

**KENAI COUNCIL ON AGING  
REGULAR MEETING  
AUGUST 13, 2020 – 4:30 P.M.  
KENAI SENIOR CENTER  
361 SENIOR CT., KENAI, AK 99611  
\*Telephonic/Virtual Information Below\*  
<http://www.kenai.city>**

1. **CALL TO ORDER**
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Approval
2. **SCHEDULED PUBLIC COMMENTS**  
*(Public comment limited to ten (10) minutes per speaker)*
3. **UNSCHEDULED PUBLIC COMMENT** *(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*
4. **APPROVAL OF MEETING SUMMARY**
  - a. May 14, 2020
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
  - a. **Discussion** – State of Alaska Reopening Guidelines for Senior Centers
7. **REPORTS**
  - a. Senior Center Director
  - b. Council on Aging Chair
  - c. City Council Liaison
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – September 10, 2020
9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS**
10. **ADDITIONAL PUBLIC COMMENT**
11. **INFORMATION ITEMS**
12. **ADJOURNMENT**

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**KENAI COUNCIL ON AGING  
REGULAR MEETING  
MAY 14, 2020 – 4:30 P.M.  
KENAI SENIOR CENTER  
CHAIR DON ERWIN, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

Chair Erwin called the meeting to order at 4:43 p.m.

**a. Pledge of Allegiance**

Chair Erwin led those assembled in the Pledge of Allegiance.

**b. Roll was confirmed as follows:**

Members Present: D. Erwin, R. Williams, V. Geller, A. Weeks, B. Modigh, M. Milewski

Members Absent: L. Nelson, C. Thornton, S. Bise

Staff/Council Liaison Present: Senior Center Director K. Romain, Administrative Assistant A. Clary, City Clerk J. Heinz, and Council Member J. Glendening

A quorum was present.

**c. Agenda Approval**

**MOTION:**

Member Meeks **MOVED** for approval of the agenda and Member Geller **SECONDED** the motion. There were no objections; **SO ORDERED.**

**2. SCHEDULED PUBLIC COMMENTS** (*Public comment limited to ten (10) minutes per speaker*) – None.

**3. UNSCHEDULED PUBLIC COMMENT** (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated*) – None.

**4. APPROVAL OF MEETING SUMMARY**

a. January 9, 2020

**MOTION:**

Member Modigh **MOVED** to approve the January 9, 2020 meeting summary as written and Member Geller **SECONDED** the motion. There were no objections; **SO ORDERED.**

**5. UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS**

a. **Discussion** – 2020 Senior Center Survey Report

Director Romain relayed Senior Center Survey results to the Council as significantly favorable. Discussion followed with comments including how the survey would affect support grant funding and that the information was useful for other projects.

It was clarified that the information provided in the packet would be available to the City Manager, City Council and the general public.

b. **Discussion/Recommendation** – FY2021-2025 Capital Improvement Plan

**MOTION:**

Member Weeks **MOVED** to recommend Council adopt the Capital Improvement Plan as presented and Member Williams **SECONDED** the motion. There were no objections; **SO ORDERED**.

7. **REPORTS**

a. **Senior Center Director** – Romain reported the following:

- Commended the Assistant to the City Manager and the Public Works Department for their work on the Capital Improvement Plan portion for the Senior Center and Vintage Pointe;
- In April the Senior Center delivered almost 3,000 home meals; more senior citizens were accessing this service due to community people connecting seniors with the Center;
- Shelf stable bags were also being delivered and were the equivalent to five individual meals;
- Grants were received from Meals on Wheels of America and the State of Alaska Nutrition Transportation Service Program; and
- Opening for the Senior Center is undetermined at this time.

b. **Council on Aging Chair** – No report.

c. **City Council Liaison** – Glendening reviewed the Action Agenda for the Council's previous meetings as provided in the packet and announced an upcoming work session regarding the COVID-19 response.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – June 11, 2020

9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS**

Council members inquired about what services would look like while closed and moving forward.

10. **ADDITIONAL PUBLIC COMMENT** – None.

11. **INFORMATION ITEMS** – None.

12. **ADJOURNMENT**

**MOTION:**

Member Modigh **MOVED** for adjournment and Member Weeks **SECONDED** the motion. There were no objections; **SO ORDERED**.

There being no further business, the Council on Aging meeting adjourned at 5:50 p.m.

Meeting summary prepared and submitted by:

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Jacquelyn LaPlante  
Deputy City Clerk

DRAFT

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**State of Alaska  
Department of  
Health and Social  
Services**

**COVID-19: Interim  
Guidance for  
Congregate  
Non-Residential  
Settings**

For general information on coronavirus disease 2019 (COVID-19), including how to guard against stigma, visit <http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/default.aspx> or [cdc.gov/covid19](https://www.cdc.gov/covid19)

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## Introduction and Scope

A non-residential congregate setting is an environment where people gather in close proximity for either a limited or extended period of time, but do not stay at the location overnight.

Examples include:

- Settings which provide congregate meals to vulnerable populations,
- Senior Centers,
- Adult Day Centers,
- Site-Based Day Habilitation and similar group activities where people come together to socialize and recreate.

