. Classification. This is a non-code ordinance.

Section 2. Acceptance and appropriation source. There is hereby accepted and appropriated by the Matanuska-Susitna Borough Assembly, \$240,000 from the United States Fish and Wildlife Service to fund 410, project no. 30114, for up to five culvert replacements under the Fish Passage Improvements Project.

Section 3. Effective date. This ordinance shall take effect upon adoption by the Matanuska-Susitna Borough Assembly.

ADOPTED by the Matanuska-Susitna Borough Assembly this - day of ~, 2012 .

LARRY DEVILBISS, Borough Mayor

ATTEST:

LONNIE MCKECHNIE, Borough Clerk

(SEAL)

Action:

**MATANUSKA-SUSITNA BOROUGH
RESOLUTION SERIAL NO. 12-055**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY APPROVING THE SCOPE OF WORK AND BUDGET FOR UP TO FIVE CULVERT REPLACEMENTS UNDER THE FISH PASSAGE IMPROVEMENTS PROJECT, PROJECT 30114.

WHEREAS, the Matanuska-Susitna Borough was notified by the United States Fish and Wildlife Service that a grant project was approved in the amount of \$240,000 to replace up to five fish barrier culverts with fish-friendly culverts; and

WHEREAS, these five culvert replacements are prioritized and completion of at least two are required; and

WHEREAS, these funds were accepted and appropriated by the Matanuska-Susitna Borough Assembly with the adoption of Ordinance Serial No. 12-069; and

WHEREAS, the grant requires a Borough contribution in the amount of \$240,000; and

WHEREAS, in the fiscal year 2010 capital projects budget, the Assembly appropriated \$3,341,000 in areawide funds for grant match; and

WHEREAS, it is our intention to use \$240,000 of these funds to provide the required grant match for the above project; and

WHEREAS, no expenditures can be made until a scope of work and budget has been approved by the Assembly.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Assembly hereby approves the following scope of work and budget for Project No. 30114.

SCOPE OF WORK

Design and construct up to five culvert replacements prioritized as follows:

- 1) Settler's Bay at Crocker Creek
- 2) Buddy Creek near Montana Creek
- 3) Goose Creek at Cameo Street
- 4) Goose Creek at Point Mackenzie Road
- 5) Cottonwood Creek Tributary at Redoubt Street

BUDGET

| | |
|--|-------------------------|
| United States Fish and Wildlife Service | \$240,000 |
| Fiscal Year 2010 Areawide Capital Appropriations | <u>\$240,000</u> |
| Total | <u>\$480,000</u> |

ADOPTED by the Matanuska-Susitna Borough Assembly this -
day of -, 2012 .

LARRY DEVILBISS, Borough Mayor

ATTEST:

LONNIE MCKECHNIE, Borough Clerk

(SEAL)

MATANUSKA-SUSITNA BOROUGH INFORMATION MEMORANDUM IM No. 12-107

SUBJECT: TO ACCEPT AND APPROPRIATE \$20,000 FROM THE STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES, OFFICE OF HISTORY AND ARCHAEOLOGY TO FUND 480, PROJECT NO. 47011, ARCHAEOLOGICAL SURVEYS, AND APPROVE THE SCOPE OF WORK AND BUDGET TO CONDUCT AN ARCHAEOLOGICAL SURVEY AND INVENTORY OF HISTORIC AND PREHISTORIC SITES ON BOROUGH LANDS IN THE MIDDLE SUSITNA RIVER VALLEY.

AGENDA OF: May 15, 2012

ASSEMBLY ACTION:

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY John M. Moosey, Borough Manager: 

| Route To: | Department/Individual | Initials | Remarks |
|-----------|--------------------------------|--------------------|---------|
| | Originator | <i>JMB</i> | |
| 1 | Planning and Land Use Director | <i>EP</i> | |
| | Finance Director | <i>JM</i> | 5/7/12 |
| 3 | Borough Attorney | <i>JM for N.S.</i> | |
| 4 | Borough Clerk | <i>JM</i> | 5/7/12 |

ATTACHMENT(S): Fiscal Note: Yes X; No
 Resolution Serial No. 12-056 (3 pp)
 Ordinance Serial No. 12-070 (3 pp)
Cover letter + grant agreement (16 pp)

SUMMARY STATEMENT:

The Matanuska-Susitna Borough, Cultural Resources Division has been awarded a Federal, Historic Preservation, matching grants-in-aid award in the amount of \$20,000, to conduct an archaeological survey and inventory of historic and prehistoric sites in the Middle Susitna River Valley.

The funding is for an archaeological survey on public lands near the communities of Chase and Trapper Creek, and to compile a professional report. The project will involve two specific areas; one north of Trapper Creek along bluffs overlooking the

Chulitna River Valley and the other will involve bluffs above the Talkeetna River, overlooking Chulitna Creek.

This project will be completed in partnership with the University of Delaware (based in Rhode Island) and the Knik Tribal Council.

At the end of the field school, students and instructors shall share their findings and information at a community gathering.

University of Delaware instructors have successfully held a number of field schools within the Matanuska-Susitna Borough. We welcome their continued interest within the Matanuska-Susitna Borough.

This grant requires a Borough contribution in the amount of \$13,333 that will be provided as in-kind match by personnel costs, materials and supplies, and travel expenditures from the Cultural Resources Fiscal Year 2012 and Fiscal Year 2013 operating budgets and in-kind services from University of Delaware.

RECOMMENDATION OF ADMINISTRATION:

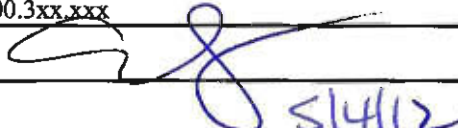
The Planning Department respectfully recommends the assembly to accept and appropriate \$20,000 from the State of Alaska Department of Natural Resources, Office of History and Archaeology to fund 480, Project No. 47011, Archaeological Surveys, and approve the scope of work and budget to conduct an archaeological survey and inventory of historic and prehistoric sites on Borough lands in the Middle Susitna River Valley.

MATANUSKA-SUSITNA BOROUGH - FISCAL NOTE






Agenda Date: May 15, 2012

ORIGINATOR: Fran Seager-Boss, Cultural Resource Specialist II




SUBJECT: TO ACCEPT AND APPROPRIATE \$20,000 FROM THE STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES, OFFICE OF HISTORY AND ARCHAEOLOGY TO FUND 480, PROJECT NO. 47011, ARCHAEOLOGICAL SURVEYS, AND APPROVE THE SCOPE OF WORK AND BUDGET TO CONDUCT AN ARCHAEOLOGICAL SURVEY AND INVENTORY OF HISTORIC AND PREHISTORIC SITES ON BOROUGH LANDS IN THE MIDDLE SUSITNA RIVER VALLEY.

| | |
|--|--|
| FISCAL ACTION (TO BE COMPLETED BY FINANCE) | FISCAL IMPACT? <input checked="" type="radio"/> YES <input type="radio"/> NO |
| AMOUNT REQUESTED \$ **33,333 | FUNDING SOURCE State Grant/*FY12 & **FY13 Areawide Operating (in-kind)/In-kind services (University Adelphi) |
| FROM ACCOUNT # 480.000.000.4xx.xxx | PROJECT # 47011 |
| TO ACCOUNT # 480.000.000.3xx.xxx | PROJECT # 47011 |
| VERIFIED BY:  | CERTIFIED BY: |
| DATE: 5/14/12 | DATE: |

EXPENDITURES/REVENUES: (Thousands of Dollars)

| OPERATING | FY 2011 | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
|------------------------|---------|--------------|---|---------|---------|---------|
| Personnel Services | | *10.1 |  | | | |
| Travel | | *1.1 |  | | | |
| Supplies | | *2.1 |  | | | |
| Equipment | | | | | | |
| Land/Structures | | | | | | |
| Miscellaneous | | | | | | |
| TOTAL OPERATING | | *13.3 |  | | | |
| CAPITAL | | 20.0 |  | | | |
| REVENUE | | | | | | |

FUNDING: (Thousands of Dollars)

| | | | | | | |
|--------------|--|---------------|---|--|--|--|
| General Fund | | *13.3 |  | | | |
| State Funds | | 20.0 |  | | | |
| Other | | | | | | |
| TOTAL | | **33.3 |  | | | |

POSITIONS:

| | | | | | | |
|-----------|--|--|--|--|--|--|
| Full-Time | | | | | | |
| Part-Time | | | | | | |
| Temporary | | | | | | |

ANALYSIS: (Attach a separate page if necessary) *In-kind match. A portion of the in-kind match will be met by in-kind services from the University Adelphi. **Fund verification subject to Fiscal Year 2013 Assembly appropriations of funding.

APPROVED BY: 

Date: 5/17/12 RS 12-056
CAR-070

DEPARTMENT OF NATURAL RESOURCES

DIVISION OF PARKS AND OUTDOOR RECREATION

Office of History and Archaeology

Sean Parnell, Governor

550 W. 7th AVENUE, SUITE 1380
ANCHORAGE, ALASKA 99501-3561

PHONE: (907) 269-8694

FAX: (907) 269-8907

April 26, 2012

John Moosey
Borough Manager
Matanuska-Susitna Borough
350 East Dahlia Avenue
Palmer, AK 99645

Re: Middle Susitna River Valley: Archaeological Survey and Inventory
FFY12 Historic Preservation Fund: Grant # 12561

Dear Mr. Moosey:

Enclosed are two (2) sets of the State-Local Grant Agreement for the federal fiscal year 2012 Historic Preservation Fund (HPF) project referenced above. Please note the period of performance begins upon full execution of the grant agreement by the State Historic Preservation Office and ends September 30, 2013.

If you find the agreement acceptable as written, please sign both sets, notarize where necessary, and return the documents to our office. Appendix F of the grant agreement contains certifications, assurances, and other required forms. Again, please sign, date, notarize where necessary, and return these forms with both sets of the HPF grant agreement. Upon full execution, one set of the entire package will be returned for your records.

Thank you for your interest in the Historic Preservation Fund program. If you have any questions about this agreement, please e-mail me at jean.ayers@alaska.gov or call (907) 269-8694.

Sincerely,



Jean Ayers
Grants Administrator

Enclosures: (2 sets)
FFY12 Grant Agreement

11/12-107
01/12-070
12/12-056

**Historic Preservation Fund
State-Local Grant Agreement
HPF Project # 12561**

This grant agreement is between the State of Alaska, by and through the State Historic Preservation Officer for purposes of the National Historic Preservation Act of 1966, as amended, (P.L. 96-515) HEREAFTER, THE STATE, and,

Matanuska-Susitna Borough EIN 92-0080816 HEREAFTER, THE GRANTEE
350 East Dahlia Avenue Palmer, AK 99645

Article 1. Grant Title: Middle Susitna River Valley: Archaeological Survey and Inventory

Article 2. Appendices: Appendices referred to in this agreement and attached to it are considered part of it.

