

**KENAI COUNCIL ON AGING  
REGULAR MEETING  
SEPTEMBER 14, 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)***

1. Brandi Bell, Elders & Transportation Manager, Kenaitze Indian Tribe – Fixed-Route Bus Service Community Survey & Information .....Pg. 2

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

**D. APPROVAL OF ACTION MINUTES**

1. May 11, 2023 .....Pg. 9

**E. UNFINISHED BUSINESS**

1. Approval of the Kenai Senior Center Code of Conduct and Ethics, 2023 Revision.....Pg. 12

**F. NEW BUSINESS**

**G. REPORTS**

1. Senior Center Director
2. Council on Aging Chair
3. City Council Liaison.....Pg. 13

**H. ADDITIONAL PUBLIC COMMENT**

**I. NEXT MEETING ATTENDANCE NOTIFICATION – October 12, 2023**

**J. COMMISSION QUESTIONS AND COMMENTS**

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

1. City of Kenai Commissions, Committees and Council on Aging Review.....Pg. 19

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85932221514?pwd=U1VQMm8wNHZ3UFRGN01rUWpmTml1Zz09>

**Meeting ID:** 859 3222 1514

**Password:** 363482

**OR Dial in by your Location:** (253) 215-8782 or (301) 715-8592

**Meeting ID:** 859 3222 1514

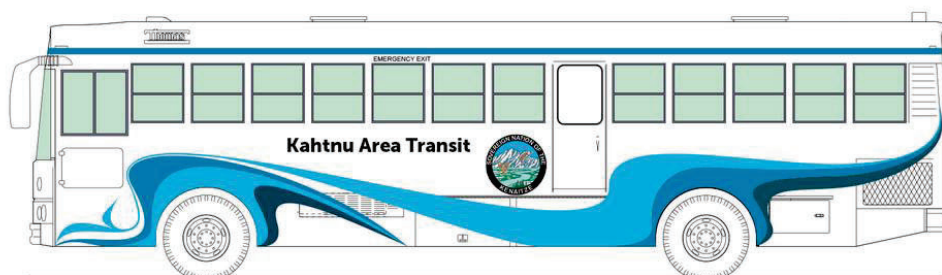
**Password:** 363482

# Would you take the bus? We want to know!

The Kenaitze Indian Tribe is developing a fixed-route bus service, Kahtnu Area Transit. Community input is needed to finalize the route and bus stop locations.

Take the survey online at  
<https://arcg.is/10aKju>  
or scan the QR code.

*Responses will be  
collected until Sept. 11.*





## Kenaitze Indian Tribe Kahtnu Area Transit (KAT) Fixed-Route Bus Service Community Survey

**Thank you in advance for taking time to complete this survey!**

The Kenaitze Indian Tribe received a grant to expand transportation services to supplement and compliment their existing transportation program and other existing services in the Kenai Peninsula Borough. Please take this 10-minute survey to about your transportation needs. *Responses will help define the location of the future bus route and bus stops. Survey responses will be kept anonymous.*

**1. In what community do you live?**

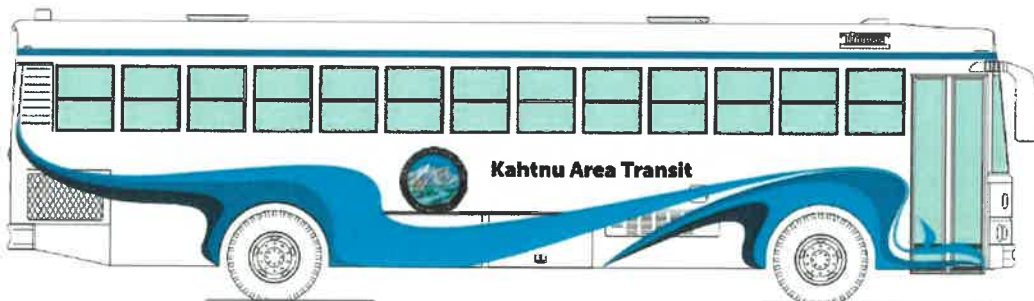
- a. Sterling
- b. Soldotna
- c. Kalifornsky
- d. Kenai
- e. Nikiski
- f. Other/Don't know

