

**KENAI COUNCIL ON AGING
REGULAR MEETING
THURSDAY, APRIL 11, 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. February 8, 2024..... **Pg. 2**

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. **Discussion/Recommendation** – Approving the Council on Aging Commission 2024 Annual Work Plan **Pg. 5**

G. REPORTS

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

H. ADDITIONAL PUBLIC COMMENT

I. NEXT MEETING ATTENDANCE NOTIFICATION – Thursday, May 9, 2024

J. COMMISSION QUESTIONS AND COMMENTS

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. Senior Center Monthly Report – March 2024..... **Pg. 14**

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
FEBRUARY 8, 2024 – 3:00 P.M.
KENAI SENIOR CENTER
361 SENIOR CT., KENAI, AK 99611
CHAIR KEN AYERS, PRESIDING**

ACTION MINUTES

A. CALL TO ORDER

A Regular Meeting of the Council on Aging was held on February 8, 2024, at the Kenai Senior Center, Kenai, AK. Chair Ayers called the meeting to order at approximately 3:00 p.m.

1. Pledge of Allegiance

Chair Ayers led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Ken Ayers, Chair
Velda Geller
Frances Kilfoyle
Jim Glendening

Rachael Craig, Vice Chair
William Sadler
Kit Hill

A quorum was present.

Absent:

Barbara Modigh

Also in attendance were:

Kathy Romain, Senior Center Director
Red Piersee, Senior Center Administrative Assistant
Kayla Feltman, Senior Center Volunteer/Activities Coordinator
James Baisden, City Council Liaison
Terry Eubank, City Manager
Scott Bloom, City Attorney

3. Agenda Approval

MOTION:

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

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

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. January 16, 2024

MOTION:

Member Hill **MOVED** to approve the January 16, 2024 Council on Aging minutes. Vice Chair Craig **SECONDED** the motion.

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

E. UNFINISHED BUSINESS – None.

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.

MOTION:

Vice Chair Craig **MOVED** to recommend that the City adopt a new section of Kenai Municipal Code, proposed amendments to KMC 1.90 and the Council on Aging Bylaws as provided in the packet. Member Glendening **SECONDED** the motion.

Director Romain gave a staff report from information provided in the packet; additional clarification was provided by City Manager Eubank and City Attorney Bloom.

Discussion ensued; members spoke in support.

UNANIMOUS CONSENT was requested on the motion.

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

2. **Discussion/Recommendation** – Recommendations to Council for Amendments to Council on Aging Bylaws.

Approved during the previous agenda item.

G. REPORTS

1. Senior Center Director – Director Romain and Assistants Piersee and Feltman reported on the following:
 - Upcoming March for Meals Fundraiser event.
 - Cabinets have been added to the Senior Center craft room.
 - City Departments are preparing for the upcoming budget process.
 - Member surveys will be coming out in March; feedback from these surveys is important for Senior Center programs.
 - Upcoming Superbowl party at the Senior Center.
2. Commission Chair – Chair Ayers recognized new members Glendening, Sadler and Hill; asked for feedback on changes members would like to see regarding senior housing.
3. City Council Liaison – Council Member Baisden reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS – None.

I. NEXT MEETING ATTENDANCE NOTIFICATION – March 14, 2024

J. COMMISSION QUESTIONS AND COMMENTS

K. ADJOURNMENT

L. INFORMATIONAL ITEMS – None.

There being no further business before the Council on Aging, the meeting was adjourned at 3:30 p.m.

I certify the above represents accurate minutes of the Council on Aging meeting of February 8, 2024.

Meghan Thibodeau
Deputy City Clerk

DRAFT

INTRODUCTION

This area should 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.*

The Mission of the Council on Aging Commission is to advise the Mayor, the City Council, Senior Center Director, and City of Kenai the needs of the elderly in the area of seniors, support the programs which enable the continued independence of senior citizens and serve as an advisory committee. Duties include advising the Senior Center Director on matters dealing with the budgets for senior programs and programs operated at the Kenai Senior Center (KSC).

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. 1 Objective: Enhance Kenai Senior Center (KSC) Community Outreach and Membership Estimated Time to Complete: 2024

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

1. Update the Senior Center Webpage on the City of Kenai Website.
2. Provide input for updated KSC flyers with the Senior Center Director that can be conspicuously placed at Kenai City Hall and local businesses.
3. Sponsor a "Bring a Friend to Lunch Day" where KSC members can invite potential new members to lunch at the KSC.

