

**KENAI CITY COUNCIL – REGULAR MEETING
MARCH 17, 2021 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on March 17, 2021, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Brian Gabriel, Mayor	Robert Molloy
Henry Knackstedt	Teea Winger
Jim Glendening	Glenese Pettey
Victoria Askin	

A quorum was present.

Also in attendance were:

Paul Ostrander, City Manager
Scott Bloom, City Attorney
Jamie Heinz, City Clerk

3. Agenda Approval

Mayor Gabriel noted the following revisions to the agenda and packet:

- Add to item J.1. **City Manager's Report**
- FY2021 Efficiencies Report

MOTION:

Vice Mayor Molloy **MOVED** to approve the agenda with the requested additions, and with the revision of moving Resolution 2021-18 to be considered first under public hearings. Council Member Knackstedt **SECONDED** the motion and requested **UNANIMOUS CONSENT**.

VOTE: There being no objections, **SO ORDERED.**

4. Consent Agenda

MOTION:

Council Member Knackstedt **MOVED** to approve the consent agenda and requested **UNANIMOUS CONSENT**; and Council Member Askin **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Mayor Gabriel opened the floor for public comment; there being no one wishing to be heard, the public comment period was closed.

VOTE: There being no objections, **SO ORDERED.**

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED PUBLIC COMMENTS

C. UNSCHEDULED PUBLIC COMMENTS

D. PUBLIC HEARINGS

6. **Resolution No. 2021-18** - Authorizing an Amendment of the Shop Local Economic Stimulus Program to Extend the Dates of the Program and Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with the Kenai Chamber of Commerce and Visitor Center for Administration of the Program.

[Clerk's note: During Agenda Approval this item was moved to the top of Public Hearings.]

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2021-18 and Vice Mayor Molloy **SECONDED** the motion.

Mayor Gabriel opened for public hearing;

Duane Bannock thanked the Council for the shop local program on behalf of his business, and remarked on the excellent job the Chamber of Commerce has done administering the program. He stated his support for extending the program through this resolution, and urged Council to consider extending the grocery program as well, now that has expended its funds. He suggested that the two programs be combined, or to move funds from the shop local program to the grocery program.

There being no one else wishing to be heard, the public hearing was closed.

UNANIMOUS CONSENT was requested.

City Manager Ostrander provided an update on the Shop Here All Year program, reporting that a total of \$135,050 in vouchers had been paid out during the first six weeks of the program and the Chamber of Commerce has reported a recent increase in applications.

Discussion included whether or not the shop local program could be merged with the grocery program. It was explained that at the current rate, the majority of the funds will be used through shop local program and adding the grocery program would require an appropriation of additional funds. In addition, the effort of running the combined program would be similar to that of running the two programs concurrently and the Chamber has expressed staffing concerns.

VOTE: There being no objection; **SO ORDERED.**

1. **Ordinance No. 3195-2021** - Accepting and Appropriating Funds in the Airport Fund, and Accepting Grants from the Federal Aviation Administration Under the Coronavirus Response and Relief Supplemental Appropriation Act, 2021.

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3195-2021 and Vice Mayor Molloy **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment; there being no one wishing to be heard, the public comment period was closed.

Clarification was provided that the funds could be divided into two buckets, one to be used for operational expenses and the other for rent relief for lessees and concessionaires. It was noted that funds would not be used for flight tour businesses that utilize the airport, only for businesses located at the airport.

VOTE:

YEA: Gabriel, Askin, Glendening, Knackstedt, Molloy, Pettey, Winger

NAY:

MOTION PASSED UNANIMOUSLY.

2. **Resolution No. 2021-14** - Further Extending the Disaster Emergency Declaration for the City of Kenai Made on March 18, 2020 in Response to the COVID-19 Health Emergency.

MOTION:

Council Member Winger **MOVED** to adopt Resolution No. 2021-14 and Council Member Glendening **SECONDED** the motion.

Mayor Gabriel opened for public hearing; there being no one wishing to be heard, the public hearing was closed.

MOTION TO AMEND:

Council Member Winger **MOVED** to amend Resolution No. 2021-14 to change the end date in both section 1 and the last whereas clause to May 31, 2021. Vice Mayor Molloy **SECONDED** the motion.

