



MATANUSKA-SUSITNA BOROUGH

Borough Manager

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MEMORANDUM

Date: December 30, 2016

To: Mayor and Assembly members

From: John Moosey, Borough Manager

Subject: Borough Manager's Report

Monthly Activity Report for November 2016

Department of Emergency Services (DES)

Emergency Medical Services-

ETT (Emergency Trauma Technician) Course for Talkeetna Fire/Rescue continues @ Station 11-2 with Bill Mackreth as the lead instructor. There has been good participation and the course appears to be a large success. Many of the students have indicated they would be interested in taking an EMT (Emergency Medical Technician) course and potentially applying for the EMS (Emergency Medical Services) Division in the future.

Planning is underway for a potential EMT-Basic course in both the Eastern and Western districts of the Borough. These courses would primarily be used to recruit new responders into the Greater Sutton/Butte Area, as well as the Greater Talkeetna/Trapper Creek area.

Several new instructors are completing the coursework for ALS (Advanced Medical Life Support) as well as PHTLS (Pre-Hospital Trauma Life Support). These new instructors will be able to provide education for the EMS responders in these focus areas in order to improve provider education, as well as offer advanced courses that have not been available in the EMS Division in the past without going outside the organization.

Lead-workers positions have been approved for EMS. Six individuals were selected through an application and interview process that will serve in the role as interim Captains within EMS. These individuals will support the Battalion Chiefs as well as perform specific duties (TBD) that

will continue to advance the interworking of the organizational structure. The lead worker positions generated a large amount of interest, and a plethora of ideas have been proposed on how to best utilize these individuals in their new capacities.

MICP (Mobile Intensive Care Paramedic) students from Mat-Su College continue their shadow and ride-along process with the EMS duty crews. Overall the process has been a success in exposing these students to the daily work of an EMT or paramedic. Students are allowed to serve at the EMT-2 level in accordance with the MSB EMS protocols and discretion of the lead provider on the unit. Students are prohibited from entering any "hot zone" during the shifts in response to calls, and are primarily focused on completing thorough patient assessments and understanding clinical decision making from the perspective of the EMS crews.

Several new EMS interns are completing their internships, primarily at the EMT-basic and EMT-2 level. Additional hiring of on-call responders is expected to continue throughout the new-year. The preceptor group continues to make progress in fine-tuning the methods in which new interns are trained to be ready for independent practice.

MICP renewal process is underway. Applications for continued licensure of MICP's has been completed internally by the department and signed off on by the medical director. These renewals are enroute to the state for processing.

RQI (Resuscitation Quality Improvement) project continues to make progress towards becoming a reality. The training department is highly engaged in all facets of the program in order to make this a lasting success for the EMS Division.

Upcoming ACLS and PALS (Pediatric Advanced Life Support) courses are scheduled over the next month for providers needing renewal as well as initial courses.

Fire/Rescue-

During the month of November, the **Butte Fire Department** responded to three fire calls and six rescue calls. Current station projects include completing the renovation of exterior lighting at Station 21 to upgrade to energy efficient LED lighting. This should result in a significant reduction in electricity costs over a period of time. The Butte FD has also completed a building heating upgrade to Station 2-1. Much like the LED lighting project, because the new heating system is much more efficient, the FD should realize a reduction in energy costs over time.

The Butte FD finally has a functioning BOS (Board of Supervisors). The first official meeting in over 25 years was held during the month of November, which was attended by Deputy Director of Fire and Rescue, Ken Barkley. The new board chair is retired Butte Fire Chief Charles VonGuten who had over 40 years as the Fire Chief. Ken is very excited to have a board of supervisors to work with and looks forward to accomplishing great things.

The **Caswell Lakes Fire Department** responded to 3 emergency calls during the month of November and assisted the Willow Fire Department by providing automatic aid on several other 911 calls.

One Caswell FD responder attended the West Lakes Fire Fighter I Academy and passed the practical exam. They are waiting for written test results from the State.

Two proposed Marijuana businesses requested site inspections for Fire Department ingress/egress inspections by the Fire Chief.

The **Central- Mat-Su Fire Department** had a total of 115 responses during the month of November. Some of those responses included 5 Structure Fires, 5 Vehicle Fires, and 33 Rescue calls.

The CMSFD was busy in November with Public Fire Education. The Fire Department attended 6 events contacting 515 people with our Fire and Injury Prevention Message.

The CMSFD also completed a Basic Firefighter Academy graduating 14 new firefighters

The **Sutton Fire Department** had a total of six emergency responses during the month of November. All were rescue calls including a two vehicle head-on accident at Mile 62 of the Glenn Highway that also resulted in a vehicle fire.

During November the Sutton FD completed a HAZMAT Operations class. Other training completed included a HMA (HAZMAT Awareness Class), a BBP (Blood Borne Pathogens Class) and HIPPA refresher training. One fire fighter attended /completed the practical exam of the West Lakes FD FFI (Fire Fighter One) Academy.

The Sutton FD has successfully completed the accreditation process and received official accreditation from the State to instruct Hazardous Materials Awareness, Hazardous Materials Operations, and Fire Fighter I classes.

The Sutton FD has recruited and successfully hired two new responders. They are currently in the process working on mandatory initial on-boarding training.

The Sutton FD conducted fire safety education at the Sutton School and interacted with 59 students.

During November the Sutton FD completed installing a patient transport module on the rescue-six-wheeler, and they finished organizing and repurposing the additional space in Station 1-1 after the Sutton Ambulance crew moved into their new quarters in the remodeled old Sutton Library.

The **Talkeetna Fire Department** responded to four calls in November including a successful nighttime, remote, off-road rescue.

Responders of the Talkeetna FD are currently participating in an ETT (Emergency Trauma Technician) class. The goal is to increase the capability of the FD to provide initial patient

assessment and care until the ambulance(s) and higher level of care arrives, especially in incidents involving multiple victims.

During November the **West Lakes Fire Department** responded to 43 total 911 calls. Of those, seven were structure fires, one was a wild land fire, and twelve were rescue calls.

The West Lakes FD received and installed twelve more CO detectors in at-risk homes that needed them. West Lakes sent another letter thank you letter to Home Depot for their continued support of this community program.

