



Kenai City Council - Regular Meeting

November 16, 2022 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

****Telephonic/Virtual Information on Page 3****

www.kenai.city

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

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 (*Public comments limited to ten (10) minutes per speaker*)

C. UNSCHEDULED PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

D. PUBLIC HEARINGS

1. **Resolution No. 2022-75** - Authorizing the Purchase of Real Property Described as Lot 7, Block 19, Original Townsite of Kenai, Located Within Section 5, T5N, R22W, Seward Meridian, and Designated as Kenai Peninsula Borough Parcel Number 04710307 From Julian Errea et al. and Dan Hilderbrand, for the Public Purpose of Including the Property in the Bluff Erosion Restoration Project and Determining that the Public Interest Will Not be Served by an Appraisal. (Administration)
2. **Resolution No. 2022-76** - Authorizing a Contract for Employee Health Care Effective January 1, 2023. (Administration)
3. **Resolution No. 2022-77** - Authorizing the Sole Source Purchase of a Team Eagle Edge-Lite Runway Edge Light Cleaner Attachment from BSI Equipment LLC for the Kenai Municipal Airport Through the Federal Aviation Administration Airport Improvement Program Grant No. 3-02-0142-072-2022 and Issuance of a Purchase Order. (Administration)

E. MINUTES

1. *Regular Meeting of November 2, 2022. (City Clerk)

F. UNFINISHED BUSINESS

G. NEW BUSINESS

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - Non-Objection to Liquor License Renewal for Playa Azul. (City Clerk)
- [3.](#) ***Ordinance No. 3321-2022** - Repealing Kenai Municipal Code Sections 13.30.030- Night Parking Prohibited, 13.30.050- Signs Bearing the Legend, and 13.30.100- Parking Prohibited on Kenai Avenue, and Reenacting and Renaming Kenai Municipal Code 13.30.030- Street Parking Prohibitions, to Allow Greater Flexibility in Regulating Street Parking in the City. (Legal)
- [4.](#) ***Ordinance No. 3322-2022** - Increasing Estimated Revenues and Appropriations in the General Fund for Costs in Excess of Budgeted Amounts for Public Works Street Lighting Repairs and Maintenance. (Administration)
- [5.](#) ***Ordinance No. 3323-2022** - Accepting and Appropriating Grants from the U.S. Department of Homeland Security Passed Through the State of Alaska Department of Military and Veterans' Affairs for the Purchases of Public Safety Radios, Police In-Car Video Systems, and a Cyber Security Assessment. (Administration)
- [6.](#) **Action/Approval** – Confirmation of Mayoral Nomination for Appointment to the Harbor Commission. (Mayor Gabriel)

H. COMMISSION / COMMITTEE REPORTS

- [1.](#) Council on Aging
- [2.](#) Airport Commission
- [3.](#) Harbor Commission
- [4.](#) Parks and Recreation Commission
- [5.](#) Planning and Zoning Commission
- [6.](#) Beautification Committee

I. REPORT OF THE MAYOR**J. ADMINISTRATION REPORTS**

- [1.](#) City Manager
- [2.](#) City Attorney
- [3.](#) City Clerk

K. ADDITIONAL PUBLIC COMMENTS

- [1.](#) Citizens Comments (*Public comments limited to five (5) minutes per speaker*)
- [2.](#) Council Comments

L. EXECUTIVE SESSION**M. PENDING ITEMS****N. ADJOURNMENT****O. INFORMATION ITEMS**

- [1.](#) Race Across Alaska Winger Challenge (RAAWC) Invite

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

Join Zoom Meeting

<https://us02web.zoom.us/j/89664559311>

Meeting ID: 896 6455 9311 **Passcode:** 290589

OR

Dial In: (253) 215-8782 or (301) 715-8592

Meeting ID: 896 6455 9311 **Passcode:** 290589



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-75**

A RESOLUTION AUTHORIZING THE PURCHASE OF REAL PROPERTY DESCRIBED AS LOT 7, BLOCK 19, ORIGINAL TOWNSITE OF KENAI, LOCATED WITHIN SECTION 5, T5N, R22W, SEWARD MERIDIAN, AND DESIGNATED AS KENAI PENINSULA BOROUGH PARCEL NUMBER 04710307 FROM JULIAN ERREA ET AL. AND DAN HILDERBRAND, FOR THE PUBLIC PURPOSE OF INCLUDING THE PROPERTY IN THE BLUFF EROSION RESTORATION PROJECT AND DETERMINING THAT THE PUBLIC INTEREST WILL NOT BE SERVED BY AN APPRAISAL.

WHEREAS, the subject real property is described as: Lot 7, Block 19, Original Townsite of Kenai, located within Section 5, T5N, R22W, Seward Meridian, Kenai Recording District, Third Judicial District, State of Alaska; and,

WHEREAS, the total purchase price for the subject parcel containing approximately .06 acres is \$1,200 plus estimated closing costs of \$1,200; and,

WHEREAS, pursuant to Kenai Municipal Code 22.05.135(a) the City may acquire property needed for a public use on such terms and conditions as the Council shall determine; however, no purchase shall be made until a qualified appraiser has appraised the property and given the council an independent opinion as to the full and true value thereof unless the Council, upon resolution so finding, determines that the public interest will not be served by an appraisal; and,

WHEREAS, the City Council has authorized the City Manager to enter into negotiations with property owners whose parcels have been identified by the Department of Army, Corps of Engineers as being needed for the construction of erosion-control structures or to provide permanent access to support the bluff stabilization project; and,

WHEREAS, the Lower Kenai River has eroded the Kenai River Bluff through the Original Town Site of Kenai at an estimated rate of three feet per year, causing the loss of public and private infrastructure, buildings, and lands; and,

WHEREAS, the subject parcel will be included in the project to stabilize the erosion of the bluff at the mouth of the Kenai River; and,

WHEREAS, funds are available for the subject parcel purchase through Legislative Grant 12-DC-377.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the Kenai City Council hereby authorizes the City Manager to purchase the real property known as Lot 7, Block 19, Original Townsite of Kenai, located within Section 5, T5N, R22W, Seward Meridian, Kenai Recording District, Third Judicial District, State of Alaska.

Section 2. That the Kenai City Council further finds the acquisition of the subject parcel to be in the best interests of the citizens of the City of Kenai and that the public interest shall be served by its acquisition for the total purchase price of \$1,200 plus estimated closing costs of \$1,200, in accordance it the recitals above which are incorporated.

Resolution No. 2022-75
Page 2 of 2

Section 3. Given the low purchase price the Council finds that the public interests will not be served by an appraisal.

Section 4. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16th DAY OF NOVEMBER, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:





KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Paul Ostrander, City Manager
DATE: March 31, 2022
SUBJECT: Resolution 2022-75

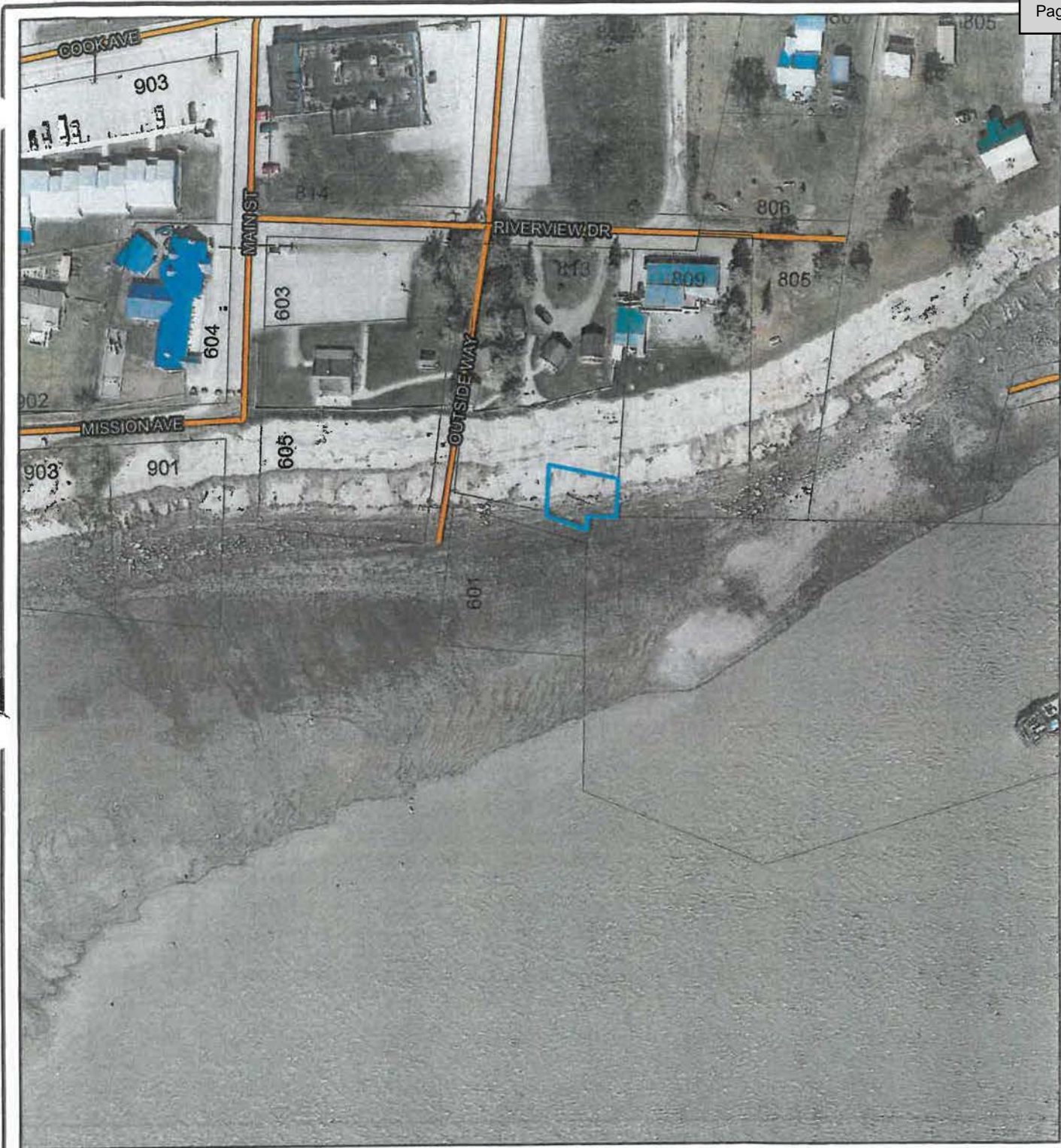
The proposed Resolution authorized the purchase of real property described as Lot 7, Block 19, Original Townsite of Kenai, located within Section 5, T5N, R22W, Seward Meridian, Kenai Recording District, Third Judicial District, State of Alaska.

The subject parcel is located along the Kenai River bluff. The subject parcel has been identified by the Department of Army, Corps of Engineers as being needed for the construction of erosion-control structures or to provide permanent access to support the bluff stabilization project.

The agreed upon purchase price as negotiated with Julian Errea Et. Al. and Dan Hilderbrand as authorized by the City Council is \$1,200 plus estimated closing costs of \$1,200. The property is assessed at \$200, however negotiations with the parties have resulted in a \$1,200 purchase price. Administration recommends proceeding with the purchase. Negotiations have spanned almost the entire year, and the matter is complicated because Julian Errea, the owner according to Borough parcel records is deceased along with his wife. The estate passed out of probate in California. Julian Erreas three remaining children will sign the deed. All mutual parties are elderly and the City will have to pay notaries to go to the four sellers' residences for deed execution creating a higher closing cost. Title will not be insured, but administration has coordinated the purchase with the Army Corps of Engineers, to ensure acquisition of sufficient property interest. It is anticipated the City will be adequately credited, for this and other property purchases by the Army Corps of Engineers.

Attached, please find an aerial photograph identifying the subject parcel.

Thank you for your consideration.



Zoning: Central Commercial

KPB Parcel No: 04710307
Owner: Julian Errea & Dan Hilderbrand
Acreage: .06 Acres
Land Value: \$200
Improvement Value: \$0.00
Assessed Value: \$200
Legal: Lot 7 Block 19 Original Townsite of Kenai



1:4,800 0 60 120 240 Feet



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-76**

A RESOLUTION AUTHORIZING A CONTRACT FOR EMPLOYEE HEALTH CARE EFFECTIVE JANUARY 1, 2023.

