

SUBJECT: A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ADOPTING THE FISCAL YEAR 2025 CAPITAL IMPROVEMENT PROGRAM.

AGENDA OF: December 19, 2023

Assembly Action: Adopted without objection 01/02/24 - BJH

AGENDA ACTION REQUESTED: Introduce and set for public hearing.

Route To	Signatures
Originator	12/7/2023 X Kim Sollie n <small>Signed by: Kim Sollie n</small>
Department Director	12/7/2023 X Alex Straw n <small>Signed by: Alex</small>
Finance Director	12/11/2023 X Cheyenne Heindel <small>Signed by: Cheyenne Heindel</small>
Borough Attorney	12/11/2023 X Nicholas Spiropoulos <small>Signed by: Nicholas Spiropoulos</small>
Borough Manager	12/11/2023 X Michael Brown <small>Signed by: Michael Brown</small>
Borough Clerk	12/11/2023 X Brenda J. Henry for <small>Signed by: Brenda Henry</small>

**ATTACHMENT (S) :** Resolution Serial No. 24-008 (2 pp)  
 FY2025 Capital Improvement Program Report (13 pp)  
 Planning Commission Resolution No. 23-37 (4 pp)  
 Scoring Criteria (1 pp)

**SUMMARY STATEMENT:** The Matanuska Susitna Borough (MSB) Capital Improvement Program (CIP) originated in 1965 as part of the MSB’s capital budget. The CIP’s purpose is to help the MSB plan and budget for community infrastructure improvements.

Throughout the past five decades, the CIP has taken many forms, ranging from an itemized list of projects in the annual capital budget to a list of unfunded, community-supported transportation projects. In 2022, the CIP nomination process and scoring criteria

were updated at the request of the Planning Commission and the Assembly to provide a better method for community members and MSB departments to nominate capital projects. While the new process will be further evaluated and refined, it is now functioning in its second cycle, providing a ranked list of priority projects eligible for areawide funding for consideration in the upcoming budget cycle.

Project nominations are received on a rolling basis. Those received between August 1<sup>st</sup>, 2022, and August 1<sup>st</sup>, 2023, were considered for the Fiscal Year 2025 (FY25) CIP.

Both Borough Departments and the public are welcome to nominate projects based on their own Assembly-adopted plans and community needs.

After the initial review from the scoring committee, seventeen of the twenty-one FY25 projects were determined to be valid projects.

A valid CIP project must meet all five criteria.

The five criteria are:

1. Projects must fall within current Borough powers as laid out by MSB Code, Title 1.10 Borough Powers, excluding service areas.
2. Projects must align with a goal or objective of an existing Assembly-adopted plan.
3. Projects cannot be considered routine maintenance or equipment replacement.
4. Projects must have a useful life of 5 years or more.
5. Projects must have a single acquisition cost of \$20,000 or more.

Once projects are validated, they continue onto the scoring and ranking phase of the CIP. Each of the seventeen FY25 projects was scored by each member of the scoring committee using ten weighted criteria. Once the projects were scored, the committee recommended the top nine highest-scoring projects be included in the FY 2024-2025 CIP list.

The top nine include:

1. Pioneer Peak (Austin Helmer's) Trailhead Improvements
2. Government Peak Traverse Trail Construction
3. Whigmi Road Trailhead Restroom
4. Jim Creek Campground Electrical and Water Upgrades
5. Jim Creek Campground Expansion (Phase II)
6. Brett Memorial Ice Arena Maintenance Area Expansion
7. Settler's Bay New Acquisition Paving, Trails, and Restroom
8. Alcantra Baseball/Softball Field Renovation
9. Lion Head Trailhead Development

Full project descriptions can be found in the FY2025 CIP report document.

The Capital Improvement Program is designed to be a six-year program in MSB code. The CIP has a six-year timeframe to allow for the MSB to plan for larger multi-year investments. Operationally, the FY25 CIP, if adopted, would allow projects to be included in the annual capital budget over the next six years. The total cost to fund this year's CIP is roughly \$2.7 Million. If \$500,000 were allocated to the CIP over the next six years, all nine projects could be completed.