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

The updating of the KSC webpage will provide greater visibility of the programs and activities provided by the City of Kenai for seniors. Simplified navigation to events, calendars, and menus are what seniors need to be able to take advantage of all the services the KSC has to offer seniors in the community. Updated KSC flyers will provide updated information at the Kenai City Hall and at businesses for seniors with no access to computers. The "Bring a Friend to Lunch Day" will provide the community outreach to recruit new KSC members.

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

The Council on Aging Commission members and KSC staff. This task has been assigned to two Commission members.

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

The KSC webpage update will be accomplished as part of the City of Kenai Webpage update with no additional funding required.

INTRODUCTION

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Objective No. 2 Objective: Discuss and Research Adding More Seniors Housing for the City of Kenai Estimated Time to Complete: 2024

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

1. Discuss and research adding more senior housing for the City of Kenai.
 - a. Schedule work sessions and assign research tasks to commission members.
 - b. Compile finds and provide a comprehensive report to the City Council Member representing the Council on Aging Commission.
 - c. Have the City Council Representative report the findings and recommendations to the full Kenai City Council.

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

There is currently a one year waiting list for housing for Vintage Pointe Manor. Research and discussions on the viability and finding sources needs to begin for planning future senior housing.

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

The Council on Aging Commission members and KSC staff. This task has been assigned to two Commission members.

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

No funding required.

INTRODUCTION

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Objective No. 3 Objective: Assist the KSC Staff in Researching Topics that can Enrich Senior Programs Estimated Time to Complete: 2024

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

1. The 2024 research topic will be to explore intergenerational programs that connect high school or college-aged youth with lonely or isolated senior adults.
 - a. Research other programs around the nation that currently offer these intergenerational activities.
 - b. Compile and analyze findings.
 - c. Present findings to KSC staff.

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

The KSC staff needs critical support in research and analysis on intergenerational programs.

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

The Council on Aging Commission members and KSC staff. This task has been assigned to two Commission members.

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

No funding required.



Kenai City Council - Regular Meeting

March 20, 2024 – 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*)

1. Central Area Rural Transit System (CARTS) Update and Status Report, CARTS Board of Directors President Jodi Stuart and Executive Director Jessica Schultz.

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. 3402-2024** - Accepting and Appropriating a Donation to the Kenai Community Library for Library Materials, Programming, Furniture and Shelving. (Administration)
2. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3403-2024** - Amending Sections of Kenai Municipal Code Chapters 21.10 - Leasing and Acquisition of Airport Reserve Lands, and 22.05 - Disposition of City Lands, to Extend the Time Allowed for Private Development on City Leased Lots and Requiring Certain Financial Assurances Prior to Lease Execution. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2024-08** - Awarding a Contract to Provide Health and Life Insurance Consulting Services. (Administration)
4. **ADOPTED AS AMENDED WITHOUT OBJECTION. Resolution No. 2024-09** - Awarding a Contract for Kenai Visitor and Cultural Center Facility Management Services. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2024-10** - Awarding a Contract for City of Kenai Tourism and Marketing Services. (Administration)

6. **ADOPTED UNANIMOUSLY. Resolution No. 2024-11** - Approving the Use of the Fleet Replacement Fund for the Purchase of One Ford Police Interceptor Utilizing the State of Alaska Equipment Fleet Contract. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2024-12** - Authorizing the City Manager to Enter into a Bar and Lounge Concession Agreement for the Kenai Municipal Airport. (Administration)

F. MINUTES

1. *Regular Meeting of March 6, 2024. (City Clerk)

G. UNFINISHED BUSINESS

1. **ENACTED UNANIMOUSLY AS AMENDED. 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) *[On 02/21/24 this item was postponed to 03/20/24.]*

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** - Special Use Permit to the Alaska Youth Soccer Association for RV Parking at the Multi-Purpose Facility Parking Lot. (Administration)
4. ***Action/Approval** - Special Use Permit to the Alaska Youth Soccer Association for RV Parking at the Kenai Sports Complex Parking Lot. (Administration)
5. ***Ordinance No. 3404-2024** - Increasing Estimated Revenues and Appropriations in the Airport Fund to Provide Supplemental Funding for 100 Low Lead Float Plane Basin Fuel. (Administration)
6. ***Ordinance No. 3405-2024** - Increasing Estimated Revenues and Appropriations in the Congregate Housing Fund for Costs Above Budgeted Amounts. (Administration)
7. ***Ordinance No. 3406-2024** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvement Capital Project Funds and Authorizing a Final Adjusting Contract Amendment to the Professional Services Agreement with HDL Engineering for Construction Administration Services for the 2020 Kenai Municipal Airport Sand Storage Facility Project. (Administration)
8. **EVALUATIONS SCHEDULED FOR 4/17/24 AND 4/18/24. Discussion** - Scheduling Council Employee Evaluations (Mayor Gabriel)

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.