WHEREAS, as part of a comprehensive employee benefit package and pursuant to KMC 23.40.120 the City provides group medical, dental, and vision insurance to its employees; and,

WHEREAS, the City's current provider for group medical, dental and vision is PREMIERA Blue Cross Blue Shield of Alaska; and,

WHEREAS, Resolution No. 2022-42 authorized the City Manager to execute a contract with PREMIERA Blue Cross Blue Shield of Alaska to provide group medical, dental, and vision insurance effective July 1, 2022 for an estimated annual premium of \$3,075,669, with an option to cancel after 6 months; and,

WHEREAS, the City obtained renewal quotes and considered alternative quotes as well as plan and provider changes to improve the benefit value to employees that would be effective on January 1, 2023; and,

WHEREAS, the standard benefit cycle is on a calendar year basis; and,

WHEREAS, the administration recommends the City enter into a contract with _____ to provide group medical, dental, and vision insurance to the employees of the City of Kenai effective January 1, 2023 for an estimated annual premium of \$_____; and,

WHEREAS, providing quality major medical, dental, and vision insurance is a component of a comprehensive compensation package which allows the City to recruit and retain quality employees to provide the services of the City for its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the City Council authorizes the City Manager to execute a contract with _____ to provide group medical, dental, and vision insurance to the employees of the City of Kenai effective January 1, 2023 for an estimated annual premium of \$_____.

Section 2. That this resolution takes effect January 1, 2023.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16th DAY OF NOVEMBER, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Christine Cunningham, Human Resources Director
DATE: November 9, 2022
SUBJECT: **Resolution 2022-76 - Employee Health Insurance**

Resolution 2022-76 authorizes a contract for the City's employee group medical, dental, and vision insurance pursuant to KMC23.40.120 effective January 1, 2023.

The City currently provides health insurance coverage to employees through PREMERA Blue Cross Blue Shield of Alaska for an estimated annual premium of \$3,075,669. The current plan became effective on July 1, 2022, and has an option to cancel after six months.

During the FY23 budget process, the administration indicated that it planned to work with the City's health and life insurance benefits consultant to develop an improved plan design with potential changes to the plan or providers in an effort to find sustainable options for coverage beginning in the calendar year 2023.

The administration is in the process of reviewing health and life insurance renewals, market options, plan design, and contribution strategies with our health and life insurance benefits consultant. However, the administration still needs to receive all of the quotes for comparable coverage to finalize an analysis and recommendation by the deadline to include in this City Council packet. It is expected that this information will be received through the City's benefits consultant no later than Friday, November 11, 2022, and will be provided to the City Council before the November 16, 2022 Council Meeting.

Including this resolution on the November 16, 2022 Council Meeting Agenda is necessary to ensure that the administration can move forward with benefits open enrollment for employees beginning in December.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-77**

A RESOLUTION AUTHORIZING THE SOLE SOURCE PURCHASE OF A TEAM EAGLE EDGE-LITE RUNWAY EDGE LIGHT CLEANER ATTACHMENT FROM BSI EQUIPMENT LLC FOR THE KENAI MUNICIPAL AIRPORT THROUGH THE FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM GRANT NO. 3-02-0142-072-2022 AND ISSUANCE OF A PURCHASE ORDER.

WHEREAS, the City Council adopted Resolution No. 2022-67 on the 21st Day of September, 2022 accepting Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant No. 3-02-0142-072-2022; and,

WHEREAS, AIP Grant No. 3-02-0142-072-2022 in the amount of \$140,625 shall be used to procure Kenai Municipal Airport snow removal equipment to clear snow away from runway and taxiway edge lights and the installation of a sliding cantilever gate; and,

WHEREAS, Kenai Municipal Code 7.15.070(b)(1) Innovative procurements and other exceptions allows for the sole source procurement of, *Supplies, materials, equipment, or contractual services which can be furnished only by a single dealer or which has a uniform price wherever bought.*; and,

WHEREAS, the Team Eagle Edge-Lite Runway Edge Light Cleaner Attachment is a new technology available only from the manufacturer; and,

WHEREAS, the FAA provided concurrence for the sole source procurement of the attachment on the November 10, 2022; and,

WHEREAS, the total cost of the attachment, installation, and training is \$111,896; and,

WHEREAS, the obligation of the FAA is 93.75%, or \$104,902; and,

WHEREAS, the obligation of ENA is 6.25%, or \$6,994; and,

WHEREAS, the attachment will reduce the amount of equipment, and labor required to clear around runway and taxiway edge lighting by approximately 50%.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the sole source purchase of Team Eagle Edge-Lite Runway Edge Light Cleaner Attachment to BSI Equipment LLC is approved.


Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16TH DAY OF NOVEMBER, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Eland Conway II, Airport Manager
DATE: November 8, 2022
SUBJECT: **Resolution No. 2022-77 – ENA sole source procurement Team Eagle Edge-Lite**

The purpose of this memo is to request Council’s approval to issue a Purchase Order for the noncompetitive/sole source procurement of the Team Eagle Edge-Lite Cleaner Attachment. The FAA awarded ENA AIP Grant No. 3-02-0142-072-2022 on September 22, 2022 in the amount of \$140,625 for the procurement of a sliding cantilever gate, and a runway edge light cleaning attachment.

The edge light cleaning attachment is only available from one manufacturer. To verify there are no other manufacturers of this equipment or similar equipment, the airport has contacted all major manufacturers of airport snow removal equipment and conducted a thorough internet search. One snow removal manufacturer pointed the airport back to Team Eagle.

This attachment technology is newer, manufactured in Anchorage, Alaska, and has gone through at least three iterations. Legacy edge light specific clearing equipment is no longer manufactured, it required the purchase of an entire piece of equipment costing hundreds of thousands of dollars and still required additional equipment and operators to remove the windrows that it created.

Current ENA edge light clearing requires the use of two pieces of equipment (road grader and snow blower), two operators, and 3-4 passes to completely clear around the edge lights. To complete this process well requires a meticulous and experienced grader operator, or a very cautious and unhurried novice grader operator, and not infrequently results in some damage to edge lights.

The Eagle Edge-Lite Cleaning Attachment removes the need for an additional piece of equipment and operator. Reduces the amount of fuel and time required to clear snow from the edge lights. The attachment is quickly coupled to existing ENA equipment from the cab, requiring only the operator. Because the attachment is coupled to existing equipment minimal training and experience are required to conduct edge light clearing operations and precision is much less of a concern.

Kenai Municipal Code 7.15.070(b)(1) allows for the sole source procurement of equipment which can be furnished only by a single dealer.

Title 2 Code of Federal Regulations part 200 also allows for procurement by noncompetitive proposals from a sole source when the item is available only from a single source. FAA concurrence for the sole source procurement of the Eagle Edge-Lite Cleaning Attachment was received November 10, 2022.

FAA Share - 93.75%	\$	104,902
ENA Share - 6.75%		<u>6,994</u>
Eagle Edge-Lite		<u><u>111,896</u></u>

This request is being provided in the best interest of ENA and the City. Council’s approval and support is respectfully requested.

Current Edge Light Cleaning Practice – Road Grader and Snow Blower Requires 3-4 passes with both pieces of equipment



Legacy Edge Light Cleaner, Hagie/Vammas – A modified farm implement



Eagle Edge-Lite Cleaner – Attaches to ENA Snow Blower <https://youtu.be/9YV-Q9stGD0>



**KENAI CITY COUNCIL – REGULAR MEETING
NOVEMBER 2, 2022 – 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 November 2, 2022, 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
Teea Winger
Victoria Askin
Henry Knackstedt

James Baisden
Deborah Sounart
Alex Douthit

A quorum was present.

Also in attendance were:

Paul Ostrander, City Manager
Scott Bloom, City Attorney
Terry Eubanks, Finance Director
Dave Ross, Police Chief
Scott Curtin, Public Works Director
Shellie Saner, City Clerk

3. Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

Add item O.2.

Informational Items

- Photo
- KMC 13.30.030 and 13.30.065

MOTION:

Council Member Knackstedt **MOVED** to approve the agenda with the requested revisions and requested **UNANIMOUS CONSENT**. Council Member Baisden **SECONDED** the motion.

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

4. Election of Vice Mayor

MOTION:

Council Member Knackstedt **MOVED** to nominate Council Member Baisden as Vice Mayor.

Having no other nominations and hearing no objections Council Member Baisden was elected as Vice Mayor.

5. Consent Agenda

MOTION:

Council Member Knackstedt **MOVED** to approve the consent agenda. 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.

UNANIMOUS CONSENT was requested.

VOTE: There being no objection; **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 – None.

C. UNSCHEDULED PUBLIC COMMENTS – None.

D. PUBLIC HEARINGS

1. **Ordinance No. 3320-2022** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3320-2022. Council Member Sounart **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.

There was discussion regarding the previous donations from Hilcorp Energy Company and Council Members expressed their gratitude for the annual donation.

VOTE:

YEA: Baisden, Gabriel, Douthit, Sounart, Knackstedt, Askin, Winger

NAY: None

MOTION PASSED UNANIMOUSLY.

2. **Resolution No. 2022-74** - Establishing Dates for Regular Meetings of the City Council for 2023. (City Clerk)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-74. Council Member Baisden **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.

UNANIMOUS CONSENT was requested.

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

E. MINUTES

1. *Regular Meeting of October 19, 2022. (City Clerk)

F. UNFINISHED BUSINESS – None.

G. NEW BUSINESS

1. ***Action/Approval** – Bills to be Ratified. (Administration)

Approved by the consent agenda.

2. ***Action/Approval** – Granting a Utility Easement to Homer Electric Association, Inc. within Lot 2, Block 5, General Aviation Apron Subdivision No. 1 Amended. (Administration)

Approved by the consent agenda.

3. **Action/Approval** - Mayoral Liaison Nominations for Appointment to Committees and Commissions. (Mayor Gabriel)

- Council on Aging – Council Member Sounart
- Airport Commission – Council Member Askin
- Harbor Commission – Council Member Douthit
- Parks & Recreation Commission – Council Member Knackstedt
- Planning & Zoning Commission – Council Member Baisden
- Beautification Committee – Council Member Winger
- Mini Grant Steering Committee – Mayor Gabriel
- Supervisory Sub-Committee – Council Member Knackstedt

MOTION:

Council Member Baisden **MOVED** to confirm the Mayoral Liaison Nominations for Appointment and to appoint Council Member Knackstedt as a member of the Supervisory Sub-Committee. Council Member Sounart **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.

UNANIMOUS CONSENT was requested.

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

4. **Action/Approval** - Confirmation of Mayoral Nomination for Appointment to the Council on Aging. (Mayor Gabriel)

- Glenese Pettey – Partial Term ending December 31, 2025.

MOTION:

Council Member Knackstedt **MOVED** to confirm the Mayoral nomination for appointment to the Council on Aging. Council Member Baisden **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.

UNANIMOUS CONSENT was requested.

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

5. Action/Approval - Confirmation of Mayoral Nominations for Partial Term Appointments to the Planning and Zoning Commission. (Mayor Gabriel)

- James Glendening – Partial Term ending December 31, 2023.
- John Coston – Partial Term ending December 31, 2022.

MOTION:

Council Member Knackstedt **MOVED** to confirm the Mayoral nominations for partial term appointments to the Planning and Zoning Commission. Council Member Askin **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.

UNANIMOUS CONSENT was requested on the motion.

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

6. Action/Approval - Confirmation of Mayoral Nominations for Appointments to the Planning and Zoning Commission for Terms Beginning January 1, 2023. (Mayor Gabriel)

- Diane Fikes – Three-Year Term ending December 31, 2025.
- John Coston – Three-Year Term ending December 31, 2025.

MOTION:

Council Member Knackstedt **MOVED** to confirm the Mayoral nominations for appointments to the Planning and Zoning Commission for Terms Beginning January 1, 2023 and Ending December 31, 2025. Council Member Baisden **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.

UNANIMOUS CONSENT was requested on the motion.

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

7. Discussion - Employee Subcommittee Report on City Manager Recruitment. (Mayor Gabriel)

MOTION:

Council Member Douthit **MOVED** direct the Supervisory Subcommittee to develop a top candidate list from the applications received and to deliver all applications to the City Council. Council Member Baisden **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

8. Discussion - Rescheduling Joint Work Session with Kenaitze Indian Tribe. (Administration)

Clarification was provided regarding the need to cancel the Joint Work Session scheduled prior to this meeting; that an agenda will be provided for the next meeting.