Passing this resolution does not obligate funding. Passing the resolution allows the MSB to spend areawide funding on projects within the adopted FY25 CIP.

**RECOMMENDATION OF ADMINISTRATION:** Planning respectfully recommends the FY25 CIP be adopted and considered for funding during the annual budget development process.

# CAPITAL IMPROVEMENT PROGRAM (CIP)

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2024-2025 (FY 25)



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**Submitted By:**

Matanuska-Susitna Borough  
Planning Division

<https://cip.matsugov.us/>





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# Capital Improvement Program Overview



The Matanuska Susitna Borough (MSB) Capital Improvement Program originated in 1965 as part of the MSB's capital budget. The CIP's purpose is to help the MSB plan and budget for community infrastructure improvements.

Throughout the past five decades, the CIP has taken many forms ranging from an itemized list of projects in the annual capital budget to a list of unfunded, community-supported transportation projects. In 2022, the CIP process and criteria were updated at the request of the Planning Commission and the Assembly to provide a better process for community members and MSB departments to nominate capital projects. While the new process will be further evaluated and refined, it is now functioning in its second cycle providing a ranked list of priority projects for consideration in the upcoming budget cycle.

While each MSB Department submits operational Capital Budget nominations, the CIP program is designed to elevate projects with community support during the budget cycle. These projects contribute directly to the *Quality of Life* of residents and enhance the visitor experience. This year's nominations are mostly park, trail, and trailhead amenity projects but CIP projects can include libraries, transit facilities, and other infrastructure designed to make the Matanuska-Susitna Borough the *greatest community in Alaska to live, work, and play*.

IM No. 24-014  
Resolution No. 24-008



# Nominations

The online CIP application is active year-round through the CIP portal on the MSB website. Submissions received between August 1, 2022, and August 1, 2023, were eligible for this year's FY 25 CIP consideration. Nominations submitted after August 1st, 2023, will be evaluated during next year's CIP review.



# Public Engagement

The Planning Division solicited nominations and community input throughout the year through:

- Public Facing Website <https://cip.matsugov.us/>
- Social Media Campaign - Facebook Posts and *Planner Platform* E-Newsletter
- Direct E-Mail Communication with All Community Councils
- Presentations at Community Councils, as Requested (4 Total)
- Public Polling Map of the CIP Projects Promoted on Social Media





# Qualifying Criteria

To qualify as a valid CIP project, nominations must be eligible for areawide funding and meet the requirements of MSB code.

All nominations are initially evaluated against the following criteria to ensure that the project fits the program.



- Projects Must Fall Within Borough Powers (Generally Recreation)
- Projects Cannot be Considered Routine Maintenance or Equipment Replacement
- Projects Must Have a Minimum Cost of \$20,000
- Projects Must Have a Lifespan of Over Five Years
- Projects Must Align with a MSB Assembly Adopted Plan