UNANIMOUS CONSENT was requested for the amendment.

VOTE: There being no objection; **SO ORDERED.**

Clarification was provided that if the resolution passes, it will be extended until school is out of session and more people are vaccinated.

MOTION TO AMEND:

Council Member Winger **MOVED** to amend Resolution No. 2021-14 to change the last Whereas to reflect that the declaration would be extended for 61 days. Vice Mayor Molloy **SECONDED** the motion.

UNANIMOUS CONSENT was requested for the amendment.

VOTE: There being no objection; **SO ORDERED.**

UNANIMOUS CONSENT was requested for main motion as amended

VOTE: There being no objection; **SO ORDERED.**

3. **Resolution No. 2021-15** - Approving Development Incentives Per Kenai Municipal Code 21.10.100. for a Lease of Airport Reserve Lands Between the City of Kenai and Alaska Air Fuel, Inc. on 2.52± Acre Portion of Lot 5, FBO Subdivision No. 8.

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2021-15 and Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened for public hearing; there being no one wishing to be heard, the public hearing was closed.

Clarification was provided that Resolution No. 2021-15 is also related to Resolution No. 2021-16 and the Special Use Permit to Alaska Air Fuel, Inc. for Office, Parking and Utilities that are items on this agenda. Alaska Air Fuel has a lease with the City for this property that is approaching the one-year deadline for execution of that lease, but it is being held up by a subdivision plat that needs to be approved by the Borough. Alaska Air Fuel wants to begin immediate work on the property but they don't have a property right to it at this time, so the Special Use Permit would allow them to. Resolution No. 2021-16 provides for an extension of the period where they can sign that lease, and the development incentives are only applicable once the lease is signed. This legislation together allows Alaska Air Fuel to get on the property earlier than the lease would allow but still allow them to enter the lease when the subdivision plat is completed, once that is done they would be eligible for the development incentives.

UNANIMOUS CONSENT was requested.

VOTE: There being no objection; **SO ORDERED.**

4. **Resolution No. 2021-16** - Approving an Application Extension Until October 8, 2021 Per Kenai Municipal Code 21.10.050 for Alaska Air Fuel, Inc. for a 2.52± Acre Portion of Lot 5, FBO Subdivision No. 8.

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2021-16 and Vice Mayor Molloy **SECONDED** the motion.

Mayor Gabriel opened for public hearing; there being no one wishing to be heard, the public hearing was closed.

UNANIMOUS CONSENT was requested.

VOTE: There being no objection; **SO ORDERED.**

5. **Resolution No. 2021-17** - Authorizing a Budget Transfer Within the General Fund – Buildings Division for Professional Services as a Result of Personnel Vacancy.

MOTION:

Council Member Askin **MOVED** to adopt Resolution No. 2021-17 and Council Member Winger **SECONDED** the motion.

Mayor Gabriel opened for public hearing; there being no one wishing to be heard, the public hearing was closed.

UNANIMOUS CONSENT was requested.

VOTE: There being no objection; **SO ORDERED.**

6. **Resolution No. 2021-18** - Authorizing an Amendment of the Shop Local Economic Stimulus Program to Extend the Dates of the Program and Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with the Kenai Chamber of Commerce and Visitor Center for Administration of the Program.

[Clerk's note: During Agenda Approval this item was moved to the top of Public Hearings.]

7. **Resolution No. 2021-19** - Authorizing an Agreement for Professional Engineering Services to Begin Assessments for the Master Plan for Water & Sewer Facilities and Equipment.

MOTION:

Vice Mayor Molloy **MOVED** to adopt Resolution No. 2021-19 and Council Member Winger **SECONDED** the motion.

Mayor Gabriel opened for public hearing; there being no one wishing to be heard, the public hearing was closed.

It was noted that this resolution is a continuation of the discussion Council has had regarding the upgrades and efficiencies to our water and sewer facilities, and compliments were given to Public Works Director Curtin for the sequential and on-point updates to development of this program.

UNANIMOUS CONSENT was requested.

VOTE: There being no objection; **SO ORDERED.**

E. MINUTES

1. *Regular Meeting of March 3, 2021.

Approved by the consent agenda.

G. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified.

Approved by the consent agenda.