The work session was scheduled for January 4, 2023 beginning at 4:45 p.m. through 5:45 p.m.

H. COMMISSION / COMMITTEE REPORTS

1. Council on Aging

No report, next meeting November 10, 2022.

2. Airport Commission

No report, next meeting November 10, 2022.

3. Harbor Commission

No report, next meeting November 7, 2022.

4. Parks and Recreation Commission

No report, next meeting November 3, 2022.

5. Planning and Zoning Commission

No report, next meeting November 9, 2022.

6. Beautification Committee

No report, January 11, 2022.

7. Mini-Grant Steering Committee

Mayor Gabriel reported that the Mini Grant program was temporarily suspended for a review and rewrite of the policy.

I. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Congratulated Vice Mayor Baisden
- Reminded everyone to vote in the General Election next Tuesday, November 8, 2022.
- The American Legion would be holding a Veterans Day event on November 11, 2022.

J. ADMINISTRATION REPORTS

1. City Manager – City Manager Ostrander reported on the following:

- The challenges when the first snow event of the year was a large event and the number of calls that came in due to the snow removal.
- Identified the hazards to the equipment and drivers when property owners pushed snow into the roadways, and the difficulty in identifying the individual who actually pushed the snow into the roadway.
- Limited number of towing companies generated a problem with towing vehicles that are parked in the roadway.
- Attended the Kenai Peninsula Municipal Managers meeting in Homer.
- He would be providing presentations on the Bluff Stabilization Project to Unocal Retirees and the Kenai Historical Society.
- Working on the Project Partnership Agreement with the Army Corps of Engineers to establish the responsibility of the Corps and the responsibilities of the City for the Bluff Stabilization Project.

There was discussion regarding what other small municipalities do with regards to on street parking during the winter months; the ability to higher an on-call operator or contract for help during high snow events; the CDL requirement for operators who run the sander; a temporary officer in the Police Department for issuing citations for on street parking; and concerns were stated for the senior residents who have issues with berms in their driveways.

2. City Attorney – No report.

3. City Clerk – No report.

K. ADDITIONAL PUBLIC COMMENTS

1. Citizen Comments (*Public comments limited to (5) minutes per speaker*)

Virginia Shook addressed the Council regarding the snow conditions and the difficulties for her and her husband when berms are left at the end of the driveway, noting that many in her neighborhood were unable to shovel the berms.

2. Council Comments

Council Member Douthit thanked the Council for his first meeting, noting he was glad to be on the Council.

Council Member Sounart welcomed the new Council Members and reminded everyone to drive safe in the snow.

Council member Winger thanked the roads crew for their work; reminded everyone Sunday is daylight savings and to not forget to check their smoke detectors and CO2 detector batteries; offered to assist neighbors with shoveling; reminded everyone to vote next Tuesday; and reminded everyone to be safe while driving in these conditions.

Vice Mayor Baisden also extended the offer of helping neighbors shovel and reported that the Kenai Central High School Volley Ball team was undefeated this season and would hosting regional competition.

Council Member Knackstedt welcomed the new Council Members; congratulated Council Member Baisden on his election to Vice Mayor; and noted that the decision to move toward paperless packets and issuing electronic devices for Council was to reduce the printing costs to the Clerk's Office.

L. **EXECUTIVE SESSION** – None.

1. Review and Discussion of City Manager Interview Questions and Applicant Selection Process. [AS 44.62.310(C)(3) matters which by law, municipal charter, or ordinance are required to be confidential.]

MOTION:

Council Member Knackstedt **MOVED** to enter into Executive Session. Council Member Baisden **SECONDED** the motion.

VOTE:

YEA: Sounart, Knackstedt, Askin, Winger, Baisden, Gabriel, Douthit,

NAY: None

MOTION PASSED UNANIMOUSLY.

MOTION:

Council Member Knackstedt **MOVED** to reconvene into regular session. Council Member Baisden **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

[Clerk's Note: The Council entered into Executive Session at 7:25 p.m. and reconvened into regular session at 8:10 p.m.]

It was reported that the Council met in Executive Session and reviewed the City Manager interview questions and set the Special Meeting to select applicants for interviews for December 10, 2022 at 6:00 p.m.

M. **PENDING ITEMS** – None.

N. **ADJOURNMENT**

O. INFORMATIONAL ITEMS

1. DNR Notice of Public Scoping for Possible Regulations Regarding Derelict Vessels

There being no further business before the Council, the meeting was adjourned at 8:17 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of November 2, 2022.

Michelle M. Saner, MMC
City Clerk

*** The student representative may cast advisory votes on all matters except those subject to executive session discussion. Advisory votes shall be cast in the rotation of the official council vote and shall not affect the outcome of the official council vote. Advisory votes shall be recorded in the minutes. A student representative may not move or second items during a council meeting.*

DRAFT

**PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: NOVEMBER 16, 2022**

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	109,731.64
REBORN AGAIN JANITORIAL	OCTOBER SERVICES	AIRPORT	REPAIR & MAINTENANCE	4,231.25

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Meghan Thibodeau, Deputy City Clerk
DATE: November 2, 2022
SUBJECT: **Liquor License Renewal**

The following establishment submitted an application to the Alcohol and Marijuana Control Office for a renewal of their liquor license:

- Ramon Gonzalez D/B/A Playa Azul

Pursuant to KMC 2.40, a review of City accounts has been completed on the applicants and they have satisfied all obligations to the City. With the approval of Council, a letter of non-objection to the liquor license renewal will be forwarded to the ABC Board and the applicants.

Your consideration is appreciated.

Submit

by Shellie Saner 10/25/2022 2:05:46 PM (Form Submission)

Approve

by Jeremy Hamilton 10/26/2022 11:03:42 AM (Fire Marshall Review)

- The task was assigned to Jeremy Hamilton. The due date is: November 3, 2022 5:00 PM
10/25/2022 2:05:47 PM

Approve

by Scott Curtin 10/31/2022 4:44:12 PM (Building Official Review)

- The task was assigned to Scott Curtin. The due date is: November 3, 2022 5:00 PM
10/25/2022 2:05:47 PM

Approve

by David Ross 10/25/2022 3:37:46 PM (Police Department Review)

- The task was assigned to David Ross. The due date is: November 3, 2022 5:00 PM
10/25/2022 2:05:48 PM


Approve

by Tina Williamson 10/25/2022 3:29:21 PM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: November 3, 2022 5:00 PM
10/25/2022 2:05:48 PM

Approve

by Cindy Herr 10/25/2022 2:13:57 PM (Legal Asst Review)

-  No monies owed by Ramon Gonzales in traffic fines or restitution.
- The task was assigned to Cindy Herr. The due date is: November 3, 2022 5:00 PM
10/25/2022 2:05:48 PM

Approve

by Linda Mitchell 11/1/2022 12:22:34 PM (Lands Review)

- The task was assigned to Linda Mitchell. The due date is: November 3, 2022 5:00 PM
10/25/2022 2:05:48 PM

Approve

by Terry Eubank 11/1/2022 5:08:46 PM (Finance Review)

- The task was assigned to Terry Eubank. The due date is: November 10, 2022 5:00 PM
11/1/2022 12:22:35 PM

Approve

by Scott Bloom 11/1/2022 12:26:56 PM (Legal Review)

- The task was assigned to Scott Bloom. The due date is: November 10, 2022 5:00 PM
11/1/2022 12:22:35 PM

Approve

by Linda Mitchell 11/1/2022 12:46:50 PM (P&Z Department Review)

- The task was assigned to Linda Mitchell. The due date is: November 10, 2022 5:00 PM
11/1/2022 12:22:36 PM

AMCO License Application

Date

10/25/2022

Establishment Information

License Type

Restaurant/Eating Place

Licensee

Ramon Gonzales

Doing Business As

Playa Azul

Premises Address

12498 Kenai Spur Hwy

City, State

Kenai, AK

Contact Information

Contact Licensee

Ramon Gonzales

Contact Phone No.

9072832010

Contact Email

rulzr7058@gmail.com

Additional Contact Information

Name

Phone No.

Email

Documents

File Upload

#5224 Complete Renewal Application with Temp.pdf

3.37MB



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

October 25, 2022

City of Kenai, Kenai Peninsula Borough

Via Email: cityclerk@kenai.city; mjenkins@kpb.us; jvanhooose@kpb.us; jratky@kpb.us;
cjackinsky@kpb.us; maldridge@kpb.us; ncarver@kpb.us; slopez@kpb.us; jblankenship@kpb.us;
assemblyclerk@kpb.us; bcarter@kpb.us

Re: Notice of 2023/2024 Liquor License Renewal Application

License Type:	Restaurant/Eating Place`	License Number:	5224
Licensee:	Ramon Gonzalez		
Doing Business As:	Playa Azul		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Joan Wilson, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD
FORM CONTROL

LICENSE NUMBER

XXXX

ISSUED
10/25/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024

5224

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

TEMPORARY

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating

[Empty box for license details]

LICENSE FEE: \$600.00

1130

CITY / BOROUGH: Kenai
Kenai Peninsula Borough

D/B/A: Playa Azul
12498 Kenai Spur Hwy. #1
Mail Address:
Ramon Gonzalez
PO Box 1090
Kenai, AK 99611

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

Joan M. Wilson
DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD
FORM CONTROL

LICENSE NUMBER

XXXX

ISSUED
10/25/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024

5224

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

TEMPORARY

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating

[Empty box for license details]

LICENSE FEE: \$600.00

CITY / BOROUGH: Kenai
Kenai Peninsula Borough

D/B/A: Playa Azul
12498 Kenai Spur Hwy. #1
Mailing Address:
Ramon Gonzalez
PO Box 1090
Kenai, AK 99611

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY
DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 5/9/22)



AB-17: 2023/2024 License Renewal Application

Alcohol and Marijuana Control Office
550 W 7th Avenue,
Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Licensee (Owner):	Ramon Gonzalez	License #:	5224
License Type:	Restaurant/Eating Place		
Doing Business As:	Playa Azul		
Local Governing Body:	Kenai, Kenai Peninsula Borough		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Ramon Gonzalez	Contact Phone:	(907) 263-2010
Contact Email:	ruizr7058@gmail.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:		Contact Phone:	
Contact Email:			

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

YES NO



OCT 20 2022



Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

YES NO

Did the ownership structure of the licensed business change in 2021/2022?

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

Section 5 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | 2021 | 2022 |
|---|-------------------------------------|-------------------------------------|
| 1. The license was operated for more than 240 hours throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specified time each year. (Not to exceed 6 months per year)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i>
<u>If you have not met the minimum number of hours of operation in 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "Other" and COVID is listed as the reason.</u> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 6 - Violations and Convictions

YES NO

Have ANY Notices of Violation been issued for this license?

Has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022?

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.

OCT 20 2022



Form AB-17: 2023/2024 License Renewal Application

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

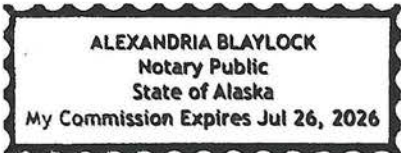
Ramon Gonzalez
Signature of licensee

[Signature]
Signature of Notary Public

Ramon Gonzalez
Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 7/26/26



Subscribed and sworn to before me this 19 day of October, 2022.

- Restaurant and Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site** applications must include a completed AB-36: Recreational Site Statement
- Tourism** applications must include a completed AB-37: Tourism Statement
- Wholesale** applications must include a completed AB-25: Supplier Certification
- Common Carrier** applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:
<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

FOR OFFICE USE ONLY

License Fee:	\$ 600.00	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ 900.00

100475851 AMCO
OCT 30 2022

Department of Commerce, Community, and Economic Development DIVISION OF CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download /
Business License / License #1005000

LICENSE DETAILS

License #: 1005000

[Print Business License](#)

Business Name: PLAYA AZUL MEXICAN RESTAURANT

Status: Active

Issue Date: 05/05/2014

Expiration Date: 12/31/2023

Mailing Address: PO BOX 1090
KENAI, AK 99611

Physical Address: 12498 KENAI SPUR HWY
STE 1
KENAI, AK 99611

Owners

RAMON GONZALEZ

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722211 - LIMITED-SERVICE RESTAURANTS	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.



Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Johni Blankenship, MMC
Borough Clerk

11/3/2022

Sent via email: cityclerk@kenai.city

Kenai City Hall
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant : Gonzalez, Ramon
Business Name : PLAYA AZUL
License Type : Restaurant/Eating Places
License Location : 12498 Kenai Spur Hwy #1, City of Kenai
License No. : 5224
Application Type : License Renewal

Dear Ms. Saner,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Johni Blankenship, MMC
Borough Clerk

JB/jr

cc: ruizr7058@gmail.com;



Sponsored by: Legal

**CITY OF KENAI
ORDINANCE NO. 3321-2022**

AN ORDINANCE REPEALING KENAI MUNICIPAL CODE SECTIONS 13.30.030- NIGHT PARKING PROHIBITED, 13.30.050- SIGNS BEARING THE LEGEND, AND 13.30.100- PARKING PROHIBITED ON KENAI AVENUE, AND REENACTING AND RENAMING KENAI MUNICIPAL CODE 13.30.030- STREET PARKING PROHIBITIONS, TO ALLOW GREATER FLEXIBILITY IN REGULATING STREET PARKING IN THE CITY.

WHEREAS, street parking regulations that address public safety, summer and winter maintenance activities, and allow for sufficient residential, recreational and business needs best serve the City; and,

WHEREAS, the City has a variety of residential neighborhoods and business areas with varying densities, lot sizes and street widths that have different street parking needs and maintenance requirements; and,

WHEREAS, it is unnecessarily cumbersome to regulate street parking specifics through an ordinance process that often requires 60 days at a minimum to become effective; and,

WHEREAS, the current City Ordinances addressing street parking do not provide the necessary flexibility to meet the City's needs; and,

WHEREAS, KMC 13.30.030- Night Parking Prohibited, prohibits parking on all City Streets between 4:00 a.m. and 8:00 a.m. from October 1st to May 1st the following year; and,

WHEREAS, this requirement treats all City streets the same, and fails to address winter street maintenance needs that occur outside the specified 4 hours; and,

WHEREAS, a preferred approach is to allow the City Manager or designee with input from various departments to determine parking prohibitions for each street and delineate the same with clearly posted signage giving adequate public notice; and,

WHEREAS, likely these parking restrictions would include seasonal prohibitions for on street parking strictly enforced during weather events requiring winter maintenance; and,

WHEREAS, KMC 13.30.050- Signs Bearing the Legend, designates where seasonal parking signs are to be placed within the City; and,

WHEREAS, KMC 13.30.095- Parking Prohibited on Kenai Avenue, prohibits parking on Kenai Avenue at all times with limited exceptions; and,

WHEREAS, while it likely will be necessary to maintain current parking prohibitions on Kenai Avenue, a better approach to street parking prohibitions throughout the City is to allow the City Manager or designee to address parking prohibitions City wide after input from various city departments as needed; and,

WHEREAS, this Ordinance will not impact current parking regulations in the City that are adequately signed to provide sufficient public notice, unless and until such signage is changed or removed.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

New Text Underlined; [DELETED TEXT BRACKETED]

Section 1. Repeal, Rename and Reenact Section 13.30.030 of Kenai Municipal Code: That Kenai Municipal Code, Section 13.30.030-Night parking prohibited, is hereby repealed, renamed, and reenacted as follows:

13.30.030 [NIGHT PARKING PROHIBITED] STREET PARKING PROHIBITIONS.

[AFTER OCTOBER 1ST OF EACH FALL AND UNTIL MAY 1ST OF THE FOLLOWING YEAR, NO PERSON SHALL LEAVE ANY VEHICLE UNATTENDED ON ANY CITY STREET BETWEEN THE HOURS OF 4:00 A.M. AND 8:00 A.M. OF ANY DAY] The City Manager or designee will designate street parking restrictions in the City effective after posting of signage sufficient to provide reasonable public notice. Changes to street parking in the City will be reported to the City Council as soon as practicable.

Section 2. Repeal of Section 13.30.050 of Kenai Municipal Code: That Kenai Municipal Code, Section 13.30.050-Signs Bearing the Legend, is hereby repealed:

[13.30.050 SIGNS BEARING THE LEGEND.

(A) SIGNS BEARING THE LEGEND: "PARKING PROHIBITED ON ALL CITY STREETS 4:00 A.M. TO 8:00 A.M., OCTOBER 1 TO MAY 1," SHALL BE PLACED IN THE LOCATIONS LISTED BELOW AND AT SUCH OTHER LOCATIONS AS THE CITY MANAGER MAY DESIGNATE SO AS TO PUT VEHICLE OWNERS AND OPERATORS ON NOTICE OF THE REGULATIONS.

(B) MILE 4, KENAI SPUR HIGHWAY TO MILE 15 OF THE KENAI SPUR HIGHWAY, ON ARTERIALS LEADING FROM THE KENAI SPUR ROAD TO PRIMARY RESIDENTIAL AND COMMERCIAL AREAS.

(C) WITHIN THE SUBDIVISION LYING SOUTH OF THE KENAI RIVER AND WEST OF THE KENAI BRIDGE, COMMONLY KNOWN AS VIP PARK ESTATES, VIP RANCH ESTATES, AND VIP COUNTRY ESTATES.

(D) STREETS MISSING THE ABOVE-MENTIONED SIGNS ARE STILL SUBJECT TO THE PROVISIONS OF KMC [13.30.030](#) THROUGH [13.30.040](#).]

Section 3. Repeal of Section 13.30.095 of Kenai Municipal Code: That Kenai Municipal Code, Section 13.30.095-Parking prohibited on Kenai Avenue, is hereby repealed, renamed, and reenacted as follows:

[13.30.095 Parking prohibited on Kenai Avenue.

NO PERSON SHALL PARK A VEHICLE ON KENAI AVENUE. THE ONLY EXCEPTION TO THIS IS IN AREAS MARKED FOR "LOADING/UNLOADING ONLY" AND/OR SPACES MARKED "HANDICAPPED." VEHICLES IN VIOLATION OF THIS SECTION SHALL BE SUBJECT TO IMPOUND. A SIGN BEARING A LEGEND SIMILAR TO "PARKING PROHIBITED ON KENAI AVENUE EXCEPT IN DESIGNATED LOADING/UNLOADING AND HANDICAPPED ZONES IS PROHIBITED. VIOLATORS ARE SUBJECT TO IMPOUND" SHALL BE PLACED AT

THE CORNER OF SOUTH SPRUCE AND KENAI AVENUE AND ANY OTHER PLACE DEEMED APPROPRIATE BY THE CITY MANAGER.]

Section 4. Nothing in this ordinance shall affect current parking restrictions in the City designated by signage sufficient to give the public reasonable notice of parking restrictions, unless changed by the City Manager or designee. This Ordinance also does not restrict parking restrictions in other parts of code.

Section 5. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 6. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21ST DAY OF DECEMBER, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced: November 16, 2022
Enacted: December 21, 2022
Effective: January 20, 2023



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Scott Bloom, City Attorney
DATE: November 9, 2022
SUBJECT: **Ordinance No. 3321-2022**

After discussion with City Council at the November 2, 2022 regular Council meeting, Administration met and discussed current street parking restriction and changes that could be made to meet various City needs including snow maintenance activities. The current regulations are a one size fits all, that prohibits winter parking from 4:00 to 8:00 am on all city streets and prohibits parking on Kenai Avenue. Discussions with the Public Works Department and Police Department emphasized two main points: 1) not all maintenance activities occur between 4:00 and 8:00 in the morning, so this restriction is generally insufficient; 2) there are many areas of the City with different densities, uses and street widths that make a one size fits all approach to city parking ineffective. The proposed changes to street parking ordinances in this section eliminate current specific parking restrictions and provides authority to the City Manager or designee to regulate parking in the City effective after posting of signage providing adequate public notice and requires reporting of changes to the Council. This approach allows parking restrictions to vary in areas of the City as needed and allows changes to be made without a lengthy 60 day ordinance. Administrative discussion concluded with a plan to post signage where needed prohibiting all winter parking on streets with signage to include language that it will be strictly enforced during snow maintenance activities. Additionally Administration will work to provide improved public notice, both in general and targeted to certain areas of City maintenance needs and parking restrictions. The legal department will work with the State Court System to make necessary changes to the City's minor offense schedule to effectively enforce violations of City parking regulations.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3322-2022**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND FOR COSTS IN EXCESS OF BUDGETED AMOUNTS FOR PUBLIC WORKS STREET LIGHTING REPAIRS AND MAINTENANCE.

WHEREAS, the Public Works Department annually quotes Street Light Utility Locate, Repair and Maintenance Services; and,

WHEREAS, Kachemack Electric was the successful firm this year providing unit pricing for requested services with the FY2023 budget starting with \$28,000 in available funding; and,

WHEREAS, with the end of the first fiscal quarter we anticipate expending approximately \$23,000 of the current budget with additional necessary repairs pending; and,

WHEREAS, the additional requested funding is intended to allow the department to continue to effectively maintain the Street Lights through the remainder of the fiscal year; and,

WHEREAS, due to the amount of funding appropriated throughout this ordinance, the City will competitively procure the additionally anticipated services above the original contract amount.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the following budget revision is authorized:

General Fund:

Increase Estimated Revenues –
Appropriation of Fund Balance \$50,000

Increase Appropriations –
Street Lighting – Repair and Maintenance \$50,000

Section 2. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.


Section 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21ST DAY OF DECEMBER, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:  _____

Introduced: November 16, 2022
Enacted: December 21, 2022
Effective: December 21, 2022



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Scott Curtin, Director of Public Works

DATE: November 7, 2022

SUBJECT: **Ordinance No. 3322-2022 - Costs in Excess of Budgeted Amounts for Public Works Street Lighting Repairs and Maintenance**

The purpose of this memo is to request Council's approval to provide supplemental funding to the Street Lighting operational budget. The annual FY23 budget as adopted by Council provided \$28,000 in available funding to start the year.

The Public Works Department contracts annually for Street Light Maintenance and Locate services, with Kachemack Electric being the current service provider. The service agreement provides the following unit prices: \$103.50/locate, \$127.00/light for assessment, \$127.00/light for minor repairs, \$255.75/line break labor only. Materials and equipment purchased in support of the work are payable at actual suppliers invoice plus 20% for OH&P.

Through the end of the first quarter the department has processed approximately 125 Utility locate requests costing roughly \$13,000 and has assessed 47 street lights with approximately 6 requiring additional parts / labor at a rough total cost of \$10,000.

The supplemental funding being requested is intended to cover expenses through the remainder of the fiscal year. Utility locate costs are expected to slow down through the winter months picking back up in April, May, June. The additional funding will allow the department to continue with some of the more expensive and extensive repairs to ensure the lighting remains operational for years to come.

Council's support is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3323-2022**

AN ORDINANCE ACCEPTING AND APPROPRIATING GRANTS FROM THE U.S. DEPARTMENT OF HOMELAND SECURITY PASSED THROUGH THE STATE OF ALASKA DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS FOR THE PURCHASES OF PUBLIC SAFETY RADIOS, POLICE IN-CAR VIDEO SYSTEMS, AND A CYBER SECURITY ASSESSMENT.

WHEREAS, the City of Kenai received a notice from the State of Alaska Department of Military and Veterans' Affairs that it was awarded a total of \$229,500 for grant projects under the 2022 State Homeland Security Program; and,

WHEREAS, three Kenai projects were awarded funding under these grant programs, including; \$112,000 for police and fire mobile radios, \$35,000 for a Cyber Security Assessment, and \$82,500 for police in-car video systems; and,

WHEREAS, the public safety departments in the City of Kenai have been involved in a multi-year project to upgrade all radio systems to newer manufacturer supported technologies that meet current industry standards and this project will complete the replacement of the public safety mobile radios; and,

WHEREAS, the Police Department evaluated new in-car video systems in 2021 and started the process of replacing those systems, and these funds will allow the completion of that project and the equipment will be consistent across all the police vehicles; and,

WHEREAS, the Finance Department, which includes IT services for the City, is responsible for the security of the City's technology infrastructure within the City will use these funds for a Cyber Security Assessment to provide an evaluation to determine where further improvements may be made; and,

WHEREAS, the acceptance of these grant funds does not require matching funds, and the acceptance of these funds is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to accept grants from the U.S. Department of Homeland Security passed through the State of Alaska Department of Military and Veterans' Affairs in the amount of \$229,500 for the replacement of public safety radios, replacement of police in-car video systems, and to have a cyber security assessment conducted. The City Manager is also authorized to execute any required grant documents, and expend the funds in accordance with this Ordinance and the grant's provisions and conditions.