Article 3. Performance of Services

- 3.1 Appendix A sets forth the services to be performed by the Grantee.
- 3.2 Appendix B sets forth the project budget.
- 3.3 Appendix C sets forth the project progress and final reports which must be supplied to the State, and special conditions of the grant.
- 3.4 Appendix D sets forth the financial reports that must be supplied to the State, the payment schedule for the disbursement of funds to the Grantee, and audit requirements.
- 3.5 Appendix E sets forth required amendment procedures.
- 3.6 Appendix F: Assurances Non-Construction Programs; Certifications Regarding Debarment, Suspension and Other Responsibility Matters; Lower Tier Covered Transactions; Drug-Free Workplace; Lobbying; Statement of Willingness to Comply with Requirements of Federal Grant, and other applicable Federal or State statutes, and the requirements of the National Park Service governing the performance of services under this grant.
- 3.7 Appendix G: Project proposal as submitted by the Grantee is made a part of this agreement by this reference.

Article 4. Period of Performance: The period of performance of the grant agreement begins _____ and ends 09/30/13.
There can be no time extensions.

Article 5. Consideration

- 5.1 The estimated total cost of the project is \$ 33,333
The Federal share of the project is \$ 20,000
The estimated non-federal share of the project is \$ 13,333
- 5.2 In full consideration of the Grantee's performance under this grant agreement the State shall apply to the National Park Service for sixty percent (60%) of the estimated total cost of the project or sixty percent (60%) of the actual total cost of the project, whichever is less, in accordance with Appendix B and Appendix D of this agreement.
- 5.3 An administrative surcharge not to exceed 6.5 % of the total direct costs shall be assessed and retained by the State.
- 5.4 Twenty percent (20%) of the total payment to Grantee will be withheld until final products and completion reports have been submitted and approved.

1112-107
092-070
ASR-056

Appendix A: Scope of Work Project Timeline & Deliverables

HPF Project Name: **Middle Susitna River Valley: Archaeological Survey and Inventory**

HPF Project Number: 12561

Grant Period: _____ to September 30, 2013

Federal Share: \$20,000

Recipient agrees to conduct an archaeological survey on public lands near the communities of Chase and Trapper Creek, and to compile a professional report. All work must apply and follow the *Secretary of the Interior's Standards for Archeological Documentation*. (<http://www.nps.gov/history/hps/tps/standguide/index.htm>)

Timelines

Project Deliverables

Jul, Oct, Jan, Apr, Jul

Submit to the Office of History and Archaeology (OHA) a quarterly progress report describing project activities during the preceding three months. Reference benchmarks in this scope of work.

April – May 2012

Hire or contract with archaeologists who meet the Secretary of the Interior's professional qualifications, and determine the areas to be surveyed. — UNIV. of Akelphi Rhode Is.

June-August 2012

Conduct survey applying the *Secretary of the Interior's Standards for Archeological Documentation*. MA Students under

Sept - Nov 2012

For new sites found during the survey, obtain AHRS numbers from OHA and complete the information for entries. For previously identified sites, review and update the AHRS information.

Nov 2012 – Feb 2013

Process field data (GIS, GPS), analyze information, draft research reports.

March 2013

Make presentations on survey at professional conference such as the Alaska Anthropological Association's annual meeting.

April 2013

Submit draft research report to MSB and OHA for 30-day review and comment.

May-August 2013

Consider comments and make changes in report as necessary, and complete final research report

September 30, 2013

Submit to OHA:

- a) Two print copies and one electronic copy of the research report with text, maps, illustrations, and list of sources.
- b) Two print copies of new and updated AHRS entries
- c) A narrative report describing activities (who, what, where, when, why), and specifically addressing:
 - (1) how the *Secretary of the Interior's Standards for Archeological Documentation* were applied,
 - (2) number of new sites documented and previously recorded sites documented, and number of acres surveyed,
 - (3) review comments on report received; and
 - (4) list of presentations made on the survey.
- d) Minutes of MSB Historic Preservation Commission meetings showing its awareness of and participation in the project.
- e) Final billing with backup documentation.

Appendix B: Budget

HPF Project Name: Middle Susitna River Valley: Archaeological Survey and Inventory
HPF Project Number: 12561

COST CATEGORIES:

| | |
|----------------------------------|-------------------|
| Personal Services* | 23,760.00 |
| Travel/Per Diem | 2,700.00 |
| Materials/Supplies | 4,839.00 |
| Contractual | 0.00 |
| Other | <u>0.00</u> |
| Total Direct Costs | 31,299.00 |
| x 6.5 % State Admin Surcharge | <u>2,034.00</u> |
| Total Project Costs | 33,333.00 |
| 40% Grantee Match | 13,333.00 |
| 60% Federal Share | 20,000.00 |
| Minus the surcharge | - <u>2,034.00</u> |
| Maximum Reimbursement to Grantee | 17,966.00 |

* Services shall be valued at the employee's regular rate of pay provided these services are for the same skill for which the employee is normally paid. If the services are not for the same skill for which the employee is normally paid the person must be professionally skilled in the work being performed. When this is the case, the wage rate used will be consistent with those paid for similar work in the labor market in which the grantee competes.

If a volunteer performs services outside his profession or trade, volunteer time must be valued at the Federal minimum wage rate unless a higher rate can be documented as applicable and is approved by the State Historic Preservation Office.

In no case may an employee or consultant service be charged at a rate of more than \$89.41 per hour to the grant. If employee or consultant services exceed this rate, only the amount up to and including \$89.41 may be charged to the Historic Preservation Fund grant or used as matching expenses.

Appendix C: Special Conditions

HPF Project Name: Middle Susitna River Valley: Archaeological Survey and Inventory
HPF Project Number: 12561

1. Progress reports detailing project activity to date will be due quarterly and a final narrative report is due **October 31, 2013**, or until financial reports and final products as identified in Appendix A: Scope of Work are submitted to and accepted by the State Historic Preservation Officer. *The final narrative report is distinct from the final products. It details the methodology, activities, and timeline over the life of the grant.*
2. All project products must comply with the Secretary of the Interior's *Standards and Guidelines for History and Archaeology*. The final products must describe how the work **complied**.
3. All publications using information gathered under this grant must acknowledge support by the National Park Service and the Alaska Division of Parks and Outdoor Recreation, Office of History and Archaeology in the following manner:

The research for this publication has been financed in part with Federal funds from the National Park Service, Department of the Interior, and through the assistance of the State of Alaska Office of History and Archaeology, Department of Natural Resources. However, the contents and opinions expressed do not necessarily reflect the views or policies of the Department of the Interior or the Department of Natural Resources, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or the Department of Natural Resources.

4. Appendix D: Reporting Requirements, Payment Schedule and Audit Requirements; Appendix E: Amendment Procedures; Appendix F: Assurances and Certifications; and Appendix G: Project Proposal as submitted by Grantee are made a part of this Agreement by reference.
5. In addition to the terms described in this Grant Agreement, all Federal requirements governing grants (Office of Management and Budget Circulars A-87 or A-122, A-102 or A-110, and A-128 are applicable. See the circulars online: <http://www.whitehouse.gov/omb/circulars>.
6. This Grant Agreement provides for the voluntary and involuntary suspension or termination of said Agreement consistent with all Federal requirements governing grants.
7. If applicable, a 10-year protective covenant must be attached to the deed and a copy must be supplied to the Alaska Office of History and Archaeology. The covenant will apply when there is a change in ownership, it will be enforceable by Alaska law, and will be monitored by the Alaska Office of History and Archaeology. The covenant is effective upon execution of the document, and must be recorded prior to the disbursement of HPF funds. After HPF funds have been disbursed, they cannot be repaid to avoid the deed restriction.

**Appendix D: Financial Reporting Requirements,
Payment Schedule and Audit Requirements**

HPF Project Name: **Middle Susitna River Valley: Archaeological Survey and Inventory**
HPF Project Number: 12561

Section I: Financial Reporting Requirements

Financial progress shall be monitored by the State. Project billings may be submitted as often as quarterly. Each billing request must be accompanied by a narrative progress report for the corresponding period.

A careful financial accounting of the grant project will be maintained by the Grantee, copies of which must be submitted to the State Historic Preservation Office to document reimbursement requests. Failure by the Grantee to provide adequate financial reports or required documentation will provide cause for withholding reimbursement.

Appendix B of this agreement describes eligible work activities for the project. Use the Scope of Work as a basis for reporting. The following items must be included with all requests for reimbursement:

- A. A signed, completed Summary of Documentation form accompanied by source documentation for federal and nonfederal costs must be submitted to request financial reimbursement and to document matching share. Source documentation consists of paid bills, payrolls, invoices with canceled check copies, receipts of payment by vendor/contractor, donated labor, equipment or materials forms signed by person donating and a supervisor, etc.
- B. Where required, justification for charges should accompany the invoices. For example, payment of salaries should be supported by time sheets and justification of rate of pay. Rental equipment must be supported by time or use statements with appraisal letter. Where work has been done under contract, include a copy of the contract with statement for choice of contractor and fee for consultant service.

Section II: Payment Schedule

Payment requests will be processed by the State Historic Preservation Office on a quarterly basis. To meet federal billing deadlines, the grantee's reimbursement requests must reach this office by July 31, October 31, January 31, and April 30. Reimbursement will be forwarded to the grantee approximately thirty (30) days following the quarterly deadline dates. Quarterly payments will not be made if acceptable narrative progress reports are not received for the corresponding period. (See Section I above).

Payments are made on a cost reimbursement basis. Twenty percent (20%) of the total payment to Grantee will be withheld as a retainer until completion of the project and acceptance of the final project documentation by the State Historic Preservation Office. Final reimbursement will be made upon receipt of acceptable final products, acceptable performance and completion reports, financial reports, expenditure documentation, and any special conditions of the grant.

The Grantee must notify the Office of History and Archaeology at least three (3) months prior to the project completion date if anticipating any unexpended funds.

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Section III: Final Narrative Report

The final narrative report will describe the work (by whom, when, what) accomplished with this grant. All items in Appendix A: Scope of Work must be addressed in the final narrative report. This report must also include information on how the local historic preservation commission was kept advised of the project.

Section IV: Audit Requirements

Grantees must make all records relevant to this grant available for audit for a period of three (3) years after the term of the project.

In addition, governmental entities are required to comply with the State of Alaska, Single Audit Regulations 2 AAC 45.010 and the Federal Single Audit Act of 1984 P.L. 98-502.

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Appendix E: Amendment Procedures

HPF Project Name: **Middle Susitna River Valley: Archaeological Survey and Inventory**
HPF Project Number: 12561

Any modification of the project work, budget or time period, problems or adverse conditions must immediately be brought to the attention of the State Historic Preservation Office, in writing. It may be necessary to receive prior National Park Service approval before the changes may take place. The Office of History and Archaeology will notify the grant recipient in writing when the approval has been obtained in the form of an amendment to the grant award. Failure to obtain such approval prior to implementation of changes will jeopardize reimbursement.