Registration is required to join the meeting remotely through Zoom. Please use the link below to register:

https://us02web.zoom.us/meeting/register/tZ0qd-2tpj0sGdUPicMKgvdGpdQbX_k1bJH-



Kenai City Council - Regular Meeting

April 03, 2024 – 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*)

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B. SCHEDULED ADMINISTRATIVE REPORTS

1. Classification and Compensation Report, Malayna Halvorson Maes, Senior Consultant for McGrath Human Resources Group and Stephanie Randall, Human Resource Director.

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

1. Alaska Christian College Update, Dr. Keith Hamilton, President of Alaska Christian College

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. 3404-2024** - Increasing Estimated Revenues and Appropriations in the Airport Fund to Provide Supplemental Funding for 100 Low Lead Float Plane Basin Fuel. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3405-2024** - Increasing Estimated Revenues and Appropriations in the Congregate Housing Fund for Costs Above Budgeted Amounts. (Administration)
3. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3406-2024** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvement Capital Project Funds and Authorizing a Final Adjusting Contract Amendment to the Professional Services Agreement with HDL Engineering for Construction Administration Services for the 2020 Kenai Municipal Airport Sand Storage Facility Project. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2024-13** - Authorizing a Contract Award and Corresponding Purchase Order for Library Materials. (Administration)

F. MINUTES

1. *Regular Meeting of March 20, 2024. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Consent to Assignment and Assignment and Assumption of Lease Agreement, of Lot 1, Block 5, General Aviation Apron No. 1 Amended. (Administration)
3. ***Ordinance No. 3407-2024** - Accepting and Appropriating a Volunteer Fire Assistance Grant from the United States Department of Agriculture Forest Service Passed through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment. (Administration)
4. ***Ordinance No. 3408-2024** - Accepting and Appropriating a State of Alaska Code Blue Fiscal Year 2025 Grant Passed through the Southern Region EMS Council, Inc. to Purchase Two Video Laryngoscopes. (Administration)
5. **APPROVED UNANIMOUSLY. Action/Approval** - Authorizing the City Manager to Request a Community Purpose Exemption to Donate Sand for the Construction of the Triumvirate Theatre. (Administration)
6. **BUDGET WORK SESSION SCHEDULED FOR MAY 4, 2024 AT 9:00 AM. Discussion** - Scheduling a Budget Work Session. (Administration)

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Committee

J. REPORT OF THE MAYOR

1. Proclamation Declaring April 2024 as "Sexual Assault Awareness Month"

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 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: April 3, 2024
SUBJECT: **March 2024 Monthly Report**

March brought a refreshing burst of seasonal activities to the Kenai Senior Center. Highlights included:

- St. Patrick’s Day Luncheon and “Annual Wearing of the Green”.
- Weekly choir rehearsals in preparation of Easter. A final performance was held during the Easter luncheon on March 29th.
- Easter egg coloring and creation of miniature Easter baskets. These baskets were shared with home-meal clients.
- “Grow with Me” with Steve Latz on preparation of seed starting.
- No-host dinner to Rocky’s Diner.

	2024	2023
Home Delivered Meals	1827	2064
Individuals	98	94
Dining Room (Congregate) Meals	1382	1046
Individuals	138	164
Transportation (1-way rides)	276	159
Individuals	17	18
Grocery Shopping Assistance	12/39	13/27
Writers Group	29	37
Caregiver Support Group	10	7
Growing Stronger Exercise	372	313
Tai Chi Class	48	44
TOPS Weight Loss Class	69	56
Bluegrass & Music Sessions	22	77
Card Games	50	75
Wii Bowling	27	48
Arts & Crafts	24	44
Total Event Sign-ins *	2143	2073
Individuals *	179	189
Vintage Pointe Manor Vacancies	0	1

* (not including home meals clients)