**2. What is your age group?**

- a. Under 16 years
- b. 16 – 25 years
- c. 26 – 35 years
- d. 36 – 45 years
- e. 46 – 55 years
- f. 56 – 65 years
- g. Over 65 years

**3. If there are other people in your household who may use transit services, what are their age groups? *Select all that apply.***

- Under 16 years
- 16 – 25 years
- 26 – 35 years
- 36 – 45 years
- 46 – 55 years
- 56 – 65 years
- Over 65 years



Continued on next page → **1**



## Kenaitze Indian Tribe Kahtnu Area Transit (KAT) Fixed-Route Bus Service Community Survey

**4. Are you currently employed?**

- a. Yes
- b. No
- c. Other: \_\_\_\_\_

**5. If "Yes," in which community do you work? Skip if not applicable.**

- a. Sterling
- b. Soldotna
- c. Kalifornsky
- d. Kenai
- e. Nikiski
- f. Other / Work from Home: \_\_\_\_\_

**6. If you are unemployed and seeking employment, would reliable transportation help with access to a potential job? Skip if not applicable.**

- a. Yes.
- b. No.
- c. Uncertain

**7. Do you have a valid driver's license?**

- a. Yes.
- b. No.
- c. No, but I plan to obtain one in the next 6 months.

**8. Do you have access to a personal vehicle?**

- a. Yes, I always have access to a personal vehicle.
- b. Yes, I sometimes have access to a personal vehicle.
- c. No, I do not have reliable access to a personal vehicle.

**9. If you do not drive a personal vehicle, why not?**

*Skip if not applicable. Select all that apply.*

- I don't have a license.
- I have a medical condition or physical disability that prevents me from driving.
- The cost of owning or leasing a vehicle is too high.
- The price of gas, insurance, and/or maintenance is too high.
- I do not want to drive and/or do not need to drive.
- Other: \_\_\_\_\_

**Questions #10-18 ask about your transportation trip's "origin" and "destination."**

*"Origin" refers to where you start your trip or first get on the bus, while "destination" refers to where you are trying to arrive by using transit services, not including your return trip.*

Continued on next page → 2



## Kenaitze Indian Tribe Kahtnu Area Transit (KAT) Fixed-Route Bus Service Community Survey

**10. Where would your transit trips typically originate? I.e. where would you prefer to get on the bus?**

*Please provide the roadway intersection nearest to your preferred pick-up location. For example: "Swanson River Road and Sterling Highway." If you do not know the intersection, please provide other location information, such as "Three Bears, Sterling, AK." We understand developed bus stops may not yet exist in preferred locations.*

Trip Origin:

---

**11. When you leave your home or origin, what communities do you visit most often?**

*Select your TWO (2) most frequently visited communities.*

- Sterling
- Soldotna
- Kalifornsky
- Kenai
- Nikiski

**12. Outside of your home, where do you currently travel most often?**

*Select your TOP THREE (3) most frequented destinations.*

- Workplace
- School / Educational / Vocational Training
- Childcare Center
- Grocery Shopping / Pharmacy
- Retail / Other shopping or dining
- Errands / Appointments (medical, banking, social services, post office, etc.)
- Job Center / Employment Services
- Community Center, Senior Centers, Adult Day Centers
- Recreation (parks, gym, ball fields, ice rinks, trails, etc.)
- Other: \_\_\_\_\_



Continued on next page → 3



## Kenaitze Indian Tribe Kahtnu Area Transit (KAT) Fixed-Route Bus Service Community Survey

**13. If a bus provided regular, reliable public transit service in your area, how likely is it that you would use it to get to or from the following destinations?**