The Alaska State Department of Health and Social Services has issued recommendations and guidance and requirements for nursing homes and assisted living homes that do not apply to other congregate settings. Visit <https://covid19.alaska.gov/> for the latest information.

This guidance is focused on non-residential congregate settings that serve seniors, disabled individuals, and other vulnerable populations whose age or health status places them at higher risk for severe COVID-19. Universities, correctional facilities, schools, childcare centers, and nursing homes should follow guidance specifically for those settings.

- As we learn more about COVID-19, public health guidance is evolving. Administrators of congregate settings should stay up-to-date on CDC and State of Alaska guidelines. Even if there is no guideline for your specific type of setting, recommendations in guidelines for similar settings are likely relevant. For example, guidance for retirement communities may be applicable to senior centers. Consider assigning a specific staff member to follow changes in federal and state guidance. Encourage staff and participants to suggest creative ways to prevent transmission and minimize the risk of infection. Finally, some settings may not be large enough to accommodate the necessary guidelines and may need to reduce capacity of participants they can serve safely or should move activities to the outdoors where possible. [Telehealth](#) and [virtual support groups](#) can be used to supplement small groups as needed.

### How does COVID-19 spread?

- The virus is primarily spread to people who are in close contact (within about 6 feet) with an infected person. The virus is in droplets that are sprayed when a person coughs, sneezes, or talks. Staying 6 feet away helps protect you from that spray.
- The virus may also be spread if a person touches a surface or object with the virus on it and then touches their mouth, nose, or possibly their eyes. This is not thought to be the primary way the virus spreads, however. You can protect yourself from this type of exposure by regularly washing your hands and by cleaning frequently touched surfaces.
- Scientists now believe that people who have no symptoms can spread the virus. But it is

still very important that people with symptoms stay home except to seek medical care.

### Who is at higher risk of severe illness?

Please check the CDC website for the current list of people who are at increased risk for severe illness. Here is the link for the most updated information:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>

### Who is at higher risk of being infected?

Risk of infection depends on exposure. People are at increased risk if they:

- Have recently traveled to an area where COVID-19 is spreading, especially if there is significant community transmission in that location. Travelers should follow State of Alaska mandates on post-travel quarantine.
- Have been in close contact with someone with COVID-19. Household contact in particular increases the risk of transmission.
- Live or spend time in a congregate setting where COVID-19 could spread rapidly.

### What are the symptoms of COVID-19?

Scientists are still learning more about COVID-19 and its symptoms. Symptoms can include:

- Fever (feeling feverish OR temperature of 100.4 degrees F or 38 degrees C or greater)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## Best practices to preventing the spread of COVID-19 in non-residential congregate settings

Protecting participants, visitors, and staff at non-residential congregate settings from COVID-19 requires a multi-layered approach. The measures outlined in this document aim to:

- 1) prevent the introduction of COVID-19 into the facility through symptom and exposure screening and;
- 2) to prevent the transmission of COVID-19 among participants, visitors, and staff through physical distancing, use of cloth face coverings and personal protective

equipment, and good hygiene.

#### Individuals with signs and symptoms of COVID-19 should stay home

Non-residential congregate settings should have a policy in place which states that staff and participants are not permitted to come to the facility if they are ill or exhibiting any signs or symptoms of COVID-19. Staff members with any symptoms should stay home and consult their health care provider or the facility's occupational health program on safe return to work. Facilities should institute flexible leave policies to actively encourage staff to stay home when ill.

Individuals with symptoms compatible with COVID-19 or with risk factors for infection should be prevented from entering the facility. Individuals with symptoms should be urged to contact a health care provider and seek testing. A negative test does not necessarily ensure that a person does not have COVID-19. Seek medical guidance to determine when it is safe for a person who had symptoms to return to the facility. In general, consider waiting at least 72 hours after the person is fever-free without the use of fever-reducing medications and respiratory symptoms have begun to improve.

#### Screen for COVID-19 symptoms and risk factors for exposure

All entrants to the facility (participants, visitors, and staff) should be screened for symptoms of COVID-19 and risk factors for infection (e.g., contact in the past 14 days with anyone who has tested positive for COVID-19, close contact with others who have symptoms of COVID-19 but have not been tested, or travel outside of Alaska in the past 14 days). This screening should include temperature checks as well as completion of a screening form.

New onset symptoms without an alternative diagnosis are most concerning. If the symptom is chronic or has a clear alternative diagnosis (e.g. a chronic cough in a person with Chronic Obstructive Pulmonary Disorder), it is not necessary to exclude the participant. If in doubt, consult with the facility's medical director or the participant's primary care provider.

The facility should identify the specific location where screening will take place. The location should allow at least 6 feet of distance between participants and staff conducting the screening. It may be necessary to implement a system in which individuals are asked to wait outside and enter the building when called.

