



City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov

(p) 907-235-8121 x2222

(f) 907-235-3148

Memorandum

TO: Mayor Lord and Homer City Council
FROM: Melissa Jacobsen, City Manager
DATE: July 23, 2025
SUBJECT: City Manager's Report for July 28, 2025 Council Meeting

Homer Electric Association (HEA) Property Sale

In late June, I became aware that HEA was working toward putting together an Invitation to Bid (ITB) for the sale of properties they own in Homer. I was encouraged to reach out to them about the parcel off Lake Street, as it's a parcel proposed as a potential site for a new multi-purpose community recreation center. After some attempts to make contact with their representative to start some dialogue, I finally received a response the evening before the July 8th HEA Board Meeting. It was indicated to me that in the past the Board has donated land for public purpose and I was encouraged to make a proposal to the Board. Clearly, there wasn't time to consult with Council and prepare for their Board meeting so I reached out to Acting City Manager Engebretsen and asked if she could prepare a letter to the Board expressing the City's potential interest. Another interesting challenge on this is there has been past legislation and recent support of using the City owned lot in the Town Center as the location for a new multi-purpose community recreation center. It will be helpful to know if Council would like me to continue to engage with HEA regarding this property. Time is of the essence as their ITB closes on August 11th at 5:00 p.m. and I was told the Board is scheduled to confirm the bid results at their August 12th Board Meeting.

Ohlson Lane and Bunnell Avenue Roadway and Water Improvements Project

The project is going well and on schedule according to the revised project schedule. Tentative construction finish date is August 22. New 10" HDPE water main construction is nearly complete. Bacteria samples were collected from the new water main prior to switching services over from the old existing cast iron water main. East Road Services (ERS) is finishing setting a new storm sewer manhole and connecting storm drain pipes. Storm Drain work will continue this week and then later next week ERS will be getting all the H2O services switched over as soon as passing bacteria tests are received from the lab. Final work on the new water main connections can then take place along with the final roadway improvements including curb, pavement, signing/stripping and speed humps later in August.



Homer Volunteer Fire Department Organizational Audit RFP

The HVFD Audit RFP has been posted on the City website and advertised in accordance with the City's Procurement Policy. In addition, the link to the RFP webpage was distributed to multiple consulting firms that perform this type of service and currently seven firms have registered as potential proposers. Information can be found at <https://www.cityofhomer-ak.gov/rfps>.

HERC Lead Paint Update

Last month I reported out about the discovery of lead paint contamination in the HERC multi-purpose room and the need to close the room effective immediately. As a follow-up, the City is waiting for the sampling report from the Alaska Department of Environmental Conservation's consultant, BGES. The report is scheduled to be out in August, and it will then require review by agencies. Concurrently, Public Works is actively working on ways to resolve the paint issue in that room. To the best of our knowledge, it will be months before this is fully resolved for safe public use of that space. Recreation Manager Illg has advised that we are losing programs, participants, and revenue without access to the multi-purpose room. It is important to remember that we want safe and healthy activities for the community, and we ask for and appreciate patience as we work toward direction and proper remediation of the lead paint.

ADA Coordinator

Congratulations to City Clerk Renee Krause for completing the Americans with Disabilities Act (ADA) Coordinator Training Certification Program (ACTCP)! Municipalities with 50 or more employees are required to designate an employee to coordinate ADA compliance and Renee took on this role in 2017 while she was serving as Deputy City Clerk. Although the designation is not a requirement, her interest in the ADA and fulfilling this role, drove her in pursuing this designation. The ACTCP is designed to meet the training and professional needs of ADA Coordinators. ACTCP certification verifies that participants have completed training in required content areas and have a depth of knowledge in ADA issues. As we continue to work towards improving accessibility and barrier removal in City facilities and programs, her knowledge in this area will be beneficial to the City.

More photos of Library Trail Improvements

If you haven't had a chance to visit this trail, here is another photo to encourage you to check it out!