	Never	Unlikely	Likely	Very Likely
Workplace				
School / Educational / Vocational Training				
Childcare Center				
Grocery Shopping / Pharmacy				
Retail / Other shopping or dining				
Errands / Appointments (medical, banking, social services, post office, etc.)				
Job Center / Employment Services				
Community Center, Senior Center, Adult Day Centers				
Recreation (gym, ball fields, ice rinks, trails, etc.)				
Other:				

**14. How much time are you willing to spend travelling to reach your destination?**

- a. 15 minutes or less
- b. 30 minutes
- c. 45 minutes
- d. 1 Hour
- e. 1.5 Hours
- f. 2 Hours
- g. More than 2 hours

**15. How far would you be willing to travel on your own (walking, biking or rolling) to reach a bus stop?**

- a. 5 minutes or less
- b. Up to 10 minutes
- c. Up to 15 minutes
- d. Up to 30 minutes
- e. Up to 1 hour
- f. More than 1 hour

Continued on next page → **4**



## Kenaitze Indian Tribe Kahtnu Area Transit (KAT) Fixed-Route Bus Service Community Survey

**16. How far would you be willing to travel using other vehicular transportation methods (drive, carpool, taxi, Uber/Lyft, etc.) to reach a bus stop?**

- a. 5 minutes or less
- b. Up to 10 minutes
- c. Up to 15 minutes
- d. Up to 30 minutes
- e. Up to 1 hour
- f. More than 1 hour

**17. Would you be willing to use (transfer between) multiple transportation options to reach your destination?**

*For example, would you be willing to carpool to a park-and-ride location then transfer onto a transit bus or be willing to take a transit bus then transfer to a taxi to get to the front door of your destination?*

- a. Yes
- b. No
- c. Unsure

**18. If "Yes," what other forms of transportation are you willing & able to use to access the bus route?**

*Select all that apply.*

- On-Demand Taxi, Uber/Lyft
- Drive
- Agency or Volunteer ride service
- Carpool with family or friends
- Carpool through organized rideshare program
- Bike
- Walk
- Other: \_\_\_\_\_

**19. If regular bus service is available, which days would you most likely use the bus?**

- a. Weekdays only
- b. Weekends only
- c. Combination of weekdays and weekends

**20. How often would you ride a bus on a fixed schedule and route?**

- a. 5 to 7 days a week
- b. 2 to 4 days a week
- c. 1 day a week
- d. A few days a month
- e. Once a month or less

Continued on next page → **5**



## Kenaitze Indian Tribe Kahtnu Area Transit (KAT) Fixed-Route Bus Service Community Survey

### 21. When would you most likely use a bus service?

Select all that apply.

- Before 8 AM
- 8 AM – 5 PM
- After 5 PM
- Other: \_\_\_\_\_

### 22. Are you a Kenaitze Tribal Member?

The Kahtnu Area Transit fixed route bus service will be available to everyone, but we would like to know your affiliation with the tribe.

- a. Yes
- b. No
- c. Other affiliation: \_\_\_\_\_



**Thank you for participating in this survey!**

*The information you provided will help us determine the route for a fixed route service.*

*This survey was prepared by R&M Consultants for the Kenaitze Indian Tribe.*

*Questions or comments about the survey can be sent to Bryant Wright,  
[bwright@rmconsult.com](mailto:bwright@rmconsult.com) or Van Le, [vle@rmconsult.com](mailto:vle@rmconsult.com).*



**KENAI COUNCIL ON AGING – REGULAR MEETING  
MAY 11, 2023 – 3:00 P.M.  
KENAI SENIOR CENTER  
361 SENIOR CT., KENAI, AK 99611  
CHAIR RACHAEL CRAIG, PRESIDING**

**ACTION MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Council on Aging was held on May 11, 2023, at the Kenai Senior Center, Kenai, AK. Chair Craig called the meeting to order at approximately 3:00 p.m.