Appendix F: Assurances, Certifications, and Other

Enclosed are the following documents. Please complete and return.

- Assurances: Non-Construction Programs
- Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying
- Statement of Willingness to Comply with Requirements of Federal Grant
- na Section 106 Consultation (for HPF Development Projects) and Sample Letter
- na Covenant: example

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ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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Prescribed by OMB Circular A-102

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9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(e) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

| | |
|---|----------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE |
| APPLICANT ORGANIZATION | DATE SUBMITTED |

Standard Form 424B (Rev. 7-97) Back

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U.S. Department of the Interior

**Certifications Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

**PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters-
Primary Covered Transactions**

CHECK ___ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -
Lower Tier Covered Transactions**

CHECK ___ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

This form was electronically produced by Elite Federal Forms, Inc.

DI-2010
June 1995
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1993)

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PS12-056

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

- A. The grantee certifies that it will or continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

DI-2010
June 1998
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1953)

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PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TYPED NAME AND TITLE

DATE

DI-2010
June 1995
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1963)

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STATEMENT OF WILLINGNESS TO COMPLY
WITH REQUIREMENTS OF FEDERAL GRANT

1. I understand that this grant is Federal financial assistance from the National Park Service administered at the State level through the State Historic Preservation Office.
2. In accepting these funds, I understand it is my responsibility to comply with all program requirements outlined in the "Historic Preservation Fund Program, Grants for Historic Preservation in Alaska" manual, pertinent State and Federal regulations and the Standard Grant Agreement.
3. In accepting these funds, I understand that project records are subject to audit after project completion, and that if such audit questions expenditures for which I have been reimbursed, I will return any amount paid to me for questioned expenditures.
4. I understand that no grant or promise of a grant exists until the State Historic Preservation Officer (SHPO) signs the Standard Agreement, and that any funds expended before the grant period or before obtaining the SHPO's signature may not be reimbursed without specific approval. The SHPO will not sign until all required materials and documents are in hand.

Signature

Authorized Representative of the Grantee Organization

NOTARY SEAL

Subscribed and sworn before me this _____ day of _____ 20 _____.

Notary for the State of Alaska

My commission expires: _____.

LM 12-167
OP 12-070
AS 12-056

FIELD School 2012

May 31 Katie, Brian, and Nicole bear and fire arm certification in Fairbanks

June 2 Pickup gear and rental truck in Fairbanks drive to Talkeetna and camp in campground

June 3 Rendezvous with Vern and Yukon, arrange ATVs and haul one load of gear and camp supplies to Chase

June 4 Students arrive at train station, camp at Talkeetna – Evening hold a bear safety training with Denali NP

June 5 (this could be the bear safety training if it occurs first thing in the morning. Transport students and gear to Chase

June 6-15 Chuniilna Village mapping and survey

*June 15 Port Pots, water tank, and MSB van arrangements for Trapper Creek (Van at Yukons)

June 16 Move camp to Norwood's cabin

June 17-29 Open test excavations at TAL92

June 30 Last day take student to train station

July June 1-2 Depart Trapper Creek for Fairbanks (pick up MSB van)

1M12-107
0A12-070
ASN-056

NON CODE ORDINANCE

By: Borough Manager
Introduced:
Public Hearing:
Action:

**MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. 12-070**

AN ORDINANCE TO ACCEPT AND APPROPRIATE \$20,000 FROM THE STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES, OFFICE OF HISTORY AND ARCHAEOLOGY TO FUND 480, PROJECT NO. 47011, ARCHAEOLOGICAL SURVEYS, TO CONDUCT AN ARCHAEOLOGICAL SURVEY AND INVENTORY OF HISTORIC AND PREHISTORIC SITES ON BOROUGH LANDS IN THE MIDDLE SUSITNA RIVER VALLEY.

WHEREAS, the Matanuska-Susitna Borough, Cultural Resources Division has been awarded a Federal, Historic Preservation, matching grants-in-aid award in the amount of \$20,000, to conduct an archaeological survey and inventory of historic and prehistoric sites in the Middle Susitna River Valley; and

WHEREAS, the funding is for an archaeological survey on public lands near the communities of Chase and Trapper Creek, and to compile a professional report; and

WHEREAS, the project will involve two specific areas; one north of Trapper Creek along bluffs overlooking the Chulitna River Valley and the other will involve bluffs above the Talkeetna River, overlooking Chunilna Creek; and

WHEREAS, this project will be completed in partnership with the University Adelphi (based in Rhode Island) and the Knik Tribal Council; and

WHEREAS, at the end of the field school, students and instructors shall share their findings and information at a community gathering; and

WHEREAS, Adelphi University instructors have successfully held a number of field schools within the Matanuska-Susitna Borough; and

WHEREAS, we welcome their continued interest within the Matanuska-Susitna Borough; and

WHEREAS, this grant requires a Borough contribution in the amount of \$13,333 that will be provided as in-kind match by personnel costs, materials and supplies, and travel expenditures from the Cultural Resources Fiscal Year 2012 and Fiscal Year 2013 operating budgets and in-kind services from Adelphi University.

WHEREAS, the Matanuska-Susitna Borough Assembly must pass an ordinance formally accepting and appropriating the funds.

BE IT ENACTED:

Section 1. Classification. This is a non-code ordinance.

Section 2. Acceptance & Appropriation source. There is hereby accepted and appropriated by the Matanuska-Susitna Borough Assembly grant funds in the amount of \$20,000 from the office of History and Archaeology to fund 480, Project No. 47011, Archaeological Surveys, to research and conduct an archaeological survey and inventory of historic and prehistoric

sites in the Middle Susitna River Valley.

Section 3. Effective date. This ordinance shall take effect upon adoption by the Matanuska-Susitna Borough Assembly.

ADOPTED by the Matanuska-Susitna Borough this _____day of _____, 2012.

LARRY DEVILBISS, Borough Mayor

ATTEST:

LONNIE R. MCKECHNIE, CMC, Borough Clerk

Action:

**MATANUSKA-SUSITNA BOROUGH
RESOLUTION SERIAL NO. 12- 056**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY APPROVING THE SCOPE OF WORK AND BUDGET TO RESEARCH AND CONDUCT AN ARCHAEOLOGICAL SURVEY AND INVENTORY OF ARCHAEOLOGICAL SITES ON BOROUGH LANDS IN THE MIDDLE SUSITNA RIVER VALLEY.

WHEREAS, the Matanuska-Susitna Borough, Cultural Resources Division has been awarded a Federal, Historic Preservation, matching grants-in-aid award in the amount of \$20,000, to conduct an archaeological survey and inventory of historic and prehistoric sites in the Middle Susitna River Valley; and

WHEREAS, the assembly accepted and appropriated these funds with the adoption of ordinance serial no. 12-070; and

WHEREAS, the funding is for an archaeological survey on public lands near the communities of Chase and Trapper Creek, and to compile a professional report; and

WHEREAS, the project will involve two specific areas; one north of Trapper Creek along bluffs overlooking the Chulitna River Valley and the other will involve bluffs above the Talkeetna River, overlooking Chunilna Creek; and

WHEREAS, this project will be completed in partnership with the University Adelphi (based in Rhode Island) and the Knik Tribal Council; and

WHEREAS, at the end of the field school, students and instructors shall share their findings and information at a

community gathering; and

WHEREAS, Adelphi University instructors have successfully held a number of field schools within the Matanuska-Susitna Borough; and

WHEREAS, we welcome their continued interest within the Matanuska-Susitna Borough; and

WHEREAS, this grant requires a Borough contribution in the amount of \$13,333 that will be provided as in-kind match by personnel costs, materials and supplies, and travel expenditures from the Cultural Resources Fiscal Year 2012 and Fiscal Year 2013 operating budgets and in-kind services from Adelphi University.

WHEREAS, the assembly must approve the scope of work and budget for the project prior to expenditure of said funds.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Assembly hereby approves the following scope of work and budget:

SCOPE OF WORK

Staff will conduct an archaeological survey on public lands near the communities of Chase and Trapper Creek, and will compile a professional report.

BUDGET

State of Alaska, Department of Natural
Resources, Office of History and
Archaeology \$ 20,000
Fiscal Year 2012 and Fiscal Year 2013
Cultural Resources Division Operating
In-Kind Match and In-Kind Services from
Adelphi University \$ 13,333
TOTAL **\$ 33,333**

ADOPTED by the Matanuska-Susitna Borough this ____ day of
____, 2012.

Larry DeVilbiss, Borough Mayor

ATTEST:

LONNIE R MCKECHNIE, CMC, Borough Clerk

(SEAL)

SUBJECT: Administrative report relating to the creation of and improvements to Portion of Wagner Subdivision Natural Gas Local Improvement District No. 455; and consideration of said creation.

AGENDA OF: May 15, 2012

ASSEMBLY ACTION:

MANAGER RECOMMENDATION: Introduce and set for public hearing on June 19, 2012.

APPROVED BY JOHN M. MOOSEY, BOROUGH MANAGER:

| Route To: | Department/Individual | Initials | Remarks |
|-----------|---|-------------|--|
| | Originator/Michael Newman | <i>MTN</i> | |
| 1 | Finance Director | <i>De</i> | 5/1/12 |
| 2 | Borough Attorney (Also reviewed by Bond Counsel) | <i>← NS</i> | |
| 3 | Borough Clerk | <i>JM</i> | 5/7/12 (JM) |

ATTACHMENT(S): Ordinance Serial No. 12-065 (4pp)
 Exhibit A (2pp)
 Map (1 p)
 Ballot Tally (1 p) -to be presented at Public Hearing
 Fiscal Note: Yes _____ No X

SUMMARY STATEMENT:

A petition has been filed by the record owners of 73 percent in value of the property and signatures of 57 percent of property owners within the proposed Portion of Wagner Subdivision Natural Gas Local Improvement District. The petition has been certified by the borough clerk. The proposed Portion of Wagner Subdivision Natural Gas Local Improvement District is located in Assembly District #1.

As addressed in Section 8 of the manager's administrative report,

(listed below) there is 1 property that does not conform to MSB 3.28.080(B).

MANAGER'S ADMINISTRATIVE REPORT
(MSB 3.28.040)

1. Description of properties to be benefited by the improvement:
SEE ORDINANCE SERIAL NO. 12-065

2. Evaluation of need and benefit of improvement and proposed allocation of special assessments:
The installation of natural gas distribution lines makes available to the property owners within the natural gas improvement district a clean energy source that is substantially lower in cost than any other source available. Properties, including vacant properties, served by natural gas have a tendency to sell more rapidly when placed on the market than similar properties in areas not served by natural gas. It is believed that the benefits will accrue about equally to each property in the improvement district. Therefore, it is proposed that the entire cost of the improvement to be allocated equally to each property within the district, without regard to the front footage, the size of the property, the value of the property or other measures.