Section 2. That the estimated revenues and appropriations be increased as follows:

Public Safety Capital Project Fund:	
Increase Estimated Revenues –	
Federal Grants	<u>\$229,500</u>
Increase Appropriations –	
Mobile Radio Replacement -- Machinery & Equipment	\$ 112,000

Police In-Car Video Systems – Machinery & Equipment	82,500
Cyber Security Assessment – Professional Services	<u>35,000</u>
	<u>\$229,500</u>

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.


Section 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21st DAY OF DECEMBER, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced:	November 16, 2022
Enacted:	December 21, 2022
Effective:	December 21, 2022



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: David Ross, Police Chief

DATE: November 2, 2022

SUBJECT: Ordinance No. 3323-2022, Accepting and Appropriating DHS Grant

Grants were applied for by the City of Kenai, under the 2022 Homeland Security Program, and three of those grant requests were funded totaling \$229,500. The City received notice of award of a \$112,000 grant for the City to continue its police and fire public safety radio replacements. The second grant awarded is for \$35,000 for a Cyber Security Assessment. The third grant is for \$82,500, and will complete a project to update all police in-car video systems. As a result of these grants two equipment replacement projects will not require City funding and have been removed from the five-year capital plan.

I am respectfully requesting consideration of the ordinance accepting and appropriating the currently awarded grant funds for the purposes they were intended.



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Shellie Saner, City Clerk
DATE: November 4, 2022
SUBJECT: Harbor Commission Appointment

On October 25, 2022, Victoria Askin resigned from the Harbor Commission after being elected to the City Council, which left a vacancy on the Harbor Commission. John Coston has applied and Mayor Gabriel has nominated him to fill the vacancy. The term for this seat expires December 31, 2024.

Kenai Municipal Code (KMC) 1.90.010 requires Council confirmation of nominations presented by the Mayor.

Your consideration regarding confirmation is appreciated.



City of Kenai
 210 Fidalgo Avenue
 Kenai, AK 99611
 Phone: 283-8231
 Fax: 283-5068
 Email: cityclerk@kenai.city

COMMITTEE/COMMISSION APPLICATION

Personal Information	
Name: John Coston	Date: September 21, 2022
Resident of the City of Kenai? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 31 years
Name of Spouse: Jeannie Coston	
Employer: Retired	Job Title: Retired
Contact Information	
Residence Address:	
Mailing Address:	Email Address: jcoston907@gmail.com
Home Phone No.:	Home Fax No.:
Business Phone No.:	Business Fax No.:
May we include your contact information on our webpage? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, but not all	
Please specify what we can include on our webpage: email	
Affiliations	
Current membership in organizations: Board of Certified Safety Professionals, CSP - American Society of Safety Professionals, Professional Member - American Industrial Hygiene Association, Government Affairs Committee Member	
Past organizational memberships: Adjunct University of Alaska Kenai River Campus (Industrial Hygiene), - Kenai Peninsula Borough Local Emergency Planning Committee (Unocal, Agrium, Hilcorp), - Alaska Oil and Gas Association Health & Safety Committee, Employee Appointee to Governors Agrium Task Force	
City committee or commission in which you are interested: Harbor Commission	
Why do you want to be involved with this Committee or Commission? Now that I am retired I have the time and ability to share my work experiences and skill sets with the Harbor Commission.	
What background, experience, or credentials do you possess to bring to the commission or committee membership? Having a strong work history in; construction, oil, gas and mineral exploration, plant operations, and a former partner in safety and environmental consulting, I believe I can provide the Harbor Commission with various experience and knowledge. Throughout my working career I have recognized how to successfully work with governmental and non-governmental organizations as well as large and small groups.	

FOR CITY USE ONLY ROUTING: <input type="checkbox"/> Clerk's Office DISTRIBUTION: <input type="checkbox"/> City Council <input type="checkbox"/> File
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**KENAI COUNCIL ON AGING MEETING
OCTOBER 13, 2022 – 3:00 P.M.
KENAI SENIOR CENTER
361 SENIOR CT., KENAI, AK 99611
VICE CHAIR WILLIAMS, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Vice Chair Williams called the meeting to order at approximately 3:00 p.m.

a. Pledge of Allegiance

Vice Chair Williams led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Members Present: R. Williams, C. Thornton, V. Geller, F. Kilfoyle, A. Heckert, J. Straughn, R. Craig

Members Absent: B. Modigh

A quorum was present.

Staff/Council Liaison: Administrative Assistant R. Piersee, Volunteer Coordinated K. Feltman, Council Liaison H. Knackstedt

c. Agenda Approval

MOTION:

Member Geller **MOVED** for approval of the agenda as presented and Member Thornton **SECONDED** the motion. There were no objections. **SO ORDERED.**

2. SCHEDULED PUBLIC COMMENTS – None.

3. UNSCHEDULED PUBLIC COMMENT -- None.

4. APPROVAL OF MEETING SUMMARY

a. July 14, 2022

MOTION:

Member Thornton **MOVED** to approve the July 14, 2022 meeting summary. Member Straughn **SECONDED** the motion. There were no objections. **SO ORDERED.**

5. UNFINISHED BUSINESS -- None.

6. NEW BUSINESS

a. **Discussion/Recommendation** – Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement Plan

The Council on Aging reviewed and discussed the Fiscal Year 2024-2028 Capital Improvement Plan Priority List for the Senior Citizen Fund and Congregate Housing Fund as provided in the

packet.

MOTION:

Member Thornton **MOVED** to approve the Senior Citizens Fund and Congregate Housing Fund Capital Improvement Projects Priority List for inclusion in the Draft FY2024-2028 Capital Improvement Plan. Member Kilfoyle **SECONDED** the motion.

There were no objections. **SO ORDERED.**

7. **REPORTS**

- a. Senior Center Director – Administrative Assistant Piersee reported on the following:
 - Transportation update: the Senior Center is bringing back weekly shopping trips and adding more waivers.
 - Care Coordinator luncheon on October 13, 2022 to review feedback and program updates.
 - The December 8, 2022 Council on Aging meeting will be a work session to refine the Senior Center’s goals and objectives; approval of the goals will be voted on during their January 2023 meeting.
- b. Council on Aging Chair – None.
- c. City Council Liaison – Council Member Knackstedt reported on the actions of the September 7, 2022, September 21, 2022 October 5, 2022 City Council Meetings. Congratulated Roy and Ozella Williams on their 70th Wedding Anniversary, and expressed appreciation to the Council on Aging. He noted this would be his final meeting as Council Liaison.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – December 8, 2022

9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS**

Council Member Geller noted upcoming Senior Center events such as Halloween Dance, Trick or Treat, Vintage Collectables and Homemade Craft Show, Hilcorp Thanksgiving event, and March for Meals.

10. **ADDITIONAL PUBLIC COMMENT** – None.

11. **INFORMATION ITEMS** – None.

12. **ADJOURNMENT**

There being no further business, the Council on Aging meeting adjourned at 4:18 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

**KENAI HARBOR COMMISSION
REGULAR MEETING
NOVEMBER 7, 2022 – 6:00 P.M.
KENAI CITY HALL
210 FIDALGO AVE., KENAI, AK 99611
CHAIR PRO TEM DAVID PECK, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Pro Tem Peck called the meeting to order at approximately 6:00 p.m.

a. Pledge of Allegiance

Chair Pro Tem Peck led those assembled in the Pledge of Allegiance.

b. Roll Call

Roll was confirmed as follows:

Commissioners present:

D. Peck, B. Bornemann, B. Peters
*C. Hutchison (Electronic Participation) *[Note: due to technical issues, Commissioner Hutchison was unable to join the meeting until after adjournment due to no quorum.]*

Commissioners absent:

M. Dunn, N. Berga

Staff/Council Liaison present:

Public Works Director S. Curtin, Council Liaison A. Douthit

No quorum was present.

c. Agenda Approval

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. August 8, 2022

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS

a. **Discussion/Recommendation** – Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement Plan

7. **REPORTS**

- a. Public Works Director
- b. Commission Chair
- c. City Council Liaison

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – February 6, 2023

9. **COMMISSIONER COMMENTS AND QUESTIONS**

10. **ADDITIONAL PUBLIC COMMENT** – None

11. **INFORMATION ITEMS**

- a. Alaska DNR Notice of Public Scoping for Possible Regulations Regarding Derelict Vessels

12. **ADJOURNMENT**

Due to a lack of a quorum, the meeting was adjourned at approximately 6:12 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

**KENAI BEAUTIFICATION COMMITTEE
REGULAR MEETING
OCTOBER 11, 2022 – 6:00 P.M.
KENAI CITY HALL
CHAIR SARAH DOUTHIT, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Douthit called the meeting to order at 5:30 p.m.

a. Pledge of Allegiance

Chair Douthit led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Committee Members present: S. Douthit, T. Wilson, B. Roland, J. Phillips

Committee Members absent: L. Gabriel, E. Heale, C. Warner

Staff/Council Liaison present: Parks and Recreation Assistant Director T. Best, Council Liaison D. Sounart

A quorum was present.

c. Agenda Approval

MOTION:

Committee Member Wilson **MOVED** to approve the agenda and Committee Member Roland **SECONDED** the motion. There were no objections; **SO ORDERED**.

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. May 19, 2022

MOTION:

Committee Member Phillips **MOVED** to approve the meeting summaries of May 19, 2022. Committee Member Roland **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

- a. **Discussion/Recommendation** – Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement Plan

MOTION:

Committee Member Roland **MOVED** to recommend approval of the Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement Plan. Committee Member Phillips **SECONDED** the motion.

Assistant Director Best provided a staff report of the Parks & Recreation Priority List for the City of Kenai Fiscal Year 2024-2028 as provided in the packet, summarizing each project.

Committee discussion highlighted the green strip pavilion, Erik Hansen Scout Park, improvements to Old Town, and the Leif Hansen Memorial Park fountain.

VOTE:

YEA: Douthit, Wilson, Roland, Phillips

NAY: None.

MOTION PASSED UNANIMOUSLY.

- b. **Discussion** – Pumpkin Festival 2022

Assistant Director Best reported on the great success and turnout for the Pumpkin Festival, despite the poor weather. The committee discussed the festival and provided suggestions for future years including a pumpkin chunkin and a bigger maze.

7. REPORTS

- a. **Parks and Recreation Director** – Assistant Director Best reported that he would be attending the Alaska Parks & Recreation Conference in Soldotna this week.
- b. **Commission Chair** – Chair Douthit noted that she would love to see lights on the welcome to Kenai sign.
- c. **City Council Liaison** – Council Member Sounart suggested that a pie eating competition would be a fun addition to next year's Pumpkin Festival.

8. NEXT MEETING ATTENDANCE NOTIFICATION – January 10, 2023

9. COMMITTEE MEMBER QUESTIONS AND COMMENTS

Chair Douthit noted that she likes all the ideas coming from the Committee.

Committee Member Wilson noted that summer is over and there is a long winter ahead.

Committee Member Roland noted she is happy with the Capital Improvement Plan priority list and the success of the Pumpkin Festival.

Committee Member Phillips noted she hopes we will have a nice winter.

10. ADDITIONAL PUBLIC COMMENT – None.

11. **INFORMATION ITEMS** – None.

8. **ADJOURNMENT**

There being no further business before the Committee, the meeting was adjourned at 6:50 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

DRAFT



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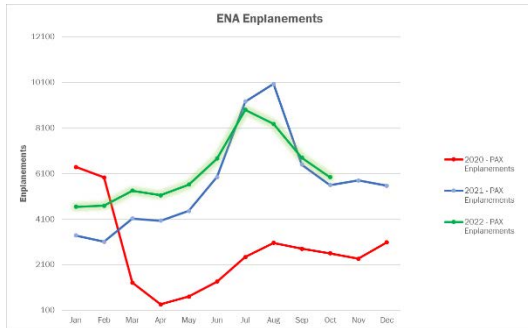
MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Eland Conway, Airport Manager
DATE: November 8, 2022
SUBJECT: Kenai Municipal Airport (ENA) Mid-Month Report

Enplanements

ENA enplanements remain stable, up 10% YTD compared to 2021, and up 6% YOY for the month of October.

