

**KENAI COUNCIL ON AGING  
REGULAR MEETING  
APRIL 8, 2021 – 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. March 11, 2021.....Pg. 2
  
5. **UNFINISHED BUSINESS**
  - a. **Discussion** – 2021 Goals
  - b. **Discussion** – Changes in the Code of Conduct
  - c. **Discussion** – Senior Center Opening
  
6. **NEW BUSINESS**
  
7. **REPORTS**
  - a. Senior Center Director
  - b. Council on Aging Chair
  - c. City Council Liaison.....Pg. 5
  
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – May 13, 2021
  
9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS**
  
10. **ADDITIONAL PUBLIC COMMENT**
  
11. **INFORMATION ITEMS**
  
12. **ADJOURNMENT**

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

**Meeting ID:** 460 517 7975    **Password:** 828428

**KENAI COUNCIL ON AGING  
REGULAR MEETING  
MARCH 11, 2021 – 4:30 P.M.  
KENAI SENIOR CENTER  
CHAIR DON ERWIN, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

The meeting was called to order by Chair Erwin at 4:34 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. Craig, V. Geller, L. Nelson, M. Milewski, S. Modigh,  
C. Thornton, R. Williams

Members Absent:

A quorum was present.

Staff/Council Liaison

Present: Senior Director Romain, Administrative Assistant Clary, Council  
Liaison Pettey

**c. Agenda Approval**

**MOTION:**

Member Craig **MOVED** for approval of the agenda as presented and Member Thornton **SECONDED** the motion. There were no objections. **SO ORDERED.**

2. **SCHEDULED PUBLIC COMMENTS** (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregate*) – None.

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

**4. APPROVAL OF MEETING SUMMARY**

**MOTION:**

Member Williams **MOVED** to approve the February 11, 2021 meeting summary as written and Member Craig **SECONDED** the motion. There were no objections. **SO ORDERED.**

5. **UNFINISHED BUSINESS** -- None.

6. **NEW BUSINESS** –

a. **Discussion** – Code of Conduct

Members reviewed, discussed and brainstormed ideas for revisions. Discussion/comments included:

- Revisit salad bar/buffet table due to COVID-19 issues;
- Change “hand sanitizer available” to “hand sanitizer available for your convenience”;
- Concern that visitors to the Center have had to be reminded to use the hand sanitizer;
- Should staff and/or volunteers be available to monitor restrooms for hand washing and hand sanitizing before entering the dining room when it is opened?;
- The timeline for opening for more activities and socializing, i.e. kitchen access and adding chairs to tables;
- Has Center administration considered purchase of an ozinator;
- Add to the Code of Conduct: “If ill, do not enter building.”

Senior Center Director Romain stated she will include additional sanitation device information into the Code of Conduct and include a draft of it to the April 8, 2021 meeting for consideration.

b. **Discussion – 2021 Goals**

Senior Center Director Romain discussed updating goals of the Center, noting the main one at this time was to get the Center open and back to normal as soon as possible. Other issues include outreach and awareness, as well as connecting with the Chamber of Commerce and developing a plan regarding “why retire to Kenai.” She requested members bring other goals ideas to the April meeting for discussion and consideration.

c. **Discussion – Greenhouse Project**

Romain reminded members that funds had been donated in Bill Osborn's memory for the development of a greenhouse on the Center grounds. The bluff erosion project could affect where the project could be situated. Due to the Public Works Department experiencing transitions in personnel, its needed assistance in the planning for the project was not available at this time. A general discussion and questions from the members followed.

7. **REPORTS**

- a. Senior Center Director – Romain spoke to the Center’s current opening plan, temporary staff, current grants, stimulus information, anticipating future grants, and new vehicle.
- b. Council on Aging Chair – Chair Erwin thanked Romain for “always providing informative information.”
- c. City Council Liaison – Council Member Pettet reviewed the Action Agenda for the Council’s February 17, 2021 and March 03, 2021 meetings which were included in the packet, noting ordinances and resolutions passed, etc.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – April 8, 2021

There were no announcements of absences for the April 8, 2021 meeting.

9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS**

10. **ADDITIONAL PUBLIC COMMENT** – None.
11. **INFORMATION ITEMS** – None.
12. **ADJOURNMENT**

**MOTION:**

Member Geller **MOVED** for adjournment and Member Thornton **SECONDED** the motion. There were no objections. **SO ORDERED.**

There being no further business, the Council on Aging meeting adjourned at 6:13pm.