**1. Pledge of Allegiance**

Chair Craig led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Rachael Craig, Chair  
Glenese Pettey  
Frances Kilfoyle  
Velda Geller

Kenneth Ayers  
John Straughn  
Barbara Modigh

A quorum was present.

Absent:

Roy Williams, Vice Chair

Alice Heckert

Also in attendance were:

Kathy Romain, Senior Center Director  
Red Piersee, Senior Center Administrative Assistant  
Kayla Feltman, Senior Center Volunteer Coordinator  
Deborah Sounart, Council Member

**3. Agenda Approval**

**MOTION:**

Member Ayers **MOVED** to approve the agenda as presented. Member Straughn **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

**B. SCHEDULED PUBLIC COMMENTS - None.**

**C. UNSCHEDULED PUBLIC COMMENTS - None.**

**D. APPROVAL OF THE MEETING SUMMARY**

1. March 9, 2023

**MOTION:**

Member Ayers **MOVED** to approve the March 9, 2023 Summary as presented. Straughn **SECONDED** the motion.

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

**E. UNFINISHED BUSINESS** – None.

**F. NEW BUSINESS**

1. **Action/Approval** – Updates to the Senior Center Code of Conduct and Ethics.

**MOTION:**

Member Pettey **MOVED** to approve the updates to the Senior Center Code of Conduct and Ethics. Member Geller **SECONDED** the motion.

Director Romain presented a staff report; discussion ensued.

**MOTION TO AMEND:**

Member Ayers **MOVED** to amend the Senior Center Code of Conduct and Ethics with the following changes:

- Addition of a paragraph stating “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” to be placed directly following the section that states, “Please show respect to the staff, volunteers, and other participants, and the Senior enter. The KSC promotes a safe and positive place. Harassment, violence, and threats will not be tolerated in any form.”
- Change “making” to “receiving” under the section regarding cell phone use.

Member Straughn **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested on the motion to amend.

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

**VOTE ON MAIN MOTION AS AMENDED:** There being no objection; **SO ORDERED.**

2. **Discussion/Recommendation** – Recommending the City Council Approve Suggested Changes to the FY2024 Fee Schedule.

**MOTION:**

Member Straughn **MOVED** to recommend the City Council approve the suggested changes to the FY2024 Fee Schedule. Member Pettey **SECONDED** the motion.

Director Romain presented a staff report.

**UNANIMOUS CONSENT** was requested on the motion.

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

**G. REPORTS**

1. Senior Center Director – Director Romain reported on the following:

- Current staffing at full capacity.
- Savings to this year’s budget from utilizing a volunteer to shop at the Food Bank and growing the majority of the flowers used around the building.
- Training funds were added back to the budget with Admin. Assistant Piersee is to attend the MOW conference in August.
- Brief review of the March for Meals (MFM) Fundraiser ending total of just under \$50,000.

2. Council on Aging Chair – No report.

3. City Council Liaison – Council Member Sounart reported on recent Council actions.

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

I. **COMMISSION QUESTIONS AND COMMENTS**

Member Pettey requested updates on the Senior Center front door and generator.

J. **ADDITIONAL PUBLIC COMMENTS** – None.

K. **INFORMATIONAL ITEMS** – None.

L. **ADJOURNMENT**

There being no further business before the Council on Aging, the meeting was adjourned at 4:00 p.m.

I certify the above represents accurate minutes of the Council on Aging meeting of May 11, 2023.

---

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.*

- 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 the Senior Center's regular hours. Participants who are under the influence will be asked to leave the premises.
- Please refrain from making or receiving 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.
- 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.
- 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 experiences an emergency medical issue while on the premises, staff will notify emergency response on their behalf.



