

**KENAI COUNCIL ON AGING  
REGULAR MEETING  
FEBRUARY 8, 2024 – 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. January 16, 2024 .....Pg. 2

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

1. **Discussion/Recommendation** – Recommendations to Council for Adoption of a New Section of Kenai Municipal Code Titled Council on Aging Commission, and Amendments to Chapter 1.90 Standards for Boards, Commissions and Committees.....Pg. 5
2. **Discussion/Recommendation** – Recommendations to Council for Amendments to Council on Aging Bylaws.....Pg. 11

**G. REPORTS**

1. Senior Center Director
2. Council on Aging Chair
3. City Council Liaison ..... Pg. 14

**H. ADDITIONAL PUBLIC COMMENT**

**I. NEXT MEETING ATTENDANCE NOTIFICATION – March 14, 2024**

**J. COMMISSION QUESTIONS AND COMMENTS**

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

**Join Zoom Meeting**

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**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  
JANUARY 16, 2024 – 6:00 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 January 16, 2024, at the Kenai Senior Center, Kenai, AK. Chair Craig called the meeting to order at approximately 4:00 p.m.

**1. Pledge of Allegiance**

Chair Craig led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Rachael Craig  
Velda Geller  
Frances Kilfoyle  
Jim Glendinging

Kit Hill  
Kenneth Ayers  
Barbara Modigh

A quorum was present.

Absent:

Roy Williams

Also in attendance were:

Kathy Romain, Senior Center Director  
Red Piersee, Senior Center Administrative Assistant  
Henry Knackstedt, City Council Member

**3. Election of Chair and Vice Chair**

**MOTION:**

Member Geller **MOVED** to appoint Ken Ayers as Chair. Member Hill **SECONDED** the motion.

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

**MOTION:**

Member Glendinging **MOVED** to appoint Rachael Craig as Vice Chair. Chair Ayers **SECONDED** the motion.

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

**4. Agenda Approval**

**MOTION:**

Vice Chair Craig **MOVED** to approve the agenda as presented. Member Glendinging **SECONDED** the motion.

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

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

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

**D. APPROVAL OF ACTION MINUTES**

1. December 14, 2023

**MOTION:**

Member Geller **MOVED** to approve the December 14, 2023 Council on Aging minutes. Member Hill **SECONDED** the motion.

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

**E. UNFINISHED BUSINESS** – None.

**F. NEW BUSINESS**

1. **Discussion/Recommendation** - Recommendations as Discussed During the Council on Aging Review Work Session Held Immediately Prior.

Chair Ayers stated that during the prior work session, the documents presented in the packet were reviewed and the members were given the opportunity to provide input and discuss concerns; it was noted that this feedback would be taken into consideration by Administration when drafting changes to bring back to the Council on Aging at their next meeting for recommendation to the City Council.

**G. REPORTS**

1. Senior Center Director – Director Romain reported on the following:
  - Bill Sadler had applied to become a member of the Council on Aging.
  - After last December’s work session, the Senior Center was in need of new goals applying to budget goals of FY25 and proposed a work session prior to next month’s regular Council on Aging session for input and feedback.
  - Reported on the positive feedback after submitting the quarterly report to the Kenai Peninsula Borough grant.
  - Invited members of COA to the Volunteer Appreciation Dinner to be held at the Center on January 26, 2024.
2. Commission Chair – No report.
3. City Council Liaison – Council Member Knackstedt reported on the actions of the January 3, 2024 City Council Meeting; noted upcoming Council work sessions; bluff erosion project update; Wildfire mitigation at the airport; re-platting by Bingo hall, and approval of new police trucks.

**H. ADDITIONAL PUBLIC COMMENTS** – None.

**I. NEXT MEETING ATTENDANCE NOTIFICATION** – February 8, 2024

**J. COMMISSION QUESTIONS AND COMMENTS**

Member Glendening noted he was thankful to be able to be a part of the Council on Aging; recently utilized the Meals on Wheels program and was very happy with the services he received.