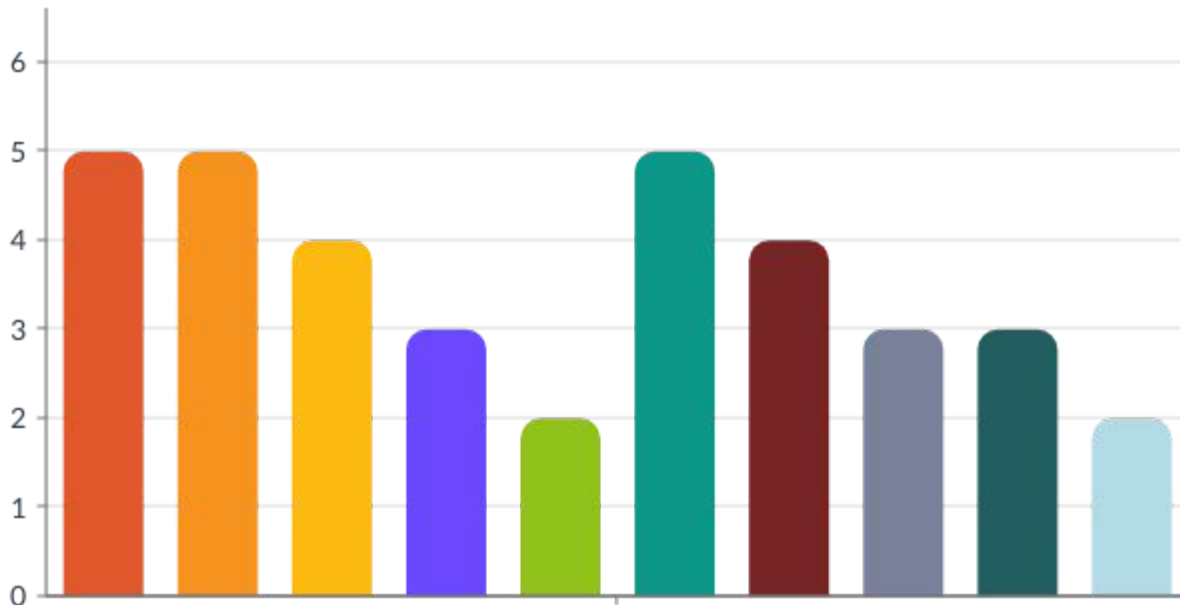


# Scoring & Ranking

The scoring committee is comprised of MSB Department representatives from Public Works, Finance, Planning, Emergency Services, and Parks and Recreation Services.

All the nominations were presented to the CIP scoring committee for verification of validity. Then all valid projects were scored based on ten weighted criteria.

CIP Scoring Matrix



- Connection to MSB projects
- Public Health and Safety
- Linkage to MSB Plans and Policies
- Has External Funding
- Public Support
- Legal Requirement
- Supports Quality of Life
- Has Some Funding
- Environmental Quality
- Energy Conservation



# FY 25 CIP NOMINATIONS RANKED

17 valid projects were nominated by the community and by the MSB Parks & Outdoor Recreation Services. The projects are listed in order of score by the committee. Cost estimates are rough order of magnitude for planning purposes. **The top 9 (nine) projects, totaling \$2.7m are considered priority projects. If approved for funding, the nine projects could be completed during the six-year CIP funding cycle if \$500,000 per year were allocated to the FY25 CIP program.**

RANK	PROJECT	SUMMARY	ESTIMATE
01	Pioneer Peak Trailhead	Improve Trailhead Including Restroom	\$250K
02	Government Peak Traverse	Trail connection from GPRA to 16-Mile	\$500K
03	Whigmi Road Restroom	Install vaulted toilet at trailhead	\$100K
04	Jim Creek Electrical and Water Upgrades	Upgrade campground to include electrical & water services	\$400K
05	Jim Creek Campground Expansion	(Phase II) expand camping area	\$250K
06	Brett Ice Arena Maintenance Area Expansion	Construction of heated maintenance room	\$350k
07	Settler's Bay New Aquisition Paving, Trails & Restroom	Pave parking area, build trails and restroom	\$250k
08	Alcantra Baseball/ Softball Field Renovation	Renovate the playing surface of the field	\$175k
09	Lion Head Trailhead Development	Develop trailhead including parking and restroom	\$350K



# FY 25 CIP NOMINATIONS RANKED

The following eight projects scored below the priority category yet are still valid for consideration. These projects demonstrate the ongoing need for recreational and community-focused infrastructure.

RANK	PROJECT	SUMMARY	ESTIMATE
10	Settler's Bay New Acquisition Access Road	Construct access road to expanded Settler's Bay Coastal Park area	\$300K
11	Matanuska River Campground Expansion	Campground Expansion & Utility Improvements	\$3 Million
12	Public Access to Neklason Lake	Upgrade primary public lake access	\$150K
13	Big Lake Library Renovation	Renovate or replace the aging library	\$7 Million
14	GPRA Chalet Sound Improvements	Install sound baffles in the Chalet great room	\$25K
15	Sutton Library to Alpine Historic District Pathway	Construction of connection pathway	\$85k
16	Jim Creek Parking Lot Paving	Pave parking area to reduce maintenance costs	\$400k
17	Crevasse Moraine Parking Lot Paving	Pave parking area to reduce maintenance costs	\$150k