## Kenai City Council - Regular Meeting

August 16, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

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

### 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

#### 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 WITHOUT OBJECTION. Ordinance No. 3365-2023** - Increasing Estimated FY2023 Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3366-2023** - Increasing Estimated Revenues and Appropriations in the General Fund - Planning Department to Complete Rezoning of the Kenai Waterfront Area as Identified in the 2022 Kenai Waterfront Revitalization Assessment. (Knackstedt)
3. **ENACTED WITHOUT OBJECTION. Ordinance No. 3367-2023** - Increasing Estimated Revenues and Appropriations in the General Fund - Street Department for Award of a Contract to Replace Public Sidewalk at 815 Frontage Road. (Administration)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-51** - Approving an Amendment to the Lease for a Portion of Lot 3, Block 17, Original Townsite of Kenai Between the City of Kenai and Peninsula Art Guild, Inc. to Accommodate an Existing and Proposed New Shed. (Administration)
5. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-52** - Authorizing a Contract Award and Corresponding Purchase Order for the Cemetery Phase 2 Fencing Project. (Administration)

**F. MINUTES**

1. \*Regular Meeting of August 2, 2023. (City Clerk)

**G. UNFINISHED BUSINESS**

**H. NEW BUSINESS**

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Action/Approval** - Recommending the Kenai Peninsula Borough Assembly Appoint Kenai City Clerk, Shellie Saner to the Kenai Peninsula Borough Voter Turnout Working Group. (Gabriel)
3. \***Ordinance No. 3368-2023** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Operations Facility Capital Funds to Provide Supplemental Funding for the Kenai Municipal Airport Operations Facility Boiler and HVAC Controls Replacement Project. (Administration)
4. **APPROVED WITHOUT OBJECTION. Action/Approval** - Approving Official Bond Amounts for City Manager, City Clerk and Finance Director. (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**

**N. PENDING ITEMS**

1. **Resolution No. 2023-49** - Declaring the Rights-of-Way of Char Circle as Dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) and a Portion of S. Spruce Street as Dedication on Park View Subdivision (Plat No. KN 79-156) are No Longer Needed for a Public Purpose and Consenting to Vacation of the Rights-of-Way. (Administration) [*At the 08/02/23 meeting, this item was postponed to 09/06/23.*]

**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.*

**Join Zoom Meeting**

<https://us02web.zoom.us/j/87126614375>

**Meeting ID:** 871 2661 4375 **Passcode:** 146181

OR

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

**Meeting ID:** 871 2661 4375 **Passcode:** 146181



## Kenai City Council - Regular Meeting

September 06, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

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

### 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**

#### **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. 3368-2023** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Operations Facility Capital Funds to Provide Supplemental Funding for the Kenai Municipal Airport Operations Facility Boiler and HVAC Controls Replacement Project. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3369-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund to Procure Consumables for Aircraft Rescue and Fire Training Operations at the Alaska Fire Training Facility. (Administration) [*KMC 1.15.070(d)*]
  1. Motion for Introduction
  2. Motion for Second Reading (Requires a Unanimous Vote)
  3. Motion for Enactment (Requires Five Affirmative Votes)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2023-53** - Authorizing a Budget Transfer in the Vintage Point Congregate Housing Improvement Capital Fund, and Authorizing a Construction Agreement and Corresponding Purchase Order for the Vintage Point Boiler and Controls Replacement Project. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2023-54** - Authorizing a Professional Services Agreement and Corresponding Purchase Order for the Lilac Lane Roadway Improvements Project. (Administration)



5. **ADOPTED UNANIMOUSLY. Resolution No. 2023-55** - Denying the Requested Exceptions to Kenai Municipal Code Section 14.10.070, Subdivision Design Standards and Granting Exceptions to Kenai Municipal Code Section 14.10.080, Minimum Improvements Required for Strawberry Hill Estates 2023 Addition Preliminary Plat. (Administration)

**F. MINUTES**

1. \*Special Meeting of August 11, 2023. (City Clerk)
2. \*Regular Meeting of August 16, 2023. (City Clerk)