Training for November emphasized firefighter safety. Instruction included firefighter rescues, mayday procedures and medical emergencies including CPR for injured firefighters in full PPE (Personal Protective Equipment). The West Lakes Fire Fighter I class has been completed and they are currently conducting a Haz Mat Operations class with final testing scheduled for December 17th.

The West Lakes FSA FY 2018 draft budget has been completed and was presented to the FSA Board of Supervisors on Nov 14th.

On November 5th the WLFD rescued an ice skater that fell through the ice in Big Lake. The fast action and ice rescue training of the crew saved his life. Lakes Ambulance was on-scene and provided medical attention for severe hyperthermia once the victim was rescued.

During November the WLFD submitted 2 grant applications to FEMA for the AFG (Assistance to Firefighters Grant) grants. One for PPE replacement and the other for an all-wheel drive pumper engine replacement.

The **Willow Fire Department** responded to 15 calls in the month of November.

The new Station 12-4 warm storage building (Four Mile Road Station) is all enclosed with electricians and plumbers working on the inside. The contractor says that it should be finished ahead of schedule and available for service by early January 2017.

Two responders from Willow attended the FFI academy held at the West Lakes FD. They passed their practical exams and are waiting to hear their results on the written exam from the State.

One new responder was hired and finished the Basic FF class at the Central Mat-Su Training Center.

One proposed Marijuana business has requested a site inspection for Fire Department access/egress inspection by the Fire Chief.

November was a slow month, comparably, for the **Water Rescue Team**. A lot of time was spent conducting training and on equipment maintenance. Heavy maintenance has been started on the

boats. They report they are making good progress to have all systems in top shape before next boating season.

The Water Rescue team received a 911 call for the Matanuska River. It turned out to be parents and their children on the ice in a dangerous area. No one was in the water, but the team may have prevented a potential tragedy by talking to the people on scene about the dangers they were exposing themselves and their children.

During November all primary divers were introduced to the new Rapid Diver system, with follow on training also completed. The system is now ready to be deployed as needed. Basic and refresher ice training was completed for most of the Water Rescue Team and Fire Departments that requested it.

A new report for November is DES **Fleet Maintenance**. At the end of November DES Fleet Maintenance had closed out 133 work orders and has 224 open work orders.

Fleet has been working for quite some time to get everyone that works on emergency vehicles certified as an EVT (Emergency Vehicle Technician). The Emergency Vehicle Certification program is not easy and is incorporated with ASE testing. Master Certification could take up to five years to acquire depending on knowledge and experience. Currently two mechanics are EVT Certified and two more are scheduled to take their certification tests June 10, 2017. The goal is to have everyone certified by July 2017 and working towards their Master Certification.

The way we do business at Fleet Maintenance has changed drastically as of November 2015. The majority of repairs performed on our vehicle fleet are now worked in-house rather than contracted out. In-house repairs have saved thousands of dollars in additional labor costs; we just saved \$2700 in labor costs on a Fire Engine brake job that was completed in-house versus contracting out the work. Fleet has returned the majority of parts in inventory that are no longer used back to our parts suppliers for credits totaling \$5768.

Emergency Response Numbers for November 2016:

EMS	643
Fire	144
Rescue	54
Water Rescue	3
HAZMAT	6



Animal Care & Regulation

Monthly Statistics:

211 Animals brought into the shelter

114 Animals adopted

29 Animals returned to their families

Please Microchip your pets, it's a sure ticket home! Just \$30 at the shelter.

The shelter fields over 1,000 calls per week.

Our animal care and regulation officers had a very busy month:

- 171 officer activities/ investigations
- 1 written warning issued
- 13 verbal warnings issued
- 23 citations issued
- 27 bite cases investigated
- 13 aggressive animals investigated
- 9 barking animals investigated
- 22 public assists

We want to send out a big thank you note to our foster families who have dedicated a total of 1182 hours in the month of November. Another huge thank you to all of our volunteers who dedicated a total of 602 hours in the month of November. Foster families and volunteers have dedicated a total of 1784 hours service. We are very thankful for all of the support!!!



Events:

We completed the upgrade for our night drop on time and under budget. We are very pleased to have a night drop that can now be power washed and properly sanitized. We want to give a big thank you to the Capital Projects Department who helped coordinate and managed the work.

Outreach:

Please check out **Mat-Su Animal Shelter** Facebook site. We continue to feature our pets of the week.

Cat Sale

The shelter has an abundance of cats so please come down and take one of our furry felines home. All adoptions come with the full set of shots and spay/neuter. This is a great Holiday deal!

Pet Safety for the Alaskan Winter

Alaska is an extreme place to live. We believe it is the most beautiful place on earth, both in summer and winter months. However, the Alaskan winter season also comes with periods of darkness, wind, **extreme cold temperatures and large amounts of snow**. Please remember that it is illegal to have your animal running loose. They can get lost, starve, get frostbite, fall through the ice or freeze to death. Loose cats will curl up next to warm engines. **Keep your pets safe. Keep them restrained. Be aware that there is a leash law and it's a \$110 dollar fine.**

Pet Sweaters, coats, and booties do help. If your pet(s) will allow you, equip them with some winter gear.

This will keep your pet warm but cannot be used alone to keep your pet warm. Remove winter gear when inside to avoid skin problems related to damp fabrics.

Highly visible collars, leashes and blinkers: They stand out during periods of darkness. Neon, glow-in the dark, reflective and fluorescent collars are ideal.

Elderly pets, young pets, small breed, short haired and pets with medical conditions get colder faster:

Conditions like diabetes, heart disease, kidney disease, and hormonal imbalances can compromise a pet's ability to regulate their body temperature. Elderly pets with arthritis can have

stiff and tender joints when left outside for long periods of time. Heated pet beds can provide additional warmth and comfort.

Animals in the car: Use caution when leaving your pet in the car outside. Even running the engine occasionally is dangerous due to carbon monoxide.

Diet: Your pet burns more calories in the winter so you need to increase their food intake. If you are unable to use a heated water dish, put warm water on their dog food.

Outdoor dog housing: Dig the snow away from the front of the dog house to prevent it from getting inside the house when they go in and out. Straw works best for bedding and is a good insulator. Beds get wet and no longer provide insulation. **Alaska has many wonderful resources to help educate and donate supplies for adequate outdoor shelter for dogs. Please call the shelter if you need assistance.**

Please be aware that Failure to provide humane care and NOT providing adequate FOOD, SHELTER & WATER are Violations of MSB 24.05.080.