#### Plan what to do if a participant or staff member has signs or symptoms of COVID-19

To the extent possible, staff should ensure that participants have the means to return home promptly should any sign or symptom of COVID-19 be identified during screening or at any time while at the facility. Programs should maintain emergency contact information regarding transportation and should designate an area of the facility to isolate an individual with signs or symptoms until they can be safely returned home. Likewise, any staff member who develops signs or symptoms should isolate themselves, notify their supervisor, and leave the facility as quickly as possible. Persons with signs or symptoms of COVID-19 should not travel by public transportation.

### Implement physical/social distancing protocols

- Participants and staff should avoid all medically unnecessary physical contact and should maintain at least 6-feet distance from others. Consider assigning staff to monitor both participant and staff interactions to reinforce the need for physical distancing.
- Move activities outside as much as possible. Improved ventilation and more distance between participants reduces risk of transmission.
- Common areas should be re-arranged such that there is room for participants to remain at proper distance from one another. Limit interaction in common spaces, including hallways, by staggering any required movement of participants.
- Smaller groups are less risky than larger groups. Limit group activities, meals, and therapy sessions to less than 10 people and ideally make them 1-on-1 whenever possible.
- Physical exertion and singing may increase the risk of COVID-19 transmission. These activities should be done outside whenever possible. Further increase distance between participants (e.g., >10 feet) and decrease group size, preferably to 3 or fewer participants, especially if the activity is indoors.

### Keep participants and staff in the same small groups

Facilities should consider ways to divide their participants into small “cohorts” of participants, each with dedicated staff. To the extent possible, these cohorts should be maintained over time and contact between cohorts should be minimized. The goal of this approach is to contain transmission within a single cohort if COVID-19 is introduced into the facility..

### Promote hygiene and cough etiquette

Facilities should provide participants and staff with instructions on hygiene and cough etiquette. Instructions should include how to use facemasks, how to use tissues to cover nose and mouth when coughing or sneezing, how to dispose of tissues and contaminated items in waste receptacles, and how and when to perform hand hygiene. Participants should be taught that, if no tissues are available, they should cough into the bend in their elbow and wash their hands with soap and water afterwards. Participants should also be encouraged to avoid touching their eyes, nose, and mouth with unwashed hands. The CDC has [several handouts and posters](#) designed to educate about COVID-19 and good hygiene practices.

Participants should avoid sharing dishes, cups, utensils, towels, bedding, clothing, and other objects with other people in the facility. All of these items should be thoroughly cleaned and disinfected after use.

### Implement universal wearing of cloth face-coverings / facemasks

- All staff and visitors should wear a cloth face covering or facemask at all times.
- All participants should wear a cloth face covering or facemask, if tolerated.
- Cloth face coverings and facemasks should be worn so they cover both the nose and mouth.
- Cloth face coverings should not be placed on anyone who has trouble breathing, or anyone who is unconscious, incapacitated, or otherwise unable to remove the mask

without assistance. Additionally, cloth face coverings should not be placed on children under 2.

- A cloth face covering is not formally considered personal protective equipment. A facemask is a disposable medical or surgical mask made for health care providers. Facemasks are preferred over cloth face coverings in the following situations:
  - When health care workers caring for highly vulnerable participants (e.g., participants requiring skilled nursing care)
  - When staff are likely to be directly exposed to respiratory secretions from a participant (e.g., if the participant is likely to spit, cough, or sneeze directly on a staff member)
- CDC has information on how to [optimize the supply of facemasks](#).

### Use other personal protective equipment as needed

- In general, non-residential congregate settings will not be caring for participants with confirmed or suspected COVID-19 and will not need PPE items such as respirators.
- However, facilities may consider obtaining a limited supply of additional PPE (respirator, gown, eye protection, and gloves) and training staff to use it in the event a participant develops symptoms and the participant requires close contact with staff during the period before the participant is able to leave the facility.
- Facilities should use gowns and gloves per facility protocol.

### Keep hands clean

Soap and water or hand sanitizer should be easily accessible in every room. Urge staff and participants to focus on hand washing. Wash hands often with soap and warm water for at least 20 seconds. Using an alcohol-based hand sanitizer, with at least 60% alcohol, is an alternative option if soap and water are unavailable.

Times to wash hands include (but are not limited to) immediately after entering the facility; before eating; before, during, and after food preparation; and after using the toilet. Staff should wash hands in between any direct contact with participants and encourage participants to do the same. Consider posting visual reminders at the entrance and in strategic places. More information on handwashing is available [here](#).

Facilities should be aware that people with Alcohol Use Disorder have been known to ingest alcohol-based hand sanitizer. Additionally, frequent use of alcohol-based hand sanitizer has been shown to yield positive tests for alcohol metabolites. This should be taken into account in drug testing policies for both patients and staff.

### Clean and disinfect regularly

Routine cleaning of surfaces using appropriate cleaning and disinfection methods can help to prevent the spread of COVID-19.

- Clean high-touch surfaces in the facility multiple times per day. Examples of high-touch surfaces include doorknobs, light switches, handrails, kitchen appliances, counters,

drawer pulls, tables, sinks, faucet and toilet handles, drinking fountains, elevator buttons, push plates, phones, keys and remote controls. Recreation equipment such as art supplies, games and sports equipment should also be cleaned. Shared participant care equipment should be cleaned after each use.