**G. UNFINISHED BUSINESS**

1. **REFERRED TO PLANNING & ZONING COMMISSION AND POSTPONED TO 9/20/2023. Resolution No. 2023-49** - Declaring the Rights-of-Way of Char Circle as Dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) and a Portion of S. Spruce Street as Dedication on Park View Subdivision (Plat No. KN 79-156) are No Longer Needed for a Public Purpose and Consenting to Vacation of the Rights-of-Way. (Administration) *[At the 08/02/23 meeting, this item was postponed to 09/06/23.]*

**H. NEW BUSINESS**

1. \*Action/Approval - Bills to be Ratified. (Administration)
2. \*Action/Approval - Non-Objection to the Renewal of a Beverage Dispensary Liquor License for Kenai Joe’s Taphouse, LLC, DBA Kenai Joe’s Taphouse, LLC – License No. 626. (City Clerk)
3. \*Action/Approval - Non-Objection to the Transfer of Ownership of a Restaurant Eating Place Liquor License and Restaurant Designation Permit for Jersey Subs AK LLC., DBA: Jersey Subs AK - License No. 5900. (City Clerk)
4. \*Action/Approval - Non-Objection to the Renewal of a Marijuana Product Manufacturing Facility License for Herban Extracts, LLC., DBA Herban Extracts LLC - License No. 14432. (City Clerk)
5. \*Action/Approval - Special Use Permit for Corvus Airlines, Inc. DBA Ravn Alaska, LLC for Use of 1,200 Square Feet of Warm Storage of a De-Ice Vehicle. (Administration)
6. \*Action/Approval - Consent to Assignment and Assignment and Assumption of Lease Agreement, of Lot 3, Block 1, General Aviation Apron No. 1 Amended to Vickie L. Tyler. (Administration)
7. \*Ordinance No. 3370-2023 - Accepting and Appropriating Fiscal Year 2023 Funds from the Sign Research Foundation for the Sign Research Foundation Scholarship Program. (Administration)
8. Discussion - Marijuana Walk/Drive Up Regulations. (Legal)

**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**

**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.*

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82088608349>

**Meeting ID:** 820 8860 8349 **Passcode:** 358169

OR

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

**Meeting ID:** 820 8860 8349 **Passcode:** 358169

## MEMORANDUM

**TO:** Council Members  
**THROUGH:** Mayor Gabriel  
**FROM:** Shellie Saner, City Clerk  
Terry Eubank, City Manager  
Scott Bloom, City Attorney  
**DATE:** July 25, 2023  
**SUBJECT:** **City of Kenai Commissions, Committees and Council on Aging Review**

---

This memo requests Council direction to the Administration for development of tools and methods to clarify the roles and responsibilities for members of the City’s advisory boards, commissions, committees and Council on Aging (Commissions). Having clear defined roles and responsibilities will provide commission members guidance for the activities of their body and also reduce dissatisfaction from members when they feel the commission is not meeting their expectations.

Purpose of Advisory Commissions. The role of each Advisory Commission is intended to bring experience, expertise and opinion to advise the City on various issues, policies and matters. Each Commission has a purpose that has been approved by the City Council, and each Commission should make recommendations that fulfill the purpose of their appointed role and advise the City on matters specifically related to their role as defined in code and policy.

Advisory Roles. The responsibilities of serving in an advisory role includes developing short-term and long-term goals and making recommendations to the City. In an advisory capacity, the Commission acts as an important source of information on a variety of issues that affect the City, residents and visitors.

### **Commission Development Tools.**

Each Commission should develop an annual work plan at the beginning of each year, the work plan would then be submitted to Council for approval. The work plan would guide the work of the Commission throughout the year. At the end of each year, the Commission would then submit a final report to the Council for review of their activities.

#### Purpose of a Work Plan.

1. Documents that the work plan of the commission aligns with the assigned role, plans, policies and procedures of the City.
2. Ensures the Council and Administration is aware of the work intended for the Commission for the year ahead.

