

**KENAI COUNCIL ON AGING  
REGULAR MEETING  
MAY 13, 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. April 8, 2021.....Pg. 2
  
5. **UNFINISHED BUSINESS**
  - a. **Discussion** – Possible Name Change for Council on Aging.....Pg. 5
  - b. **Discussion** – Greenhouse Project
  
6. **NEW BUSINESS**
  
7. **REPORTS**
  - a. Senior Center Director
  - b. Council on Aging Chair
  - c. City Council Liaison.....Pg. 9
  
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – June 10, 2021
  
9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS**
  
10. **ADDITIONAL PUBLIC COMMENT**
  
11. **INFORMATION ITEMS**
  
12. **ADJOURNMENT**

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**Meeting ID:** 827 4349 7021    **Password:** 496256

OR

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

**Meeting ID:** 827 4349 7021    **Password:** 496256

**KENAI COUNCIL ON AGING  
REGULAR MEETING  
APRIL 8, 2021 – 4:30 P.M.  
KENAI SENIOR CENTER  
VICE CHAIR CHARLES THORNTON, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

The meeting was called to order by Vice Chair Thornton at 4:32 p.m.

**a. Pledge of Allegiance**

Vice Chair Thornton led those assembled in the Pledge of Allegiance.

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

Members Present: R. Williams, R. Craig, V. Geller, M. Milewski, C. Thornton,  
Members Absent: D. Erwin, L. Nelson, S. Modigh,

A quorum was present.

Staff/Council Liaison

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

**c. Agenda Approval**

**MOTION:**

Member Gellar **MOVED** for approval of the agenda as presented and Member Craig **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 March 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 – 2021 Goals**

Senior Center Director Romain reported that the Center has been successfully meeting reopening

goals so far.

Member Craig presented the idea of revising and/or changing the name of Council on Aging due to the concern that “Aging” brings about a negative connotation. Member Milewski asked “would we need to change the bi-laws if the name is officially changed”. Members agreed to table the discussion and bring their name change ideas back to the May 13<sup>th</sup> meeting.

b. **Discussion** – Changes in Code of Conduct

Senior Director Romain presented a rough draft of changes to the Code of Conduct per the March 11 meeting. Members had continued discussion and came to a resolution of approved changes. A revised Code of Conduct will be presented at the May 13<sup>th</sup> meeting.

c. **Discussion** – Senior Center Opening

Senior Director Romain presented an update regarding the Center re-opening plan. Approved phases are on track and have been successful. Additional activities and services are continually being added. The community has been excited and attendance of scheduled activities and congregated meals is increasing.

7. **REPORTS**

- a. Senior Center Director – Romain provided an update regarding the Greenhouse Project. After discussion with Kenai Senior Connection, Inc. a decision was made regarding the style and price range for purchase of a greenhouse. The Center will be partnering with additional City Departments to complete the Greenhouse Project in the near future.
- b. Council on Aging Chair – Vice Chair Thornton, no report.
- c. City Council Liaison – Council Member Pettey reviewed the Action Agenda for the Council’s March 17, 2021 meeting which was included in the packet, noting ordinances and resolutions passed.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – May 13, 2021

There were no announcements of absences for the May 13, 2021 meeting.

9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS** – None.

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

11. **INFORMATION ITEMS** – None.

12. **ADJOURNMENT**

**MOTION:**

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

There being no further business, the Council on Aging meeting adjourned at 5:52pm.

Meeting summary prepared and submitted by:

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Meghan Thibodeau  
Deputy City Clerk

DRAFT

**BY-LAWS AND RULES OF PROCEDURE FOR**  
**COUNCIL ON AGING**  
**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 mission of the Council on Aging is to advise the Mayor, City Council, 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 serve as an advisory committee, 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 and further, by adoption of these by-laws and rules, the previously existing Council on Aging is deemed dissolved.

**Article I**  
**MEMBERSHIP**

The Council shall have a membership of nine (9) members. Over one-half of the members shall be participants of the Senior Citizens' programs, sponsored by the City of Kenai.

The members of the Council 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.
2. The Mayor will appoint members to the Council on Aging subject to confirmation by the City Council.
3. There shall be a nine-member Council on Aging appointed by the Mayor of Kenai. Five (5) members will be chosen from senior citizens who participate in the senior citizen programs sponsored by the City of Kenai. More than one-half of the Council on Aging members shall be participants of City of Kenai sponsored senior citizens' programs.

The duties of the Council will be as follows:

- a. 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 Mayor of the City of Kenai, who, in turn, will forward the report to the City Council.
- c. To the extent practical, communications, advice, and reports shall be in written form and shall represent a consensus of the committee.

**Article II  
ELIGIBILITY**

A member of the Council shall be an adult person residing in the Kenai Peninsula area, and 51% of which must be sixty (60) 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.

**Article III  
MEETINGS**

Regular meetings shall be held monthly on the second Thursday of the month at the Senior Center. There shall be one annual meeting held in January of each year with fifteen days' notice given to all members of the Council. Special meetings may be called by the chairperson with approval of the Kenai City Clerk and notification of Council and City Manager. Meetings may be cancelled by the City Clerk, with notification of Council 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 Council.

