



# Forest Park Service Area

1900 First Avenue, Public Works Office  
Monday, March 12, 2018 at 5:30 P.M.

## AGENDA

1. Call to Order \_\_\_\_\_ (time)
2. Roll Call
3. Citizen Comments
4. Approval of Minutes
  - a. October 9, 2017  
Motion \_\_\_\_\_ / Second \_\_\_\_\_  
passed \_\_\_ failed \_\_\_  
Amended as follows:
5. Reports of Officers, Staff or Committees
  - a. Financials
  - b. FY19 Budget
6. Unfinished Business
  - a. Forest Park Hill pedestrian improvements - continuing Item
7. New Business
  - a. Locations to place new speed bumps and timeframe to install
  - b. Determination of projects to be completed during the 2018 summer season – staff recommends some major pavement rehabilitation areas
  - c. Determination of areas where ditch cleaning needed to be done during the 2018 summer
8. Board Discussions (New Items not on Agenda)
9. Items For Future Agendas
10. Adjournment \_\_\_\_\_ (time)

Date of next meeting is \_\_\_\_\_.

Board of Directors	Present	Absent
Linda Randall		
Harriett Edwards		
Thomas Bellanich		
Steve Hoffman		
Chris Rahr		
Jessica Miles		
STAFF PRESENT		

# **FOREST PARK SERVICE AREA – BOARD OF DIRECTORS**

Minutes, October 9, 2017

White Cliff Building, Room 219

## **CALL TO ORDER – ROLL CALL**

The meeting was called to order at 5:30 p.m. by Chair Randall.

PRESENT: RANDALL, HOFFMAN, EDWARDS, BELLANICH

ABSENT: MILES, RAHR

ONE VACANCY

Staff present:

- Public Works Director Alex Peura.

## **CITIZEN'S COMMENTS**

None.

## **ELECTION OF OFFICERS – FY18**

M/S Edwards/Bellanich to approve the appointment of the following officers for FY 2018:

Chair	Linda Randall
Vice Chair	Steve Hoffman
Secretary	Harriett Edwards

Motion passed unanimously.

## **APPROVAL OF MINUTES**

M/S Edwards/Hoffman to approve the meeting minutes of June 12, 2017. Motion passed unanimously.

## **REPORTS OF OFFICERS, STAFF OR COMMITTEES**

### Financials

The board reviewed the financial report provided and had no questions.

## **UNFINISHED BUSINESS**

### Mailbox Easement

Director Peura reported that Resolution No. 2721, passed by the Assembly on June 19, 2017, granted an easement on Lot 1 for the mailbox facility and adjacent parking. Chair Randall discussed possible improvements to the facility when new mailboxes were installed.

Forest Park Hill Pedestrian Improvements (Continuing Agenda Item)

The item is a continuing item on the agenda by board request. Several board members noted the "Children Playing" sign had been removed. Chair Randall said she would retrieve it and see about installing it somewhere else on the road.

#### Road Maintenance Priorities (Quote for Blueberry Circle repair)

Director Peura advised the best guesstimate for the pavement repair, caused by a stump in the road, was around \$7,000 to \$10,000. He noted the difficulty of obtaining quotes for small jobs. Due to the lateness of the season the board decided to wait until the spring and include the work in upcoming projects.

### **NEW BUSINESS**

#### Neighborhood Watch Sign

Board members advised the purchased sign was the wrong type. It was their understanding the sign would contain a telephone number that citizens could call to report criminal activity and the information would be conveyed to the police anonymously. Director Peura said he would get a corrected sign and the Borough could use the existing sign somewhere else.

#### Price to Install Speed Bumps

M/S Edwards/Hoffman to authorize Wildcatters LLC to remove the speed bumps for the amount of \$800. Motion passed unanimously.

#### Undersized Driveway Culverts

Board members commented on several areas of roadway flooding during the summer rains and expressed concern about possible roadbed damage. Director Peura stated the flooding was caused by undersized (8-inch) culverts that should be at least 12 inches.

The board directed that letters be sent to property owners that had undersized driveway culverts that were inadequate to direct water flow, advising them the undersized culverts had to be replaced with 12-inch culverts to preserve the integrity of the road.

#### Willow Circle Complaint

The board discussed the complaint filed with the Borough involving several lots located on Willow Circle.

The board directed that a letter be sent to the owner of Lot 51, Forest Park Subdivision, advising him:

- The drainage issue reportedly caused by the block wall on Lot 51 is an issue between property owners and outside the area of responsibility for the service area board;
- Parking within the cul-de-sac right-of-way is prohibited in the service area.

The board further directed that a letter be sent to the owner of Lot 50, Forest Park Subdivision, advising her:

- The portion of the block wall encroaching within the cul-de-sac right-of-way had to be removed;
- The portion of the shed encroaching within the cul-de-sac right-of-way had to be removed;
- Parking within the cul-de-sac right-of-way is prohibited in the service area.

## **ITEMS FOR FUTURE AGENDAS**

The board stated the following items should be on the agenda for the next meeting:

- Locations to place the new speed bumps;
- Determination of projects to be completed during the 2018 summer season;
- Determination of areas where ditch cleaning needed to be done during the 2018 summer.