3. Estimated total cost of improvement:
The estimated cost of the installation by ENSTAR is \$77,450.00 if done during the 2012 construction season. It is estimated that administrative costs will amount to approximately \$5,551.00 and the delinquency reserve will be \$4,400.00. The estimated total cost of the improvement as of this date is \$87,401.00. It is recommended that the project be financed by a special assessment bond or bank loan, which will be reimbursed from the special assessments on the properties to be benefited. It is anticipated that interest on the loan will be recovered through the interest that will be paid on special assessment installments.

4. Current mill rate: The Fiscal Year 2012 mill rate for the improvement district is 13.866 mills consisting of 10.051 mills (areawide) plus .425 mills (non-areawide) plus .88 mills (FSA# 132) plus 2.51 mills (RSA#19).

| | | |
|--------------------------|--------------------|-----------------------|
| Taxable Property Values: | Real Property: | \$2,394,260.00 |
| | Personal Property: | 0 |
| | Total: | <u>\$2,394,260.00</u> |

5. Ownership of distribution lines: Enstar Natural Gas Co. is a

division of Semco Energy Inc. It will own and be wholly responsible for the service and maintenance of the natural gas lines.

6. Profile of proposed properties in local improvement district:

| | | |
|-------------------------------|-------------------------|--------------|
| | Total Number of Lots: | <u>21</u> |
| Ownership type of properties: | Private: | <u>21</u> |
| | Bank: | <u>0</u> |
| | Public: | <u>0</u> |
| | MSB: | <u>0</u> |
| "Tax" status of properties: | Number Current: | <u>18</u> |
| | Number Delinquent: | <u>3</u> |
| | Number in Foreclosure: | <u>0</u> |
| | Number in Bankruptcy: | <u>0</u> |
| | Population Estimate: | <u>36</u> |
| | Estimated Area (Acres): | <u>62.66</u> |

* This estimate is based on information collected during the 1998 sample census and current assessment records.

7. Other special assessments effecting this local improvement district: NONE.

8. Properties not conforming to MSB 3.28.080(B) "...An assessment may not exceed 25 percent of the assessed value for real property taxation of the property assessed": 1

9. Method of collecting assessments: Semi-annual due dates will be established, with billings sent to each property owner 30-45 days before each due date. Delinquent accounts will be acted upon in the same manner as delinquent tax accounts, including annual foreclosure action.

IMPROVEMENT PLAN (MSB 3.28.050B)

The improvement is the installation of approximately 3,850 linear feet of natural gas distribution lines by ENSTAR to serve and benefit 21 properties within the Portion of Wagner Subdivision Natural Gas Local Improvement District as described in Ordinance Serial No. 12-065. The current ENSTAR tariff sets the cost of gas lines at \$17.64 per foot for a cost of \$67,914.00, Road Bore of \$3,136, and a fee for Storm Water Pollution Protection (SWPPP) by the EPA of \$6,400.00 for a total cost of \$77,450.00.

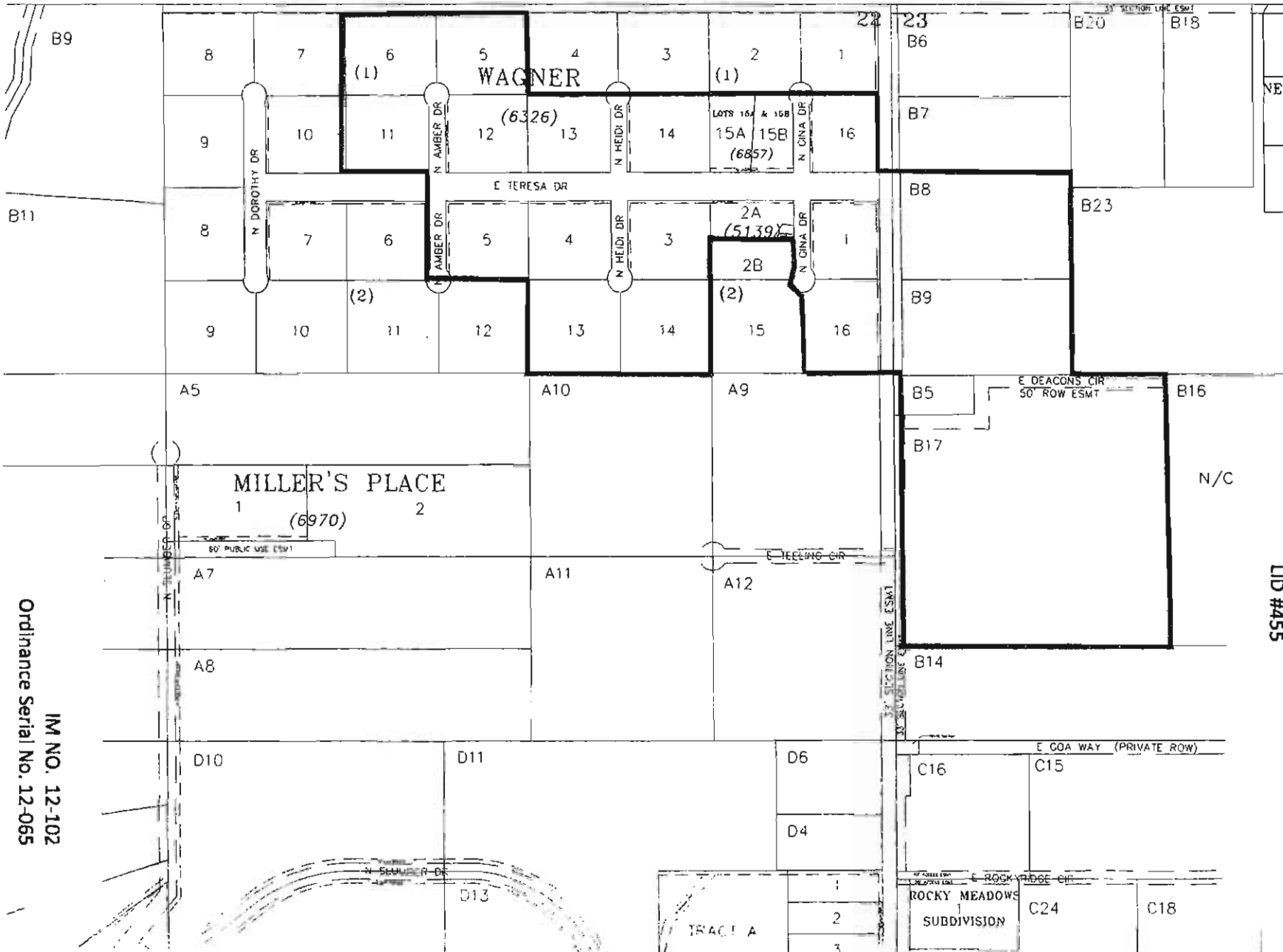
The improvement funding will be obtained by selling a special assessment bond to a bank. Only the proceeds of the special assessments and interest will be pledged as security for payment. The special assessments may be paid by the property owners in semi-annual installments over a ten-year period.

ENSTAR will engineer, own, install, and maintain the line under an agreement with the borough.

The estimated total cost is \$87,401.00. The estimated cost elements are installation costs of \$77,450.00, delinquency reserve of \$4,400.00, and administrative costs of \$5,551.00.

The estimated total cost is to be equally assessed against the properties within the improvement district, including those properties not meeting to MSB 3.28.080(B) criteria.

The estimated special assessment against the 21 lots is \$4,161.95 per lot.



Portion of Wagner Subdivision
 Proposed Natural Gas
 LID #455

IM NO. 12-102
 Ordinance Serial No. 12-065

Non-Code Ordinance

By: Borough Manager
Introduced:
Public Hearing:
Action:

**MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. 12-065**

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY CREATING PORTION OF WAGNER SUBDIVISION NATURAL GAS LOCAL IMPROVEMENT DISTRICT NO. 455, APPROVING THE IMPROVEMENT PLAN FOR THE DISTRICT, AUTHORIZING THE MANAGER TO PROCEED WITH THE IMPROVEMENT, AND ASSESSING EQUALLY AMONG THE PROPERTIES WITHIN THE DISTRICT THE COSTS OF THE IMPROVEMENT.

WHEREAS, a petition has been filed by the owners of at least one-half in value of the property within Portion of Wagner Subdivision Natural Gas Local Improvement District for the installation of natural gas distribution lines; and

WHEREAS, the borough clerk has certified the petition; and

WHEREAS, the manager's administrative report, including the improvement plan is incorporated in IM No. 12-102; and

WHEREAS, notice of the public hearing was published for two consecutive weeks in a newspaper of general circulation distributed within the borough; and

WHEREAS, notice was mailed CERTIFIED RETURN RECEIPT REQUESTED to each record owner of property within the local improvement district; and

WHEREAS, a public hearing on the creation of the local improvement district and the improvement plan has been held; and

WHEREAS, ballots approving or disapproving the local improvement

district were permitted to be filed in writing for 30 calendar days after mailing of notice of the public hearing; and

WHEREAS, ballots marked "yes" from owners of property bearing more than one-half of the estimated cost of the improvements were received; and

WHEREAS, the proposed improvement is not a power exercised through a service area and there is not a board of supervisors.

BE IT ENACTED:

Section 1. This is a non-code ordinance.

Section 2. The Portion of Wagner Subdivision Natural Gas Local Improvement Plan will increase safety, improve health, increase property values, is necessary, is in the public interest and the improvement should be made.

Section 3. The petition has sufficient and proper petitioners.

Section 4. Ballots approving the local improvement district were filed timely by the record owners of property within the natural gas local improvement district bearing more than one-half of the estimated cost of the improvement and the Assembly can proceed with the improvement.

Section 5. There is hereby created the Portion of Wagner Subdivision Natural Gas Local Improvement District No. 455 as described in the attached legal description marked Exhibit A.

Section 6. The manager is hereby authorized to proceed with the

improvement, negotiate for sale of a special assessment bond or similar loan for assembly approval, and such other necessary and proper work as appropriate to accomplish the purpose of the improvement plan upon financing approval by the assembly.

Section 7. Upon completion of the work the total cost of the improvement shall be assessed equally against each property within the natural gas local improvement district. The finance director shall prepare a special assessment roll assessing to each property within the natural gas local improvement district an amount equal to the actual total improvement cost divided by the number of properties within the local improvement district. The proposed special assessment roll shall be prepared and presented in accordance with the provisions of the Matanuska-Susitna Borough Code in effect at the time the special assessment roll is prepared.

Section 8. The special assessments against the properties described in Section 5 above are liens upon the property and are prior and paramount to all liens except municipal tax liens and may be enforced as provided for the enforcement of real property tax liens.