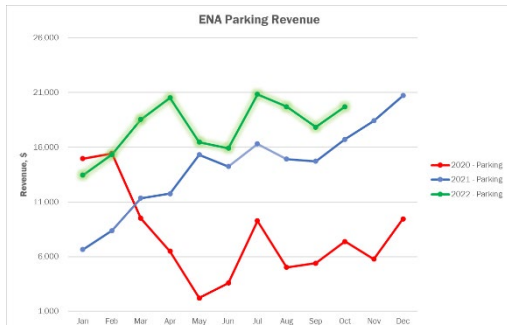
Kenai Aviation is off to strong start after launching a full schedule in the month of October. They are poised to carry good momentum into the holiday travel season.



	2021	2022	% Δ
	PAX Enplanements	PAX Enplanements	
Jan	3389	4646	▲ 37.09%
Feb	3112	4695	▲ 50.87%
Mar	4127	5349	▲ 29.61%
Apr	4035	5150	▲ 27.63%
May	4464	5621	▲ 25.92%
Jun	5953	6760	▲ 13.56%
Jul	9259	8896	▼ -3.92%
Aug	10035	8276	▼ -17.53%
Sep	6500	6800	▲ 4.62%
Oct	5596	5941	▲ 6.17%
Total	56470	62134	▲ 10.03%

Parking Revenue

Parking revenue continues to perform strong YOY, up 18% in the month of October, and up 37% YTD compared to 2021.



	2021	2022	% Δ
	Parking	Parking	
Jan	6,626	13,448	▲ 103%
Feb	8,373	15,338	▲ 83%
Mar	11,315	18,532	▲ 64%
Apr	11,757	20,530	▲ 75%
May	15,309	16,467	▲ 8%
Jun	14,236	15,920	▲ 12%
Jul	16,295	20,847	▲ 28%
Aug	14,924	19,719	▲ 32%
Sep	14,714	17,848	▲ 21%
Oct	16,723	19,707	▲ 18%
Total	130,271	178,356	▲ 37%

ENA Snow Fighters

The ENA core team of Snow Fighters held off a fury of attacks by Old Man Winter. In two snow events, bookended by no more than eight days and nights, ENA saw approximately 12 inches of snow in less than 24 hours.

No flights were cancelled, and few hiccups were had as the Snow Fighters worked 12 hour shifts around the clock enduring the wintry conditions.



For Lease

Suite 120, in the Kenai Municipal Airport's newly renovated terminal features modern Class A+ commercial/retail/professional space. This space garners the most exposure on the Kenai Peninsula—more than 180,000 passengers pass through the Kenai Municipal Airport annually.

Suite 120 Features

- » 300 square feet
- » 100% generator backup power
- » Includes all utilities
- » Convenient
- » FREE Employee Parking

To learn more, visit <https://bit.ly/Suite120>





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

THROUGH: Dave Ross, Police Chief

FROM: Jessica “JJ” Hendrickson, Animal Control Chief

DATE: November 2, 2022

SUBJECT: October 2022 Monthly Report

This month the Kenai Animal Shelter took in **53** animals. Animal intake and disposition:

DOGS:				
	INTAKE	24	DISPOSITION	13
	Waiver	6	Adopted	2
	Stray	8	Euthanized	2
	Impound	1	Claimed	9
	Protective Custody	2	Field Release	0
	Quarantine	0	Transferred	0
	Microchips	3	Other Dispositions	0
	Other Intakes	4		
CATS:				
	INTAKE	27	DISPOSITION	24
	Waiver	10	Adopted	17
	Stray	16	Euthanized	3
	Impound	0	Claimed	3
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	1

Microchips	0	Other Dispositions	0
Other Intakes	1		0
OTHER ANIMALS:			
INTAKE	2	DISPOSITION	4
Horse	2	Horse	2
Rabbit	0	Rabbit	0
Other	0	Guinea Pig	2
DOA:	2	OTHER STATISTICS:	
Dog	0	Licenses (City of Kenai Dog Licenses)	1
Cat	2		
Rabbit	0		

- 3** Animal dropped with After Hours (days we are closed but cleaning and with KPD)
- 16** Animals are *known* borough animals
- 20** Animals are *known* City of Kenai
- 2** Animals are *known* City of Soldotna
- 2** Animals from unknown location
- 50** Field Investigations & patrols
- 7.57** Volunteer Hours Logged
- 5** Citations
- 2** Educational Outreach

Statistical Data:

- 598** 2020 YTD Intakes
- 513** 2021 YTD Intakes
- 419** 2022 YTD Intakes





MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Terry Eubank, Finance Director
DATE: November 8, 2022
SUBJECT: **November 2022 Monthly Report**

The fiscal year 2022 Annual Comprehensive Financial Report (ACFR) is being completed with the assistance of many departments but especially the staff in the finance department. The document will be forwarded to the City's Auditors for review and issuance of their opinion. The ACFR will be presented to the Council during a January Council meeting.

I will be attending the Alaska Government Finance Officers conference in Anchorage in early December. The conference provides me an opportunity to obtain continuing education credits towards my Alaska CPA license. The conference is also an opportunity to join with other Alaska finance officers to discuss common issues and the solutions others have used to overcome them. I appreciate the City affording me the opportunity for this training.

The FY24 Budget will soon become the major focus of the department, with information being compiled for department heads to assist them with their budget preparation. Prior to the December 21st Council Meeting will be a work session with Council to establish your FY24 Budget preparation goals which will guide the administration's effort in preparing the FY24 Budget for Council's consideration.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Tony Prior, Fire Chief

DATE: November 8, 2022

SUBJECT: Fire Department Mid-Month Report – October

Calls for service for October increased compared to 2021 as we begin shoveling season. We typically have around 6' of snow accumulation over the winter and we have already reported over 24" by the beginning of November. Here is the breakdown for October 2022 calls for service.

October	2021	2022	% change
Totals	111	129	16.2%
EMS	78	99	26.9%
All Other	33	30	-9.1%
Year total	1176	1252	6.5%

Training:

- We conducted quarterly training with Dr Warren covering run reviews, medications, and medical procedures.
- Engineer Horton attended a Strategies and Tactics for Initial Company Operations at Western Emergency Services in Anchor Point, as well as Preparation for Initial Company Operations in Fairbanks.
- We thank all the agencies that participated in our triennial full-scale airport emergency drill. Kenai Peninsula College brought 25 students for victim triage during the drill. Other agencies that participated were; Central Peninsula Hospital, AST, CES, NFD, OEM, Hilcorp, CISPRI, Guardian Flight, RAVN, FAA, Coast Guard, KPD, KFD and Airport personnel.
- FM Hamilton conducted fire prevention training at Vintage Point Manor for senior residents of Kenai, covering topics such as escape plans, winter conditions, notification list during emergencies, and general questions from attendants.

Projects/Grants:

- October was Fire Prevention month and Fire Marshal Hamilton and our crews were able to teach students in all local schools reaching approximately 700 students. We also had our Fire Safety House at the annual Trunk or Treat for Boys and Girls Club. We are

conducting a few classes still in early November for classes that needed to be rescheduled. FM Hamilton interviewed with Peninsula Clarion and KSRM for Fire Prevention topics.

- We currently have our Request for Proposal open for the Gulley Project moving forward with our CWPP. All companies interested in submitting proposals should be aware that RFP will close at the end of November. We are scheduled for a pre-bid meeting on November 14th to facilitate a question and answer session for companies wanting to bid on the project. Proposal period ends at the end of November and we anticipate awarding the bid by Resolution on December 7th.
- We completed testing for a new Firefighter and we are proud to welcome Garrick Martin to the department. Garrick has previous fire experience serving in Iraq, Afghanistan, Marshal Islands and 7 years at JBER. He currently holds a Firefighter 2, Airport Rescue Firefighter, Fire Apparatus Driver Operator, Hazardous Materials Technician, Technical Rescuer, and EMT 1. Garrick's wife Juanita, and their 4 daughters currently live locally and their oldest attends KCHS.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Christine Cunningham, Human Resources Director
DATE: November 9, 2022
SUBJECT: Human Resources Activity – October 2022

Recruitment

Human Resources worked with the City Council and City Manager’s Office to actively recruit a City Manager and Part-Time Grant Writer, as well as the Kenai Municipal Airport to finalize the recruitment of seven Temporary Equipment Operators for the Winter Maintenance Season. The recruitment for the Part-Time Grant Writer has been extended two weeks to allow for a larger applicant pool. The City is also currently recruiting a Temporary Equipment Operator in the Public Works Department.

Safety/Training

One accident that resulted in a near-miss injury was reported in October. As part of the City’s participation in a Loss Control Incentive Program, all employees will be required to take a “Preventing Slips, Trips, and Falls” course before June 30, 2023.

Special Projects

Human Resources continued work with Finance and the City’s health and life insurance benefits consultant to develop an improved plan design with potential changes to the plan or providers in an effort to find sustainable options for coverage beginning in the calendar year 2023.

Human Resources continued to work with the Administration and a working group of Department Heads to complete a comprehensive review of the City’s personnel practices and processes in key areas (recruitment, pay and benefits, policies and procedures) and provide recommendations. The committee met on October 17, 2022 and the next meeting is scheduled for November 16, 2022.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council





THROUGH: Paul Ostrander, City Manager

FROM: Hannah Meyer, Assistant to the Library Director

DATE: November 2, 2022

SUBJECT: Library Mid-Month Report for October 2022

October 2022 at a Glance

Items Borrowed		Oct-21	Oct-22	2022 YTD
Physical		5,989	6,556	65,570
Digital		1,500	1,510	15,367
Services				
New Memberships		49	48	538
Room Reservations		89	111	1,198
Programs				
Number of Programs		17	35	305
Program Attendance		729	665	5,335
Technology Sessions				
Computer sessions		433	490	4,975
WiFi Sessions		4,458	7,565	74,402
Early Literacy Station		130	282	2,544

October 2022 programming highlights

34 programs attended by approximately 665 individuals

- 7 Story Times (120 total participants)
- 5 Lego Clubs (64 total participants)
- 3 Chess Clubs (9 total participants)
- 2 iPad Basics at the Senior Center (12 total participants)
- Literary Haunted Hunt (212 total tickets submitted)
- Pumpkin Giveaway (85 total)
- 2-line Scary Poem (40 total participants)
- American Girl Club (9 participants)
- Bottle Ghosts (37 participants)
- Crafternoon (2 participants)
- Five Wishes (3 participants)
- Infant Play Group (10 participants)
- Pumpkin Pancakes (7 participants)
- Raspberry Pi Club (1 participant)
- Spooky Story Time (25 participants)
- Stuffed Animal Taxidermy (11 participants)
- Teen Advisory Board (4 participants)
- Teen D&D Night (4 participants)
- Writing Group (9 participants)

October 2022 library services highlights

- Volunteers logged 20 hours this past month. Tasks included shelving and program support.
- Our study and conference rooms were used by 111 individuals/groups for a total of 570 hours.
- Our Literary Haunted Hunt was a spooktacular success with over 212 participants creeping through its corridors from October 24th-31st. We gave away 85 pumpkins and had an estimated 550 visitors to our booth at the pumpkin festival.
- Our outdoor hold locker was successfully installed and is being tested by several patrons and staff members.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Brad Walker, Parks & Recreation Director
DATE: November 8, 2022
SUBJECT: **Mid-month Report – October 2022**

- Park staff set up for the Pumpkin Festival event on Oct. 8th at Millennium Park. The event was well received by both staff and the public.
 - Staff gave out approximately 800 pumpkins
 - Staff served approximately 600 cups of apple cider and hot chocolate
 - Estimated 1,000 attendees
 - The mayor of Kenai participated in a pumpkin drop event.
 - The Kenai Fire Department and Kenai Library worked with Park staff to help make this an excellent event.
- Park staff worked at Municipal Park completing end of season tasks.
 - Removing beetle kill trees and debris.
 - Removing all old posts/bollards from the interior gravel path so this area can be plowed for hikers/walkers during the winter months.
 - All gravel paths were graded including the poetry walk.
 - Broken posts/chains that were no longer necessary for the park were removed.
 - The Little Free Library was relocated to the front of the park for better access.
- Park staff finished winterization of parks by removing planters, dead seasonal flowers, and prepping our green house for the next growing season.
- Park Director and Assistant Director worked on updating the Parks and Recreation Capital Improvement plan.
- Park staff worked with the Streets department on grading the perimeter of the dog park in preparation of the new fence installation next Spring.
- Park staff continued LED light replacement on the MPF scoreboard. The large red LED lights are on back order and will be replaced once we receive them.
- Park staff started inspecting Christmas tree lights and repairing any broken strands/decorations in preparation of putting them up after Halloween.
- Park Director met with the Fire Chief to discuss existing grant funding for a potential new playground for the Green Strip park.