## **ADJOURNMENT**

The meeting adjourned at 6:27 p.m.

## **DATE OF NEXT MEETING**

The date of the next meeting was set for Monday, March 12, 2018.

## **APPROVED:**

DRAFT

# Ketchikan Gateway Borough

## Summary of Revenues & Expenditures

### Fund Statement - Forest Park Service Area FY 2018

Report name: FY18 Service Area Rev Ex Forest Park

		FY 2018 YTD	Encumbrance 6/30/2018	FY 2018 YTD + Encumbrance	Budget	Variance Fav/(Unfav)	% Budget Used
<b>860 - Forest Park Service Area</b>							
<b>Revenues</b>							
860-00-000-4010	REAL PROP TAX - FOREST PARK	69,784	0	69,784	70,209	-425	99.39%
860-00-000-4060	MOTOR VEHICLE TAXES	284	0	284	500	-216	56.83%
860-00-000-4305	INTEREST INCOME	333	0	333	0	333	0.00%
Totals for Sub Department(s) 000 - 000:		70,401	0	70,401	70,709	-308	99.56%
<b>Total Revenues</b>		<b>70,401</b>	<b>0</b>	<b>70,401</b>	<b>70,709</b>	<b>-308</b>	<b>99.56%</b>
<b>Expenses</b>							
860-90-000-6060	RENTALS	0	0	0	0	0	0.00%
860-90-000-6090	CONTRACTUAL SERVICES	19,780	18,029	37,809	40,000	2,191	94.52%
860-90-000-6130	ADMINISTRATIVE FEES	544	0	544	4,339	3,796	12.53%
860-90-000-6312	ELECTRICITY - STREET LIGHTS	2,940	0	2,940	5,821	2,881	50.51%
860-90-000-6441	ROAD MAINTENANCE	4,539	0	4,539	26,500	21,961	17.13%
Totals for Sub Department(s) 000 - 000:		27,802	18,029	45,831	76,660	30,829	59.79%
<b>Total Expenses</b>		<b>27,802</b>	<b>18,029</b>	<b>45,831</b>	<b>76,660</b>	<b>30,829</b>	<b>59.79%</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>42,599</b>	<b>-18,029</b>	<b>24,570</b>	<b>-5,951</b>	<b>30,521</b>	<b>(412.87%)</b>

<b>Fund Balance 07/01/17</b>	<b>\$120,261.00</b>
<b>Revenues to date</b>	<b>\$70,401.00</b>
<b>Expenses to date</b>	<b>(\$27,802.00)</b>
<b>Fund Balance 10/09/17</b>	<b>\$162,860.00</b>

## Ketchikan Gateway Borough General Ledger Report Forest Park Service Area

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
<b>860-90-000-6090</b>						
<b>Account: 860-90-000-6090 (CONTRACTUAL SERVICES)</b>						
7/1/2017						\$0.00
						<i>Account Beginning Balance</i>
12/11/2017	29151-34	Accounts Payable	BURNETTE'S CONSTRUCT-Nov 17 snow removal, ice melt-447	\$4,060.00		
1/3/2018	29267-161	Accounts Payable	BURNETTE'S CONSTRUCT-Dec 17 snow removal, ice melt-4475	\$8,360.00		
2/6/2018	29610-111	Accounts Payable	BURNETTE'S CONSTRUCT-Plowing services, salt-44753-020118	\$7,360.00		
				<u>Account Subtotals</u>	<u>\$19,780.00</u>	<u>\$0.00</u>
6/30/2018						<i>Account Net Change</i>
6/30/2018						<u>Account Ending Balance</u>
						<u>\$19,780.00</u>
<b>860-90-000-6130</b>						
<b>Account: 860-90-000-6130 (ADMINISTRATIVE FEES)</b>						
7/1/2017						\$0.00
						<i>Account Beginning Balance</i>
9/30/2017	28616-12	Journal Entry	JE09-010 FY18 admin fees- 1st qtr	\$183.44		
12/31/2017	29283-13	Journal Entry	JE12-027 FY18 Admin fees 2nd qtr	\$360.09		
				<u>Account Subtotals</u>	<u>\$543.53</u>	<u>\$0.00</u>
6/30/2018						<i>Account Net Change</i>
6/30/2018						<u>Account Ending Balance</u>
						<u>\$543.53</u>
<b>860-90-000-6312</b>						
<b>Account: 860-90-000-6312 (ELECTRICITY - STREET LIGHTS)</b>						
7/1/2017						\$0.00
						<i>Account Beginning Balance</i>
8/7/2017	28256-213	Accounts Payable	KPU ELECTRIC-12630 - 1122 Forest Park Dr-July 2-103040-001	\$490.00		
9/12/2017	28486-342	Accounts Payable	KPU ELECTRIC-12630 1122 Forest Park Dr-Aug 20-103040	\$490.00		
10/23/2017	28789-139	Accounts Payable	KPU ELECTRIC-12630 1122 Froset Park Dr-Sep 20-103040	\$490.00		
12/12/2017	29151-140	Accounts Payable	KPU ELECTRIC-12630 1122 Forest Park Dr-Oct 20-103040	\$490.00		
12/18/2017	29195-76	Accounts Payable	KPU ELECTRIC-12630 1122 Forest Park Dr-Nov 20-103040	\$490.00		
1/17/2018	29393-662	Accounts Payable	KPU ELECTRIC-12630 1122 Forest Park Dr-Dec 20-103040	\$490.00		
				<u>Account Subtotals</u>	<u>\$2,940.00</u>	<u>\$0.00</u>
6/30/2018						<i>Account Net Change</i>
6/30/2018						<u>Account Ending Balance</u>
						<u>\$2,940.00</u>
<b>860-90-000-6441</b>						
<b>Account: 860-90-000-6441 (ROAD MAINTENANCE)</b>						
7/1/2017						\$0.00
						<i>Account Beginning Balance</i>