Member Geller noted the upcoming Meals on Wheels function occurring in April; reported she would be contacting members for donations to this year’s function.

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS – None.**

There being no further business before the Council on Aging, the meeting was adjourned at 4:30 p.m.

I certify the above represents accurate minutes of the Council on Aging meeting of January 16, 2024.

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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:** Scott Bloom, City Attorney  
**DATE:** February 1, 2024  
**SUBJECT:** **Proposed Amendments to Bylaws and Creation of Code and Commission**

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On January, 11, 2024 Terry Eubank, City Manager, Shellie Saner, City Clerk, and I met with your Commission in a work session to discuss possible changes the Council's bylaws, creation of code for the Council, and changes to KMC Chapter 1.90- Standard Procedures for Board, Commissions and Committees, as well as other procedures (such as an annual work plan) with the goal of improving the efficiency of your Council and making sure your valuable time as a commissioner/ council member is used wisely.

Attached to this Memorandum in Attachment A are proposed new code section for the Council on Aging. The new code provisions convert the Council on Aging into a City Commission and codify the general principals of the commission as provided in the current bylaws. In addition, comments regarding each change are provided in red. These comments are for discussion purposes only for this body.

In addition, a set of revised bylaws are provided for discussion and recommendation to Council. These changes reflect discussions at your last meeting, as well as the conversion from a council to a commission and housekeeping changes. The changes are shown in color blue and red

If the Council wishes to recommend Council approve the proposed codification of the Council on Aging, a motion will be needed. For example, "I move to recommend that the City Council adopt a new section of Kenai Municipal Code and amendments to KMC 1.90 as provided in attachment A". After the main motion has been made and seconded the subject will be before the Council for discussion and additional amendments. If additional amendments are proposed they must be made in the form of a motion, be seconded and voted on. Once discussion is complete and no additional amendments are proposed, the main motion will be voted on. All proposed amendment(s) that are approved by a majority of the council will be forwarded by the Administration to the City Council in the form of an Ordinance, the Ordinance will also likely include recommended changes from other City Commissions that are relevant to their code sections. A similar process would be appropriate to change the bylaws.

The Administration will also likely recommend to the City Council moving code provisions pertaining to commissions within the existing code for organizational purposes only, but a final

recommendation on this change is still in the works. It would not have any material effect on the Council.

Thank you for your consideration.



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**Chapter XX.XX**  
**COUNCIL ON AGING COMMISSION**

Sections:

- [XX.XX.005 Purpose](#)
- [XX.XX.010 Duties and powers.](#)
- [XX.XX.020 Qualifications and membership.](#)
- [XX.XX.030 Bylaws.](#)

**XX.XX.005 Purpose**

The purpose of the Council on Aging Commission is to advise the Council and Administration on issues involving the Kenai Senior Center and senior citizen programs supported by the City. This proposed new section of code is intended to clearly state the purpose of the commission.

**XX.XX.010 Duties and powers.**

The Commission shall:

- (a) Review and provide recommendations on any master plans for senior citizen services provided by the City. This may include:
  - (1) City owned facilities providing senior citizen services;
  - (2) Development and use of the Senior Center or other facilities owned or managed by the City for the provision of services for senior citizens, excluding Vintage Pointe-Independent Senior Housing.
- (c) Act in an advisory capacity to the Council and the Administration on matters affecting the Senior Center and senior citizen services provided by the City.
- (d) Make recommendations to the City Manager on the budget for the City's Senior Center.
- (e) Submit annually to the City Manager and Council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements, which in the opinion of the Commission, are necessary or desirable to be constructed during the forthcoming five-year period. Such list shall be arranged in order of preference, with recommendations as to which projects are recommended for construction in which year. This sets out the duties and powers for the commission

**XX.XX.020 Qualifications and membership.**

Members of the Council on Aging Commission will conform to the requirements of the City of Kenai Boards, Commissions, and Committees Standard Procedures as established by KMC 1.90, except that members need only to reside on the Kenai Peninsula and 51% of whom must be 60 years or older. The Commission shall comprise of not more than nine members who shall be chosen based on their interest in challenges and opportunities for local senior citizens. This section defines the qualification and membership as provided in the bylaws.