- Make sure that EPA-registered disinfectants are available to allow for frequent cleaning of high-touch surfaces and shared participant care equipment. Refer to [List N](#) on the EPA website for EPA-registered disinfectants that have qualified under EPA’s emerging viral pathogens program for use against SARS-CoV-2.
- Any surfaces touched by a participant with symptoms of COVID-19 should be disinfected immediately.
- Clean by removing any visible dirt and grime before using disinfectants. Disinfectants remove most germs and are most effective on clean surfaces or objects. Coronaviruses are relatively easy to kill with most disinfectants. When using cleaning and disinfecting products, always read and follow the manufacturer’s directions (e.g., application method, contact time).
- For clothing, towels, linens and other items that go in the laundry: Wash at the warmest possible setting with your usual detergent and then dry completely. Avoid “hugging” laundry before washing it to avoid self-contamination. Do not shake dirty laundry before washing to avoid spreading virus or other dirt and bacteria through the air. Wash hands after handling dirty laundry.

More information from CDC on cleaning and disinfecting community settings is available [here](#) and guidelines for disinfection in health care settings are available [here](#).

### Prevent transmission from objects brought into the facility

Transmission from touching objects contaminated with the virus that causes COVID-19 is not a common route of transmission. However, the following strategies may help reduce this risk.

#### Deliveries

- Have a single point of entry for supplies (e.g. a loading dock or other less trafficked entrance).
- Restrict delivery persons from entering facilities.
- Maintain physical distance between staff and delivery persons as much as possible.
- Wash hands once supplies have been stored or put away.

#### Participant belongings

- Minimize what belongings participants bring into the facility.
- If possible, keep each participant’s belongings separate from other participant’s belongings (e.g., in separate containers or cubbies).
- If staff handle participant belongings, ensure they wash their hands immediately after handling.

#### Staff belongings

- Minimize what belongings staff bring into the facility.
- Require staff to bring their belongings directly to the place where they will be

stored during their shift.

- Require staff to wash their hands immediately after storing their belongings.
- Require staff to sanitize any belongings they keep with them during their shift (e.g., phones) prior to starting their shift.
- Encourage staff to minimize access to their belongings during their shift and to wash their hands any time they do access them.

### Provide meals safely

- Stagger eating times and increase space between tables, so diners remain 6 feet apart.
- Only members of the same household should sit together at a table.
- Implementing a reservations system to manage and limit the number of participants congregating at any one time. This may require creating multiple dining opportunities with extended serving times in order to accommodate all participants.
- Provide plated meals rather than self-service, buffet or family-style servings.

### Institute policies and procedures for visitation

Non-residential congregate settings should consider limiting visitation to either no visitors or 1 visitor per participant. In particular, limits should be instituted if the facility serves a highly vulnerable population such as persons who require skilled nursing care or if the facility has limited space and visitors would increase crowding and make physical distancing difficult to maintain.

If visitors are allowed, the following practice can help mitigate risk:

- Visitors must be screened.
- Visitors should perform hand hygiene before and after entering the facility and common areas.
- Visitors should keep 6-feet of distance between themselves and other people. (People who live in the same household do not need to maintain distance.)
- Visitors should wear a cloth face covering or a facemask at all times and should only be removed if eating.
- Consider identifying a location in the facility where visits can take place that is separate from congregate areas. Clean and disinfect high-touch surfaces in this area between visits.
- Institute a system for scheduling or otherwise controlling visitation so as to limit the total number of visitors at any one time.

Consider restricting visitation if the incidence of COVID-19 in the community increases.

### Keep records to facilitate contact tracing

If a person who spent time at the facility is diagnosed with COVID-19, public health personnel will work with the patient and, if necessary, the facility to identify people who have been exposed and to quarantine all close contacts. Facilities should maintain accurate records of all participants, visitors, and staff who were at the facility and when and how to reach those individuals (e.g., collect a phone number).



## Resources

ASAM Infection Control and Mitigation Strategies in Residential Treatment Facilities:

<https://www.asam.org/Quality-Science/covid-19-coronavirus/infection-mitigation-in-residential-treatment-facilities>

CDC Preparing for COVID-19: Long-term Care Facilities, Nursing Homes:

<https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/prevent-spread-in-long-term-care-facilities.html>

CDC Steps Healthcare Facilities Can Take Now to Prepare for Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/steps-to-prepare.html>

CDC Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 (COVID-19) in Healthcare Settings:

<https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html>

CDC Strategies to Optimize the Supply of PPE and Equipment:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html>

CDC Interim U.S. Guidance for Risk Assessment and Public Health Management of Healthcare Personnel with Potential Exposure in a Healthcare Setting to Patients with Coronavirus Disease (COVID-19):

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

CDC's Interim Guidance for Healthcare Facilities: Preparing for Community Transmission of COVID-19 in the United States: <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/guidance-hcf.html>

Joint Commission resource: <https://www.jointcommission.org/en/resources/news-and-multimedia/blogs/on-infection-prevention-control/2020/02/19/managing-the-threat-of-the-new-coronavirus-strain/>

SAMHSA's Disaster App: <https://store.samhsa.gov/product/samhsa-disaster>

Helpful Infographic on remote consultations related to COVID-19

<https://www.bmj.com/content/368/bmj.m1182/infographic>

COVID-19 resource is from University of Washington:

<https://covid-19.uwmedicine.org/Pages/default.aspx>





## Kenai City Council - Regular Meeting

July 01, 2020 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

**\*Telephonic/Virtual Information on Page 5\***

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

### Action Agenda

#### A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comment 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 PUBLIC COMMENTS

*(Public comment limited to ten (10) minutes per speaker)*

1. **Dan Sterchi** - Evergreen Street Hotel Remodel.