## Ketchikan Gateway Borough General Ledger Report Forest Park Service Area

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
<b>Account:</b>	<b>860-90-000-6441 (ROAD MAINTENANCE)</b>					
8/8/2017	28256-297	Accounts Payable	ALASKA MARINE LINES -Freight for Tapco-44314-778099	\$233.00		
8/22/2017	28256-293	Accounts Payable	TAPCO-Speed humps and installation hdwe-44314-I572506	\$1,784.80		
9/22/2017	28540-39	Accounts Payable	TAPCO-Street signs, posts, aluminum sleeves-18164-I577009	\$41.66		
9/22/2017	28540-45	Accounts Payable	ALASKA MARINE LINES -Tapco-18164-804881	\$17.91		
10/2/2017	28639-71	Accounts Payable	WILDCATTERS LLC-Replace signs and speedbumps-44555-400193	\$1,500.00		
11/13/2017	28954-95	Accounts Payable	WILDCATTERS LLC-Remove speed bumps-44689-400206	\$800.00		
12/13/2017	29151-226	Accounts Payable	MAGNUM ENTERPRISES-Perma patch cold patch-18495-7821	\$161.52		
			<i>Account Subtotals</i>	\$4,538.89	\$0.00	
6/30/2018			<i>Account Net Change</i>			\$4,538.89
6/30/2018			<i>Account Ending Balance</i>			\$4,538.89

KETCHIKAN GATEWAY BOROUGH  
FY 2019  
860 FOREST PARK SERVICE AREA

	FY2017	FY2018	FY2018	FY2019	FY19-FY18	FY19-FY18
	ACTUAL	FINAL	ESTIMATED	ORIGINAL	ORIGINAL	Final-%
<b>BEGINNING FUND BALANCE</b>	<b>143,229</b>	<b>120,262</b>	<b>120,262</b>	<b>0</b>	<b>(120,262)</b>	<b>(100.0%)</b>
4010 REAL PROPERTY TAXES	65,792	70,209	70,209	72,534	2,325	3.3%
4060 MOTOR VEHICLE TAXES	671	500	500	500	0	0.0%
<b>TAXES</b>	<b>66,463</b>	<b>70,709</b>	<b>70,709</b>	<b>73,034</b>	<b>2,325</b>	<b>3.3%</b>
4305 INTEREST INCOME	14	0	232	0	0	0.0%
<b>INVESTMENT INCOME</b>	<b>14</b>	<b>0</b>	<b>232</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>66,477</b>	<b>70,709</b>	<b>70,941</b>	<b>73,034</b>	<b>2,325</b>	<b>3.3%</b>
6090 CONTRACTUAL SERVICES	68,540	40,000	40,000	40,000	0	0.0%
6312 ELECTRICITY - STREET LIGHTS	4,900	5,821	5,821	5,821	0	0.0%
6441 ROAD MAINTENANCE	10,941	26,500	26,500	40,000	13,500	50.9%
<b>[Entity] Budget Detail Desc.</b>				<b>Total</b>		
[860-90-000] Pavement repairs				40,000		
Total				40,000		
<b>OPERATING EXPENSES</b>	<b>84,381</b>	<b>72,321</b>	<b>72,321</b>	<b>85,821</b>	<b>13,500</b>	<b>18.7%</b>
6130 ADMINISTRATIVE FEES	5,063	4,339	0	0	(4,339)	(100.0%)
<b>NON OPERATING EXPENSES</b>	<b>5,063</b>	<b>4,339</b>	<b>0</b>	<b>0</b>	<b>(4,339)</b>	<b>(100.0%)</b>
<b>TOTAL APPROPRIATIONS</b>	<b>89,444</b>	<b>76,660</b>	<b>72,321</b>	<b>85,821</b>	<b>9,161</b>	<b>11.9%</b>
<b>NET EXCESS REV OVER (UNDER) APP</b>	<b>(22,967)</b>	<b>(5,951)</b>	<b>(1,380)</b>	<b>(12,787)</b>	<b>(6,836)</b>	<b>114.9%</b>
<b>END ENDING FUND BALANCE</b>	<b>120,262</b>	<b>114,311</b>	<b>118,882</b>	<b>(12,787)</b>	<b>(127,098)</b>	<b>(111.2%)</b>