

**KENAI COUNCIL ON AGING
REGULAR MEETING
DECEMBER 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)*

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

D. APPROVAL OF MINUTES

1. September 14, 2023 Pg. 2
2. November 9, 2023 Pg. 4
3. November 16, 2023 Pg. 6

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. **Discussion/Recommendation** – Recommending Council Consideration of the Council on Aging FY2025-FY2-29 Capital Improvement Project Priority List....Pg. 8

G. REPORTS

1. Senior Center Director Pg. 10
2. Council on Aging Chair
3. City Council Liaison Pg. 12

H. ADDITIONAL PUBLIC COMMENT

I. NEXT MEETING ATTENDANCE NOTIFICATION – January 11, 2024

J. COMMISSION QUESTIONS AND COMMENTS

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

Join Zoom Meeting

<https://us02web.zoom.us/j/87253557972?pwd=YzVER1RqOVU2OXdqRWRNZU13R0ROUT09>

Meeting ID: 872 5355 7972

Password: 209020

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

Meeting ID: 872 5355 7972

Password: 209020

**KENAI COUNCIL ON AGING – REGULAR MEETING
SEPTEMBER 14, 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 September 14, 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

Roy Williams, Vice Chair
Kenneth Ayers
John Straughn
Barbara Modigh

A quorum was present.

Also in attendance were:

Kathy Romain, Senior Center Director
Deborah Sounart, City Council Liaison

3. Agenda Approval

MOTION:

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

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

B. SCHEDULED PUBLIC COMMENTS –

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

Brandi Bell discussed the fixed rate bus service and other services available to the community through Dena'ina Wellness including behavioral health, food cache, etc.

C. UNSCHEDULED PUBLIC COMMENTS

D. APPROVAL OF ACTION MINUTES

1. May 11, 2023.

MOTION:

Commissioner Williams **MOVED** to approve the May 11, 2023 Summary. Commissioner Pettey **SECONDED** the motion.

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

E. UNFINISHED BUSINESS

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

Director Romain discussed adding a clause to the Kenai Senior Center Code of Conduct and Ethics that was approved at the May 11, 2023 Meeting. She noted that it will be handed out in October with updated client information seats. Discussion occurred.

MOTION:

Commissioner Pettey **MOVED** to approve the final revised version of the Kenai Senior Center Code of Conduct and Ethics. Commissioner Straughn **SECONDED** the motion. **UNANIMOUS CONSENT** was requested.

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

F. NEW BUSINESS – None.

G. REPORTS

1. Senior Center Director – Director Romain reported on the following:
 - Volunteer Appreciation in October.
 - 2 job openings at the Senior Center.
2. Council on Aging Chair – Chair Craig reported that she attended the lunch on September 12, noted that people brought their own to-go containers.
3. City Council Liaison – Council Member Sounart reported on actions from the September 6, 2023 City Council Meeting.

H. ADDITIONAL PUBLIC COMMENTS – None.

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

Director Romain noted that she was planning a work session to ask for suggestions on problem areas.

J. COMMISSION QUESTIONS AND COMMENTS

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

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

There being no further business before the Council on Aging, the meeting was adjourned at 3:50 p.m.

I certify the above represents accurate minutes of the Council on Aging meeting of September 14, 2023.

Meghan Thibodeau
Deputy City Clerk

**KENAI COUNCIL ON AGING – REGULAR MEETING
NOVEMBER 9, 2023 – 3:00 P.M.
KENAI SENIOR CENTER
361 SENIOR CT., KENAI, AK 99611**

ACTION MINUTES

A. CALL TO ORDER

A Regular Meeting of the Council on Aging was held on November 9, 2023, at the Kenai Senior Center, Kenai, AK. Senior Center Activity/Volunteer Coordinator Feltman called the meeting to order at approximately 3:00 p.m.

1. Pledge of Allegiance

2. Roll Call

There were present: None.

A quorum was not present.

Absent:

Rachael Craig, Chair
Glenese Pettey
Frances Kilfoyle
Velda Geller

Roy Williams, Vice Chair
Kenneth Ayers
John Straughn
Barbara Modigh

[Clerk's Note: due to inclement weather and poor road conditions, Council on Aging members were notified on the morning of November 9, 2023 that another meeting would be scheduled for Thursday, November 16, 2023 that will address the same meeting agenda.]

In attendance were:

Kayla Feltman, Senior Center Activity/Volunteer Coordinator

3. Agenda Approval

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. September 14, 2023.

E. UNFINISHED BUSINESS – None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Recommending Council Consideration of the Council on Aging FY2025-FY2029 Capital Improvement Project Priority List

G. REPORTS

1. Senior Center Director
2. Commission Chair
3. City Council Liaison

- H. **ADDITIONAL PUBLIC COMMENTS** – None.
- I. **NEXT MEETING ATTENDANCE NOTIFICATION** – December 14, 2023.
- J. **COMMISSION QUESTIONS AND COMMENTS**
- K. **ADJOURNMENT**
- L. **INFORMATIONAL ITEMS** – None.

Due to a lack of a quorum, the meeting was adjourned at approximately 3:01 p.m.