#### C. UNSCHEDULED PUBLIC COMMENTS

*(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

#### D. PUBLIC HEARINGS

1. **POSTPONED TO 08/19/2020. Ordinance No. 3127-2020** - Repealing and Replacing Kenai Municipal Code Title 6 - Elections to Provide Clarity, Process Improvements, and Increase Voter Accessibility through Vote By Mail Elections. (Council Member Peterkin) [**Clerk's Note:** *At the June 3 Meeting, this item was Postponed to this Council Meeting. A Motion to Adopt is On the Floor.*]
2. **ENACTED UNANIMOUSLY. Ordinance No. 3136-2020** - Increasing Estimated Revenues and Appropriations in the General and the Public Safety Capital Project Funds and Authorizing the Sole Source Purchase and Installation of Updated Radio Consoles for the City of Kenai Dispatch Center. (Administration)
3. **ENACTED AS AMENDED. Ordinance No. 3137-2020** - Increasing Estimated Revenues and Appropriations in the General and Municipal Roadway Improvements Capital Project Funds to Provide Matching Funds to the State of Alaska Department of Transportation and Public Facilities to Construct a Pedestrian Path From the Kenai Spur Highway to Beaver

Loop Along Bridge Access Road Utilizing Restricted General Fund, Fund Balance. (Administration)

4. **ENACTED UNANIMOUSLY. Ordinance No. 3138-2020** - Increasing Fiscal Year 2020's Estimated Revenues and Appropriations in the Airport Land Sale Permanent Fund to Transfer Earnings in Excess of Budgeted Amounts to the City's Airport Fund. (Administration)
5. **ENACTED UNANIMOUSLY. Ordinance No. 3139-2020** - Increasing Estimated Revenues and Appropriations in the COVID-19 CARES Act Recovery Fund for a Federal CARES Act Grant Passed through the State of Alaska Department of Public Safety for Overtime and Direct Expenditures of the Police, Fire, and Communications Departments of the City from March 16, 2020 through May 17, 2020. (Administration)
6. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3140-2020** - Increasing Estimated Revenues and Appropriations in the Personal Use Fishery Special Revenue Fund to Provide Supplemental Funding for Additional Portable Restrooms and to Award a Contract to Provide Dumpsters, Portable Restrooms and Portable Hand Wash Stations for the 2020 Kenai River Personal Use Fishery. (Administration)
  - **Substitute Ordinance No. 3140-2020**
7. **ENACTED UNANIMOUSLY. Ordinance No. 3141-2020** - Increasing Estimated Revenues and Appropriations in the General Fund, Visitor Center Department and Authorizing Amendment to the Facility Management Agreement with the Kenai Chamber of Commerce and Visitor Center, Inc., for the Operation and Management of the Kenai Visitor and Cultural Center. (Administration)
8. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3143-2020** - Increasing General Fund Estimated Revenues and Appropriations by \$34,216 in the General Fund, Parks, Recreation and Beautification Department for an Increase of a Grant from the United States Environmental Protection Agency Passed through the State of Alaska Department of Environmental Conservation for Bacteria Level Monitoring on the City's Beaches from July 1, 2020 through March 1, 2021. (Administration)
9. **ADOPTED UNANIMOUSLY. Resolution No. 2020-51** - Approving a Lease Renewal of Airport Reserve Lands Between the City of Kenai and CPD Alaska, LLC, for Lot 4, Block 1, FBO Subdivision. (Administration)
10. **ADOPTED UNANIMOUSLY. Resolution No. 2020-52** - Approving the Use of the Fleet Replacement Fund for the Purchase of Two Fire Department Utility Trucks Utilizing the State of Alaska Equipment Fleet Contract. (Administration)
11. **ADOPTED UNANIMOUSLY. Resolution No. 2020-53** - Renaming Pelchy Drive to Pelch Drive. (Administration)
12. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-54** - Amending the City's Grant Disbursement Program for Small Businesses and Non-Profit Organizations Utilizing Funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. (Administration)