Section 9. Special assessments may be paid in 20 semi-annual installments with due dates established by the assembly upon approval of the natural gas local improvement district special assessment roll, provided, the assembly may authorize payment terms greater than or less than a ten-year period of time. If no time for payment is established,

semi-annual installments are due and payable when property taxes are due and payable. Special assessment installments not paid when due shall have a penalty added equal to the penalty for delinquent second-half real property taxes in effect at the time of the special assessment installment delinquency. Upon full payment of the special assessment, the manager shall issue a release of the lien to the record owner of the property.

Section 10. Notwithstanding the approval of the natural gas local improvement district based upon the financing of the cost through the sale of a special assessment bond or loan, if the assembly determines that the sale of a special assessment bond or loan is not feasible or is not available, the assembly may provide for other means of financing the project cost at its sole discretion.

Section 11. Ordinance Serial Number 12-065 shall take effect upon adoption by the Matanuska-Susitna Borough Assembly.

ADOPTED by the Matanuska-Susitna Borough Assembly this - day of -, 2011.

LARRY DEVILBISS, Borough Mayor

ATTEST:

LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)

LEGAL DESCRIPTION FOR
Portion of Wagner Subdivision LID#455

118N02E23B005

A parcel of land located in the Southwest One-quarter of the Northwest One-quarter (SW $\frac{1}{4}$ NW $\frac{1}{4}$) of Section Twenty Three (23), Township Eighteen North (T18N), Range 2 East (R2E), Seward Meridian, described as follows: BEGINNING at the North 1/16 Corner common to Sections 22 and 23, Township 18 North, Range 2 East, Seward Meridian, and going South 0° 3' East a distance of 150 feet; thence South 89° 57' East a distance of 290.40 feet; thence North 0° 03' West a distance 150 feet; thence North 89° 57' West a distance of 290.40 feet to the POINT OF BEGINNING; and

118N02E23B008

The North One-half of the Southwest one-quarter of the Northwest one-quarter of the Northwest one-quarter (N $\frac{1}{2}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$ NW $\frac{1}{4}$), Section Twenty Three (23), Township Eighteen North (T18N), Range Two (2) East (R2E), Seward Meridian; and

118N02E23B009

The South one-half of the Southwest one-quarter of the Northwest one-quarter of the Northwest one-quarter (S $\frac{1}{2}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$ NW $\frac{1}{4}$) in Section Twenty Three (23), Township Eighteen North (T18N), Range Two (2) East (R2E), Seward Meridian; and

118N02E23B017

Northwest One-quarter of the Southwest One-quarter of the Northwest One-quarter, West One-half of the Northeast One-quarter of the Southwest One-quarter of the Northwest One-quarter, Northwest One-quarter of the southeast one-quarter of the Southwest One-quarter of the Northwest One-quarter and North One-half of the Southwest One-quarter of the Southwest One-quarter of the Northwest One-quarter (NW $\frac{1}{4}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$, W $\frac{1}{2}$ NE $\frac{1}{4}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$, NW $\frac{1}{4}$ SE $\frac{1}{4}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$ and N $\frac{1}{2}$ SW $\frac{1}{4}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$) of Section Twenty Three (23), Township Eighteen North (T18N), Range Two (2) East (R2E), Seward Meridian, excepting there from the following parcel of land: A parcel of land located in the Southwest One-quarter of the Northwest One-quarter (SW $\frac{1}{4}$ NW $\frac{1}{4}$) of Section Twenty Three (23), Township Eighteen North (T18N), Range 2 East (R2E), Seward Meridian, described as follows: BEGINNING at the North 1/16 Corner common to Sections 22 and 23, Township 18 North, Range 2 East, Seward Meridian, and going South 0° 3' East a distance of 150 feet; thence South 89° 57' East a distance of 290.40 feet; thence North 0° 03'

EXHIBIT A

West a distance 150 feet; thence North 89° 57' West a distance of 290.40 feet to the POINT OF BEGINNING; and

55139

Lot Two A (2A), Block Two (2), WAGNER RSB B/2L/2, according to Plat #2001-85; and

56326

Lots Five (5) and Six (6) and Eleven (11) through Fourteen (14) and Sixteen (16), Block One (1), Lots One (1) Three (3) through Five (5) and Thirteen (13) Fourteen (14) and Sixteen (16), Block Two (2), WAGNER, according to Plat #71-65; and

56857

Lots Fifteen A (15A) and Fifteen B (15B), Block One (1), WAGNER RSB B/1L/15, according to Plat #2008-116.

THE ABOVE ARE RECORDED IN THE PALMER RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.

SUBJECT: Administrative report relating to the creation of and improvements to South Laurie Lane Natural Gas Local Improvement District No. 468; and consideration of said creation.

AGENDA OF: May 15, 2012

ASSEMBLY ACTION:

MANAGER RECOMMENDATION: Introduce and set for public hearing on June 19, 2012.

APPROVED BY JOHN M. MOOSEY, BOROUGH MANAGER:

| Route To: | Department/Individual | Initials | Remarks |
|-----------|---|------------|---|
| | Originator/Michael Newman | <i>min</i> | |
| 1 | Finance Director | <i>ju</i> | 5/1/12 |
| 2 | Borough Attorney (Also reviewed by Bond Counsel) | <i>MS</i> | |
| 3 | Borough Clerk | <i>JM</i> | 5/7/12 (J) |

ATTACHMENT(S): Ordinance Serial No. 12-066 (4pp)
 Exhibit A (1pp)
 Map (1 p)
 Ballot Tally (1 p) -to be presented at Public Hearing
 Fiscal Note: Yes _____ No X

SUMMARY STATEMENT:

A petition has been filed by the record owners of 100 percent in value of the property and signatures of 100 percent of property owners within the proposed South Laurie Lane Natural Gas Local Improvement District. The petition has been certified by the borough clerk. The proposed South Laurie Lane Natural Gas Local Improvement District is located in Assembly District #5.

As addressed in Section 8 of the manager's administrative report, (listed below) there is 1 property that does not conform to MSB 3.28.080(B).

MANAGER'S ADMINISTRATIVE REPORT

(MSB 3.28.040)

1. Description of properties to be benefited by the improvement:
SEE ORDINANCE SERIAL NO. 12-066

2. Evaluation of need and benefit of improvement and proposed allocation of special assessments:

The installation of natural gas distribution lines makes available to the property owners within the natural gas improvement district a clean energy source that is substantially lower in cost than any other source available. Properties, including vacant properties, served by natural gas have a tendency to sell more rapidly when placed on the market than similar properties in areas not served by natural gas. It is believed that the benefits will accrue about equally to each property in the improvement district. Therefore, it is proposed that the entire cost of the improvement to be allocated equally to each property within the district, without regard to the front footage, the size of the property, the value of the property or other measures.

3. Estimated total cost of improvement:

The estimated cost of the installation by ENSTAR is \$28,361.00 if done during the 2012 construction season. It is estimated that administrative costs will amount to approximately \$2,493.00 and the delinquency reserve will be \$1,650.00. The estimated total cost of the improvement as of this date is \$32,504.00. It is recommended that the project be financed by a special assessment bond or bank loan, which will be reimbursed from the special assessments on the properties to be benefited. It is anticipated that interest on the loan will be recovered through the interest that will be paid on special assessment installments.

4. Current mill rate: The Fiscal Year 2012 mill rate for the improvement district is 15.146 mills consisting of 10.051 mills (areawide) plus .425 mills (non-areawide) plus 1.92 mills (FSA# 130) plus 2.75 mills (RSA#17).

| | | |
|--------------------------|--------------------|---------------------|
| Taxable Property Values: | Real Property: | <u>\$668,400.00</u> |
| | Personal Property: | 0 |
| | Total: | <u>\$668,400.00</u> |

5. Ownership of distribution lines: Enstar Natural Gas Co. is a division of Semco Energy Inc. It will own and be wholly responsible for the service and maintenance of the natural

gas lines.

6. Profile of proposed properties in local improvement district:

| | | |
|-------------------------------|-------------------------|--------------|
| | Total Number of Lots: | <u>7</u> |
| Ownership type of properties: | Private: | <u>7</u> |
| | Bank: | <u>0</u> |
| | Public: | <u>0</u> |
| | MSB: | <u>0</u> |
| "Tax" status of properties: | Number Current: | <u>7</u> |
| | Number Delinquent: | <u>0</u> |
| | Number in Foreclosure: | <u>0</u> |
| | Number in Bankruptcy: | <u>0</u> |
| | Population Estimate: | <u>15</u> |
| | Estimated Area (Acres): | <u>22.51</u> |

* This estimate is based on information collected during the 1998 sample census and current assessment records.

7. Other special assessments effecting this local improvement district: NONE.

8. Properties not conforming to MSB 3.28.080(B) "...An assessment may not exceed 25 percent of the assessed value for real property taxation of the property assessed": 1

9. Method of collecting assessments: Semi-annual due dates will be established, with billings sent to each property owner 30-45 days before each due date. Delinquent accounts will be acted upon in the same manner as delinquent tax accounts, including annual foreclosure action.

IMPROVEMENT PLAN (MSB 3.28.050B)

The improvement is the installation of approximately 1,430 linear feet of natural gas distribution lines by ENSTAR to serve and benefit 7 properties within the South Laurie Lane Natural Gas Local Improvement District as described in Ordinance Serial No. 12-066. The current ENSTAR tariff sets the cost of gas lines at \$17.64 per foot for a cost of \$25,225.00 and Road Bore of \$3,136 for a total cost of \$28,361.00.

The improvement funding will be obtained by selling a special assessment bond to a bank. Only the proceeds of the special assessments and interest will be pledged as security for payment.