2. ***Action/Approval** - Purchase Orders Over \$15,000.

Approved by the consent agenda.

3. ***Ordinance No. 3196-2021** - Accepting and Appropriating Federal Funds from the Institute of Museum and Library Services Passed Through the Alaska State Library for Employee Training.

Introduced by the consent agenda and Public Hearing set for April 7, 2021.

4. ***Ordinance No. 3197-2021** - Amending Kenai Municipal Code Section 23.50.010 - Employee Classification, to Amend the Class, Title, and Range, to Include a Capital Projects Manager.

Introduced by the consent agenda and Public Hearing set for April 7, 2021.

5. ***Ordinance No. 3198-2021** - Amending Kenai Municipal Code Section 1.15.130 - Telephonic Participation, to Provide for Remote Electronic Participation.

Introduced by the consent agenda and Public Hearing set for April 7, 2021.

6. ***Ordinance No. 3199-2021** - Conditionally Waiving Certain Provisions of Title 17- Public Utilities and Enterprises, Related to Penalty, Interest and Shutoff for Nonpayment of Fees for Water and Sewer Utility Customers that Certified to the City That They Were Impacted by COVID-19 Pursuant to the City Manager's Executive Order No. 2 During the Effective Period of the City's Emergency Disaster Declaration.

Introduced by the consent agenda and Public Hearing set for April 7, 2021.

7. ***Ordinance No. 3200-2021** - Accepting and Appropriating an Amendment to a COVID CARES Act for Older Adults and Their Caregivers 2021 Grant Passed through the State of Alaska for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency.

Introduced by the consent agenda and Public Hearing set for April 7, 2021.

8. ***Ordinance No. 3201-2021** - Increasing Estimated Revenues and Appropriations in the Airport Fund and Appropriating Funds in the Airport Snow Removal Equipment Capital Project Fund for the Purchase of Snow Removal Equipment – Multi-Purpose Broom/Blower.

Introduced by the consent agenda and Public Hearing set for April 7, 2021.

9. **Action/Approval** - Special Use Permit to Alaska Air Fuel, Inc. for Office, Parking and Utilities.

MOTION:

Council Member Knackstedt **MOVED** to approve the Special Use Permit to Alaska Air Fuel, Inc. for Office, Parking and Utilities. Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

VOTE: There being no objections, **SO ORDERED.**

10. Discussion - COVID-19 Response.

City Manager Ostrander reported that there is one employee in COVID-19 protocol and one hospitalization at Central Peninsula Hospital. He noted that he had volunteered at the vaccination clinic held by the Fire Department at the Beacon facility last Saturday, and he was proud of the Fire Department's professionalism and how it reflects on the City. The Senior Center had begun providing transportation for medical appointments Monday through Wednesday, group activities have been increasing every week, and they are working towards in-house dining starting in April.

11. Discussion - Set Meetings for Council Personnel Evaluations.

Options for dates and scheduling were suggested and discussed. The evaluation dates were set for the City Clerk and City Attorney on April 20, 2021, and City Manager on April 22, 2021.

H. COMMISSION / COMMITTEE REPORTS

1. Council on Aging – Council Member Pettey reported on the actions of the March 11, 2021 meeting. Next meeting April 8, 2021.
2. Airport Commission – Council Member Knackstedt reported on the actions of the March 11, 2021 meeting. Next meeting April 8, 2021.
3. Harbor Commission – No report, cancelled due to lack of agenda items. Next meeting April 12, 2021.

4. Parks and Recreation Commission – Council Member Winger reported on the actions of the March 4, 2021 meeting. Next meeting April 1, 2021.
5. Planning and Zoning Commission – Council Member Glendening reported on the actions of the March 10, 2021 meeting. Next meeting March 24, 2021.
6. Beautification Committee – No report. Next meeting April 13, 2021.
7. Mini-Grant Steering Committee – No report.

I. REPORT OF THE MAYOR

Mayor Gabriel encouraged everyone to get out and enjoy the additional daylight and remarked that springtime is on the way.