13. **ADOPTED UNANIMOUSLY. Resolution No. 2020-55** - Approving Rent Relief Measures for Kenai Municipal Airport Concessionaires During Mandatory Closures Caused by the COVID-19 Public Health Emergency. (Administration)
14. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-56** - Approving a Grant Disbursement Program for Individual Assistance Utilizing Funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. (Administration)
15. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-57** - Authorizing the Award of a Construction Agreement for the Peninsula Avenue Bluff Erosion Repair Project. (Administration)
16. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-58**- Authorizing the Award of a Construction Agreement for the Kenai Beach Vault Restrooms Project. (Administration)
17. **ADOPTED UNANIMOUSLY. Resolution No. 2020-59** - Requesting the State of Alaska Department of Transportation and Public Facilities Warranty and Maintain Responsibility for Beaver Loop Road Improvements for a Reasonable time After the City Begins Maintenance Activities. (Council Member Knackstedt)

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of June 3, 2020. (City Clerk)
2. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of June 17, 2020. (City Clerk)
3. **APPROVED BY THE CONSENT AGENDA.** \*Work Session of June 18, 2020. (City Clerk)

**F. UNFINISHED BUSINESS**

1. **POSTPONED TO 08/19/2020. Ordinance No. 3128-2020** - Amending Kenai Municipal Code Section 1.85.040 – Records Public, To Provide For A Record Retention Length. (City Clerk) [*Clerk's Note: At the June 3 Meeting, this item was Postponed to this Council Meeting. A Motion to Adopt is On the Floor.*]

**G. NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Purchase Orders Over \$15,000. (Administration)
3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 07/15/20. \*Ordinance No. 3144-2020** - Amending the Official Kenai Zoning Map by Rezoning Tracts 1 and 2, Holland Spur Highway Subdivision from Rural Residential (RR) to General Commercial (GC). (Elizabeth Appleby)

4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 07/15/20.**  
\*Ordinance No. 3145-2020 - Waiving a Provision of Kenai Municipal Code 23.40.030 – Annual Leave, to Remove the Requirement that Employees Use a Minimum Amount of Leave for Calendar Year 2020. (Legal)
5. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to Alaska Air Fuel for Aircraft Loading and Parking. (Administration)
6. **APPROVED. Action/Agenda** - Approving Official's Bond Amounts for City Manager, City Clerk, and Finance Director. (Administration)
7. **Discussion** - City Response to COVID-19. (Administration)

**H. 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
7. Mini-Grant Steering Committee

**I. REPORT OF THE MAYOR**

**J. ADMINISTRATION REPORTS**

1. City Manager
2. City Attorney
3. City Clerk

**K. ADDITIONAL PUBLIC COMMENT**

1. Citizens Comments (*Public comment limited to five (5) minutes per speaker*)
2. Council Comments

**L. EXECUTIVE SESSION**

1. Plan for Utilizing Resiliency Funding, Pursuant to AS 44.32.310(c)(1)(3) a Matter of Which the Immediate Knowledge May have an Adverse Effect Upon the Finances of the City, and a Matter by Which Law, Municipal Charter, or Ordinance are Required to be Confidential. (Administration)

**M. PENDING ITEMS**

1. **Ordinance No. 3133-2020 (Substitute)** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue Fund, Authorizing a Budget Transfer in the Airport Terminal Improvement Capital Project Fund and Appropriating FY2020 Budgeted Funds in the Airport Master Plan Capital Project, Airport Snow Removal Equipment and Airport Operations Facility Improvement Capital Project Funds for Heating, Ventilation and Air Conditioning (HVAC) Improvement to the Airport Operations Facility and Replacement of the Airport's Wide Area Mower. (Administration) [**Clerk's Note:** At the June 17 meeting this item was postponed to the July 15 meeting.]

**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000.
2. Mayoral Letter of Support for CIRCAC's Recertification

*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.*

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**Meeting ID:** 857 4156 1637 **Password:** 320827



## Kenai City Council - Regular Meeting

July 15, 2020 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

**\*\*Telephonic/Virtual Information Below\*\***

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

### Action Agenda

#### A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comment 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 PUBLIC COMMENTS

*(Public comment limited to ten (10) minutes per speaker)*

#### C. UNSCHEDULED PUBLIC COMMENTS

*(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

#### D. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3144-2020** - Amending the Official Kenai Zoning Map by Rezoning Tracts 1 and 2, Holland Spur Highway Subdivision from Rural Residential (RR) to General Commercial (GC). (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3145-2020** - Waiving a Provision of Kenai Municipal Code 23.40.030 – Annual Leave, to Remove the Requirement that Employees Use a Minimum Amount of Leave for Calendar Year 2020. (Legal)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2020-60** - Authorizing a Budget Transfer in the COVID-19 CARES Act Recovery Fund. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2020-61** - Amending Council Policy Number 2018-01 – Parks and Recreation Commission Student Representative Policy, to Broaden the Qualifications and Requirements for the Student and Make the Policy More Inclusive. (Vice Mayor Molloy)

5. **ADOPTED UNANIMOUSLY. Resolution No. 2020-62** - Supporting the City's Request to Plan, Design, Contract, and Perform Construction Administration of the Bridge Access Road Pedestrian Pathway Project. (Council Member Knackstedt)

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of July 1, 2020. (City Clerk)

**F. UNFINISHED BUSINESS**

1. **POSTPONED TO 08/05/2020. Substitute Ordinance No. 3133-2020** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue Fund, Authorizing a Budget Transfer in the Airport Terminal Improvement Capital Project Fund and Appropriating FY2020 Budgeted Funds in the Airport Master Plan Capital Project, Airport Snow Removal Equipment and Airport Operations Facility Improvement Capital Project Funds for Heating, Ventilation and Air Conditioning (HVAC) Improvement to the Airport Operations Facility and Replacement of the Airport's Wide Area Mower. (Administration) [**Clerk's Note:** At the June 17 Meeting, this item was Postponed to this Council Meeting. A Motion to Enact is On the Floor.]