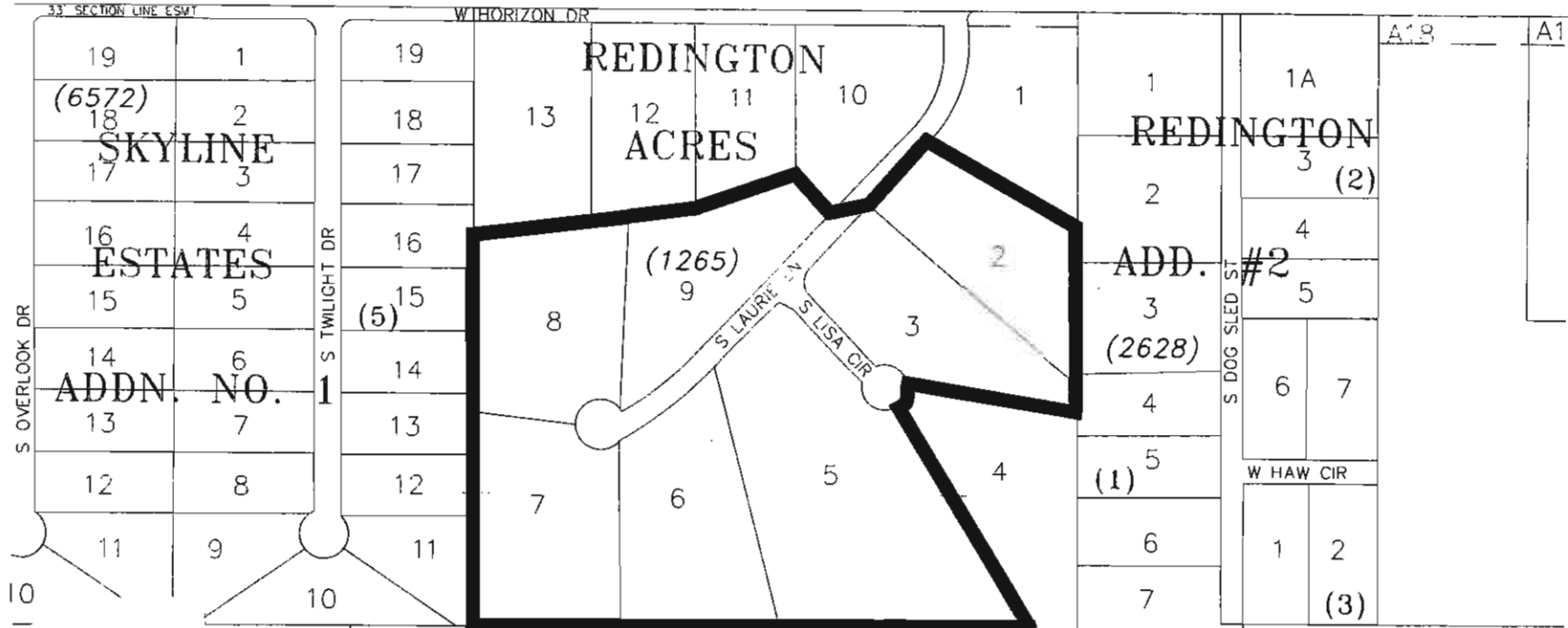
The special assessments may be paid by the property owners in semi-annual installments over a ten-year period.

ENSTAR will engineer, own, install, and maintain the line under an agreement with the borough.

The estimated total cost is \$32,504.00. The estimated cost elements are installation costs of \$28,361.00, delinquency reserve of \$1,650.00, and administrative costs of \$2,493.00.

The estimated total cost is to be equally assessed against the properties within the improvement district, including those properties not meeting to MSB 3.28.080(B) criteria.

The estimated special assessment against the 7 lots is \$4,643.43 per lot.



IM No. 12-103
Ordinance Serial No. 12-066

CRUSEY-HALLIGAN
KNIK LAKE

South Laurie Lane
Proposed Natural Gas
LID #468

5

TR 4

TR 3
(6092)

TR 2

TR 1

A4

2

Non-Code Ordinance

By: Borough Manager
Introduced:
Public Hearing:
Action:

**MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. 12-066**

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY CREATING SOUTH LAURIE LANE NATURAL GAS LOCAL IMPROVEMENT DISTRICT NO. 468, APPROVING THE IMPROVEMENT PLAN FOR THE DISTRICT, AUTHORIZING THE MANAGER TO PROCEED WITH THE IMPROVEMENT, AND ASSESSING EQUALLY AMONG THE PROPERTIES WITHIN THE DISTRICT THE COSTS OF THE IMPROVEMENT.

WHEREAS, a petition has been filed by the owners of at least one-half in value of the property within South Laurie Lane Natural Gas Local Improvement District for the installation of natural gas distribution lines; and

WHEREAS, the borough clerk has certified the petition; and

WHEREAS, the manager's administrative report, including the improvement plan is incorporated in IM No. 12-103; and

WHEREAS, notice of the public hearing was published for two consecutive weeks in a newspaper of general circulation distributed within the borough; and

WHEREAS, notice was mailed CERTIFIED RETURN RECEIPT REQUESTED to each record owner of property within the local improvement district; and

WHEREAS, a public hearing on the creation of the local improvement district and the improvement plan has been held; and

WHEREAS, ballots approving or disapproving the local improvement

district were permitted to be filed in writing for 30 calendar days after mailing of notice of the public hearing; and

WHEREAS, ballots marked "yes" from owners of property bearing more than one-half of the estimated cost of the improvements were received; and

WHEREAS, the proposed improvement is not a power exercised through a service area and there is not a board of supervisors.

BE IT ENACTED:

Section 1. This is a non-code ordinance.

Section 2. The South Laurie Lane Natural Gas Local Improvement Plan will increase safety, improve health, increase property values, is necessary, is in the public interest and the improvement should be made.

Section 3. The petition has sufficient and proper petitioners.

Section 4. Ballots approving the local improvement district were filed timely by the record owners of property within the natural gas local improvement district bearing more than one-half of the estimated cost of the improvement and the Assembly can proceed with the improvement.

Section 5. There is hereby created the South Laurie Lane Natural Gas Local Improvement District No. 468 as described in the attached legal description marked Exhibit A.

Section 6. The manager is hereby authorized to proceed with the

improvement, negotiate for sale of a special assessment bond or similar loan for assembly approval, and such other necessary and proper work as appropriate to accomplish the purpose of the improvement plan upon financing approval by the assembly.

Section 7. Upon completion of the work the total cost of the improvement shall be assessed equally against each property within the natural gas local improvement district. The finance director shall prepare a special assessment roll assessing to each property within the natural gas local improvement district an amount equal to the actual total improvement cost divided by the number of properties within the local improvement district. The proposed special assessment roll shall be prepared and presented in accordance with the provisions of the Matanuska-Susitna Borough Code in effect at the time the special assessment roll is prepared.

Section 8. The special assessments against the properties described in Section 5 above are liens upon the property and are prior and paramount to all liens except municipal tax liens and may be enforced as provided for the enforcement of real property tax liens.

Section 9. Special assessments may be paid in 20 semi-annual installments with due dates established by the assembly upon approval of the natural gas local improvement district special assessment roll, provided, the assembly may authorize payment terms greater than or less than a ten-year period of time. If no time for payment is established,

semi-annual installments are due and payable when property taxes are due and payable. Special assessment installments not paid when due shall have a penalty added equal to the penalty for delinquent second-half real property taxes in effect at the time of the special assessment installment delinquency. Upon full payment of the special assessment, the manager shall issue a release of the lien to the record owner of the property.

Section 10. Notwithstanding the approval of the natural gas local improvement district based upon the financing of the cost through the sale of a special assessment bond or loan, if the assembly determines that the sale of a special assessment bond or loan is not feasible or is not available, the assembly may provide for other means of financing the project cost at its sole discretion.

Section 11. Ordinance Serial Number 12-066 shall take effect upon adoption by the Matanuska-Susitna Borough Assembly.

ADOPTED by the Matanuska-Susitna Borough Assembly this - day of -, 2011.

LARRY DEVILBISS, Borough Mayor

ATTEST:

LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)

EXHIBIT A

LEGAL DESCRIPTION FOR
South Laurie Lane LID#468

51265

Lots Two (2) and Three (3), and Lots Five (5) Through Nine (9), REDINGTON ACRES, according to Plat #76-111.

THE ABOVE ARE RECORDED IN THE PALMER RECORDING DISTRICT, THIRD JUDICIAL DISTRICT, STATE OF ALASKA.

Exhibit A
Page 1 of 1

Ordinance Serial No.12-066
IM No.12-103

BOARD AND COMMISSION VACANCY REPORT
 May 15, 2012

N = New Application R = Reappointment

***** Vacant since 12/31/2006 ***** Vacant since 12/31/2007 ***** Vacant since 12/31/2008
 *** Vacant since 12/31/2009 ** Vacant since 12/31/2010 * Vacant since 12/31/2011

| BOARDS AND COMMISSIONS | Application Received | Mayor's Recommendation | Assembly Confirmation |
|--|----------------------|------------------------|--|
| Aviation Advisory Board 1 vacancy 9 members Member 1 - TAB Representative | | | Beth Fread-N |
| Board of Adjustment and Appeals 3 vacancies 5 members/3 alt. Alternate 1 Alternate 2 Member 2 | | H. Paul Campbell-N | |
| Board of Equalization 7 vacancies 15 members Member 4 Member 5 Member 6 Member 7 Member 10 Member 11 Member 14 | | | |
| Board of Ethics 10 vacancies 15 members Member 6 Member 7 Member 8 Member 9 Member 10 Member 11 Member 12 Member 13 Member 14 Member 15 | | | |
| Borough Area Schools Site Selection Committee 1 vacancy 7 or 8 members/3 Alt. Planning Commission Representative 2 | | | |
| Commission on Salaries and Emoluments 3 vacancies 5 members Member 2 (General Public) Member 3 (Experience in Public Administration) Member 5 (Any 1-4 Qualifications) | | | |
| Emergency Medical Services Board 5 vacancies 13 members/8 alt. Butte Ambulance Alternate MSB Uniformed or Responder Fire Service Rep Palmer Ambulance Alternate Talkeetna Ambulance Alternate Trapper Creek Ambulance Alternate | | | |
| Enhanced 911 Advisory Board 2 vacancies 5 members/3 alt. AK State Trooper Alternate City of Palmer City of Palmer Alternate City of Houston Alternate | | | Lance Ketterling-N Resignation of Thomas Remaley (coincide with Lance's confirmation) Alaina Anderson-N Resignation of Diana Campbell (coincide with Alaina's confirmation) |
| Health and Social Services Board 1 vacancy 15 members Member 11 - Dist 1, 5, or 7 on Senior Center Board | | | |
| Labor Relations Board 1 vacancy 5 members Member 4 | | | |
| Library Board 5 vacancies 9 members Palmer Sutton Talkeetna | | | |
| Local Emergency Planning Committee 15 vacancies 33 members Alaska Railroad Borough Government City of Wasilla (non law enforcement) Civil Defense Elected Official Environmental/Business/Technical 3 Environmental/Business/Technical 6 Law Enforcement Houston Police Law Enforcement Palmer Police News Media, News Relations, Public Relations, PIO Public Health Agency Public Utility Electric Public Utility Telecommunications School District Tribal Government | | | |
| Office of Administrative Hearings 2 vacancies 5 members 2 year term Seat A Seat E | | | |

BOARD AND COMMISSION VACANCY REPORT
May 15, 2012

N = New Application R = Reappointment

***** Vacant since 12/31/2006 ***** Vacant since 12/31/2007 ***** Vacant since 12/31/2008
 *** Vacant since 12/31/2009 ** Vacant since 12/31/2010 * Vacant since 12/31/2011

