

**KENAI COUNCIL ON AGING  
REGULAR MEETING  
NOVEMBER 16, 2023  
KENAI SENIOR CENTER  
361 SENIOR COURT, KENAI, AK 99611  
*\*Telephonic/Virtual Information Below\**  
<http://www.kenai.city>**

**The Council on Aging will convene in this regular meeting immediately following adjournment of the preceding 3:00 PM work session.**

- 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
  
- E. UNFINISHED BUSINESS**
  
- F. NEW BUSINESS**
  - 1. **Discussion/Recommendation** – Recommending Council Consideration of the Council on Aging FY2025-FY2029 Capital Improvement Project Priority List.....Pg. 4
  
- G. REPORTS**
  - 1. Senior Center Director
  - 2. Commission Chair
  - 3. City Council Liaison.....Pg. 6
  
- H. ADDITIONAL PUBLIC COMMENT**
  
- I. NEXT MEETING ATTENDANCE NOTIFICATION** – December 14, 2023
  
- J. COMMISSION QUESTIONS AND COMMENTS**
  
- K. ADJOURNMENT**
  
- L. INFORMATIONAL ITEMS**

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**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.

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Meghan Thibodeau  
Deputy City Clerk



# 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 Council - Regular Meeting

October 19, 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 2\*\***

### Action Agenda

#### A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **RESULTS OF 10/3/2023 ELECTION CERTIFIED.** Certification of the October 3, 2023 Election Results
  - a. **Swearing in of Election Officials.** (*Term of office for those elected during the October 3, 2023 Regular Election begins on Monday, October 23, 2023.*)
4. 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. 3374-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund for the Purchase of Aviation Fuel Due to Fuel Sales at the Kenai Municipal Airport Float Plane Basin Being in Excess of Budgeted Amounts. (Administration)

#### F. MINUTES

1. \*Regular Meeting of October 4, 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 Retail Marijuana Store License for Cook Inlet Cannabis Co., DBA East Rip - License No. 13382. (City Clerk)

3. **\*Action/Approval** - Non-Objection to the Renewal of a Retail Marijuana Store License KRC LLC, DBA Kenai River Cannabis - License No. 17808. (City Clerk)
4. **\*Ordinance No. 3375-2023** - Accepting and Appropriating Donations from the Kenaitze Indian Tribe to Both the Animal Shelter and the Senior Center. (Administration)
5. **\*Ordinance No. 3376-2023** - Increasing Estimated Revenues and Appropriations in the General Fund, Parks and Recreation Department for the Purchase of Playground Equipment Utilizing a Grant from Marathon Petroleum. (Administration)
6. **Action/Approval** - Airport Terminal Landscaping Project Revision - Bronze Bear 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**

**N. PENDING ITEMS**

**O. ADJOURNMENT**

**P. INFORMATION ITEMS**

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## Kenai City Council - Regular Meeting

November 01, 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. **COUNCIL MEMBER KNACKSTEDT ELECTED AS VICE MAYOR. Election of Vice Mayor**
4. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

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#### B. SCHEDULED ADMINISTRATIVE REPORTS

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

1. Kenai Peninsula Economic Development District Quarterly Update, Tim Dillon Executive Director.

#### 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. 3375-2023** - Accepting and Appropriating Donations from the Kenaitze Indian Tribe to Both the Animal Shelter and the Senior Center. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3376-2023** - Increasing Estimated Revenues and Appropriations in the General Fund, Parks and Recreation Department for the Purchase of Playground Equipment Utilizing a Grant from Marathon Petroleum. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2023-62** - Establishing the 2024 City Council Regular Meeting Schedule. (City Clerk)
4. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2023-63** - Requesting the Governor of the State of Alaska Designate by Proclamation an Economic Disaster for 2023 for the Upper Cook Inlet East Side Set Net Fishery and Supporting A Recovery Plan. (Knackstedt)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2023-64** - Authorizing a Professional Services Agreement and Corresponding Purchase Order for the 2024 Apron Crack Seal, Marking and Seal Coat Project for the Kenai Municipal Airport. (Administration)



6. **ADOPTED UNANIMOUSLY. Resolution No. 2023-65** - Authorizing a Contract for Employee Health Care and Basic Life Insurance Effective January 1, 2024. (Administration)

**F. MINUTES**

1. \*Regular Meeting of October 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** - Confirmation of Mayoral Nominations for Partial Term Appointments to the Harbor Commission. (Mayor Gabriel)
4. **ADDED TO AND APPROVED BY THE CONSENT AGENDA. Action/Approval** - Letter of Support for the Kenai Peninsula Housing Initiatives, Inc. Grant application to develop Senior and Low-Income Housing. (Administration)
5. \***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)
6. \***Ordinance No. 3378-2023** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
7. \***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)
8. \***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)
9. **APPROVED UNANIMOUSLY AND COUNCIL MEMBER ASKIN APPOINTED TO SUPERVISORY SUB-COMMITTEE. Action/Approval** - Mayoral Liaison Nominations for Appointment to Committees and Commissions. (Gabriel)
10. **Discussion/Action** - Virtual Meetings Participation. (Clerk)

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