

**KENAI COUNCIL ON AGING  
REGULAR MEETING  
MAY 11, 2023 – 3:00 P.M.  
KENAI SENIOR CENTER  
361 SENIOR CT., KENAI, AK 99611  
\*Telephonic/Virtual Information Below\*  
<http://www.kenai.city>**

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval

**B. SCHEDULED PUBLIC COMMENTS *(Public comment limited to ten (10) minutes per speaker)***

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

**D. APPROVAL OF MEETING SUMMARY**

1. March 9, 2023.....Pg. 2

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

1. **Action/Approval** - Updates to Senior Center Code of Conduct and Ethics. . Pg. 5
2. **Discussion/Recommendation** - Recommending the City Council Approve Suggested Changes to the FY2024 Fee Schedule.....Pg. 7

**G. REPORTS**

1. Senior Center Director
2. Council on Aging Chair
3. City Council Liaison ..... Pg. 8

**H. NEXT MEETING ATTENDANCE NOTIFICATION – Thursday, June 8, 2023**

**I. COMMISSION QUESTIONS AND COMMENTS**

**J. ADDITIONAL PUBLIC COMMENT**

**K. INFORMATION ITEMS**

**L. ADJOURNMENT**

**Join Zoom Meeting**

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**KENAI COUNCIL ON AGING MEETING  
MARCH 9, 2023 – 3:00 P.M.  
KENAI SENIOR CENTER  
361 SENIOR CT., KENAI, AK 99611  
CHAIR RACHAEL CRAIG, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

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

**a. Pledge of Allegiance**

Chair Craig led those assembled in the Pledge of Allegiance.

**b. Roll was confirmed as follows:**

Members Present: R. Craig, R. Williams, K. Ayers, V. Geller, B. Modigh, J. Straughn,  
F. Kilfoyle, A. Heckert, J. Straughn, G. Pettey

Members Absent:

A quorum was present.

Staff/Council Liaison: Senior Center Administrative Assistant R. Piersee, Volunteer  
Coordinator K. Feltman, Council Liaison D. Sounart

**c. Agenda Approval**

**MOTION:**

Member Pettey **MOVED** for approval of the agenda as presented and Member Straughn **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. January 12, 2023

**MOTION:**

Member Straughn **MOVED** to approve the January 12, 2023 Meeting Summary. Member Pettey **SECONDED** the motion. There were no objections, **SO ORDERED**.

5. **UNFINISHED BUSINESS** -- None.
6. **NEW BUSINESS**
  - a. **Discussion/Recommendation** – Recommending City Council Approval of the Student Representative Policy No. 20.100

City Clerk Saner clarified that this would repeal both of the existing student representative policies and establish one policy that's applicable to all boards, commissions and councils; she reviewed the proposed changes from the previous policy.

There was discussion regarding resident requirements for the student representative. A preference was expressed for students in leadership roles who could better communicate with their fellow students and City Council on issues affecting students, and for allowing homeschooled and private school students in the qualification section of the policy.

**MOTION:**

Member Pettey **MOVED** to recommend City Council approval of the Student Representative Policy No. 20.100, with the inclusion of students who attend homeschool or private schools in the Qualifications of Student Representative section of the policy. Member Straughn **SECONDED** the motion. There were no objections, **SO ORDERED**.

- b. **Discussion/Recommendation** – Recommending City Council Approval of Amendments to the City Council Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01

City Clerk Saner reviewed the proposed amendments to the Procedures for Commissions, Committees and Council on Aging Policy.

**MOTION:**

Member Straughn **MOVED** to recommend City Council approval of amendments to the City Council Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01. Member Pettey **SECONDED** the motion. There were no objections, **SO ORDERED**.

- c. **Discussion** - NCOA Senior Center Accreditation/Building Excellence Program

It was noted that staff will do further research and bring more information back to the committee in the future.