BOARDS AND COMMISSIONS

Application Received

Mayor's Recommendation

Assembly Confirmation

| BOARDS AND COMMISSIONS | Application Received | Mayor's Recommendation | Assembly Confirmation |
|---|----------------------|------------------------|-----------------------|
| Parks, Recreation, and Trails Advisory Board 1 vacancy District 2..... 11 members | George Brown-N | | |
| Platting Board 1 vacancy District 1 7 members/2 alts | | Jay Van Dieet-N | |
| Butte FSA # 2 3 vacancies Member 1 Member 2 Member 3 3 members | | | |
| Sutton FSA # 4 3 vacancies Member 1 Member 2 Member 3 3 members | | | |
| Talkeetna FSA # 24 2 vacancies Member 1 Member 2 3 members | | | |
| Wasilla-Lakes FSA # 130 1 vacancy Member 2 5 members | | | |
| Fairview RSA # 14 1 vacancy Member 2 3 members | | | |
| Gold Trail RSA # 28 2 vacancies Member 1 Member 3 3 members | | | |
| Kulik RSA # 17 1 vacancy Member 2 3 members | | | |
| Lazy Mountain RSA # 19 1 vacancy Member 3 3 members | | | |
| Midway RSA # 9 2 vacancies Member 1 Member 2 3 members | | | |
| North Colony RSA # 23 2 vacancies Member 1 Member 2 3 members | | | |
| South Colony RSA # 16 1 vacancy Member 1 3 members | | | |
| Trapper Creek RSA # 30 1 vacancy Member 3 3 members | | | |
| Chase Trail Service Area # 134 1 vacancy Member 3 3 members | | | |
| Circle View & Stampede Estates Flood & Water Erosion Control # 131 2 vacancies Member 2 Member 4 5 members | | | |
| Garden Terrace SSA # 8 3 vacancies Member 1 Member 2 Member 3 3 members | | | |
| Talkeetna Flood Control Service Area # 7 2 vacancies Member 2 Member 3 3 members | | | |
| Talkeetna Sewer & Water Service Area # 36 3 vacancies Member 1 Member 2 Member 3 5 members | | | |

Debra Wetherhorn

From: Debbie Passmore
Sent: Thursday, March 29, 2012 8:12 AM
To: Debra Wetherhorn
Cc: beth@bethsvalleyviews.com; Brad Sworts; Michael Weller; Ken Walch; Archie Giddings (agiddings@ci.wasilla.ak.us)
Subject: Aviation Advisory Board - Transportation Advisory Board Representative

Good morning, Debra. The TAB Rep on the AAB will be Beth Fread.

Thanks,

Debbie P.

X 886

AAB-member 1 - TAB Rep
12/31/2012 ✓
(N)

MATANUSKA-SUSITNA BOROUGH
350 E. Dahlia Ave., Palmer, AK 99645-6488
Phone: 745-9683 Fax: 745-9845



APPLICATION FOR APPOINTMENT TO BOARDS, COMMITTEES, AND COMMISSIONS

DO NOT LEAVE ANY FIELD BLANK

BOARD NAME: BOAA BOARD POSITION: MEMBER 2

NAME: H Paul Champwell

RESIDENCE ADDRESS: 5700 HIGHWAY CIRCLE WASKIWA AK 99654

MAILING ADDRESS: PO BOX 828 PALMER AK 99645

CONTACT NOS. HM: 376-5856 WK: 355 3846 FAX: 376-5898 EMAIL: PAUL@MSTL.BIZ

EMPLOYER AND ADDRESS: MATSV TEST LAB LLC - 9161E FRONTAGE RD SUITE 15 PALMER AK

Have you been found guilty of any crime (not including traffic tickets)? Yes No
If yes, please explain the circumstances _____

Can you regularly attend meetings? Yes No (MSB 4.05.030(B)(6) states: "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Are you or any family member currently affiliated with the Borough in any way? Yes No

Do you or any family member have a personal or financial interest with the Borough? (Example: employee, emergency responder, RSA or FSA service area supervisor, board member, contractor etc.) Yes No
If yes, please list positions: _____

How long have you lived in the Borough? 62 Reason for interest: COMMUNITY SERVICE

Brief background of experience that would qualify you for the position, and attach a resume including experience that would enhance board membership.

PAST CHAIRMAN BOAA, PAST VICE CHAIR PLANNING COMMISSION,
PAST MEMBER PLANNING BOARD, PAST PRES & CEO
ALASKA RIM ENG., CURRENT OWNER MATSV TEST LAB LLC

Please list three professional references: Name: COBY DRASKY Ph: 745-0222

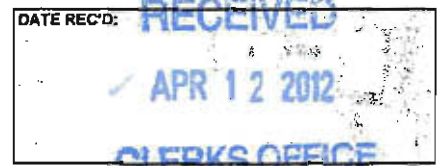
Name: TOM MYHRE Ph: 7463280 Name: JOHN RIGGS Ph: 745-4129

5/4/12
DATE

SIGNATURE

| | | |
|---|---|---|
| FOR OFFICE USE ONLY: | | |
| Voter Precinct: <u>13-040</u> | Voter Residence checked: <input checked="" type="radio"/> Y <input type="radio"/> N | Map residence checked: <input checked="" type="radio"/> Y <input type="radio"/> N |
| Position on Board: <u>BOAA member 2</u> | Term of Office Ends: <u>12/31/2014</u> | |
| Code Checked: 1 st Check: <u>PW</u> 2 nd Check: <u>SH</u> | <input checked="" type="radio"/> N | Assembly District: <u>3</u> |

MATANUSKA-SUSITNA BOROUGH
350 E. Dahlia Ave., Palmer, AK 99645-6488
Phone: 745-9683 Fax: 745-9845



APPLICATION FOR APPOINTMENT TO BOARDS, COMMITTEES, AND COMMISSIONS

DO NOT LEAVE ANY FIELD BLANK

BOARD NAME: Enhanced 911 Advisory Board BOARD POSITION: E911 City of Palmer

NAME: Lance L. Ketterling

RESIDENCE ADDRESS: 506 N. Chugach Street, Palmer, AK, 99645

MAILING ADDRESS: 423 S. Valley Way, Palmer, AK, 99645

CONTACT NOS. HM: 982-9502 WK: 746-9402 FAX: 746-2314 EMAIL: ketterling@palmerpolice.com

EMPLOYER AND ADDRESS: City of Palmer Police Department. 423 S. Valley, Palmer, AK, 99645

Have you been found guilty of any crime (not including traffic tickets)? Yes No
If yes, please explain the circumstances Minor Consuming Alcohol and Shoplifting in 1989

Can you regularly attend meetings? Yes No (MSB 4.05.030(B)(6) states: "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Are you or any family member currently affiliated with the Borough in any way? Yes No

Do you or any family member have a personal or financial interest with the Borough? (Example: employee, emergency responder, RSA or FSA service area supervisor, board member, contractor etc.) Yes No
If yes, please list positions: Spouse works for the Mat Su Borough GIS Department

How long have you lived in the Borough? 15 years Reason for interest: To continue positive relations and effective communications between the City and Borough as relates to the E911 board.

Brief background of experience that would qualify you for the position, and attach a resume including experience that would enhance board membership. 15 years of law enforcement experience, including time as an emergency dispatcher, patrol officer, patrol sergeant, and detective sergeant. I have a Master of Public Administration degree and have cultivated working relationships with many of the other board members over the course of my career. Please see resume for details

Please list three professional references: Name: Jonathan Owen Ph: 746-9441

Name: George Boatright Ph: 746-9401 Name: Thomas Remaley Ph: 746-9405

DATE 4-11-12

SIGNATURE Lance L. Ketterling

| | | |
|---|---|--|
| FOR OFFICE USE ONLY: | | |
| Voter Precinct: <u>13-025</u> | Voter Residence checked <input checked="" type="checkbox"/> N | Map residence checked: <input checked="" type="checkbox"/> N |
| Position on Board: <u>E911 City of Palmer</u> | Term of Office Ends: <u>12/31/2013</u> | |
| Code Checked: 1 st Check: <u>OW</u> 2 nd Check: <u>SK</u> | Assembly District: <u>2</u> | |

LANCE KETTERLING

506 N. Chugach Street, Palmer, AK, 99645 • (H)907-745-2046 / (C)907-982-9502 • ketterling@palmerpolice.com

Focus of Interest: E911 Board

Honest, dedicated, principle and performance-driven law enforcement professional offering years of diverse experience in providing excellent performance and quality service to the City of Palmer and its citizens.

Dedicated and technically skilled police professional with a versatile administrative support skill set developed through experience as detective sergeant, patrol sergeant, plain clothes and undercover investigator, and patrol officer.

Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and police effectiveness.

Extensive background in tactical and investigative strategies and command, combined with an excellent and proven ability to manage patrol operations within the Palmer Police Department.

Diverse and comprehensive communication skills as displayed by a proven ability to liaise with federal, state, and local organizations as well as community service groups, political organizations, and governing bodies.

Core Competencies

| | | |
|---|------------------------------------|--------------------------------|
| Law Enforcement Operations, Administration, and Command | Investigative Strategy and Command | Evidence Facility Management |
| | Public Budgeting | Policy Development |
| Teambuilding, Supervision, and Leadership | Emergency Planning and Response | Staff Development and Training |
| Meeting Planning and Facilitation | Records Management | Problem Oriented Policing |

Professional Experience

City of Palmer, Alaska 1997-Present

Detective Sergeant 2011-Present

Patrol Sergeant 2002-2011

Narcotics Investigator 2001-2002

Patrol Officer 1999-2001

Emergency Dispatcher / Reserve Police Officer 1997-1999

Supervise the operations of patrol shifts and manage the conduct and activities of subordinate patrol officers.

Construction of department schedules, leave approval, police report review, and performance evaluation of subordinates.

Investigation of major cases with experience in conducting investigations including homicide, sexual assault, sexual abuse of a minor, robbery, burglary, arson, major thefts, and all manner of lesser criminal activity.

Develop and maintain strong working relationships with multiple federal agencies, state level law enforcement groups, local police departments, civilian service organizations, and political organizations at the local and state level.

Assist in department policy construction.

Draft legislation for the City Council on behalf of the Public Safety Director.

Write and administer state and Federal grants.

Conduct internal investigations in response to complaints and assist in implementing disciplinary plans when appropriate.

Develop and implement complex administrative tools including departmental staffing studies and five year strategic plans.

Education

High School Diploma

Smokey Hill High School, Aurora, CO

1989

Bachelor of Science in Criminal Justice Administration

Columbia Southern University, Orange Beach, AL

2008

Master of Public Administration

Columbia Southern University, Orange Beach, AL

2010

Professional Training and Development

US Army Airborne School (Three week course-1990)

US Army Primary Leadership Development Course (30 day course-1992)

US Army Combat Leader Course (Two week course-1993)

Anchorage Police Academy (20 weeks-1998. Graduated as class valedictorian.)