**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 majority of the current membership shall constitute a quorum for the transaction of all business.

**Article VI  
POWERS OF THE COUNCIL**

The powers of the Council 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 Council shall be submitted to the City Administrator and shall be subject to approval by the Kenai City Council.

**Article VII  
OFFICERS**

Officers shall be elected for one-year terms at the annual meeting. 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 Council are appointed by the City of Kenai to serve three (3) years or until termination by:

1. Resignation;
2. Request of Council on Aging;
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, 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 Council 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, the remaining membership may, by majority vote, request the Mayor to appoint the non-active member to the Council on Aging as an honorary member. The honorary member would be a non-voting member.

**Article X  
VOLUNTEERS**

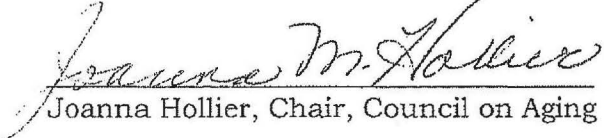
Volunteers wishing to serve upon committees established by the Council on Aging may be appointed by the Council chairperson or his representative to do so without, therefore, becoming members of the Council.

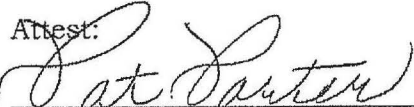
**Article XI  
RULES OF MEETING**

All meetings of the Council shall 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*.

\*\*\*\*\*

At a regular meeting of the Council on Aging, Kenai, Alaska, the amended by-laws and rules of procedures were adopted as the official by-laws and rules of procedure by a majority vote of a quorum of the members present on November 13, 2008.

  
Joanna Hollier, Chair, Council on Aging

Attest:  
  
Pat Porter, Mayor  
(Approved by Kenai City Council, November 19, 2008)





## Kenai City Council - Regular Meeting

April 21, 2021 – 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. **Dr. Keith Hamilton** - Update on Alaska Christian College's Program, Goals, and Future Hopes

#### 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. 3202-2021** - Amending Kenai Municipal Code Sections 1.15.120, Rules Of Order, and 1.90.050, Proceedings, to Adopt the Most Current Edition of Robert's Rules of Order Newly Revised as the Adopted Rules of Parliamentary Procedure for the City Council and for City Boards, Commissions, and Committees. (City Clerk)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3203-2021** - 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)
3. **ENACTED. Ordinance No. 3208-2021** - Accepting and Appropriating a Grant from the State of Alaska – Department of Health and Social Services – Division of Public Health – COVID-19 Emergency Operations Center, for Community Funding to Support Efforts to

Increase Access to Testing and Vaccinations and Decrease Health Inequities for All Alaskans. (Administration)

1. Motion for Introduction
2. Motion for Second Reading (Requires a Unanimous Vote)
3. Motion for Adoption (Requires Five Affirmative Votes)

4. **ADOPTED UNANIMOUSLY. Resolution No. 2021-24** - Authorizing the City Manager to Enter an Airline Operating Agreement and Terminal Area Lease with Hageland Aviation, D/B/A Rambler Air, LLC. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2021-25** - Awarding a Contract for External Audit Services to BDO USA, LLP. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2021-26** - Allocating Previously Appropriated Funds For The Wildwood Drive Rehabilitation Project. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2021-27** - Authorizing a Budget Transfer in the General Fund, Fire Department. (Administration)

**E. MINUTES**

1. **ADOPTED UNANIMOUSLY.** \*Regular Meeting of April 7, 2021. (City Clerk)

**F. UNFINISHED BUSINESS**

**G. NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Non-Objection to the Renewal of the Liquor License for Don Jose's. (City Clerk)
3. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to State of Alaska Department of Natural Resources, Division of Forestry for Aircraft Loading and Parking. (Administration)
4. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to Pacific Star Seafoods for Aircraft Loading and Off-Loading. (Administration)
5. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to Everts Air Fuel for Aircraft Parking. (Administration)
6. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to United Parcel Service Company, Inc. for Aircraft Loading and Parking. (Administration)
7. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to Empire Airlines, Inc. for Aircraft Parking. (Administration)
8. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - First Amendment to Janitorial Agreement to Reborn Again Janitorial. (Administration)

9. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**  
\*Ordinance No. 3205-2021 - Authorizing a Budget Transfer in the General Fund, Fire and Non-Departmental Departments and Increasing Estimated Revenues and Appropriations in the Public Safety Improvement Capital Project Fund to Provide Supplemental Funding to the Fire Station #2 Station Alerting Project and the Dispatch Base Station Radio Replacement Project. (Administration)
10. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**  
\*Ordinance No. 3206-2021 - Accepting and Appropriating Private Donations to the Kenai Animal Shelter for the Care of Animals. (Administration)
11. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**  
\*Ordinance No. 3207-2021 - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting Funds from Both the Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of Ballistic Vests. (Administration)
12. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**  
\*Ordinance No. 3209-2021 - Accepting and Appropriating a Grant from Derek Kaufman Fund through the Alaska Community Foundation for the Purchase of Library Materials. (Administration)
13. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**  
\*Ordinance No. 3210-2021 - Amending Kenai Municipal Code Chapter 23.55 - Pay Plan, Chapter 23.25.020-Pay Plan and Adoption, and 23.35.030 – Pay Plan Amendment to Amend the Salary Schedule, Provide for a Temporary Employee Salary Schedule, and Require that Changes to the Salary Schedule be Proposed by the City Manager and be Effective After Approval of the City Council. (Administration)
14. **APPROVED UNANIMOUSLY. Action/Approval** - Purchase Orders Over \$15,000. (Administration)
15. **Discussion** - COVID-19 Response. (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**