# FY 25 CIP PRIORITY PROJECTS (TOP 9)



## #1 Pioneer Peak Trailhead Expansion (Austin Helmers Trailhead)

This project would expand the existing limited parking area and install a concrete vaulted toilet system at the trailhead. Currently, the existing parking is approximately 1/10th of an acre, and vehicles park on the narrow shoulder of the roadway, creating a safety hazard. The proposed improvements would expand the trailhead facilities to nearly 1 acre. There is currently a substandard outhouse at the trailhead that does not meet environmental regulations and is in a state of disrepair.



## #2 Government Peak Traverse

This project will construct 10 miles of new connector trails to improve public access between Government Peak Recreation Area (GPRA), Skeetawk Ski Area, and the 16-mile Downhill Mountain Bike Trail. There are 22 miles of non-motorized trails in the GPRA for hikers, bikers, skiers, and equestrians, which would be directly linked to the Hatcher Pass area by this project. This project is anticipated to be funded through a combination of sources. This project has also been identified as a crucial segment of the Alaska Traverse Project.



## #3 Whigmi Road Restroom

This project would install a concrete vaulted toilet at the Whigmi Road Trailhead. This trailhead provides access to the Talkeetna Lakes area. There are currently no facilities at the location, which can cause sanitation and environmental issues.



# FY 25 CIP PRIORITY PROJECTS (TOP 9)



## #4 Jim Creek Campground Electrical & Water Upgrades

This project would upgrade the existing campground to include electrical and water service at the pull-through sites. The existing primitive accommodations are popular yet limited due to the lack of typical water and electric services. This project, as well as other upgrades at the Jim Creek facility, are identified in the 2013 Jim Creek Motorized Master Plan.



## #5 Jim Creek Campground Expansion (Phase II)

This project would expand the existing campground to nearly double its capacity. The current campground is often at capacity during summer months, and the Jim Creek facility is one of the most heavily used recreational amenities that the Borough manages.



## #6 Brett Memorial Ice Arena Maintenance Area Expansion

The existing Maintenance Area at the Brett Ice Arena is undersized for the current operations. Equipment and materials are stored outside or in an unheated Conex, resulting in wear, exposure, and potential vandalism. This project would add a 400-square-foot heated work room adjacent to the existing compressor and ice resurfacing equipment room.



# FY 25 CIP PRIORITY PROJECTS (TOP 9)



## #7 Settler's Bay Coastal Park New Aquisition Paving, Trails, and Restroom

The Borough recently acquired additional property in the Settler's Bay Coastal Park Area. The Community Development Department plans to improve the area to include trails, a concrete vaulted restroom, and paving of the parking area.



## #8 Alcantra Baseball/Softball Field Renovation

The Alcantra Sports Complex baseball/softball fields require renovation. Uneven settling, frost heaves, protruding rocks, and inadequate topsoil depth make for an unsafe playing surface. This project would renovate one field as a part of a multi-year program to improve the complex.