Alaska Police Standards First Line Supervisor Course (40 hours-2001)

Institute for Law Enforcement Administration 85th School of Police Supervision (30 days-2004)

Northwestern University 250th School of Police Staff and Command (10 weeks-2007)

Incident Command System ICS 100, 200, 300, 400, 700, and 800 certified

EOC/IMT Interface and Earthquake Preparedness certifications (Emergency Management Institute)

FEMA Certified ICS All Hazards Liaison Officer

Wicklender-Zulawski Reid Method of Interview and Interrogation-1999

Certified Police Firearms Instructor-Alaska Police Standards Council-2001

DEA Basic Narcotics Investigation Course-2001

Law Enforcement Tactical Schools Through APD, FBI, DEA and Charlie Mike-2001, 2002, 2008, 2009

Certified Police Sniper-2005

Certified Child Forensic Interviewer (Corner House-2011)

Numerous other courses in financial management, evidence room management, personnel law, workplace safety, investigative techniques, and personnel management are available upon request.

Advanced Law Enforcement Certificate (Alaska Police Standards Council-2008)

Federal Secret Level Security Clearance (Federal Bureau of Investigation-2011)

Professional Affiliations

Alaska Association of Chiefs of Police (AACOP)-Member

Alaska Family Services-Member of Board of Directors

Charter College-Member of Criminal Justice Advisory Board

National Eagle Scout Association-Lifetime Member

Debra Wetherhorn

From: Casey Laughlin
Sent: Wednesday, April 11, 2012 1:32 PM
To: Debra Wetherhorn
Subject: FW: E911 Board

Hi Deb,

Please see the message below from Tom Remaley of the E-911 Advisory Board. I have the application for Lance Ketterling, who will be taking his place. I'll send it your way and you should have it tomorrow.

Thank you!

Casey

From: Thomas D. Remaley [<mailto:remaley@palmerpolice.com>]
Sent: Wednesday, April 11, 2012 7:41 AM
To: Casey Laughlin
Cc: Dennis Brodigan
Subject: E911 Board

Lance Ketterling is sending you his application to be the primary member from Palmer. This is my notice of resignation due to my pending promotion, however, I will make my resignation date coincide with his appointment date.

Alaina Anderson from dispatch will be sending one for the alternate position.

Thanks

Commander Thomas Remaley
Palmer Police Department
423 S Valley Way
Palmer, Alaska 99645
907 745-4811

*E911 City of Palmer
12/31/2013 ✓*

MATANUSKA-SUSITNA BOROUGH
350 E. Dahlia Ave., Palmer, AK 99645-6488
Phone: 745-9683 Fax: 745-9845

DATE REC'D: RECEIVED
APR 13 2012
CLERKS OFFICE

APPLICATION FOR APPOINTMENT TO BOARDS, COMMITTEES, AND COMMISSIONS

DO NOT LEAVE ANY FIELD BLANK

BOARD NAME: E911 Advisory Board BOARD POSITION: City of Palmer Alt.

NAME: Alaina M. Anderson

RESIDENCE ADDRESS: 10301 E Max Dr. Palmer, AK

MAILING ADDRESS: 11924 Snowmobile Ln. Eagle River, AK 99577

CONTACT NOS. HM: 746-2884 WK: 745-4811 FAX: 746-2314 EMAIL: amanderson@palmerpolice.com

EMPLOYER AND ADDRESS: City of Palmer, Palmer Police Dept

Have you been found guilty of any crime (not including traffic tickets)? Yes ___ No X
If yes, please explain the circumstances _____

Can you regularly attend meetings? Yes X No ___ (MSB 4.05.030(B)(6) states: "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Are you or any family member currently affiliated with the Borough in any way? Yes ___ No X

Do you or any family member have a personal or financial interest with the Borough? (Example: employee, emergency responder, RSA or FSA service area supervisor, board member, contractor etc.) Yes ___ No X
If yes, please list positions: _____

How long have you lived in the Borough? 12 yrs Reason for interest: Directly relates to job at PPD as Assistant Dispatch Supervisor

Brief background of experience that would qualify you for the position, and attach a resume including experience that would enhance board membership. emergency dispatcher for 14 years (six with AST and eight with PPD)

Please list three professional references: Name: Jon Owen Ph: 745-4811

Name: Diana Campbell Ph: 745-4811 Name: Tom Remaley Ph: 745-4811

DATE: 4/15/12 SIGNATURE: Alaina M. Anderson

FOR OFFICE USE ONLY:
Voter Precinct: 13-020 Voter Residence checked: Y N Map residence checked: Y N
Position on Board: City of Palmer Alternate Term of Office Ends: 12/31/2013
Code Checked: 1st Check: DL 2nd Check: OW (N) Assembly District: 2

Sharon Huckins

From: Casey Laughlin
Sent: Monday, April 16, 2012 3:01 PM
To: Sharon Huckins
Cc: Debra Wetherhorn
Subject: FW: Resignation from E-911 Board

Hi Sharon,

Below you will find a resignation notice from Diana Campbell regarding her position as the Palmer alternate on the E-911 board. Please process the application you received from Alaina Anderson to take Diana's place.

Thank you!

Casey

From: Diana M. Campbell [<mailto:dmcampbell@PalmerPolice.com>]
Sent: Monday, April 16, 2012 1:25 PM
To: Casey Laughlin
Subject: RE: Resignation from E-911 Board

Casey,

Please accept my resignation from the E-911 board effective immediately. Thank you.

Diana Campbell
DISPATCH SUPERVISOR
PALMER POLICE DEPARTMENT
423 S VALLEY WAY
PALMER, ALASKA 99645
PH: 907-745-4811
FAX: 907-746-2314
E-MAIL DMCAMPBELL@PALMERPOLICE.COM

E911 City of Palmer Alternate
12/31/2013 ✓

MATANUSKA-SUSITNA BOROUGH
350 E. Dahlia Ave., Palmer, AK 99645-6488
Phone: 745-9683 Fax: 745-9845

DATE REC'D: **RECEIVED**
APR 20 2012
CLERKS OFFICE

APPLICATION FOR APPOINTMENT TO BOARDS, COMMITTEES, AND COMMISSIONS

DO NOT LEAVE ANY FIELD BLANK

BOARD NAME: Parks & Recreation Trails Board BOARD POSITION: District #2
NAME: George A Brown
RESIDENCE ADDRESS: 1181 N. ~~Irwin~~ Irwin Rd
MAILING ADDRESS: 1181 N Irwin Road Palmer AK
CONTACT NOS. HM: 441-7504 WK: N/A FAX: N/A EMAIL: george.gbrown@pci.net
EMPLOYER AND ADDRESS: N/A Retired

Have you been found guilty of any crime (not including traffic tickets)? Yes No
If yes, please explain the circumstances _____

Can you regularly attend meetings? Yes No _____ (MSB 4.05.030(B)(6) states: "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Are you or any family member currently affiliated with the Borough in any way? Yes _____ No

Do you or any family member have a personal or financial interest with the Borough? (Example: employee, emergency responder, RSA or FSA service area supervisor, board member, contractor etc.) Yes _____ No
If yes, please list positions: _____

How long have you lived in the Borough? 14 yr Reason for interest: _____

Brief background of experience that would qualify you for the position, and attach a resume including experience that would enhance board membership. Fire Chief ~~Bob~~ Ft Richardson -
work with the public, and managed wild land
for the Army

Please list three professional references: Name: Bill Bennyhoff Ph: 688-2327

Name: Ken Barkley Ph: 373-5940 Name: Jeffery Hartley Ph: 688-6921

DATE: 4/20/2012

SIGNATURE: George A Brown

| | | | |
|---|--|--|--|
| FOR OFFICE USE ONLY: | | | |
| Voter Precinct: <u>13-027</u> | Voter Residence checked <input checked="" type="radio"/> Y <input type="radio"/> N | Map residence checked <input checked="" type="radio"/> Y <input type="radio"/> N | |
| Position on Board: <u>District 2</u> | <input checked="" type="radio"/> N | Term of Office Ends: <u>12/31/14</u> ✓ | |
| Code Checked: 1 st Check: <input checked="" type="checkbox"/> 2 nd Check: <u>DW</u> | | Assembly District: <u>2</u> | |

MATANUSKA-SUSITNA BOROUGH
350 E. Dahlia Ave., Palmer, AK 99645-6488
Phone: 745-9683 Fax: 745-9845

RECEIVED
DATE REC'D: MAY 04 2012
CLERKS OFFICE

APPLICATION FOR APPOINTMENT TO BOARDS, COMMITTEES, AND COMMISSIONS

DO NOT LEAVE ANY FIELD BLANK

BOARD NAME: PLATTING BOARD POSITION: District 1 MEMBER
NAME: JAY VAN DIEST
RESIDENCE ADDRESS: 16801 E. T and T LAKE PALMER
MAILING ADDRESS: SAME
CONTACT NOS. HM: 745 9818 WK: 232 4852 FAX: n/a EMAIL: jay@valleymarket.com
EMPLOYER AND ADDRESS: SELF

Have you been found guilty of any crime (not including traffic tickets)? Yes No X
If yes, please explain the circumstances _____

Can you regularly attend meetings? Yes X No (MSB 4.05.030(B)(6) states: "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Are you or any family member currently affiliated with the Borough in any way? Yes X No

Do you or any family member have a personal or financial interest with the Borough? (Example: employee, emergency responder, RSA or FSA service area supervisor, board member, contractor etc.) Yes X No
If yes, please list positions: BROTHER IS CURRENTLY ON PLATTING BOARD

How long have you lived in the Borough? 46 yrs Reason for interest: AS A REALTOR I AM FAMILIAR WITH RAMIFICATIONS OF BOARDS DECISIONS.

Brief background of experience that would qualify you for the position, and attach a resume including experience that would enhance board membership. REALTOR SINCE 1996. RESIDENT SINCE 1966 SERVED ON COMMUNITY COUNCIL BOARD AS SECRETARY. FAMILIAR WITH PROCESS, LIFELONG SELF-EMPLOYED. COMMERCIAL FATHERMAN. 100 TON CAPTAINS LICENSE. REALTOR.

Please list three professional references: Name: LONNIE STEINKE Ph: 992-7439

Name: GEORGE RAUSCHER Ph: 354-4053 Name: BILL KLERESMDEL Ph: 863-2455

DATE: May 4, 2012 SIGNATURE: Jay Van Diest

| | | |
|--|--|-------------------------------------|
| FOR OFFICE USE ONLY: | | |
| Voter Precinct: <u>16-155</u> | Voter Residence checked: <u>(Y)</u> N | Map residence checked: <u>(Y)</u> N |
| Position on Board: <u>PB District 1</u> | Term of Office Ends: <u>12/31/2012</u> | |
| Code Checked: 1 st Check: <u>OW</u> 2 nd Check: <u>SN</u> <u>(N)</u> | Assembly District: <u>1</u> | |