7. **REPORTS**

- a. Senior Center Director – Administrative Assistant Piersee reported on the following:
  - Current staffing/job descriptions.
  - Starting of greenhouse planting/planting seeds with Steve Latz.
  - Gearing up for this year’s Kentucky Derby themed March for Meals fundraiser.
  - Discussed pocket doors for the entrance doors at Vintage Pointe and through the card room to access the Senior Center, to address the need for seniors who use wheelchairs or scooters to be able to access the center independently.
- b. Council on Aging Chair – Chair Craig discussed the March for Meals event, and the Country Store will be present at the Kentucky Derby fundraiser.
- c. City Council Liaison – Council Member Sounart reported on the actions of the February 15 and March 1, 2023 City Council Meetings.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – Thursday, April 13, 2023

Council Member Sounart and Council on Aging Member Pettey noted that they will be absent for the April meeting.

9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS**

Member Geller encouraged people to dress up for the Kentucky Derby themed March for Meals fundraiser.

Member Heckert emphasized the importance of ADA compliancy and discussed automatic doors for accessibility. She mentioned that the Kenai Chamber of Commerce will also have a Kentucky Derby theme for their fundraiser event.

Member Pettey recommended the Capital Improvement Project extension of the Senior Center front doors needs to be number one priority to get done.

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

11. **INFORMATION ITEMS** – None.

12. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:54 p.m.

Meeting summary prepared and submitted by:

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Meghan Thibodeau  
Deputy City Clerk

DRAFT

# KENAI SENIOR CENTER

## Code of Conduct and Ethics

### Our Mission

To serve as a community focal point for senior services where adults 60+ come together for fellowship and program participation, to engage in opportunities for dignity and personal growth, to improve and enrich their quality of life, to support the needs of older individuals, to enhance their independence, and to broaden their involvement within the community.

*Users of the Center are expected to follow standards of independence and behaviors as we strive to support the goals of a welcoming atmosphere and safe environment for all who come through our doors.*

### **Be considerate of people and property:**

- If you are ill, please do not enter the building as this is the best way we can ensure everyone's safety and health. Hand sanitizer is available for your convenience.
- Please remember only ADA approved service animals are permitted in the building. Owners are responsible for their animal by keeping the animal close and in control at all times. Service animals must not disrupt other patrons. Emotional support animals are not allowed in the Senior Center.
- Please know that smoking or vaping is not allowed within the Senior Center building or within forty (40) feet of the Center building entrances. KMC 12.40 Ashtray stands are located near the log cache in the parking lot.
- Please refrain from consuming alcohol on the premises during Senior Center regular hours. Participants who are under the influence will be asked to leave the premises.
- Please refrain from making or placing calls within the main dining room. Phone calls may be taken outside or to other less populated areas of the Senior Center. Please silence all disruptive devices in the dining room to not disturb other patrons.
- Please keep in mind the provided items are intended for use at the Center. (Napkins, cream/sugar, etc.) **Please do not take these items for use at home.**
- Please refrain from wearing strong fragrances or hygienic products. Many seniors have allergies or are sensitive to strong odors.
- Please show respect to the staff, volunteers, other participants, and the Senior Center. The Kenai Senior Center promotes a safe and positive place. Harassment, violence or threats will not be tolerated in any form.
- Please dress appropriately and maintain personal cleanliness and good hygiene.
- Please remember solicitation, or selling is not permitted within the Senior Center. If you have something you would like to advertise, feel free to use the community bulletin board.
- Medical Conditions or Issues: Participants should provide an emergency contact. If a participant experience an emergency medical issue while on the premises, staff will notify emergency response on their behalf.

**From:** [Ken Ayers](#)  
**To:** [Kathy Romain](#)  
**Subject:** Suggested Code of Conduct Changes for Discussion During Next Council on Aging Meeting  
**Date:** Wednesday, May 3, 2023 3:48:45 PM  
**Importance:** High

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**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Kathy,

I would like to discuss adding the following paragraph:

**“All persons shall respect others right to privacy and personal space at the Kenai Senior Center. Any person who violates others privacy or personal space can be asked by the Senior Center Director to leave the facility.”**

This gives you the latitude to discuss the issue and determine when you need to take action.