City Manager Meetings and Events:

June 26th – Transition meeting with new insurance provider APRA and City staff

June 27th – HaPP Project meeting with AKDOT and City Staff

June 30th – DCRA Underpass check in with Homer Trails Alliance and City staff and meeting with Robert Purcell re: HVFD Organizational Audit RFP

July 2nd – Port Lease Team meeting and HART Policy update meeting

July 7-18th – Personal leave

July 16th – Met with HVFD Staff

July 21st – Met with Homer Pickleball Club boardmember re: HERC gym floor refinishing project

July 22nd – Met with Employee Committee re: Employee Morale Survey

And, ongoing weekly meetings with Departments, Mayor and Councilmembers, and City Attorney

Attachments:

- Memorandum from City Manager re: tree removal near City Hall
- Letter to HEA Board and property sale information
- SBDC Quarterly report
- Employee Anniversaries for July



MEMORANDUM

Tree Removal near Out of Service Fire Hydrant

Item Type: Informational Memorandum
Prepared For: Mayor Lord and Homer City Council
Date: July 24, 2025
From: Melissa Jacobsen, City Manager

In anticipation of the City's upcoming 2025 Insurance Services Office (ISO) Inspection staff have been working on completing their Pre-Survey forms for submittal prior to the inspector's visit.

The Insurance Services Office (ISO) provides data, analytics, and risk assessment services to the property and casualty insurance industry. Through its Public Protection Classification program, ISO evaluates communities on their fire protection capabilities—an important factor that influences local insurance rates. One key element of this evaluation is the condition and functionality of fire hydrants, including flow testing.

There is currently a fire hydrant at the corner of Kachemak Way and Pioneer Avenue, near the City Hall parking lot, that has been out of service and marked with a black tag for an extended period. Due to its age and condition, the hydrant is no longer repairable and must be replaced to avoid a negative impact on the City's ISO rating.

Replacing the hydrant will require excavation up to 10 feet deep. A large tree located approximately 8 feet from the hydrant will need to be removed, as the digging will compromise its root system. Severing major roots can destabilize the tree, pose a safety risk, and likely lead to its decline or death. To ensure the safe and successful replacement of the hydrant, and to protect public infrastructure and safety, the tree must be removed as part of the project.

Photos follow on the next page for reference.





City of Homer

www.cityofhomer-ak.gov

Office of the City Manager

491 East Pioneer Avenue
Homer, Alaska 99603

citymanager@cityofhomer-ak.gov
(p) 907-235-8121 x2222
(f) 907-235-3148

July 8, 2025

Homer Electric Association Board of Directors
3977 Lake Street
Homer, AK 99603

RE: Land disposal of KPB Parcel 17712033, Waddell Park 2016 Replat Lot 2-A-1

Dear HEA Board of Directors,

The City of Homer has been considering properties for a new community recreation center. While a new facility is in the early planning stage, the vacant HEA lot on Lake Street and Grubstake Ave has been identified as an attractive potential location. The Homer City Council does not meet until July 28th to provide formal comment to the HEA Board, but I would like to request on behalf of the City that HEA consider donating this property to the City for the purposes of a community recreation facility.

The City looks forward to working further with the Board on the possibility of a new community facility on this property.

Sincerely,

Julie Engebretsen
Acting City Manager



Homer Electric Association, Inc.

Corporate Office
3977 Lake Street
Homer, Alaska 99603-7680
Phone (907) 235-8551
FAX (907) 235-3313

Central Peninsula Service Center
280 Airport Way
Kenai, Alaska 99611-5280
Phone (907) 283-5831
FAX (907) 283-2353

Bid Package - Lot 2-A-1, Waddell Park 2016 Replat

3768 Snowbird Street Homer, Alaska 99603

Tax Parcel 17712033

Lot 2-A-1, Waddell Park 2016 Replat - Plat No. 2016-21 HM

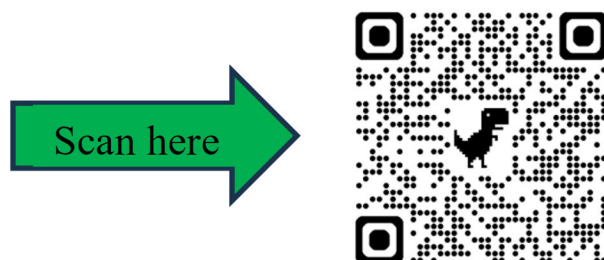
Lot 2-A-1

- 3.7 acres commercial (vacant lot)
- 161,172 square foot lot
- 481.16' Lake Street frontage
- 276.31' Snowbird Street frontage
- 405.94' Grubstake Avenue frontage
- Grubstake Avenue & Lake Street are paved and maintained year-round

Minimum Bid: \$965,000

Closing Date: Monday, August 11, 2025 – 5:00 p.m.