- Park Director ordered new John Deere Zero Turn Mower for next year. Expected delivery date is estimated April of 2023.
- The Power Supply Board and Main Control Board are still on back order for Compressor Unit #1 for the ice rink. The new projected delivery date is Nov. 17th.
- October 26th Kenai experienced the first big snow storm of the year.
 - Park staff worked with other City of Kenai departments around the clock on snow removal efforts.
 - Staff plowed out and prepared the Little League parking lots for the Boys and Girls Club Trunk or Treat event held on Saturday, October 29th.

Kenai Recreation Center Numbers:

Weight/Cardio	17	2	49	35	46	30	40	32	5	40	38	47	37	36	25	11	38	32	48	41	32	23	7	33	46	29	31	32	22	11	40	955
Rball	6	0	0	2	0	2	0	0	0	4	7	1	4	2	0	0	0	4	1	4	2	3	0	4	5	0	4	0	2	0	3	60
Wball	5	0	0	1	0	0	1	0	0	1	0	1	1	0	0	0	0	1	0	1	0	0	0	8	1	0	0	0	10	0	9	40
Shower/Sauna	8	1	12	11	9	5	10	4	5	10	14	19	7	9	8	2	8	15	13	11	9	4	3	11	15	9	16	9	8	5	7	277
Gym	39	7	55	48	65	53	56	53	5	56	35	45	63	84	40	11	39	29	44	34	30	37	20	38	17	56	52	41	33	19	151	1355
Other	0	0	2	1	0	1	0	2	0	0	1	0	0	1	0	0	2	0	1	0	0	2	1	1	0	0	1	0	1	0	3	20
Total	75	10	118	98	120	91	107	91	15	111	95	113	112	132	73	24	87	81	107	91	73	69	31	95	84	94	104	82	76	35	213	2707
Gym reservations	0	0	4	3	4	2	2	0	0	5	3	4	2	1	0	0	4	2	4	2	2	3	0	5	3	3	2	2	1	1	4	68

With an average of 20 people per hour for rental time the total visits = 3,907





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Linda Mitchell, Planning Director

DATE: November 8, 2022

SUBJECT: Planning and Zoning – October 2022 Monthly Report

Application Summary

Planning and Zoning reviewed 3 building permit applications in October and carried over 4 applications from the previous month.

Applications	No. Received	Carried Over	Completed	In Progress
Planning				
Building Permit	3	0	1	2
Landscaping/Site Plan	0	0	0	0
Easement	0	1	0	1
Plat	0	0	0	0
Zoning/Text Amendment	0	0	0	0
Lands & Leases				
Purchase	0	1	0	1
New Lease	0	2	0	2
Renewal	0	0	0	0
Assignment	0	0	0	0
Total	3	4	1	6

Code Enforcement

In September’s monthly report, it was indicated that there were a total of 10 active cases but upon review of the file management system, there were an additional 10 open cases that should have been carried over from cases opened between May and August. Planning and Zoning received 11 new complaints in October for a cumulative total of 25 open cases. Planning staff conducted a total of 18 site visits that included follow-up visits to verify compliance and closed 6 cases.

Violations	No. of Open Cases	Carried Over	New	Closed
<i>By Types</i>				
Abandoned Structure(s)	0	0	0	0
Abandoned Vehicle(s)	2	0	3	1
Building (e.g., as-built, damaged or decayed)	4	2	2	0
Conditional Use Permit	0	0	0	0
Junk and/or Refuse	4	5	0	1
Junk Vehicle(s)	9	9	2	2
Livestock	3	2	2	1
Signs	0	0	0	0
Recreational Vehicle(s)	0	0	1	1
Zoning (e.g., structures, setbacks, use)	3	2	1	0
Total	25	20	11	6

Before and After Highlight



Planning and Zoning Commission

One Planning and Zoning Commission meeting was held in the month of October and the following action occurred.

- Planning and Zoning Commission recommended approval for the following agenda item.

Action/Approval – Approving a time extension for the finalization of Beaver Loop Acres Addition No. 2 Preliminary Plat.





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: David Ross, Police Chief

DATE: November 4, 2022

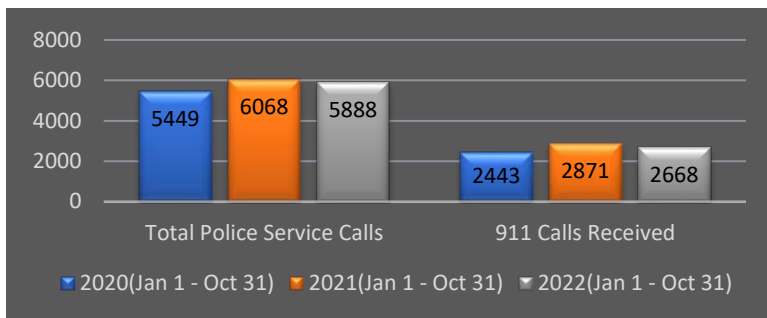
SUBJECT: Police & Communications Department Activity – October 2022

Police handled 523 calls for service in October. Dispatch received 253 9-1-1 calls. Officers made 44 arrests. Traffic enforcement resulted in 227 traffic contacts and 23 traffic citations. There were 4 DUI arrests. Officers investigated 8 motor vehicle collisions in October. There was one collision involving a moose and no collisions involving drugs or alcohol.

One Officer attended a two-day Breath Alcohol Supervisor training in Anchorage. One KPD supervisor attended a week long Less Lethal training in Alabama. Three dispatchers attended a two-day First Responder Mental Health training in Anchorage.

Officers assisted with traffic control for the Boys and Girls Club Trunk or Treat event on S. Spruce Street. A KPD officer also assisted with a prescription drug take-back-day along with other local law enforcement agencies.

The School Resource officer continued teaching DARE to two classes at Mountain View Elementary. He also continued to teach cell phone and internet safety classes at Kenai Middle School.





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Public Works Director
DATE: November 2022
SUBJECT: **Mid-Month Report; Public Works / Capital Projects**

Airport Fund Projects:

- Kenai Municipal Airport Sand Storage Facility – Orion Construction is currently under contract in the amount of \$2,289,000. The project has experienced extreme supply chain issues. *The steel for the building is currently stored on site. Change Order 1 has been executed providing a no cost time extension through September 30, 2023. Construction will start in May 2023 and is expected to move quickly from there.*
- Kenai Municipal Airport Airfield Drainage – Project consists of the replacement of approximately 500 lf of failing storm water pipelines located in the safety area off the northern end of the runway. 10/13/21 Contract Documents were executed with BMGC LLC in the amount of \$360,225. Airport staff has requested this project hold off until 2022 for operational concerns. A monitoring well was installed to verify water table elevation in the project area on June 6th 2022. The water table within the project area is currently very high, measured at 47" below grade on 9/12/22, 46" on 10/6/22, 48" on 10/24/22 after draining the float plane basin. On October 27th staff, contractor and engineers held a meeting where it was decided the project will wait until the Runway Rehabilitation Project begins. This will provide the contractor the most flexibility in leaving dewatering equipment running 24 hours a day with unlimited access to the project area. This has been confirmed with the FAA. Project will now be deferred until 2025.
- Kenai Municipal Airport Snow Removal Equipment (SRE) – Equipment has arrived, old equipment has been surplus auctioned and grant is working through closeout with the FAA.
- Kenai Municipal Airport Runway Rehabilitation Project – This project known as Task 4 within HDL Engineering Consultants LLC term service agreement with the City shall provide an initial assessment of the current condition of the airport runway. This will include geotech work, coring numerous locations of the runway. This work will provide the necessary information to



coordinate with the FAA to seek grant funding for an overall runway rehabilitation project which will ultimately include the runway, taxiways, drainage, lighting, markings, etc. On August 4th, 2021 HDL Engineering and staff successfully completed geotech borings of the runway after hours. On October 13th, 2021 HDL Engineering, City staff and the FAA discussed the findings of the geotech report. On December 6, 2021 the City received the draft Engineer's Design Report (EDR) along with the draft Geotechnical Report. Ordinance 3278-2022 was approved on April 20th, 2022 to secure HDLs services through Bid Phase with a contract amendment of \$781,833 executed on May 6, 2022, bringing the total cost of design to \$1,031,833. *The EDR is currently being updated to include additional project items, in anticipation of finalizing 35% design documents before calendar year end.* Project is currently tracking for Runway Rehab Construction in 2025 with the Taxiways 2026 the following year.

- Kenai Municipal Airport (KMA) Terminal Landscaping – A Request for Proposals for Landscape Design Services was released on July 14, 2022 with proposals due on July 28, 2022 where Earthscape LLC was determined to have provided the highest scoring proposal at a cost of \$28,255. The Purchase Order to Earthscape LLC was approved by Council at the 9/7/22 council meeting. Design work is anticipated to continue through the winter months with a construction bid expected for spring 2023.
- Kenai Municipal Airport (KMA) Operations Building HVAC Controls Upgrade & Boiler Replacement – This project was released for RFP on July 19, 2022 with proposals due on August 16, 2022. MBA Consulting Engineers was the successful proposer awarded under Resolution 2022-63 approved by Council at the September 7, 2022 Council Meeting. *Contract Documents were fully executed with MBA on October 31, 2022 for the contracted amount of \$47,726. November 10, 2022 will be the first site meeting with staff and engineering team. Design work is anticipated to continue through the winter months.*

General Fund Projects:

- USACE Bluff Erosion – Council approved Resolution 2021-35 at the June 2, 2021 meeting awarding an agreement to HDR along with issuance of a purchase order in the amount of \$791,832.68. July 6, 2021 the formal agreement between the City of Kenai and HDR was executed. On January 2, 2022 the City received 35% Design Documents from HDR, staff was able to review those documents with HDR uploading them to the Corps website on January 25th. On March 3rd federal funding in the amount of \$650,000 was received by the USACE to be used toward the design effort of the project. This allows Corps staff to bill time to the project in support of our efforts. On March 10th the City submitted a letter for Request for Work in Kind, to cover the expenses the City has incurred through HDR Engineers Inc. in the amount of \$248,676.73, which covers progress from July through November 2021. 65% Design Docs were received ahead of schedule on April 28th. Value Engineering Workshop was conducted with USACE on June 21-24, 2022 at JBER. This completed the requirement of completion of a VE Study for the project. Final 65% documents with the items addressed at the VE Study workshop were received 8/25/22. Advanced Technical Review (ATR) with the Corp began 9/15/22, with an ATR Workshop on October 3, 2022. The project continues tracking toward an April 3, 2023 Invitation to Bid release for Construction with an anticipated Construction Contract award anticipated in May/June 2023. Project continues to track well and as expected. The City Manager presented Resolution 2022-71 to Council at the October



5, 2022 meeting accepting a State Grant 23-DC-007 for \$6,500,000 in support of the Sponsor share of the project. This grant is a tremendous step toward fulfilling the City's responsibility of the current 35% percent match of the overall project. This project continues to be very active, more info to come as we approach the end of the calendar year and work toward 95% design documents. *Staff formally submitted Work In Kind (WIK) Requests #2 & #3 to the USACE on November 3, 2022 totaling another \$316,447.30 toward our City Share of project costs.*

- Recreation Center Improvements – The Public Works Department released an RFP on November 18, 2021 with proposals due on December 10, 2021 to provide professional AE services for the Kenai Rec Center. This project will provide a code assessment of the facility, architectural drawings for a complete roof replacement of the facility, and mechanical / electrical drawings for the replacement of aging HVAC equipment. Update: Resolution 2022-06 was approved at the 1/19/22 council meeting to award a design agreement to K+A Design Studios in the amount of \$92,085. Design agreement has now been executed and project meetings are set to begin in mid-February. Resolution 2022-09 within the February 16th packet is combining funding from several smaller projects into this one larger one. On March 21st the design team provided the code assessment for the facility identifying several issues which are under review by Public Works Staff. On August 17, 2022 council approved a PO increase to include rain leader design to address storm water concerns. Total authorized design to date is \$108,085. Update: Design has run behind schedule, however bid documents were received for review on October 4, 2022. Project release for construction bids is anticipated for November 2022 with work continuing through the summer of 2023.
- Multi-purpose Facility – The Building Maintenance Department completed all of the pressure washing and rust prevention coatings in house. That portion of the project was completed on time and on budget and allowed for ice to go back in on schedule. Staff continues to work on ventilation solutions as well as some UV Heat lamps to replace the natural gas heaters suspended from the ceiling near the seating areas. Once a scope of work is finalized by the department these additional items will be released for bids. Currently roughly \$71,000 of the \$155,000 in funding has been expended.
- Cemetery Expansion – This project is located at the corner of First Ave and Float Plane Rd and will provide for additional burial space as the existing adjacent cemetery has reached capacity. The Public Works Department using in house personnel has already cleared, leveled and graded the site, and placed and compacted a gravel sub-base for the parking area. Staff has successfully surveyed in 64 adult plot sites and 12 infant plot sites. These sites are available through the Clerk's office. The Parks & Recreation Commission is currently considering alternatives to fencing the cemetery in an effort to utilize those funds toward completing other items. Work will be suspended through the winter with the parking lot paving taking place early summer 2023.
- Kenai Fire Department Flooring Replacement – This project will be replace aging flooring materials within the station. Based on the age of the facility and previous encounters with asbestos, a Proposal Quote Request was released on 12/1/21 with proposals due on 12/10/21 to sample and test for asbestos containing materials within the proposed work area. Contract was awarded on 12/20/21 with a Notice to Proceed granted on 1/11/21 with report due back to City on 2/14/22. The results of the testing will determine our next course of action. If



asbestos is discovered steps to conduct abatement will need to be completed prior to replacement of flooring materials. The testing costs are \$4,112 at this time. May 18th council meeting has an Ordinance requesting an additional \$20,000 in supplemental funding to complete abatement and allow the project to proceed. Update: Supplemental funding approved and request for quotes is in progress to complete the asbestos abatement previously identified. Invitation to Bid released on 9/15/22, work anticipated to carry well into the winter months. Bids were received on October 6, 2022 and there is a resolution within this Council packet for a contract award to Aurora Flooring LLC in the total amount of \$60,000.