Sincerely,

Ken Ayers

**City of Kenai  
Schedule of Rates, Charges and Fees**

<u>KMC Section</u>	<u>Fee Description</u>	<u>Current Fee Amount</u>
<b><u>SENIOR CENTER</u></b>		
<b><u>SENIOR CENTER MEALS</u></b>		
	12 years and younger	\$8.00
	Adult non-senior (13 years and older but less than 60 years)	\$16.00
	60 years and older - Suggested Donation	\$8.00
<b><u>SENIOR CENTER TRANSPORTATION</u></b>		
	Transportation within Kenai City Limits - To Senior Center - Suggested Donation	\$6.00
	Transportation within Kenai City Limits	\$6.00
	Transportation outside Kenai City Limits	\$15.00
<b><u>SENIOR CENTER RENTAL</u></b>		
	Main Dining Room and Kitchen Rental	
	One Day Rental	\$800.00
	Friday (1/2 day) and Saturday	\$1,200.00
	Saturday and Sunday	\$1,500.00
	Friday (1/2 day), Saturday and Sunday	\$2,100.00
	Dishes (per place setting)	\$1.50
	Security Deposit	\$1,000.00



## Kenai City Council - Regular Meeting

April 19, 2023 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

[www.kenai.city](http://www.kenai.city)

### Action Agenda

#### A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items 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 ADMINISTRATIVE REPORTS

1. Fiscal Year 2022 Audit Report, Joy Merriner, BDO USA, LLP.
2. Spruce Bark Beetle Mitigation Update, City of Kenai Fire Chief Tony Prior.

#### C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker*)

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

#### E. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3342-2023** - Increasing Estimated Revenues and Appropriations in the Congregate Housing Fund for Costs in Excess of Budgeted Amounts. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3343-2023** - Accepting and Appropriating a Volunteer Fire Assistance Grant from the United States Department of Agriculture Forest Service Passed through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3344-2023** - Amending Kenai Municipal Code Chapter 8.20 - Fireworks Control, by Removing References to City Permits - which are Redundant to the States Firework Display Permit. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2023-26** - Amending the City Council's Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01 and Renumbering to Policy No. 20.020. (Gabriel, Baisden)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2023-27** - Repealing the City Council's Unnumbered Student Representative Policy, Repealing the Parks and Recreation Commission



Student Representative Policy No. 2018-01, and Enacting City of Kenai Student Representative Policy No. 20.100. (Gabriel, Baisden)

6. ***ADOPTED UNANIMOUSLY. Resolution No. 2023-28*** - Approving a Twelve-Month Extension of Time for Good Cause for the Completion of Permanent Improvements for a Lease Between the City of Kenai and Schillings Rentals, LLC for Airport Reserve Lands Described as Lot 5A, Block 1, FBO Subdivision 2018 Replat. (Administration)

**F. MINUTES**

1. \*Regular Meeting of April 5, 2023. (City Clerk)

**G. UNFINISHED BUSINESS**

**H. NEW BUSINESS**

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Action/Approval** - Non-Objection to the Renewal of a Liquor License for AK Inc., DBA: Speedway Express #60206 - License No. 4544. (City Clerk)
3. \***Ordinance No. 3345-2023** - Accepting and Appropriating Donations for Construction of the Kenai Community Dog Park. (Administration)
4. \***Ordinance No. 3346-2023** - Increasing Estimated Revenues and Appropriations in the General Fund, Fire Department for the Purchase of an Inflatable Rescue Boat. (Administration)
5. \***Ordinance No. 3347-2023** - Establishing the Storefront and Streetscape Improvement Program and Appropriating \$50,000 from the General Fund. (Askin, Sounart)
6. ***WORK SESSION SCHEDULED FOR MAY 3, 2023 AT 4:30 P.M. Discussion/Action*** - Scheduling a Council Work Session on Employee Recruitment and Retention Difficulties and Recommendations for May 3, 2023 at 4:30 p.m. (Administration)

**I. 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

**J. REPORT OF THE MAYOR**

1. Mayoral Proclamation Congratulating the Kenai Central Kardinal Cheer Team.

**K. ADMINISTRATION REPORTS**

1. City Manager
2. City Attorney
3. City Clerk

**L. ADDITIONAL PUBLIC COMMENTS**

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

**M. EXECUTIVE SESSION**

**N. PENDING ITEMS**

**O. ADJOURNMENT**

**P. INFORMATION ITEMS**

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://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.*

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## Kenai City Council - Regular Meeting

May 03, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

[www.kenai.city](http://www.kenai.city)

### Action Agenda

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#### **B. SCHEDULED ADMINISTRATIVE REPORTS**