**G. NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - FY2020 Purchase Orders over \$15,000. (Administration)
3. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - FY2021 Purchase Orders Over \$15,000. (Administration)
4. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Non-Objection to the Issuance of a New Restaurant/Eating Place Liquor License for Jersey Subs. (City Clerk)
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/05/20.** \*Ordinance No. 3146-2020 - Increasing Estimated Revenues and Appropriations in the General Fund, Library Improvement Capital Project Fund, Visitor Center Improvement Capital Project Fund, Municipal Roadway Improvements Capital Project Fund, Kenai Recreation Center Improvements Capital Project Fund, Information Technology Improvements Capital Project Fund, and City Hall Improvements Capital Project Fund to Fund Capital Projects Deferred During the FY2021 Budget Process. (Administration)
6. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/05/20.** \*Ordinance No. 3147-2020 - Accepting and Appropriating \$2,135.25 in Asset Forfeiture Sharing Funds for Purchasing Law Enforcement Equipment into the General Fund, Police Department. (Administration)
7. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/05/20.** \*Ordinance No. 3148-2020 - Accepting and Appropriating a Meals on Wheels COVID-19 Response Fund Grant Round Two from Meals on Wheels America for Kenai Senior Center

Expenditures in Support of its Response to the COVID-19 Public Health Emergency. (Administration)

8. ***INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/05/20.***  
**\*Ordinance No. 3149-2020** - Accepting and Appropriating a Grant from the Federal Aviation Administration and Authorizing the Purchase of Property Described as Lot 5, Spruce Creek Subdivision which is in the Airport's Runway Protection Zone. (Administration)
9. **Discussion** - City Response to COVID-19. (Administration)

**H. 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
7. Mini-Grant Steering Committee

**I. REPORT OF THE MAYOR**

**J. ADMINISTRATION REPORTS**

1. City Manager
2. City Attorney
3. City Clerk

**K. ADDITIONAL PUBLIC COMMENT**

1. Citizens Comments (*Public comment limited to five (5) minutes per speaker*)
2. Council Comments

**L. EXECUTIVE SESSION**

**M. PENDING ITEMS**

1. **Ordinance No. 3127-2020** - Repealing and Replacing Kenai Municipal Code Title 6 - Elections to Provide Clarity, Process Improvements, and Increase Voter Accessibility through Vote By Mail Elections. (Council Member Peterkin) [**Clerk's Note:** *At the July 1 Meeting, this item was Postponed to the 08/19/20 Council Meeting.*]
2. **Ordinance No. 3128-2020** - Amending Kenai Municipal Code Section 1.85.040 – Records Public, To Provide For a Record Retention Length. (City Clerk) [**Clerk's Note:** *At the July 1 Meeting, this Item was Postponed to the 08/19/20 Council Meeting.*]

**N. ADJOURNMENT**



**O. INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000.
2. Recovery Grant Correspondence

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**Join Zoom Meeting**

<https://us02web.zoom.us/j/86548858652> **Or Call:** (253) 215-8782 or (301) 715-8592

**Meeting ID:** 865 4885 8652 **Password:** 385081



**Kenai City Council - Regular Meeting**

**August 05, 2020 – 6:00 PM**

**Kenai City Council Chambers**

**210 Fidalgo Avenue, Kenai, Alaska**

**\*\*Telephonic/Virtual Information on Page 4\*\***

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

**Action Agenda**

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comment 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 PUBLIC COMMENTS**

*(Public comment limited to ten (10) minutes per speaker)*

1. **Bill Dunn** - Erosion Mitigation for the Bluff Adjacent to Toyon Way.

**C. UNSCHEDULED PUBLIC COMMENTS**

*(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

**D. PUBLIC HEARINGS**

1. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3146-2020** - Increasing Estimated Revenues and Appropriations in the General Fund, Library Improvement Capital Project Fund, Visitor Center Improvement Capital Project Fund, Municipal Roadway Improvements Capital Project Fund, Kenai Recreation Center Improvements Capital Project Fund, Information Technology Improvements Capital Project Fund, and City Hall Improvements Capital Project Fund to Fund Capital Projects Deferred During the FY2021 Budget Process. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3147-2020** - Accepting and Appropriating \$2,135.25 in Asset Forfeiture Sharing Funds for Purchasing Law Enforcement Equipment into the General Fund, Police Department. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3148-2020** - Accepting and Appropriating a Meals on Wheels COVID-19 Response Fund Grant Round Two from Meals on Wheels America for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency. (Administration)