We hope you have a happy and safe holiday from all of our furry friends at the Matsu-Animal Shelter!



Health & Safety Division

Department Metrics

	November 2016	YTD 2016	November 2015	YTD 2015
Total Recordable Incident Rate (TRIR)	12.5*	7.1*	6.4	9.0
Property Damage	0	1	2	4
Vehicle Incidents	1	15	1	27
Workers' Compensation Costs	\$4,914.87	\$139,432.68	\$2,515.48	\$337,755.01
Property/Vehicle Damage Costs	\$5,200.00	\$10,995.39	\$1,826.28	\$53,681.95

- Last four (4) days' worth of hours are missing from both 2016 values for TRIR due to timeline for this past month's timecard processing, November 27 – November 30.

Toolbox Quote

"Safety brings first aid to the uninjured." - F.S. Hughes, c.1912

Current Safety Office Activities

As indicated in the chart above, the total recordable incident rates for the month of November 2016 and the year-to-date 2016 are slightly off from the actual ratio. However, they are not far off since only four (4) days of timesheets are missing. This discrepancy is due to the timeframes of timecards and the due date for this report overlapping, which is not a normal occurrence. However, even with the slight discrepancy we can see that there was an increase in recordable incidents for this past month at the Borough. The majority of the recordable injuries were due to responses to fires in the area. Unfortunately, fire fighters were injured during their response, not severely but enough to warrant care beyond basic first-aid treatment. This highlights the fact that safety is everyone's responsibility. It is unknown what our actions or inactions in the present may lead to in the future. Fire may be an extreme example of how small incidents can snowball into much larger events. It is one of the reasons why we are working to establish a set of basic standards for the Borough. There are many departments in operation every day that frequently do not interact with one another on a regular basis. In the instances that collaboration is required between departments in the Borough, it is necessary for all parties involved have an understanding of one another's health and safety needs in order to prevent future escalations of seemingly smaller issues.

Capital Projects Department
Project Management Division

Dorothy Swanda Jones Administration Building Phase II (\$1.1M): Phase II includes upgrades to the HVAC system, fire protection, back-up generator, electrical, and digital controls. Work transitioned into Community Development on the second level Nov 21st with personnel displaced into other areas of the building. Work in this area is expected to take 4-5 weeks to complete.

Old Iditarod Elementary School (\$642K): The assembly approved contract award to demolish the old Iditarod Elementary School Nov 1st. Abatement is complete and demolition began November 30th and is expected to be complete by the end of December.

Central FSA Fire Station/Training Complex 6-2 (\$12M): This project includes a combined fire station, training center, and warehouse support space totaling approximately 38,154 square feet. The facility will be constructed at the existing 6-2 location off Knik Goose Bay Road. A Request for Proposals will be advertised in January for a design/build contract to design and construct the facility. Construction is expected to start summer 2017.

Emergency Power Generator Set and Switch Gear, 9 Schools Design Services (\$2.145M): Project includes new standby generators at Wasilla Middle School, Wasilla (WHS) and Palmer (PHS) High Schools, Big Lake, Butte, Snowshoe, and Willow Elementary Schools, and the Operations & Maintenance building (O&M). Emergency lighting will also be connected to the existing generator at Swanson Elementary School. New generators will facilitate normal operations during power outages with work in progress. The contractor is substantially complete at Big Lake and Willow Elementary Schools, Wasilla Middle School and O&M. PHS and WHS will be completed spring 2017.

New Public Safety Building 7-3 (\$10M): This project will replace the existing station providing space for administration, fleet maintenance, 24/7 staffing to facilitate quicker response times and provide an increased level of fire protection for the community. The station will be located at 10073 W. Parks Highway at approximately mile 51. Request for proposals to design and construct were advertised with seven proposals received and evaluated. Three out of the seven Design/Build teams were selected to participate in Phase II of the selection process. Three proprietary meetings were held with each Design/Build team. The teams are now in the process of developing their respective design presentations for the new station.

Palmer & Wasilla Pool Improvements (\$12.9M): In October Mat-Su Borough voters approved a bond package that included \$12,830,900 for improvements to both Palmer and Wasilla Pools. Both pools are approximately thirty years old and in need of major improvements. Development of the request for proposal for full design services is underway.

Pre-Design and Engineering Division

Port MacKenzie Rail Extension (PMRE) Segment 2: Segment 2 design is at 90%. ROW acquisition is complete. Structure removal on Segment 2 is underway. To date three trailers have been removed, one house is being prepped to move with a single house remaining to be moved. Survey flagging of the corridor and rail reserve boundaries is complete for a corridor clearing contract. Construction will move forward when funding is available.

ROW activity on the rest of the 32 mile project continues with title and monumentation work.

Big Lake Road Intersections: Construction complete. Light poles are installed with temporary halogen lights in place. LED mast head components will arrive in December. Final billing and document closing is underway.

Bogard Road Extension East: Construction complete. Final billing and document closing is underway.

Seldon Road Extension, Phase 2: Design at 75% completion; ROW acquisition continues with 14 of the 17 parcels acquired.

South Trunk Road Extension: Project final completion of the bridge is scheduled for mid-December. Fill for widening Nelson Road embankment on south side of the bridge is complete. This will allow surcharge material to fully settle and compact over a complete freeze-thaw cycle. Awaiting additional funds for continuing south abutment fill construction next spring with a usable road goal for school start up in fall 2017.

Museum Drive: Phase I will be a connection from Museum Drive to Vine Road creating a frontage road to the Parks Highway. Condemnation action on Machen Road Extension is resolved (the funding for these two projects is combined). December should allow discussions with two property owners about ROW acquisitions.

Wastewater & Septage: DEC has given approval to borrow \$5 million for a septage and leachate treatment facility and the Assembly gave its authorization on September 6th. Borough staff is currently developing a RFP for the initial phase of the project.

Bodenburg Creek Bridges: Following completion of work on the Sullivan Avenue Bridge, approximately \$600k of funding remains from a grant for bridges across Bodenburg Creek. Additional survey work and ROW acquisition were recently completed. The contract for design is in place. Upgrades are expected to occur next summer.