#### **C. SCHEDULED PUBLIC COMMENTS** (*Public comments limited to ten (10) minutes per speaker*)

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

#### **E. PUBLIC HEARINGS**

1. **ENACTED UNANIMOUSLY. Ordinance No. 3345-2023** - Accepting and Appropriating Donations for Construction of the Kenai Community Dog Park. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3346-2023** - Increasing Estimated Revenues and Appropriations in the General Fund, Fire Department for the Purchase of an Inflatable Rescue Boat. (Administration)
3. **ENACTED. Ordinance No. 3347-2023** - Establishing the Storefront and Streetscape Improvement Program and Appropriating \$50,000 from the General Fund. (Askin, Sounart)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2023-29** - Deferring the Annual City Fee for Tideland Leases for Shore Fisheries to Provide Relief for Set Net Operators Leasing Tidelands from the City for Commercial Setnet Operations if Setnet Fisheries Remain Closed in the Upper Cook Inlet Eastside Set Net Fishery Salamatof Beach Section. (Gabriel)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2023-30** - Authorizing a Reallocation of Funds within the Congregate Housing Improvement Capital Project Fund. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2023-31** - Authorizing a Reallocation of Funds within the Municipal Roadway Improvements Capital Project Fund. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2023-32** - Approving a Lease Utilizing a Non-Standard Lease Form on Airport Reserve Lands Between the City of Kenai and the Federal

Aviation Administration for the Automated Flight Service Station and Satellite Communication Network Facilities on Lot 7A-1 FBO Subdivision No. 5. (Administration)

8. **ADOPTED UNANIMOUSLY. Resolution No. 2023-33** - Approving an Amendment to the Lease and Concession Agreement for the Kenai Municipal Golf Course and Recreation Area Between the City of Kenai and Griffin Golf, LLC. (Administration)

#### F. MINUTES

1. \*Regular Meeting of April 19, 2023. (City Clerk)

#### G. UNFINISHED BUSINESS

#### H. NEW BUSINESS

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. \***Action/Approval** - Non-Objection to the Transfer of a Limited Marijuana Cultivation Facility License for Grateful Bud, LLC., DBA: Grateful Bud, LLC. - License No. 16474. (City Clerk)
4. \***Ordinance No. 3348-2023** - Accepting and Appropriating Funds from the Institute of Museum and Library Services, Passed through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, for Library Employee Training. (Administration)
5. \***Ordinance No. 3349-2023** - Accepting and Appropriating a Donation to the Kenai Community Library for the Purchase of Early Literacy Equipment and Furniture. (Administration)
6. \***Ordinance No. 3350-2023** - Accepting and Appropriating Grant Funds from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)
7. \***Ordinance No. 3351-2023** - Accepting and Appropriating Funding from the State of Alaska Department of Health and Social Services, Division of Public Health for the Healthy and Equitable Communities Program, and Authorizing the City Manager to Execute a Memorandum of Agreement for this Funding. (Administration)
8. \***Ordinance No. 3352-2023** - Increasing Estimated Revenues and Appropriation in the Kenai City Dock Improvement, Animal Control Improvement, and Airport Snow Removal Equipment Improvement Capital Project Funds to Transfer Residual Balance from Completed Projects Back to their Original Funding Sources. (Administration)
9. **APPROVED UNANIMOUSLY. Action/Approval** - Special Use Permit to Kenai Aviation Operations, LLC. for Airport Taxilane Space for Aircraft Parking. (Administration)
10. **Discussion** - Status and Path Forward for Wildwood Drive Rehabilitation Project. (Administration)

#### I. 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

**J. REPORT OF THE MAYOR**

**K. ADMINISTRATION REPORTS**

1. City Manager
2. City Attorney
3. City Clerk

**L. ADDITIONAL PUBLIC COMMENTS**

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

**M. EXECUTIVE SESSION**

1. Review and Discussion of the City Attorney's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Attorney [AS 44.62.310(C)(2)].
2. Review and Discussion of the City Clerk's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Clerk [AS 44.62.310(C)(2)].

**N. PENDING ITEMS**

**O. ADJOURNMENT**

**P. INFORMATION ITEMS**

1. CIRCAC Director's Report

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