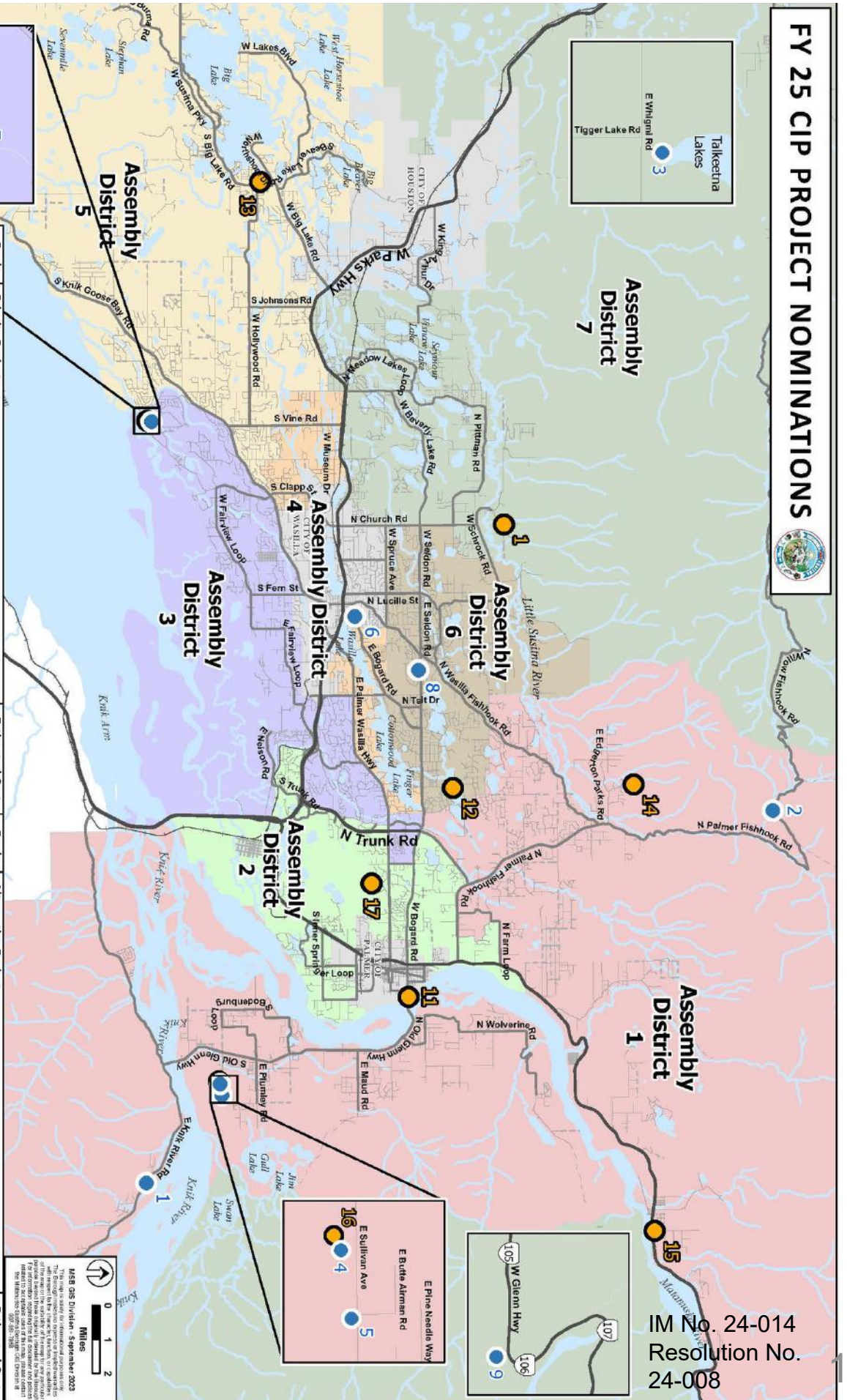
## #9 Lion Head/Natsede'aayi Trailhead Development

The Lion Head Trail currently does not have an adequate trailhead or restroom, and portions of the trail trespass on private land. Borough's Land Management Division has made progress on securing easements/agreements. If formalized and improved, this trail and trailhead improvement can provide an additional recreational opportunity near the Chickaloon/Glacier View area.





FY 25 CIP PROJECT NOMINATIONS



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Rank	Priority Projects	Estimated Cost	Rank	Alternative Projects	Estimated Cost
01	Pioneer Peak Parking Lot Expansion	250,000	10	Settler's Bay New Acquisition Access Road	300,000
02	Government Peak Traverse	482,628	11	Matanuska River Park Campground Expansion and Utility Improvement	3,000,000
03	Whigmi Road Restroom	100,000	12	Upgrade road to Neklason Lake	150,000
04	Electric and Water Upgrades to Jim Creek Campground	400,000	13	Big Lake Library Renovation	7,000,000
05	Jim Creek Campground Expansion	250,000	14	GPRA Chalet Sound Improvements	25,000
06	Brett Ice Arena Maintenance Area Expansion	350,000	15	Sutton Library to Alpine Historical Park Playground Pathway	85,000
07	Settler's Bay New Acquisition Paving, Trails and Restroom	250,000	16	Jim Creek Parking Lot Paving	400,000
08	Aleknai Ball Field Renovation	175,000	17	Crevasse Moraine Parking Lot Paving	150,000
09	Lion head Trailhead Construction	350,000	17		