I certify the above represents accurate minutes of the Council on Aging meeting of November 9, 2023.

Meghan Thibodeau
Deputy City Clerk

DRAFT

**KENAI COUNCIL ON AGING – REGULAR MEETING
NOVEMBER 16, 2023
KENAI SENIOR CENTER
361 SENIOR CT., KENAI, AK 99611**

ACTION MINUTES

A. CALL TO ORDER

A Regular Meeting of the Council on Aging was held on November 9, 2023, at the Kenai Senior Center, Kenai, AK. Senior Director Romain called the meeting to order at approximately 3:20 p.m.

1. Pledge of Allegiance

2. Roll Call

There were present:
Velda Geller

Barbara Modigh

A quorum was not present.

Absent:

Rachael Craig, Chair
Glenese Pettey
Frances Kilfoyle

Roy Williams, Vice Chair
Kenneth Ayers
John Straughn

In attendance were:

Kathy Romain, Senior Center Director
Kayla Feltman, Senior Center Activity/Volunteer Coordinator
James Baisden, City Council Liaison

3. Agenda Approval

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. September 14, 2023.

E. UNFINISHED BUSINESS – None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Recommending Council Consideration of the Council on Aging FY2025-FY2029 Capital Improvement Project Priority List

G. REPORTS

1. Senior Center Director
2. Commission Chair
3. City Council Liaison

H. ADDITIONAL PUBLIC COMMENTS – None.

- I. **NEXT MEETING ATTENDANCE NOTIFICATION** – December 14, 2023.
- J. **COMMISSION QUESTIONS AND COMMENTS**
- K. **ADJOURNMENT**
- L. **INFORMATIONAL ITEMS** – None.

Due to a lack of a quorum, the meeting was adjourned at approximately 3:21 p.m.

I certify the above represents accurate minutes of the Council on Aging meeting of November 16, 2023.

Meghan Thibodeau
Deputy City Clerk

DRAFT



KENAI

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

MEMORANDUM

TO: Council on Aging

FROM: Kathy Romain, Senior Center Director

DATE: November 1, 2023

SUBJECT: Capital Project Review

Capital Projects typically entail expenses exceeding \$35,000. The Public Works Department formulates a Capital Improvement Plan (CIP), encompassing a majority of these projects within a 5-year plan to distribute funding among various departments. This CIP remains a working document, subject to adjustments on an annual basis.

In light of the Bluff Erosion Project, we opted to postpone the capital projects earmarked for the Senior Center for a couple of years until the completion of said project, which is slated for 2024. In response, I've included the two capital projects initially scheduled for Fiscal Year (FY) 2025 and FY 2026.

Senior Citizens Fund						
Project Name	FY2025	FY2026	FY2026	FY2028	FY2029	Total Expense
Senior Citizen Landscaping Project Phase I	\$40,000					\$40,000
Senior Citizen Landscaping Project Phase I		\$35,000				\$35,000
Total Senior Citizens Fund						\$75,000

The comprehensive CIP will be presented to the City Council for their approval. I kindly request your endorsement of the aforementioned projects associated with the Senior Center.

Thank you.

SENIOR CITIZENS FUND PROJECTS

SENIOR CENTER LANDSCAPING - PHASE I

Department: Senior Center
 Total Project Cost: \$40,000
 Project Phased: Yes
 Project Type: Land Improvement
 Funding Source(s): Grant/ Donation Dependent
 Potential Grant Identified: State
 Operating Budget Impact: Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:			\$40,000		

Details: This project would landscape the south lawn of the Senior Center to level the area, which now contains sunken areas which prohibit safe access, and replant grass and trees as well as construct walkways for easy and safe maneuvering. This would improve lost access to the perimeter of the building, yard, and bluff areas for private rentals and the public, including wheelchair access. The project would be contingent on the construction of the Bluff Stabilization Project.

SENIOR CENTER LANDSCAPING - PHASE II

Department: Senior Center
 Total Project Cost: \$35,000
 Project Phased: Yes
 Project Type: Land Improvement
 Funding Source(s): Grant/ Donation Dependent
 Potential Grant Identified: State
 Operating Budget Impact: Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:				\$35,000	

Details: This project would create a community fire pit area with wooden all-weather park benches for easy access for seniors and private rentals. Memorial benches and greenery provide an opportunity to generate revenue and celebrate individuals in the community. The project would be contingent on the construction of the Bluff Stabilization Project.



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: Terry Eubank, City Manager
THROUGH: Kathy Romain, Senior Center Director
FROM: Astrea Piersee, Administrative Assistant III
DATE: October 6, 2023
SUBJECT: September 2023 Monthly Report

September arrived in full fall fashion bringing plenty of last-minute activities and outings for seniors to get out and engage in within the community. A day trip to Hope and the added weekly Soldotna transportation route were a few of the growing uses of the transportation program. Additionally, seniors were provided transportation opportunities to utilize farmers' market coupons and redeem them at area growers for fresh produce. We hope to continue this program in collaboration with the State of Alaska's Farmers Market Coupon Program this next June.