Shirley Towne Road Bridge (Willow Creek): The north abutment on this bridge was damaged in the September 2012 flood event. An engineering study was recently conducted and estimates the costs to repair the damage at about \$300k. Emergency Services has applied to FEMA for reimbursement of projected repair costs, and received their approval.

Cottonwood Creek Assessment: DEC awarded a \$45k grant to the MSB to investigate stormwater impacts to the creek. Work has started with initial field investigation and GIS mapping, and has moved onto the engineering analysis phase. Borough Staff also plan to work with the State to request DEC staff concurrently investigate potential septic system sources along the creek.

Vine Creek Drainage Analysis: The purpose of the analysis was identification of stormwater improvements and other measures to protect the drainage system and water quality and minimize the risk of flood damage during future storm events. The engineering investigation is in progress.

Public Works Department

RSA #28, Gold Trails – That Rd.

- That Rd. – Road Improvement and Flood Control – This project required substantial public involvement in order to reach general consensus with the public. Two public easements were acquired to provide adequate drainage at a low spot, and improve the turnaround at the end of the road. Each spring, this road floods at the low spot requiring maintenance crews to thaw drainage features and pump water away from the roadway. As part of the improvements, the volume of water that would typically accumulate was calculated and an easement area and drainage retention large enough to hold the water was excavated to prevent springtime flooding. Additionally, the O&M Division will save time and employee resources that would otherwise have been spent on the recurring flooding. These solutions are good examples of the purpose the RSA improvement projects serve.

RSA #17, Knik – Hazel Ave.

- Hazel Ave. – Road Improvement – This contract was awarded last fall, and construction is planned to kick off in the spring. Before it could be advertised for bids, the Public Works Department acquired a Public Use Easement where a curve was dangerously sharp. Additionally, the curve was immediately below a steep hill, which increased the risk of losing control during the winter. A public lake access is also located at the curve, presenting a unique circumstance. The access was incorporated into the design, and a suitable solution was reached. Additionally, the existing materials within the roadway are very silty, and the drainage in the area is inadequate. An improvement project is much needed and will serve the area well once complete.



RSA #26, Greater Butte – Lazenby Rd., Juanita Way

- These roads started out as narrow, flat and dusty roads in the Butte, very near Bodenbug Creek, which is an inherently flat area. This can make a subdivision susceptible to water problems and promote ponding, saturation, icing, and flooding. The improvement here was to raise the roadbed to bring the structural material high enough and away from the water, which will now be contained in the ditches instead of the actual roadway. The topping material was improved to a recycled asphalt material, which immensely reduces dust caused by traffic. The improvements were completed in the fall, with the exception of some grass growth, which will be completed in the spring.

Upcoming Improvement Projects

Several improvement projects of different types will be ready to advertise for bid this winter, and are being planned for the 2017 construction season. Staff and consultants are working to get the designs completed and the contracts out. Project types include subdivision improvements, fish passage culvert replacements, and other drainage and paving improvements.

- RSA 9, Midway – Lower Mesa, Audie, and Lea
- RSA 14, Fairview – Canter Pl. and Surrey Rd.
- RSA 15, Caswell Lakes – Caswell Lakes Dr. Fish Passage Improvements
- RSA 17, Knik – Foothills Dr. Fish Passage Improvements
- RSA 20, Willow – Allen Rd. and Rappe Cir.
- RSA 21, Big Lake - Horseshoe Lake Road Paving
- RSA 25, Bogard – Waldron Cove, Finger Cove, Finger Lake
- RSA 25, Bogard – Verboncoeur and Lagoon Dr.
- RSA 30, Trapper Creek – Moose Creek Bridge Approach Culvert Improvements



Public Works Department Solid Waste Division



Customers

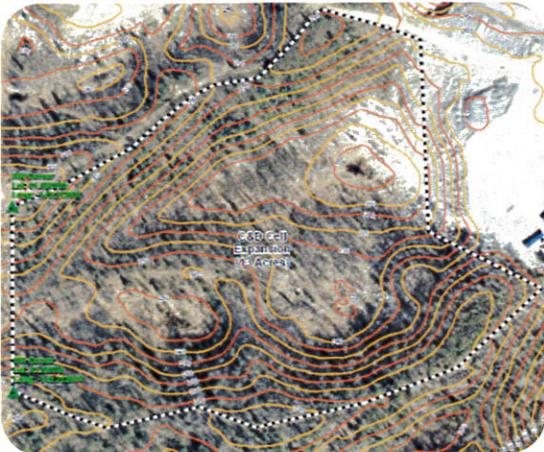
12,441 customers used Solid Waste facilities in the month of November. As of 30 November 2016 the division generated **\$3,956,377.95** in revenues this fiscal year.

Recycling

VCRS shipped **89.5** tons of recyclables in November and currently has **172.6** tons in inventory. **1,898** customers dropped off sorted recycling in the residential recycling drop off area in November.

Construction and Demolition (C & D) Cell Update

The new Construction and Demolition (C&D) Cell solicitation for engineering services is closed. The scoring is taking place with the contractor most likely chosen before the December MAR is released.



QAPP Approved

Gas and Water have been monitored at the Central Landfill and three closed landfills intermittently since 1996 and regularly since 2002. The Solid Waste Divisions operating permit issued by the EPA requires an updated Quality Assurance Project Plan (QAPP) as one of its components. The plan describes monitoring standards for gas and water monitoring programs at all Solid Waste facilities to ensure the health and safety of the public. The Alaska Department of Environmental Conservation (ADEC) has approved the plan. Copies may be requested through the Boroughs request for information program and may also be requested through ADEC.

Smith Ballfield Closed Landfill Assessment

The Solid Waste Division submitted an assessment plan to ADEC to determine the extent of a plume of water that shows signs of constituent activity above background levels around the old landfill at Smith Ballfields. The landfill opened in the 1970's and received waste until 1980. The borough closed the landfill in 1980 and the City of Wasilla began monitoring the water there in 2001 and into 2002. After a four year hiatus, monitoring resumed by the borough in 2005. As a state owned piece of land the site is currently leased by the Wasilla Little League. Water testing across the street at a local churches drinking water supply is also part of the assessment and has been found to be within acceptable drinking water limits. New monitoring wells will go in through December that will help determine the source and extent of these constituent plumes.