MSB GIS Division - September 2023

This map is based on information provided by the City of Houma. The City of Houma is not responsible for the accuracy or completeness of the information provided. The City of Houma is not responsible for the accuracy or completeness of the information provided. The City of Houma is not responsible for the accuracy or completeness of the information provided.



# SCHEDULE & PROCESS

MSB Code 3.04.060 requires that the MSB Manager submit the Capital Improvement Program projects to the Planning Commission for review and comment prior to presentation to the MSB Assembly. The CIP list and the Manager's recommendations are formalized via Borough Assembly Resolution. Assembly approval of the CIP list does not guarantee funding.

Following approval, the project list will be available to the Manager and the Assembly for inclusion in the annual budget.

### FY 2025 CIP timeline:

DATE	MILESTONE	STATUS
<b>Aug - Sept, 2023</b>	Scoring and ranking	
<b>Nov 20, 2023</b>	Planning Commission Resolution of Approval	
<b>Dec, 19 2023</b>	MSB Assembly Resolution of Approval	
<b>January 2024</b>	Approved projects are available for inclusion in the annual capital budget	

By: K. Sollien  
Introduced: October 16, 2023  
Public Hearing: November 20, 2023  
Action: ADOPTED

**MATANUSKA-SUSITNA BOROUGH  
PLANNING COMMISSION RESOLUTION NO. 23-37**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION  
RECOMMENDING ADOPTION OF THE FISCAL YEAR (FY) 2025 CAPITAL  
IMPROVEMENT PROGRAM (CIP)

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WHEREAS, the Capital Improvement Program (CIP) is a program managed by the Planning Division designed to solicit, prioritize, and recommend community and borough department nominations for public infrastructure projects on an annual basis; and

WHEREAS, the CIP provides the Assembly with a prioritized list of community-supported infrastructure projects for consideration during annual MSB budget deliberations; and

WHEREAS, the CIP is a budget planning tool used by governments to plan for annual investments necessary to build important public infrastructure over a six-year budget period; and

WHEREAS, the CIP provides the Assembly with a vetted list of community infrastructure and public facility projects to be included in the annual state and federal legislative priorities list; and

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WHEREAS, the most recent Assembly Strategic Plan (2023) identified three Focus Areas: Economic Growth and Diversification, Delivering High Quality Services, and Managing Growth. Under the Managing Growth focus area, identifying and documenting needed public infrastructure and to support its development was called out as a strategy under Economic Growth and Diversification focus area, the CIP is the tool that assists with the implementation of the MSB 2023-2028 Strategic Plan focus area goals; and

WHEREAS, investment in community infrastructure is a function of the MSB government and supports residents' quality of life, recreational opportunities, tourism, and the economy; and

WHEREAS, the FY25 CIP valid nominations included seventeen (17) projects; and

WHEREAS, The top nine (9) projects being and presented for FY25 CIP include:

- 1) Pioneer Peak (Austin Helmer's) Trailhead Improvements
- 2) Government Peak Traverse Trail Construction
- 3) Whigmi Road Trailhead Restroom
- 4) Jim Creek Campground Electrical and Water Upgrades
- 5) Jim Creek Campground Expansion (Phase II)

- 6) Brett Memorial Ice Arena Maintenance Area Expansion
- 7) Settler's Bay New Acquisition Paving, Trails & Restroom
- 8) Alcantra Baseball/Softball Field Renovation
- 9) Lion Head Trailhead Development; and