Meeting summary prepared and submitted by:

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Meghan Thibodeau  
Deputy City Clerk

DRAFT



## Kenai City Council - Regular Meeting

March 17, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

[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

6. **ADOPTED UNANIMOUSLY. Resolution No. 2021-18** - Authorizing an Amendment of the Shop Local Economic Stimulus Program to Extend the Dates of the Program and Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with the Kenai Chamber of Commerce and Visitor Center for Administration of the Program.
1. **ENACTED UNANIMOUSLY. Ordinance No. 3195-2021** - Accepting and Appropriating Funds in the Airport Fund, and Accepting Grants from the Federal Aviation Administration Under the Coronavirus Response and Relief Supplemental Appropriation Act, 2021.
2. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2021-14** - Further Extending the Disaster Emergency Declaration for the City of Kenai Made on March 18, 2020 in Response to the COVID-19 Health Emergency.
3. **ADOPTED UNANIMOUSLY. Resolution No. 2021-15** - Approving Development Incentives Per Kenai Municipal Code 21.10.100. for a Lease of Airport Reserve Lands Between the City of Kenai and Alaska Air Fuel, Inc. on 2.52± Acre Portion of Lot 5, FBO Subdivision No. 8.

4. **ADOPTED UNANIMOUSLY. Resolution No. 2021-16** - Approving an Application Extension Until October 8, 2021 Per Kenai Municipal Code 21.10.050 for Alaska Air Fuel, Inc. for a 2.52± Acre Portion of Lot 5, FBO Subdivision No. 8.
5. **ADOPTED UNANIMOUSLY. Resolution No. 2021-17** - Authorizing a Budget Transfer Within the General Fund – Buildings Division for Professional Services as a Result of Personnel Vacancy.
7. **ADOPTED UNANIMOUSLY. Resolution No. 2021-19** - Authorizing an Agreement for Professional Engineering Services to Begin Assessments for the Master Plan for Water & Sewer Facilities and Equipment.

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of March 3, 2021.

**F. UNFINISHED BUSINESS**

**G. NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Bills to be Ratified.
2. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Purchase Orders Over \$15,000.
3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/7/2021.** \*Ordinance No. 3196-2021 - Accepting and Appropriating Federal Funds from the Institute of Museum and Library Services Passed Through the Alaska State Library for Employee Training.
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/7/2021.** \*Ordinance No. 3197-2021 - Amending Kenai Municipal Code Section 23.50.010 - Employee Classification, to Amend the Class, Title, and Range, to Include a Capital Projects Manager.
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/7/2021.** \*Ordinance No. 3198-2021 - Amending Kenai Municipal Code Section 1.15.130 - Telephonic Participation, to Provide for Remote Electronic Participation.
6. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/7/2021.** \*Ordinance No. 3199-2021 - Conditionally Waiving Certain Provisions of Title 17- Public Utilities and Enterprises, Related to Penalty, Interest and Shutoff for Nonpayment of Fees for Water and Sewer Utility Customers that Certified to the City That They Were Impacted by COVID-19 Pursuant to the City Manager's Executive Order No. 2 During the Effective Period of the City's Emergency Disaster Declaration.
7. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/7/2021.** \*Ordinance No. 3200-2021 - Accepting and Appropriating an Amendment to a COVID CARES Act for Older Adults and Their Caregivers 2021 Grant Passed through the State of Alaska for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency.

8. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/7/2021.**  
\*Ordinance No. 3201-2021 - Increasing Estimated Revenues and Appropriations in the Airport Fund and Appropriating Funds in the Airport Snow Removal Equipment Capital Project Fund for the Purchase of Snow Removal Equipment – Multi-Purpose Broom/Blower.
9. **APPROVED UNANIMOUSLY. Action/Approval** - Special Use Permit to Alaska Air Fuel, Inc. for Office, Parking and Utilities.
10. **Discussion** - COVID-19 Response.
11. **SET FOR 4/20/2021 AND 4/22/2021. Discussion** - Set Meetings for Council Personnel Evaluations.

**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**

**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000
2. Kenai Peninsula Orchestra Letter of Thanks

*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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