J. ADMINISTRATION REPORTS

1. City Manager - City Manager P. Ostrander reported on the following:
 - Efficiencies Report included in the laydown, which shows a lot of effort from every Department in the City to save money;
 - Budget work session to be scheduled in April, and recommended Council schedule it April 24th;
 - The appropriated amount for small business grants has been exceeded, and legislation will be brought to Council in order to match the applications. Until then, everyone will be paid up to the last applicants who will be notified that their payment is delayed pending Council actions;
 - Kenai Peninsula Borough Ordinance 2020-45 rewrote much of the platting code, Administration reviewed and doesn't feel there will be significant impacts to the City;
 - Changes to the Borough's anadromous ordinance: Borough's Planning Commission approved and will be recommending Assembly adopt it as code. Discussed possibility of exclusion of north shore of the river where the bluff project goes, and is confident that the conditional use permit process in place will allow permitting to occur;
 - Former Mayor Pat Porter will try to kick-start the dog park program, and has a meeting scheduled for July;
 - Recognized the excellent work of City Clerk Jamie Heinz, noting that she was a key player in the City's marketing program, is a member of the COVID-19 Incident Management Team, supported multiple department with their efficiencies initiatives, and is overall a great employee;
 - Bluff project update: City has received five promising proposals which are being reviewed, will be working on negotiations and hopefully get it in front of Council at the next meeting;
 - Borough administrative policy states that every five years the City of Kenai will not have a representative on the Borough's Planning Commission, and he would like to work with Borough Administration and encourage them to modify that policy so that the four seats on the Commission consistently are represented by the four municipalities that have the largest amount of population.
2. City Attorney – No report.

3. City Clerk – City Clerk J. Heinz reported on the following:
 - Working on a policy for filling a Council vacancy, legislation will be put forth at the next Council meeting;
 - New edition of Roberts Rules of Order has been published, will put forth an ordinance to amend code;
 - Noted that the Tarbox platform sign is up;
 - Helping Administration to develop administrative processes using Laserfiche software.

K. ADDITIONAL PUBLIC COMMENT

1. Citizens Comments (*Public comment limited to five (5) minutes per speaker*) - None
2. Council Comments

Council Member Glendening noted he appreciated the spirited discussions Council has been having, and that members of the public have been enjoying it as well. He also noted he was pleased that Shop Here All Year was extended, because he'd been getting overwhelmingly positive feedback. He mentioned the upcoming land sales and updates on the Doctor's Cabin, and was glad we're moving forward on main initiatives like the Bluff Stabilization Project and the anadromous project, and thanked the City Manager for pursuing representation on the Kenai Peninsula Borough Planning Commission.

Council Member Pettey echoed Council Member Glendening's comments on moving forward with bluff stabilization, each step, and is looking forward to ribbon cutting and the joyous celebration of the community.

Council Member Winger noted upcoming events like the kite festival, Easter egg hunt, 4th of July parade, air show, Mountain View Elementary bike rodeo, and school graduations. She encouraged volunteering and donations for the events that are in need of support. She also suggested having a work session for a walkthrough of Kenai Recreation Center before the City takes over management from the Boys & Girls Club, noting her concern for leaks in roof and possible mold.

Council Member Askin noted that she had with vouchers for grocery program at the Chamber of Commerce, and is looking forward to the airport ribbon-cutting and all upcoming summer events. Wished everyone a Happy Saint Patrick's Day.

Vice Mayor Molloy also wished everyone a Happy Saint Patrick's Day. He acknowledged and thanked Council Members Winger and Askin for their volunteer efforts at the Chamber. Noted that last year we looked forward to the Return of the Salmon party but it was cancelled, and he is hoping we can have it this year.

Council Member Knackstedt noted the Efficiencies Report and appreciated the work that went into it.

L. EXECUTIVE SESSION – None.

M. PENDING ITEMS – None.

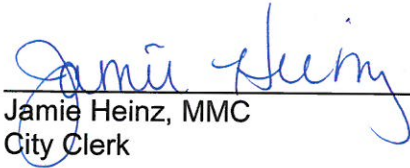
N. ADJOURNMENT

O. INFORMATION ITEMS

1. Purchase Orders Between \$2,500 and \$15,000.
2. Kenai Peninsula Orchestra Letter of Thanks

There being no further business before the Council, the meeting was adjourned at 7:58 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of March 17, 2021.



Jamie Heinz, MMC
City Clerk