#### Purpose of an Annual Report.

1. Highlights key accomplishments, identifies completed projects and outlines various activities of the last year.
2. Provides the opportunity for Council review of the commissions accomplishments and confirms that the work of the commission continues to align with their assigned role and work plan as approved by Council.

## Plan for Implementation.

### September / October

1. Develop an online survey to be sent to all current commission and City Council members. Survey questions to be developed in coordination with the Administration, Clerks Office and two volunteer Council Members.

### November

1. Distribute online survey to all current commission and City Council members. Thirty-day survey will close on November 30, 2023.

### December

1. Compile survey data, finalize summary report of five (5) years of action for each commission and prepare work session packets.

### January

1. Commission Work Sessions for each Commission with the following agenda outline.
  - a. Review of the past five (5) years of Commission actions taken.
  - b. Review Kenai Municipal Code applicable to the Commission.
  - c. Review Council adopted policies applicable to the Commission.
  - d. Develop any amendments to code or policy to be recommended for Council approval.
2. Immediately following the Commission Work Session, the Commission will meet in a Regular meeting to take formal action recommending Council approval of the proposed amendments to code and policy.
3. Regular Council Meeting discussion / action on recommendations from each Commission regarding code or policy.
4. Based on the final decision approved by Council, each individual Commission will meet again in a Work Session to develop the following:
  - a. Missions or Vision Statement for the Commission.
  - b. Annual Work Plan.
5. Immediately following the Commission Work Session, the Commission will meet in a Regular meeting to take formal action recommending Council approval of the Mission or Vision Statement and Annual Work Plan.

*Note: Beginning the review process at the Commission level in January is recommended. This recommendation is based on the terms for Commission members, which is January 1 - December 31 and would allow work plans to be developed by the individual members who will be working on them.*

### February - December

1. Commission meetings to conduct work as approved in the Work Plan.

### December

1. Prepare a final report to Council which identifies the highlights and accomplishments of the commission.

The benefits to the proposed Commission Development Tools are:

- Provides the Commission members an opportunity to have a deeper strategic conversation regarding their roles and expectations.
- Ensures compliance with policy and code requirements and keeps the Commissions focus and goals based on the opinion of the majority of the Commission and approved by Council.
- Avoids fragmenting responsibilities across multiple Commission and staff resources and/or identifies objectives that should be shared with other Commissions and staff resources.
- Allows the Administration and Council the opportunity to monitor operational costs and staff resources.
- Clearly identifies the Council expectations for Commissions and boosts Commission members engagement opportunities.

### INTRODUCTION

This area should include the advisory body's missions' statement and include a brief description of the overall purpose of the commission.

*Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.*

**Instructions:** In the space provided below, create a list of issues and goals (objectives) your commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.



Objective No. \_\_\_\_\_ Objective: \_\_\_\_\_ Estimated Time to Complete: \_\_\_\_\_

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Collaboration: *(Who needs to be involved to obtain the objective?)*

Funding: *(Are funds available, or is funding needed in a future budget?)*

## SUMMARY OF REPORT

Provide a brief description of the report, include overall guidance and direction that the commission gave the city in recommendations.



## MISSION STATEMENT

Its not necessary; however, restating the mission statement of the board is a good reminder to the reader about the commissions purpose.



## HIGHLIGHTS

- Provide a bullet point list of highlights.
- Use broad descriptions including the problem and solution.
- Be brief, do not provide details in the highlights.



## ACCOMPLISHMENTS

### Provide an Objection Title

Detailed description of the accomplishment to include, but not limited to dates, locations, data collected, department and community support, and challenges faced.

### Provide an Objection Title

Include a paragraph for all of the different projects and accomplishments, the highlight section of the report should guide the readers to here for more detail.



## EDUCATION AND OUTREACH

This section should be used to detail how the accomplished item benefited the City, residents and visitors. Really emphasize community engagement with the item.