4. **ENACTED UNANIMOUSLY. Ordinance No. 3149-2020** - Accepting and Appropriating a Grant from the Federal Aviation Administration and Authorizing the Purchase of Property Described as Lot 5, Spruce Creek Subdivision which is in the Airport's Runway Protection Zone. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2020-63** - Declaring a Right-Of-Way for a Portion of the Cul-De-Sac at the North End of Daubenspeck Circle as Dedicated on Baron Park 2012 Addition, Plat KN 2012- 89, and as Set Forth on the Attached Exhibit "A" is Not Needed for a Public Purpose and Consenting to its Vacation. (Administration)
6. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-64** - Authorizing the Award of a Professional Services Agreement for Kenai Small Business Development and Tourism Marketing Services Related to the COVID-19 Public Health Emergency. (Administration)
7. **POSTPONED INDEFINITELY. Resolution No. 2020-65** - Authorizing the Award of a Professional Services Agreement for Mental Health Services Related to the COVID-19 Public Health Emergency. (Administration)
8. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-66** - Awarding a Purchase Agreement for the Supply and Delivery of Chemicals for the Water and Waste Water Treatment Plants. (Administration)
9. **ADOPTED UNANIMOUSLY. Resolution No. 2020-67** - Approving a Grant to the Alaska Municipal League Utilizing Funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. (Council Member Navarre)

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of July 15, 2020. (City Clerk)

**F. UNFINISHED BUSINESS**

1. **ENACTED UNANIMOUSLY AS AMENDED. Substitute Ordinance No. 3133-2020** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue Fund, Authorizing a Budget Transfer in the Airport Terminal Improvement Capital Project Fund and Appropriating FY2020 Budgeted Funds in the Airport Master Plan Capital Project, Airport Snow Removal Equipment and Airport Operations Facility Improvement Capital Project Funds for Heating, Ventilation and Air Conditioning (HVAC) Improvement to the Airport Operations Facility and Replacement of the Airport's Wide Area Mower. (Administration) [**Clerk's Note:** *At the July 15 Meeting, this item was Postponed to this Council Meeting. A Motion to Enact is On the Floor.*]

**G. NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Purchase Orders Over \$15,000. (Administration)

3. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Non-Objection to the Renewal of Marijuana Licenses for Peninsula Botanicals, Kenai River Cannabis, Herban Extracts, LLC, and East Rip. (City Clerk)
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/19/2020. \*Ordinance No. 3150-2020** - Waiving Kenai Municipal Code 21.10.130 - Lease Execution, and Approving a Lease Execution Extension to May 31, 2021 to Schilling Rentals, LLC for Lot 5A, Block 1, FBO Subdivision 2018 Replat. (Administration)
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/19/2020. \*Ordinance No. 3151-2020** - Increasing Estimated Revenues and Appropriations in the Terminal Improvements Capital Fund, and Authorizing an Increase to the Construction Purchase Order to Blazy Construction, Inc. (Administration)
6. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/19/2020. \*Ordinance No. 3152-2020** - Accepting and Appropriating a Project Ready Mini Grant from the Alaska State Library for Implementing the Know Your Neighbor: Kindness Kits Project at the Kenai Community Library. (Administration)
7. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/19/2020. \*Ordinance No. 3153-2020** - Appropriating Excess Funds Received from the Issuance of General Obligation Refunding Bonds. (Administration)
8. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/19/2020. \*Ordinance No. 3154-2020** - Accepting and Appropriating a Grant from the National Marine Fisheries Service Passed Through the Pacific States Marine Fisheries Commission, Accepting and Appropriating Additional Insurance Proceeds, and Awarding a Contract for Repair to the Kenai City Dock for Damage Caused by Earthquakes in 2016 and 2018 and Installation of a Cathodic Protection System to Prevent Corrosion. (Administration)
9. **Discussion** - Response to COVID-19. (City Manager)
10. **Discussion** - City of Kenai Response to Governor Dunleavy's Local Mitigation Level Recommendations and Consideration of Joint Work Session with the City Of Soldotna Council. (City Manager)

#### **H. 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
7. Mini-Grant Steering Committee

I. **REPORT OF THE MAYOR**

J. **ADMINISTRATION REPORTS**

1. City Manager
2. City Attorney
3. City Clerk

K. **ADDITIONAL PUBLIC COMMENT**

1. Citizens Comments (*Public comment limited to five (5) minutes per speaker*)
2. Council Comments

L. **EXECUTIVE SESSION**

M. **PENDING ITEMS**

1. **Ordinance No. 3127-2020** - Repealing and Replacing Kenai Municipal Code Title 6 - Elections to Provide Clarity, Process Improvements, and Increase Voter Accessibility through Vote By Mail Elections. (Council Member Peterkin) [**Clerk's Note:** *At the July 1 Meeting, this item was Postponed to the 08/19/20 Council Meeting.*]
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N. **ADJOURNMENT**

O. **INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000.
2. Cook Inlet RCAC Correspondence.
3. Kenai Municipal Airport Bulletin - Security Awareness.
4. U.S. Army Corps of Engineers - Special Public Notice.
5. Ken and Connie Tarbox Correspondence.

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