HEA reserves the absolute right to reject any or all proposals, may waive any or all informalities or irregularities, and may permit the correction of errors or omissions in responses. No commissions will be paid by the cooperative. Buyer to verify all information.



Bidder Registration and the Bid Form are available online at <https://www.homerelectric.com/bids/>. Questions about this property, the Invitation to Bid or any other related questions can be submitted via email to propertybid@homerelectric.com.



NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the Kenai Peninsula Borough assumes no liability of any kind arising from the use of this data. The data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from the use, operation or modification of the data. In using these data, you further agree to indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or correctness of the data, or use of the data.

Legend

- Transportation
- Mileposts
- Parcels and PLSS
- Tax Parcels

Lot 2-A-1
KPB 17712033
Waddell Park
3.70 AC.





Alaska Small Business
Development Center

SBDC UAA BUSINESS ENTERPRISE INSTITUTE

July 11, 2025

City of Homer
491 E. Pioneer Ave
Homer, AK 99603

Dear Homer Community,

This letter serves as our quarterly report for the period of April 1 to June 30, 2025. During the quarter, Homer Business Advisor Robert Green reached the five-year milestone advising with the Alaska SBDC. During his tenure, Robert has supported 395 clients, logging 2,704.6 hours, 49 new businesses started or purchased, and \$9.3 million in loans and investments. Two statistics that stand out are that 65% of Robert's clients received a loan, and his clients reported an average sales increase of \$147,564 since working with him. We sincerely appreciate the city council supporting the amendment to include SBDC services in the biennial city budget so we can continue fully supporting Homer business owners and entrepreneurs. Here is a summary of deliverables to the Homer community during the quarter (year):

Client Hours: 146.6 (245.7)

Total Clients: 41 (55)

New Businesses Started or Bought: 2 (4)

Jobs Supported: 46 (72)

Capital Infusion: \$0 (\$659,500)

Client Surveys: 100% positive (100% positive)

The next section provides lists of the top advising topics and top industries obtaining technical assistance from the Alaska SBDC in Homer. This quarter, financing and capital remained atop the list, again followed by start-up assistance, while business planning moved up two spots. For industries, food services remained atop the list for a fourth consecutive quarter, followed by services and retailers.

Topics

1. Financing/Capital: 44.8 hrs (31%)
2. Start-up Assistance: 38.2 hrs (26%)
3. Business Planning: 24.3 hrs (17%)
4. General Management: 13.9 hrs (9%)
5. Buy/Sell Business: 10.0 hrs (7%)

Industries

1. Food Services: 54.3 hrs (37%)
2. Services: 25.3 hrs (17%)
3. Retailers: 15.9 hrs (11%)
4. Accommodations: 12.6 hrs (9%)
5. Tour Operators: 10.2 hrs (7%)

We would like to thank the City of Homer for supporting the Homer Business Advisor position. We greatly appreciate the knowledge, experience, and consistency Robert Green brings to efforts in Homer. Please do not hesitate to contact us if you have any questions.

Sincerely,

DocuSigned by:

98AFA012679B4D7...

Jon Bittner

Executive Director
Alaska SBDC



MEMORANDUM

July Employee Anniversaries

Item Type: Informational Memorandum
Prepared For: Mayor Lord and City Council
Date: July 28, 2025
From: Andrea Browning, HR Director
Through: Melissa Jacobsen, City Manager

I would like to take the time to thank the following employees for the dedication, commitment and service they have provided the City and taxpayers of Homer over the years.

Lori Sorrows	Finance	26	Years
Dan Olsen	Public Works	24	Years
Julie Engebretsen	Community Dev.	23	Years
Dave Welty	Public Works	17	Years
David Bernard	Library	14	Years
Jason Hoffman	Public Works	10	Years
Jason Hanenberger	Public Works	6	Years
Mark Kirko	Fire	6	Years
Owen Meyer	Public Works	4	Years
Ryan Foster	Community Dev.	3	Years
Keith Bohlken	Public Works	2	Years
Bradley Bordner	Police	2	Years
Tom Gilbert	Port	2	Years
Greg Trail	Public Works	2	Years