	2023	2022
Home Delivered Meals	1505	1835
Individuals	99	95
Dining Room (Congregate) Meals	1392	778
Individuals	161	126
Transportation (1-way rides)	314	191
Individuals	35	19
Grocery Shopping Assistance	29/52	10/57
Writers Group	31	9
Caregiver Support Group	23	7
Growing Stronger Exercise	65	32
Tai Chi Class	9	9
TOPS Weight Loss Class	16	14
Bluegrass & Music Sessions	66	56
Card Games	45	41
Wii Bowling	9	8
Arts & Crafts	17	38
Total Event Sign-ins *	2279	1888
Individuals *	228	194
Vintage Pointe Manor Vacancies	1	2

* (not including home meals clients)



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: Terry Eubank, City Manager

THROUGH: Kathy Romain, Senior Center Director

FROM: Astrea Piersee, Administrative Assistant III

DATE: November 1, 2023

SUBJECT: **October 2023 Monthly Report**

October signified the transition from Summer/Fall to the unofficial start of the Winter season. Volunteers closed up shop of the centers greenhouse and helped prep the flowerbeds for the long winter ahead. Seniors once again welcomed children of all ages to enjoy trick or treating fun at the center. Children chatted with the center’s seniors and enjoyed searching for tasty treats! Finally, to close out the month of October, the Kenai Senior Center hosted its monthly waffle day and made it more community-minded by inviting the Kenai Police Department to join in the fun. Seniors enjoyed having “Waffles with a Cop”, fostering a sense of community and camaraderie.

	2023	2022
Home Delivered Meals	2252	1639
Individuals	118	91
Dining Room (Congregate) Meals	1351	774
Individuals	144	132
Transportation (1-way rides)	208	185
Individuals	25	21
Grocery Shopping Assistance	17/35	10/42
Writers Group	23	21
Caregiver Support Group	9	13
Growing Stronger Exercise	282	229
Tai Chi Class	19	39
TOPS Weight Loss Class	29	27
Bluegrass & Music Sessions	48	79
Card Games	124	125
Wii Bowling	32	32
Arts & Crafts	28	44
Total Event Sign-ins *	2099	1133
Individuals *	203	192
Vintage Pointe Manor Vacancies	0	1

*(not including home meals clients)



Kenai City Council - Regular Meeting

November 15, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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. 3377-2023** - Accepting and Appropriating an Increase in the Title III Grant from the State of Alaska Department of Health and Social Services for Nutrition, Transportation and Support Services and an American Rescue Plan Act Grant Passed through the State of Alaska Department of Health and Social Services for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3378-2023** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3379-2023** - Accepting and Appropriating a Grant from the U.S. Department of Homeland Security Passed through the State of Alaska Department of Military and Veterans' Affairs for the Purchase of Trauma Care Supplies. (Administration)
4. **ENACTED UNANIMOUSLY. Ordinance No. 3380-2023** - Amending Kenai Municipal Code 22.05.095 - Methods of Sale or Disposal, to Provide a Veterans Land Purchase Price Discount for Certain Residential Land Purchases. (Baisden)

F. MINUTES

1. *Regular Meeting of November 1, 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 Standard Marijuana Cultivation Facility License for Shackelford Investments, LLC, DBA Shackelford Investments, LLC – License No. 31826. (City Clerk)
3. ***Action/Approval** - Non-Objection to the Issuance of a New Beverage Dispensary Tourism Liquor License to Salamatof Cannery Lodge LLC, DBA Salamatof Cannery Lodge LLC – License No. 6111. (Administration)
4. ***Action/Approval** - Special Use Permit to American Red Cross of Alaska for General Office Space at the Alaska Regional Fire Training Center. (Administration)
5. ***Ordinance No. 3381-2023** - Repealing Kenai Municipal Code Appendices - Public Record Inspection Regulations, Repealing Kenai Municipal Code Chapter 10.40 - Release of Public Records and Re-Enacting Kenai Municipal Code 10.40 - Access to Public Records. (Baisden)
6. ***Ordinance No. 3382-2023** - Amending Kenai Municipal Code Chapter 7.05 Taxation of Real and Personal Property to Provide an Exemption on the First \$100,000 of Assessed Valuation Other Than Motor Vehicles and Watercraft Owned by Each Taxpayer and Making Housekeeping Changes. (Gabriel, Knackstedt, Baisden, Daniel, Askin, Sounart, Douthit)
7. **NOMINATIONS APPROVED UNANIMOUSLY. Action/Approval** - Council Confirmation of Mayoral Nominations to the City's Commissions and Committee. (Mayor Gabriel)
8. **NOMINATIONS APPROVED UNANIMOUSLY. Action/Approval** - Council Confirmation of Mayoral Nominations to the Planning & Zoning Commission. (Mayor Gabriel)
9. **POSTPONED TO 12/20/2023. Discussion** - Scheduling a Joint Work Session with Kenaitze Indian Tribe. (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

O. ADJOURNMENT

P. INFORMATION ITEMS

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/89901965085>

Meeting ID: 899 0196 5085 **Passcode:** 971156

OR

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

Meeting ID: 899 0196 5085 **Passcode:** 971156