**XX.XX.030 Bylaws.**

The Council on Aging Commission may have its own bylaws approved by the City Council that provide guidance and direction for the Council on Aging Commission to the extent that they do not conflict with the City's Code of Ordinances. If a conflict should arise between the bylaws and City's Code of Ordinances, City Code will control. **This section acknowledges the existence of the bylaws and describes their purpose.**

**Chapter 1.90  
STANDARD PROCEDURES FOR BOARDS, COMMISSIONS AND COMMITTEES**

Sections:

- 1.90.010 Creation.**
- 1.90.020 Duties.**
- 1.90.030 Qualifications.**
- 1.90.040 Terms.**
- 1.90.050 Proceedings.**
- 1.90.060 Specific requirements of boards, commissions and committees.**

**1.90.010 Creation.**

All boards, commissions and committees created by the Council of the City of Kenai, [SHALL] unless otherwise specified, will consist of seven [(7)] members who shall be nominated by the Mayor and confirmed by the City Council from applications submitted to the City Clerk. A chair and vice-chair shall be selected annually and shall be elected from and by the appointed members. At the organizational meeting of Council, or as soon thereafter as practicable, the Mayor, after consultation with Council, shall nominate Council Members as a council liaison to any board, commission or committee. After confirmation by Council, the council liaison may attend all meetings of the board, commission or committee. A council liaison is not a member of, and shall have no voting power or any other rights of membership on, the board, commission or committee. The Mayor and other Council Members may attend meetings of boards, commissions or committees when serving as an alternate for the Council liaison, or in their capacity as elected officials. City administrative staff shall attend and supply staff support to all meetings of boards, commissions and committees. **This change is just to reflect that the Council on Aging can have a different number of members.**

**1.90.020 Duties.**

- (a) Members of boards, commissions and committees shall be required to establish policies relating to their respective organization. They shall act in an advisory capacity to City Council and administration unless otherwise specified in the City Code. **This change reflects that commission advise administration and not just the City Council.**
- (b) If the board, commission or committee has income stated within the City of Kenai annual budget, said board, commission or committee shall work with the City Manager to establish expenses projected for the year for approval by the City Council.



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**1.90.030 Qualifications.**

- (a) A member of a board, commission or committee must be a resident of the City of Kenai, unless the board, commission or committee is specifically exempted by Council from this requirement. The member cannot be an officer or employee of the City of Kenai. If any member should move his or her residence from the corporate limits of the City of Kenai (if applicable), is an officer or employee of the City of Kenai, or shall be elected or appointed as an officer or employee of the City of Kenai, the service of such member shall terminate immediately. He or she should be aware that he or she will serve without salary, but will be reimbursed for all reasonable expenses incurred in connection with this service, only after approval by Council.
- (b) The Beautification Committee, and Harbor, Library, and Parks and Recreation Commissions may at the discretion of the Council have up to two (2) non-resident members each.
- (c) The Planning and Zoning Commission may have up to one member that is not a resident of the City if they have a controlling ownership interest in a business physically located in the City. This provision specifically does not create a designated seat for a non-resident.

**1.90.040 Terms.**

- (a) A member of a board, commission or committee shall serve for a term of three (3) years, unless the board, commission or committee is specifically exempted by Council from this requirement. At renewal date, the Mayor, with consent of the Council, can reappoint the member or recommend a replacement.
- (b) The terms of the initial board, commission or committee member shall be staggered so that three (3) members will be appointed for one (1) year; two (2) members will be appointed for two (2) years; and two (2) members will be appointed for three (3) years. Terms shall commence on January 1st of each year.