**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000
2. Updated Kenai Municipal Airport Land Brochure

*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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## Kenai City Council - Regular Meeting

May 05, 2021 – 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

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#### B. SCHEDULED PUBLIC COMMENTS

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

1. **Peter Torkelson** - Alaska Redistricting Board's Upcoming Map-Drawing Cycle.

#### 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. 3205-2021** - Authorizing a Budget Transfer in the General Fund, Fire and Non-Departmental Departments and Increasing Estimated Revenues and Appropriations in the Public Safety Improvement Capital Project Fund to Provide Supplemental Funding to the Fire Station #2 Station Alerting Project and the Dispatch Base Station Radio Replacement Project. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3206-2021** - Accepting and Appropriating Private Donations to the Kenai Animal Shelter for the Care of Animals. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3207-2021** - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting Funds from Both the Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of Ballistic Vests. (Administration)

4. **ENACTED UNANIMOUSLY. Ordinance No. 3209-2021** - Accepting and Appropriating a Grant from Derek Kaufman Fund through the Alaska Community Foundation for the Purchase of Library Materials. (Administration)
5. **POSTPONED TO 5/19/2021. Ordinance No. 3210-2021** - Amending Kenai Municipal Code Sections 23.25.020 - Pay Plan and Adoption, 23.55.020 – Compensation Structure by Grade for Employees in the Classified Service, 23.55.050 – Hourly Rates, Removing the Appended Salary Schedule from the City’s Code of Ordinances to Allow for Adoption of the Salary Schedule through the Ordinance Adopting a Budget for the Following Fiscal Year or by Resolution. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2021-28** - Adopting the City's Capital Improvement Plan for Fiscal Years 2022-2026. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2021-29** - Authorizing a Budget Transfer in the Personal Use Fishery Fund for the Purchase of Automatic External Defibrillators with Enclosures for the City’s Dock, North Beach and South Beach. (Administration)

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Special Meeting of April 20, 2021. (City Clerk)
2. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of April 21, 2021. (City Clerk)
3. **APPROVED BY THE CONSENT AGENDA.** \*Special Meeting of April 22, 2021. (City Clerk)
4. **APPROVED BY THE CONSENT AGENDA.** \*Work Session Summary of April 24, 2021. (City Clerk)

**F. UNFINISHED BUSINESS**

**G. NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Non-Objection to the Renewal of Liquor Licenses for Oaken Keg #1808 and Kenai Joe's Taphouse, LLC. (City Clerk)
3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/19/2021.** \*Ordinance No. 3211-2021 - Adopting the Annual Budget for the Fiscal Year Commencing July 1, 2021 and Ending June 30, 2022 and Committing \$4,898,000 of General Fund, Fund Balance for Future Capital Improvements. (Administration)
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/19/2021.** \*Ordinance No. 3212-2021 - Increasing Estimated Revenues and Appropriations in the Airport Fund, Airfield and Administration Departments for Expenditures in Excess of

Budgeted Amounts Related to Additional Temporary Hours and Overtime Hours Needed for Winter Snow Removal Activity and Leave Cash-In Amounts in Excess of Budgeted Amounts Caused by Employee Retirement. (Administration)

5. **INTRODUCED AND PUBLIC HEARING SET FOR 5/19/2021. \*Ordinance No. 3213-2021** - Increasing Revenues and Appropriations in the General, Airport, Water and Sewer and Senior Citizen Funds for City Employee COVID-19 Resilience Pay and Authorizing Payments to Employees on a Retroactive Monthly Basis. (Council Member Glendening, Council Member Winger)
6. **APPROVED UNANIMOUSLY AS AMENDED. Action/Approval** - Donation of \$500 to Mountain View Elementary School to be Used for Purchasing Bike Helmets for Their Annual Bike Rodeo Event. (Council Member Winger)
7. **APPROVED UNANIMOUSLY. Action/Approval** - Amending Employment Agreements between the City of Kenai and City Attorney, City Clerk, and City Manager. (Mayor Gabriel)
8. **Discussion** - Replacement Chairs for Dais and Executive Session Conference Room. (Mayor Gabriel)
9. **Discussion** - COVID-19 Response. (Administration)

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L. **EXECUTIVE SESSION**

M. **PENDING ITEMS**

N. **ADJOURNMENT**

O. **INFORMATION ITEMS**

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

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