- Kenai Fire Department Apparatus Bay Coating – Ordinance 3315-2022 is up for Council approval on 9/21/22 to provide supplemental funding to allow the project to bid. Once additional funds are approved project is prepped for bid release. Existing budget was \$45,000 with approval of Ordinance 3315-2022 new budget will be \$60,000. This work involves cleaning and replacement of concrete floor markings with the installation of a new concrete sealer to protect and extend the life of the garage bay floors. *Bid documents are being finalized for a bid release later this month November 2022.*
- Visitor Center Roof Replacement – Request for Proposal Documents are pending to obtain professional services to provide bid ready construction documents for the planned roof replacement at the Visitors Center. RFP release is anticipated for late January 2022 to provide for shingle replacements during the summer months 2022. Update: A Proposal Quote Request was released on January 25th with proposals due on February 15th to provide Bid Ready Construction documents for this project. Council can expect to see legislation in March awarding the design agreement. Update: K+A Architecture was the successful proposer and 95% design documents were provided for staff review on May 31, 2022. Invitation to Bid for construction was released on 6/21/22 with bids due on 7/19/22. Two bids were received and were both well in excess of budgeted amounts. Project is unable to be awarded at this time and will be adjusted slightly with the intent of rebidding 1st quarter 2023.
- Kenai Dog Park – Council has provided \$63,000 in funding toward this project. On October 10th, 2022 Polar North Construction began work on the concrete pavilion pad with a concrete pour schedule for 10/13/22 weather pending. Fireweed Fence has also started reinstallation of the fence work the same week. The high water table within the park area continues to cause flooding issues within the park area. Public Works staff has roughed in some drainage trenches which have helped, we plan on expanding on that work and then placing some drainage rock so the repairs will be permanent. Project will continue into May/June 2023 as weather allows. Public Works staff has collected numerous items from the dog park committee including park benches, signage, agility equipment, etc. and have items stored in our warm storage area to be installed next spring.
- Roadway Improvements – Nelson Engineering was the successful proposer to provide bid ready construction documents for improvements to Wildwood Dr, Willow Ave, First St. as well as multiple smaller misc. repairs. Update: Contract documents have been executed, geotech soil borings have been completed, site survey work has begun. Wildwood Drive 65% design docs were received on July 14, 2022 for review. *95% documents are pending after discussions on adding water sewer utilities in a few locations that are not currently existing to avoid future damages to the roadway.* Geotech and site surveys have been completed on First Ave and Willow Street project areas, with design work expected to start as Wildwood design is finished. Projects will not be ready for bid release this season and will be released for bids first quarter 2023.



Water & Sewer Fund Projects:

- Waste Water Treatment Plant Replacement Sludge Press – Resolution 2020-95 approved at the December 16, 2020 Council meeting authorized HDL Engineering to begin the Design Phase of the WWTP Replacement Sludge Press. Contract Documents were executed on January 6, 2021 with a Notice to Proceed issued on January 11, 2021. A Request for Proposals from press manufactures was released on April 27, 2021 with proposals due on May 25th, 2021. Resolution 2021-42 to award an equipment purchase agreement to Andritz Corp in the amount of \$285,000 was approved by Council at the June 16, 2021 meeting. The screw press is on order and is expected to arrive in Kenai in late *October 2022*. A formal Invitation to Bid for Construction was released on June 7th, 2022. Bids were originally due on June 28th but the deadline was extended to July 22nd due to a lack of bidders interested in the project. On July 22nd two bids were received, with Blazy Construction being the lowest responsive responsible bidder at a cost of \$1,437,913. Ordinance 3302-2022 awarded the Construction Agreement to Blazy Construction on 8/17/22. Work is now actively underway and is anticipated to run through March 2023. *Concrete for screw press foundation was poured on October 11, 2022. Screw press was delivered on 10/27/31! Photo below.*



- Kenai Wellhouse Relocation – Contract was executed with Polar North Construction on August 4, 2021 in the amount of \$243,172.25. *Update: 9/7/22 Council meeting approved a PO Increase to cover Change Order 1 costs associated with site grading in the total amount of \$9,792.13. Contract is now working through closeout*
- Lift Station Renovations – Resolution 2021-58 awarded HDL Engineering agreement in the amount of \$59,560 to provide bid ready construction documents for three lift stations. HDL has completed on site evaluations and are nearing completion of three sites to receive upgrades. These locations included the stations at mile posts 13 and 14, which are near the soccer fields and Spur / Redoubt Ave respectively, as well as a station on Lawton Drive. These locations are intended to receive new pumps and pump control panels as part of this project. *Update: After determination of which lift stations would receive renovations to start, a design meeting was held on 12/3/21 to discuss pump and control panel design. Basis of design memo received on January 6, 2022. Update: Design documents are approaching 95% with a revised anticipated release for Construction Bids December 2022. Construction will continue through the summer of 2023.*



- Wastewater Plant Digester Blowers Replacements – HDL Engineering was authorized to proceed on design documents for this project through passage of Resolution 2022-29 on May 18, 2022. Design Agreement is currently in the amount of \$382,513 and will provide bid ready construction documents for the replacement of two 40+ year old blowers at the WWTP. The Department received 35% Design Study Report on September 23, 2022 and the project is currently moving toward 65% design documents. A grant for this project has been applied for through Senator Murkowski's office through the Congressional Directed Spending (CDS) program. We are awaiting word on if we were successful in receiving grant funds. This is a high priority project for the department and is anticipated to provide further energy savings similar to the aeration basin blower replacement project completed a few years ago.

Senior Citizens Fund Projects:

- Senior Center Front Entry Modifications – Capital Project Manager is developing scope of work for this project to address operation of automatic entry doors.

Congregate Housing Fund Projects:

- Vintage Pointe Boiler Replacement – A RFP for design services was released on October 6, 2022 with proposals due on November 3, 2022. Design work will continue into the winter with a construction bid release expected at the end of the first quarter 2023. This project will replace outdated boiler heat systems for the facility as well as providing a direction on backup power generation to support the heating system when grid power is unavailable. *No proposals were received, the Department is requesting approval to enter negotiations with RSA Engineering in the hopes of moving the project forward. There is a Resolution within this packet requesting that approval.*

Other Projects Information:

- DOT Kenai Spur Highway to Sports Lake Rd – *This project continues to wait for appropriation of state funds. No new information to report at this time.*
- DOT Bridge Access Road Bike Path – Council passed Resolution 2021-53 on August 4, 2021 authorizing the City Manager execute a memorandum of agreement with DOT for design, construction, and maintenance of the Kenai Bridge Access Road Pathway project. In speaking with representatives from DOT the state has not provided funding as yet for this project to move forward. To date the City has appropriated \$294,947 in support of this project which is intended to provide a 1.2 mile path connecting the paths between the Spur Highway and Beaver Loop. Total cost of project per DOT estimates equals \$3,266,301. Per communications with the DOT, design funding is in place and they are waiting on final signatures for the Reimbursable Services Agreement (RSA) with DNR. Once the RSA is approved they will be able to begin design work. Process is expected to be completed by the end of January. Update: Formal kickoff meeting took place on March 30th with the City Manager and Public Works Director in attendance. From appearances this design process will be a slow one, we are not anticipating seeing construction on the path this calendar year. Will continue to update as more information becomes available. Update: A site meeting will be taking place between the City, DNR, & DOT on 6/9/22 to review the project. HDL Engineering appears to be conducting surveying services in support of the project, crews were in the area on 6/7/22. *On June 29, 2022 the City Manager & Public Works Director met with DOT representatives and discussed projects. State funding continues to be an issue.*





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Kathy Romain, Senior Center Director
DATE: November 7, 2022
SUBJECT: **October 2022 Monthly Report**

October arrived in full fashion, bringing colder temperatures and exhibiting its snowy side. None of these intimidated area seniors from participating in a month full of events at the KSC.

Highlights included the “No Host Dinner” at Carla’s Restaurant, The Halloween Dance, and seasonal crafts and games. A collaboration with Kenai Senior Connection and the KSC closed out the month with trick-or-treating post-Covid style. Seniors hosted tables to give out treats to area children. As children made their way around the Center they were able to pose for photos, and receive treats, books, and even balloon animals! Parents expressed their appreciation for being able to take their kids to a safe place protected from the elements for Halloween. Parents, children, and seniors alike are all excited at the possibility of repeating this next year.

	2022	2021
Home Delivered Meals	1639	1841
Individuals	91	107
Dining Room (Congregate) Meals	774	453
Individuals	132	82
Transportation (1-way rides)	185	110
Individuals	21	13
Grocery Shopping Assistance	10/42	3
Writers Group	21	18
Caregiver Support Group	13	8
Growing Stronger Exercise	229	227
Tai Chi Class	39	40
TOPS Weight Loss Class	27	26
Bluegrass & Music Sessions	79	46
Card Games	125	81
Wii Bowling	32	51
Arts & Crafts	44	35
Total Event Sign-ins *	1133	1288
Individuals *	192	137
Vintage Pointe Manor Vacancies	1	0

* (not including home meals clients)



Hi folks!

I'm encouraging all friends and family to join me this year in the [2023 Race Across Alaska Winter Challenge \(RAAWC\)](#).

RAAWC is a multi-sport, multi-distance winter challenge with the goal to log as many miles as you can starting the first day of winter, December 21st, and ending the last day of winter, March 20th.

It's a great way to stay active throughout the winter, meet new folks, try new winter activities, and get sweet swag!

You can walk, run, bike, ski, swim, ice skate, kick sled, stand-up paddle board or anything else where you can accrue mileage. This includes indoor activities like stationary bikes and treadmills and you can participate from anywhere in the world.

Early registration is open now for \$75 and with the discount code **Sovala5**, you can save another \$5 on registration – this also helps me compete against other Ambassadors for signing up new racers.

Additionally, if you'd like to join my team (made up of other coworkers and friends) our name is 60° North and the password is H4KPB.

If you have any questions, feel free to give me a shout or shoot me a text at (907) 953-0225 or you can find more information on the [RAAWC website](#), the private [Facebook group](#), or the subreddit [RAAWC](#).

VIRTUAL
RACE ACROSS
ALASKA

ANCHORAGE TO WHITTIER: 60 MILES
ANCHORAGE TO SHEEP MTN: 125 MILES
ANCHORAGE TO DENALI NAT. PARK: 235 MILES
ANCHORAGE TO DELTA JUNCTION: 350 MILES
ALASKA LONG TRAIL: 500 MILES
DENALI HIGHWAY LOOP: 800 MILES
HISTORIC IDITAROD TRAIL: 1150 MILES
KETCHIKAN TO DEADHORSE: 2000 MILES

www.raawc.com