**1.90.050 Proceedings.**

- (a) All boards, commissions and committees will have regularly scheduled meetings which shall be open to the public. Exceptions to the meeting requirements shall be established by Council. Permanent records or minutes shall be kept of all proceedings and such minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the office of the City Clerk and shall be a public record open to inspection by any person. All acts of boards, commissions and committees are subject to the paramount authority of the City Council.
- (b) If the commission, committee or board member shall be absent, without the body excusing the absence for good cause, from more than one-half of all the meetings of his or her committee, commission or board, regular and special, held within any period of three (3) consecutive calendar months, he or she shall thereupon cease to hold the seat. A commission, committee or board member may not have more than three (3) excused absences during a twelve (12) month calendar year.
- (c) In all matters of parliamentary procedure, the most current edition of Robert's Rules of Order Newly Revised shall be applicable and govern all meetings, unless as specified in KMC [1.15.060](#), motions; KMC [1.15.100](#), speaking; and KMC [1.15.110](#), voting.
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(d) The responsibility of insuring that all members of boards, commissions and committees receive a copy of the Standard Procedures of Boards, Commissions and Committees lies with the City Clerk.

**1.90.060 Specific requirements of boards, commissions and committees.**

Requirements of boards, commissions and committees as set forth in KMC [1.90](#) are general requirements and shall be followed to the extent that they do not conflict with specific requirements found in code sections specifically pertaining to individual boards, commissions and committees.

**BY-LAWS [AND RULES OF PROCEDURE] FOR  
COUNCIL ON AGING COMMISSION  
KENAI, ALASKA**

[THE MEMBERS OF THE COUNCIL ON AGING, KENAI, ALASKA, A LOCAL COMMITTEE ORGANIZED UNDER THE LAWS OF THE STATE OF ALASKA, PURSUANT TO FEDERAL AND STATE FUNDING, HAVING AS ITS OBJECT, THE FOLLOWING CODE OF BY-LAWS AND RULES OF PROCEDURE AS ITS GUIDELINES IN ALL FUTURE OPERATIONS.] The members of the Council on Aging Commission adopt the following by-laws as its guidelines for all future operations subject to the City of Kenai Code of Ordinances.

The mission of the Council on Aging Commission is to advise the [MAYOR,]City Council and City Administration, [DIRECTOR, AND THE CITY OF KENAI, ]of the needs of the elderly in the area, support the programs which enable the continued independence of senior citizens and to serve as an advisory [COMMITTEE,]commission [WHOSE PURPOSE AND MAKE-UP WILL BE SET FORTH UNDER ARTICLE I, SECTION 3].

The adoption of these by-laws [AND RULES] supersedes, replaces, and nullifies any and all previously enacted, utilized, or governing rules or by-laws except the City's Code of Ordinances. [AND FURTHER, BY ADOPTION OF THESE BY-LAWS AND RULES, THE PREVIOUSLY EXISTING COUNCIL ON AGING IS DEEMED DISSOLVED.]

**Article I  
MEMBERSHIP**

The Council Commission may have a membership of not more than nine (9) members. Over one-half of the members shall be participants of the Senior Citizens' programs, sponsored by the City of Kenai.

- (a) The members of the Council Commission shall be chosen in the following manner:
1. Members shall be chosen from among persons who have shown an interest in the areas of the problems of the elderly challenges to the senior population.

[2. THE MAYOR WILL APPOINT MEMBERS TO THE COUNCIL ON AGING COMMISSION SUBJECT TO CONFIRMATION BY THE CITY COUNCIL.]

(b) The duties of the Council will be as follows:

- [a]1. Advise the Director of Senior Citizen Programs on matters dealing with the budgets for senior programs and programs operated at the Senior Center.
- [b] FORWARD COPIES OF MEETING SUMMARIES TO THE CITY CLERK [MAYOR OF THE CITY OF KENAI], WHO, IN TURN, WILL FORWARD THE REPORT TO THE CITY COUNCIL.]
- [c]2. To the extent practical, communications, advice, and reports shall be in written form and shall represent a consensus of the committee.

**Article II  
ELIGIBILITY RESTRICTIONS**

[A MEMBER OF THE COMMISSION ~~UNCL~~ SHALL BE AN ADULT PERSON RESIDING IN THE CITY OF KENAI PENINSULA-AREA, AND 51 % OF WHICH MUST BE SIXTY (~~60~~55) YEARS OF AGE OR OLDER.]