CDL Licenses Required by Solid Waste Utility Workers

Researching training requirements for the division to ensure all aspects of compliance, it was determined that the Solid Waste utility workers require CDL class A licensing. The licensing will also affect equipment standards and requirements for full time employees. The cost is being calculated and will be included in the FY2018 budget requests.



PLANNING & LAND USE DEPARTMENT
MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

Development Services (Code Compliance, Current Planning & Permitting)

Floodplain Management – As of November 14th Taunnie Boothby began with Development Services as the main point of contact for floodplain management duties borough wide. Taunnie was the State Floodplain Coordinator before joining the Planning Division and will be a great

asset to the Mat-Su Borough. She is preparing for the FEMA RiskMap meeting planned in early January and becoming familiar with the MSB permit systems.

Code Compliance Cases – As of November 30, 2016, Code Compliance has 505 open cases. Of these, 241 are general complaints, and 264 are junk and trash complaints. Between November 1 and November 30, 2016, 40 cases were closed; of these, 16 were general complaints and 24 were junk and trash complaints.

Current Planning – Applications being processed in November included one (1) timber transportation permit, two (2) conditional use permits for beverage dispensaries, four (4) conditional use permits for earth materials extraction, two (2) administrative permits for earth materials extraction, one (1) network improvement permit for a telecommunication tower, one (1) nonconforming structure determinations, three (3) setback variances, and two (2) conditional use permits for marijuana retail facilities. On July 8, 2016 Superior Court remanded the Central Monofill Services Conditional Use Permit case back to the Planning Commission. The public hearing has been scheduled for December 5, 2016.

Platting Stats

Submitted		Recorded or Approved	Title 16	Title 27	Title 43
Pre Apps Held	12				
Abbreviated Plats	6	Abbreviated Plats			7
Regular Plats	3	Regular Plats			2
Other Vacations	1	Other Vacations			
Right-of-Way Plats		Condos			2

The Platting Division gave a Presentation on GIS day. We brought out some old Plats, Photos and presented a vision of the future “using technology and innovation in the Platting Division to provide a smooth, transparent and informative process for the benefit of all the Mat-Su Borough residents” Fred Wagner, Platting Officer. We want to thank our wonderful GIS folks for making us look good.

Community Development Department

Land & Resource Management

Personal Use Firewood Areas (PUFA's): There are currently 10 PUFA's open and advertised on the website for 2016. The newest PUFA on Church Road has been well received and is very active.

The Christmas Tree Cutting Area near Jim Creek is flagged and open for cutting from November 29th through December 25th.

Commercial Timber Harvests: The Land Management Division (LMD) continues to explore ways to increase commercial timber sale purchases with the intent of creating healthy timber stands and generating economic development within the borough.

Salvage Sales: Land Management is working on offering three timber salvage sales in December.

Project Management: LMD staff continues to address trespass and dumping issues on Borough Land. LMD Staff reviewed State of Alaska Division of Forestry (DOF) regulation changes to assess how they may affect Borough Forestry Management procedures. LMD Staff is working on several other projects that involve removal of timber resources on Borough property.

Wetland Mitigation Banking: Continued work on protection of conservation easement on the Fish Creek Parcel. Additional metal signs will be placed after sufficient snow cover exist on the parcel. Several new fences and signs were installed to deter motorized trespass on the easement.



Above: New fence and sign on the power line near Babcock Rd

Upcoming Land Sales: 30-40 new borough parcels will be reviewed by staff and forwarded this winter to the Planning Commission and Assembly for approval to include in a spring competitive bid land sale.

Land Acquisition: Public hearing on December 6th to purchase vacant land adjacent to Midnight Sun Family Learning Center. The land will be paid for by the charter school and provide parking for school events and outdoor science studies. Land Management continues to provide support services to MSB School District and DES for land acquisition propositions. The

Alaska Department of Transportation and Public Facilities is underway for acquisition of small portions of borough land in support of Parks and Glenn Highway improvements. LMD is working with DOT and Capital Projects so clearing of trees from the ROW take areas prior to DOT construction can be converted to commercial timber salvage or personal firewood sales. The emergency services parcel for Station 73 (Parks Highway) and Mat-Su Visitor's parcel (Glenn Highway) are the affected parcels.

Borough Facilities: Demolition of the old Iditarod Elementary School began mid-November. Abatement to be completed November 30 and total demolition completed by December 28. The assembly will determine next steps with regard to the vacant land.

Surveys: The Kelly Lake parcel at MP 67 Parks Hwy has received plat approval and upon recordation, staff will apply for patent to finalize the approved land exchange between the borough and a private party where the new Willow-Fishhook fire station is under construction. Final plat for the last borough parcel at Christiansen Lake Park in Talkeetna still under review by DNR.

General leases: Work continues on application for a communication/broadcast tower in the Port District. State lease in parks/rec building being set up. Request for information from InSite Wireless Group with application submitted this month.

Port: MTA is assigning their tower in the port on the 1-acre easement given to them by MSB in the 80s. Continuing work with Alutiiq toward sublease. Inquiry for space in terminal building from company negotiating with Alutiiq to sublease. Continued work with two possible new lessees.

FNBA Escrow and other accounts receivable: Monthly monitoring of Land and Resource Management escrow accounts at FNBA. Continued work on non-judicial foreclosure of FNBA escrow account. Invoicing of monthly LRM lessees and permittees not on escrow accounts.

General Gravel: Personal Use Gravel permits are available for 2016 for the Alsop Road and Reddane Road gravel areas, both in the Point MacKenzie area, as well as the South Beaver Road gravel area Talkeetna; Alsop East IMD – All timber has been removed from Phase I, Cell A and one of the two access roads for Phase I. At the end of the year a 'Request for Proposals' will be advertised to acquire a contractor to develop this IMD to the specifications of the Mining and Site Plans; South Beaver Road Pit - Ahtna has wrapped up activities for the season and removed all machinery and equipment. Activity will resume when the ground thaws in the spring. To date this project has generated \$166,566.54 in revenue for the Borough.