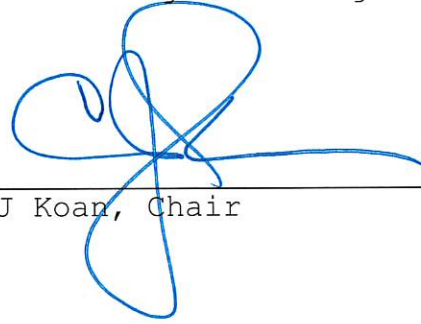
These ranked priority projects, if approved, will make up the FY25 CIP project list; and

WHEREAS, MSB code 3.04.060 requires that the Matanuska-Susitna Borough (MSB) Manager submit a Capital Improvement Program (CIP) to the Planning Commission for review and comment annually.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby recommends Matanuska-Susitna Borough Assembly adoption of the FY25 Capital Improvement Program project list.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the MSB Planning Commission hereby recommends that the MSB Assembly allocate or seek funding to support the construction or advancement of CIP projects identified in the FY25 Capital Improvement Program.

ADOPTED by the Matanuska-Susitna Borough Planning Commission  
this 20 day of November, 2023.



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CJ Koan, Chair

ATTEST



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Karol Riese, Planning Clerk

(SEAL)

YES: (6) Commissioner McCabe, Glenn, Fernandez,  
Koan, Shane & Allen

NO: (0)



MSB Capital Improvement Program (CIP) FY 2025 Nomination Evaluation Sheet			Project Name: Project ID # Name of Evaluator:				Notes:
Y/N	Project Met Mandatory Criteria	Possible Scores					
Weight	Category	0	1	2	3		
x5	Public Health and Safety	Project has no impact on existing public health and/or safety status	Project addresses a minor public health and/or safety issue, but is not an urgent, continual need or hazard	Project increases public health and/or safety but is not an urgent, continual need or hazard	Project addresses an immediate recognized safety hazard, public health and/or safety need		
x5	Mandates or Other Legal Requirements	Project is not mandated or otherwise required by court order, judgment, or governmental agreements	Project addresses anticipated mandates, other legal requirements, or governmental agreements	Project addresses an imminent government mandate, grant requirement, court order or judgment, or is required as part of a governmental agreement	Project is due to government mandates, grants, court orders and/or judgments, or is required as part of a governmental agreement		
x5	Relationship to Current Projects	Project is not related to other projects currently underway by MSB	Project is associated with other projects but is not essential to their completion	Project is linked to other MSB projects currently underway and public dollars will be maximized by combining projects	Project is linked to other projects currently underway and is essential to their completion		
x4	Quality of Life/Health & Wellness	Project does not affect the quality of life or health & wellness of MSB residents	Project moderately impacts the quality of life or health & wellness of a small percentage of MSB residents	Project greatly impacts the quality of life or health & wellness of a specific group of MSB residents	Project greatly impacts the quality of life or health & wellness for a wide range of MSB residents		
x4	MSB Policies and Priorities	Project is not specifically mentioned in any Borough plan, and is vaguely tied to a goal or objective	Project is not specifically mentioned in any Borough plan, but clearly aligns with a goal or objective of a Borough plan	Project is specifically mentioned in a Borough plan as a community priority	Project is specifically mentioned in a Borough plan and directly relates to the Assembly's Strategic Plan		
x3	Funding Status	Project cost has not been identified.	Project cost has been identified but there are no known funding sources.	Project cost has been identified and there are secured funding sources	Project has already received partial funding and is underway		
x3	External Funding	0-25% known external funding source	26-50% known external funding source	51-75% known external funding source	76-100% known external funding source		
x3	Environmental Quality	Project will have a negative effect on the environmental quality of the Borough	Project will not affect the environmental quality of the Borough	Project will improve current ecosystem services being provided to the Borough	Project will enhance the environment and provide added ecosystem services to the Borough		
x2	Resolution or Letter of Support	Project has a resolution or letter in opposition to the project	Project does not have a resolution or letter of opposition or support	Project has a letter of support from an individual	Project has a resolution or letter of support from a community council, city, MSB Department, or other governing body		
x2	Energy Conservation	Project would increase energy consumption	Project would neither increase nor decrease energy consumption	Project would conserve energy and provide a 20-year or less payback on investment dollar	Project would conserve energy and provide a 10-year or less payback on investment dollar		