No employee of the City of Kenai is eligible for membership.

There will be no more than one member per household.

Members

**Commented [SS1]:** In the new proposed Council on Aging Commission code "Qualifications and Membership" establishes that the commission conforms to KMC1.90; and KMC 1.90.010 establishes that members are nominated by the Mayor and confirmed by the City Council. This is no longer needed in the By-Laws.

**Commented [SS2]:** City Council Policy 20.020 establishes that action minutes for all commissions are produced by the Clerk's Office, from notes kept by the Department Liaison during the meeting. This conflicts with that policy, I recommend removal from the By-Laws.

**Commented [SS3]:** This same information has been included in the new proposed Council on Aging Commission Code "Qualifications and Membership" I recommend removal from the By-Laws to prevent any future amendments that may cause a conflict between code and the bylaws.

**Article III  
MEETINGS**

[REGULAR MEETINGS SHALL BE HELD MONTHLY ON THE SECOND THURSDAY OF THE MONTH AT THE SENIOR CENTER.] Special meetings may be called by the chairperson with approval of the Kenai City Clerk and notification of ~~Commissionuneil~~ and City Manager. Meetings may be cancelled by the City Clerk, with notification of ~~Commissionuneil~~ and City Manager, if cancellation is warranted, i.e. lack of agenda items, pre-knowledge of lack of quorum, etc. Participating senior citizens shall be notified of the date, time, and place of the meeting by the monthly newsletter, as well as receipt of the meeting agenda and packet. All meetings shall be open to the public. However, this does not automatically ensure participation by non-members of the ~~Commissionuneil~~.]

**Commented [S54]:** Council Policy 20.020 establishes commission meeting schedules and is based on recommendations from the individual commissions.  
  
If the COA commission wished to recommend a change in their meeting schedule, having to recommend the change in only one document would streamline the process.

**Article IV  
PLACE OF MEETINGS**

The meetings shall be held at the place designated as the Kenai Senior Citizens Center in Kenai, Alaska, or at the City of Kenai offices.

**Article V  
QUORUM**

A quorum shall be a majority of the current appointed membership as established in Article I. The affirmative vote of a majority present at a meeting is required to take action on any matter. A quorum of the ~~Commissionuneil~~ is defined as follows:

1. When the appointed membership is eight (8) or nine (9), a quorum shall be five (5).
2. When the appointed membership is seven (7) or lower, a quorum shall be (4).

**Article VI  
POWERS OF THE ~~COUNCIL~~ COMMISSION**

The powers of the ~~Commissionuneil~~ are advisory only and are derived from the federal, state, and city local governments which provide the funds for operation and all powers and activities shall be exercised in accordance with law. All action taken by this ~~Commissionuneil~~ shall be submitted to the City ~~Administrator Council for~~ and shall be subject to approval ~~by the Kenai City Council~~ unless otherwise specified in these By-Laws or City Code.

**Article VII  
OFFICERS**

Officers shall be elected annually for one-year terms at the first meeting each year when a quorum is present. There shall be a Chairperson and Vice-Chairperson. ~~Officers are limited to two (2) successive terms in the same office.~~

**Article VIII  
TERM OF APPOINTMENT AND ATTENDANCE**

Members of the ~~Commission~~ are appointed by the City of Kenai to serve three (3) years or until termination by:

1. Resignation;
2. Request of Council on Aging Commission;
3. Upon request of the City of Kenai; or
4. If the member is absent, without the body excusing the absence for good cause, from more than one-half of all the meetings of the Council on Aging Commission, regular and special, held within any period of three (3) consecutive calendar months, the member shall thereupon cease to hold the seat. A member may not have more than three (3) excused absences during a twelve-month calendar year.

The term of each appointed member of the ~~Commission~~ shall be three (3) years. The terms shall be staggered so that three (3) members shall be appointed every third year and three (3) members shall be appointed in each of the other years of every such three-year period.