Borough Central Landfill Gravel: Cell #4 Excavation – Anchorage Sand & Gravel wrapped up activities for the season. Activity will resume when the ground thaws in the spring. To-date, this project has generated \$147,452.17 in revenue for the Borough; Post Cell #4 excavation, the Borough's Solid Waste Division has requested that LMD look into permitting the removal of materials associated with the creation of the new C&D Cells. This material is located outside of

the adopted IMD and will likely require an Administrative Permit or CUP. Once the proper permitting has been acquired a 'Request for Proposals' will be offered through the Purchasing Division to secure a contractor for the project.

Skwentna: HDL has been contracted to subdivide the Skwentna Old School Site parcel into two smaller parcels. During their on-site work an encroachment issue was encountered. LMD and Platting are working with HDL to resolve this issue.

Permits, Access, Agreements and Easements: Installation of a new gate and removal of an old gate controlling public access from Pittman Road to Island Lake; Researching the location of a gate blocking access down what was believed to be South Amundsen Avenue in the Caswell Lakes area; Troubleshooting trespass issues with the Borough's Section 6 Pit along West Susitna Parkway.

Misc.: Cleaning up garbage along Gonder Road; Investigating potential squatters on Borough-owned land in Prospect Park Subdivision, just outside of Wasilla.

Permits, Access, Agreements and Easements: Received application from a property owner off of Hawk Lane for an easement to make their 20 year old driveway legal. Processed applications from about 40 property owners in the Chase Area for access easements to their property. Granting easements to these property will fix a 25-year old problem caused by remote state land sales.

Trails/GIS

Trails: Staff walked re-routes for a portion of the Historic Herning Trail where it crosses land owned by the Girl Scouts of Alaska. Staff working with the Talkeetna Community to develop a Ridge Trail Development Plan. Coordinated with partners for the bond funded trail projects to develop action plans. Worked with Purchasing to issue a contract for assistance installing signage directing the public to popular borough trailheads. Worked with Purchasing to issue a contact for assistance developing a master plan for the Government Peak Recreation Area, focusing on facilities around the parking lot.

Tax Foreclosure

Tax and LID Foreclosure Competitive Sale TS34

The Tax and LID Foreclosure Sale TS34 was successfully concluded with the competitive sealed bid and outcry sales held on October 29, 2016 in the borough building for those properties approved by the Assembly for sale. The sale was conducted according to Alaska State Statutes (AS 29.45.460-480) and Matanuska-Susitna Borough Code (23.10.220).

Of the sixty-four properties initially eligible for this sale, four parcels were removed from the sale by the Assembly at the public hearing and one was removed for a public purpose. Repurchased and sold parcels totaling \$1,665,950 in tax assessed value (TAV) were returned to

the tax rolls. Fifteen former record owners repurchased parcels (twelve pre-brochure and three sale brochure parcels). Forty-seven parcels were included the TS34 sale brochure. Forty one brochure parcels sold and closed. Prior to sale day, all but one former record owner-occupied sale properties were repurchased. Two parcels received no bids and will be included in the next over-the-counter sale, if not repurchased.

Tax Assessed Value (TAV) of *all* eligible repurchased and sold sale brochure parcels is \$1,665,950

Original parcels available for sale	64	Tax Assessed Value
Assembly removed	4	n/a
*Repurchased	15	\$923,250
*Sold in Sealed bid sale	33	\$700,000
*Sold in Outcry bid sale	8	\$42,700
Unsold	2	n/a
Manager removed for a public purpose	1	n/a
Bankruptcy	1	n/a
*TAV total of repurchased and sold in sealed bid & outcry bid sale		\$1,665,950

Brochure sale parcels	47	Tax Assessed Value
*Repurchased	3	\$365,500
*Sealed bid	33	\$700,000
*Outcry bid	8	\$42,700
Unsold	2	n/a
Manager removed	0	n/a
Bankruptcy	1	n/a
*TAV repurchased, and sold sealed bid and outcry bid sale		\$1,108,200

Parks/Recreation/Libraries

Manager's Report: We are in the early stages of meeting with Capital Projects on the Pools, Ice Rink and Park Shop Projects. This should make for a very exciting year. Bids will be going

out soon for the construction of the parking lot at the West Butte Trail Head with construction to begin as soon as the frost laws allow in the spring.

Big Lake Library: The Cooperative Extension Service gave final Master Gardening class after 16 weeks. The U.S. Marines came to the library and did a presentation to the Big Lake Teens.

Talkeetna Library: Absentee-in-person voting for the national election began at the Talkeetna Library on October 24th and continued through Monday, November 7th. Voting was heavy and exceeded the numbers of 3 previous national elections with 199 voters casting absentee-in-person ballots at the library. Many voters expressed their thanks for being able to cast their absentee ballot at the library.

Willow Public Library: The Librarian attended the MSLN Librarians meeting and held a monthly staff meeting. I also attended the WACO meeting, 2 Winter Carnival Meetings and The Library Association Meeting. The Asst. Librarian attended an online meeting. The 5th annual Trunk-or-Treat had 17 trunks including 2 fire trucks and an ambulance and over 150 trick or treaters.

Sutton Public Library: Common Threads, a group of local artisans gather at the library once a month for an afternoon of sharing and creating together. Spinners, knitters, needle workers and other fiber artists enjoy the space and time to be together for an afternoon of sharing. The library serves as the local polling place for our community. November 8th saw 485 people exercise their right to vote!

Trapper Creek Library: Hosted the monthly meeting of the local Book Club as well as the quarterly meeting of the local Road Service Area board. Beginning in November we will be adding a Knitting Class/group to our programming.

Mat Su Parks:

Parks is assisting in winter preparation at the Government Peak Recreation Area. We finished the sledding hill safety barrier and a contractor installed a mid-hill 160' safety fence that was built to reduce sled speed and improve public safety. Staff removed materials from a large spruce tree taken down by a contractor at the Fireweed building.

Parks Northern Region: Very little snow and warm temps in Talkeetna. Late in the month the lakes froze up and provided great skating due to the lack of snow. Staff took advantage to catch up with small projects in and around the shop and remove hazard trees in the playground and ski trails.

Trails Report: Trails staff is currently in grant writing mode. Staff will be pursuing a grant for improvements to the West Butte trail. Staff is keeping busy with clearing trees and documenting future maintenance projects.