**Article IX  
HONORARY MEMBER APPOINTMENT**

When a member is no longer able to actively participate on the Council on Aging Commission, the remaining membership may, by majority vote, request the Mayor to appoint the nonactive member to the Council on Aging Commission as an honorary member. The honorary member would be a non-voting member.

**Article X  
VOLUNTEERS**

Volunteers wishing to serve upon committees established by the Council on Aging Commission may be appointed by the ~~Commission~~ chairperson or his representative to do so without, therefore, becoming members of the ~~Commission~~.

**Article XI  
RULES OF MEETING**

All meetings of the ~~Commission~~ ~~shall~~ will be conducted in accordance with rules of parliamentary practice and, in the absence of other authority, shall be governed by the provisions of Roberts Rules of Order.

\*\*\*\*\*

The Council on Aging Commission during their February ~~XX~~<sup>10</sup>, 202~~4~~<sup>2</sup> meeting by a majority vote of the membership recommended Council approval of the amended By-Laws and Rules of Procedures.

The Kenai City Council at their ~~February 16, 2022~~ \_\_\_\_\_ meeting approved the amended By-Laws and Rules of Procedures.



## Kenai City Council - Regular Meeting

January 17, 2024 – 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. 3385-2024** - Accepting and Appropriating a Donation to the Kenai Community Library for the Purchase of Library Materials and Software for Room and Event Scheduling. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3386-2024** - Increasing Estimated Revenues and Appropriations in the General Fund and Municipal Roadway Improvements Capital Fund to Conduct an Assessment of City Street Lighting. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3387-2024** - Increasing Estimated Revenues and Appropriations in the General Fund and Public Works Department's Street Division's Professional Services Budget to Review and Update the City's Roadway Improvements Standards. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2024-03** - Adopting Goals to Guide the Preparation of the Fiscal Year 2025 Annual Budget. (Administration)
5. **ADOPTED AS AMENDED. Resolution No. 2024-04** - Requesting the State of Alaska Make a Meaningful Increase to the Base Student Allocation for Public Schools. (Douthit, Daniel)

#### F. MINUTES

1. \*Regular Meeting of January 3, 2024. (City Clerk)

**G. UNFINISHED BUSINESS**

**H. NEW BUSINESS**

1. **\*Action/Approval** - Bills to be Ratified. (Administration)
2. **\*Ordinance No. 3388-2024** - Increasing Estimated Revenues and Appropriations in the General Fund for the City's Joint Participation in the Kenai Peninsula Borough's Safe Streets and Roads for All Action Plan Grant Through the United States Department of Transportation. (Administration)
3. **\*Ordinance No. 3389-2024** - Accepting and Appropriating Donations from Kenai Senior Connection, Inc., to the Kenai Senior Center. (Administration)
4. **\*Ordinance No. 3390-2024** - Increasing Estimated Revenues and Appropriations in the Airport Fund to Purchase Air Service Development Professional Services at the Kenai Municipal Airport for Costs in Excess of Budgeted Amounts. (Administration)
5. **INTRODUCED AND REFERRED TO THE PLANNING & ZONING COMMISSION AND HARBOR COMMISSION. \*Ordinance No. 3391-2024** - Amending the Imagine Kenai 2030 Comprehensive Plan Land Use Plan Map for Certain Parcels from Industrial to Mixed-Use. (Knackstedt)
6. **INTRODUCED AND REFERRED TO THE PLANNING & ZONING COMMISSION AND HARBOR COMMISSION. \*Ordinance No. 3392-2024** - Amending the Kenai Zoning Code to Add a New Zoning District, Working Waterfront (WW) and Amending the Official Zoning Map for Certain Parcels from Heavy Industrial (IH) to Working Waterfront (WW) or Conservation (C) Zoning District. (Knackstedt)
7. **Discussion** - Public Meetings Remote Participation Update. (City Clerk)

**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**

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**Meeting ID:** 891 0973 2128 **Passcode:** 785524