Palmer Pool- An indirect hot water heater was replaced. We are also experiencing problems with automated chemical controller, which may need to be replaced. A new pool patron showing up during the senior/ disabled swim prompted a review of our borough policy on transgender locker room use. Pool staff have reached a basic level of understanding, however, further training and discussion is recommended.

Brett Memorial Ice Arena: November continued a busy pace at Brett Memorial Ice Arena with an abundance of youth and high school hockey action, adult hockey activities plus Learn to Skate classes and public events. Learn to Skate programs show participation growth at 6% for the first four months of the year. Instructors have been quite busy doing their part including teaching classes at MTA Events Center in Palmer every Friday. New instructors joined our on-call roster this month. The Theatre on Ice class will be performing at the Wasilla Warriors vs. Palmer Moose high school hockey game.

Finance Department

Revenue and Expenditure Summary by Fund July 1, 2016 - June 30, 2017

	<u>Annual</u> <u>Adopted</u>	<u>Annual</u> <u>Amended</u>	<u>Year to Date</u> <u>Rev./Exp./Enc.</u>	<u>%</u> <u>Used</u>
<u>Areawide</u>				
Revenues:				
Property Taxes	90,783,648	90,783,648	51,571,293	57%
Excise Taxes	7,809,000	7,809,000	2,274,795	29%
Federal Payments	3,155,000	3,155,000	0	0%
State Grants & Shared Revenues	25,522,726	25,522,726	5,968,414	23%
Fees	7,067,100	7,067,100	1,924,657	27%
Interest Earnings & Other	320,000	320,000	104,779	33%
Recoveries & Transfers	996,198	996,198	886,891	89%
TOTAL AREAWIDE REVENUES	135,653,672	135,653,672	62,730,829	46%
Expenditures:				
Non Departmental	100,263,380	100,153,872	21,705,759	22%
Assembly	6,122,732	5,990,840	2,062,319	34%
Mayor	83,009	73,035	20,338	28%
Information Technology	5,731,206	5,731,206	2,718,934	47%
Finance	9,614,198	9,139,470	2,892,159	32%
Planning	4,092,708	4,027,314	1,059,541	26%
Public Safety	12,606,286	12,509,794	4,384,664	35%
Public Works	2,401,675	2,396,676	949,677	40%
Community Development	4,444,448	4,444,448	1,475,073	33%
Capital Projects	3,856,944	3,856,944	990,425	26%
TOTAL AREAWIDE EXPENDITURES	149,216,586	148,323,599	38,258,887	26%
	-13,562,914	-12,669,927	24,471,942	

	<u>Annual</u> <u>Adopted</u>	<u>Annual</u> <u>Amended</u>	<u>Year to Date</u> <u>Rev./Exp./Enc.</u>	<u>%</u> <u>Used</u>
<u>Non-Areawide</u>				
Revenues:				
Property Taxes	3,754,300	3,754,300	2,191,116	58%
State Grants & Shared Revenues	783,000	783,000	27,810	4%
Fees & Other Miscellaneous Income	186,350	186,350	107,436	58%
Interest Earnings & Miscellaneous	10,500	10,500	9,105	87%
Recoveries	60,000	60,000	58,350	97%
TOTAL NON-AREAWIDE REVENUES	4,794,150	4,794,150	2,393,817	50%
Expenditures:				
Non Departmental	941,000	941,000	209,000	22%
Assembly	2,549,791	2,549,791	897,658	35%
Information Technology	249,263	249,263	107,385	43%
Finance	2,000	2,000	500	25%
Public Works	69,186	69,186	27,877	40%
Community Development	1,594,515	1,594,515	680,236	43%
TOTAL NON-AREAWIDE EXPENDITURES	5,405,755	5,405,755	1,922,656	36%
	-611,605	-611,605	471,161	
<u>Land Management</u>				
Revenues:				
State Grants & Shared Revenues	0	0	0	0%
Fees	68,000	68,000	18,209	27%
Interest Earnings	25,000	25,000	4,938	20%
Property Sales & Uses	900,000	900,000	503,134	56%
Miscellaneous	1,500	1,500	150	10%
Recoveries & Transfers	0	0	85,765	0%
TOTAL LAND MANAGEMENT REVENUES	994,500	994,500	612,196	62%
Expenditures:				
Non Departmental	49,500	849,500	849,500	100%
Community Development	1,360,628	1,360,628	320,134	24%
TOTAL LAND MGMT. EXPENDITURES	1,410,128	2,210,128	1,169,634	53%
	-415,628	-1,215,628	-557,438	
Budgeted Contribution to Permanent Fund	190,750	190,750	71,278	

	<u>Annual</u> <u>Adopted</u>	<u>Annual</u> <u>Amended</u>	<u>Year to Date</u> <u>Rev./Exp./Enc.</u>	<u>%</u> <u>Used</u>
<u>Enhanced 911</u>				
Revenues	2,301,500	2,301,500	752,143	33%
Expenditures	2,301,528	2,301,528	1,571,906	68%
	-28	-28	-819,763	
<u>Fire Fleet Maintenance</u>				
Revenues	311,961	311,961	311,961	100%
Expenditures	311,961	311,961	100,956	32%
	0	0	211,005	
<u>Caswell Lakes FSA</u>				
Revenues	340,490	340,490	196,966	58%
Expenditures	458,946	458,946	220,314	48%
	-118,456	-118,456	-23,348	
<u>West Lakes FSA</u>				
Revenues	2,704,670	2,704,670	1,574,772	58%
Expenditures	2,709,427	2,709,427	1,039,173	38%
	-4,757	-4,757	535,599	
<u>Central Mat-Su FSA</u>				
Revenues	9,785,120	9,785,120	5,476,297	56%
Expenditures	14,455,989	14,455,989	8,297,055	57%
	-4,670,869	-4,670,869	-2,820,758	
<u>Butte FSA</u>				
Revenues	892,880	892,880	516,669	58%
Expenditures	760,250	760,250	455,388	60%
	132,630	132,630	61,281	
<u>Sutton FSA</u>				
Revenues	251,020	251,020	157,630	63%
Expenditures	233,772	233,772	105,853	45%
	17,248	17,248	51,777	
<u>Talkeetna FSA</u>				
Revenues	378,850	378,850	260,374	69%
Expenditures	453,039	453,039	192,455	42%
	-74,189	-74,189	67,919	

	<u>Annual Adopted</u>	<u>Annual Amended</u>	<u>Year to Date Rev./Exp./Enc.</u>	<u>% Used</u>
<u>Willow FSA</u>				
Revenues	835,982	835,982	545,567	65%
Expenditures	657,565	657,565	291,699	44%
	178,417	178,417	253,868	
<u>Greater Palmer Consolidated FSA</u>				
Revenues	1,223,670	1,223,670	704,224	58%
Expenditures	1,303,640	1,303,640	1,157,437	89%
	-79,970	-79,970	-453,213	
<u>Road Service Administration</u>				
Revenues	2,704,746	2,704,746	2,704,797	100%
Expenditures	2,704,746	2,704,746	986,094	36%
	0	0	1,718,703	
<u>RSA Grid Roller Maintenance</u>				
Revenues	0	0	0	
Expenditures	762	762	761	100%
	-762	-762	-761	
<u>Midway RSA</u>				
Revenues	1,657,140	1,657,140	928,000	56%
Expenditures	1,657,129	1,657,129	1,497,122	90%
	11	11	-569,122	
<u>Fairview RSA</u>				
Revenues	1,129,415	1,129,415	610,084	54%
Expenditures	1,129,412	1,239,412	1,156,590	93%
	3	-109,997	-546,506	
<u>Caswell Lakes RSA</u>				
Revenues	637,670	637,670	390,292	61%
Expenditures	637,665	637,665	563,009	88%
	5	5	-172,717	
<u>South Colony RSA</u>				
Revenues	1,485,140	1,485,140	821,210	55%
Expenditures	1,485,138	1,485,138	1,201,687	81%
	2	2	-380,477	

	<u>Annual Adopted</u>	<u>Annual Amended</u>	<u>Year to Date Rev./Exp./Enc.</u>	<u>% Used</u>
<u>Knik RSA</u>				
Revenues	2,712,190	2,712,190	1,511,115	56%
Expenditures	2,712,183	2,712,183	2,592,628	96%
	7	7	-1,081,513	
<u>Lazy Mountain RSA</u>				
Revenues	247,610	247,610	149,742	60%
Expenditures	247,601	247,601	166,148	67%
	9	9	-16,406	
<u>Greater Willow RSA</u>				
Revenues	924,500	924,500	593,494	64%
Expenditures	924,490	1,024,490	910,091	89%
	10	-99,990	-316,597	
<u>Big Lake RSA</u>				
Revenues	1,252,590	1,252,590	795,161	63%
Expenditures	1,252,584	1,352,584	849,100	63%
	6	-99,994	-53,939	
<u>North Colony RSA</u>				
Revenues	184,550	184,550	106,294	58%
Expenditures	198,989	198,989	160,802	81%
	-14,439	-14,439	-54,508	
<u>Bogard RSA</u>				
Revenues	1,638,970	1,638,970	901,014	55%
Expenditures	1,638,960	1,638,960	1,402,290	86%
	10	10	-501,276	
<u>Greater Butte RSA</u>				
Revenues	920,120	920,120	527,173	57%
Expenditures	920,113	920,113	826,946	90%
	7	7	-299,773	
<u>Meadow Lakes RSA</u>				
Revenues	1,835,835	1,835,835	1,054,275	57%
Expenditures	1,835,824	2,005,824	1,886,398	94%
	11	-169,989	-832,123	

	<u>Annual Adopted</u>	<u>Annual Amended</u>	<u>Year to Date Rev./Exp./Enc.</u>	<u>% Used</u>
<u>Gold Trails RSA</u>				
Revenues	1,716,630	1,716,630	935,599	55%
Expenditures	1,716,617	1,861,617	1,722,187	93%
	13	-144,987	-786,588	
<u>Greater Talkeetna RSA</u>				
Revenues	603,760	603,760	396,347	66%
Expenditures	612,426	612,426	545,351	89%
	-8,666	-8,666	-149,004	
<u>Trapper Creek RSA</u>				
Revenues	225,520	225,520	156,535	69%
Expenditures	225,511	285,511	217,619	76%
	9	-59,991	-61,084	
<u>Alpine RSA</u>				
Revenues	273,420	273,420	156,582	57%
Expenditures	287,319	287,319	211,497	74%
	-13,899	-13,899	-54,915	
<u>Talkeetna Flood Control Service Area</u>				
Revenues	18,630	18,630	21,555	116%
Expenditures	22,917	22,917	663	3%
	-4,287	-4,287	20,892	
<u>Point MacKenzie Service Area</u>				
Revenues	60,600	60,600	10,407	17%
Expenditures	82,413	82,413	50,116	61%
	-21,813	-21,813	-39,709	
<u>Talkeetna Water/Sewer Service Area</u>				
Revenues	325,000	325,000	131,759	41%
Expenditures	346,339	346,339	188,834	55%
	-21,339	-21,339	-57,075	
<u>Freedom Hills Subd. RSA</u>				
Revenues	25	25	0	0%
Expenditures	15,000	15,000	0	0%
	-14,975	-14,975	0	

	<u>Annual Adopted</u>	<u>Annual Amended</u>	<u>Year to Date Rev./Exp./Enc.</u>	<u>% Used</u>
<u>Circle View / Stampede Est.</u>				
Revenues	22,790	22,790	12,949	57%
Expenditures	5,285	5,285	285	5%
	17,505	17,505	12,664	
<u>Chase Trail Service Area</u>				
Revenues	610	610	150	25%
Expenditures	2,000	2,000	0	0%
	-1,390	-1,390	150	
<u>Roads Outside Service Areas</u>				
Revenues	0	0	0	0%
Expenditures	233	233	0	0%
	-233	-233	0	
<u>Solid Waste</u>				
Revenues	8,795,000	8,795,000	2,960,339	34%
Expenditures	8,488,894	8,488,894	5,124,345	60%
	306,106	306,106	-2,164,006	
<u>Port</u>				
Revenues	1,662,913	1,662,913	231,313	14%
Expenditures	2,284,999	2,284,999	343,610	15%
	-622,086	-622,086	-112,297	
<u>MV Susitna</u>				
Revenues	814,760	814,760	0	0%
Expenditures	748,000	748,000	0	0%
	66,760	66,760	0	