

**KENAI COUNCIL ON AGING COMMISSION  
REGULAR MEETING  
NOVEMBER 14, 2024 – 3:00 P.M.  
KENAI SENIOR CENTER  
361 SENIOR CT., KENAI, AK 99611  
\*Telephonic/Virtual Information on Page 2\*  
<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. September 12, 2024 ..... **Pg. 3**

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

1. **Discussion/Recommendation** - Recommending Council Consideration of Council on Aging Commission FY2026 - FY2030 Capital Improvement Project Priority List. .... **Pg. 6**
2. **Discussion/Recommendation** - Recommending Council Investigate the Need for Additional Senior Housing.
3. **Discussion** - Review 2024 Council on Aging Work Plan and selection of Member to Draft the 2024 Work Plan Final Report.

**G. REPORTS**

1. Senior Center Director
2. Commission Chair
3. City Council Liaison ..... **Pg. 7**

**H. ADDITIONAL PUBLIC COMMENT**

**I. NEXT MEETING ATTENDANCE NOTIFICATION - December 12, 2024**

**J. COMMISSION QUESTIONS AND COMMENTS**

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

1. 1<sup>st</sup> Quarter Report to Kenai Peninsula Borough..... **Pg. 12**
2. August & September Monthly Report..... **Pg. 15**

**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  
SEPTEMBER 12, 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 September 12, 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  
Barbara Modigh  
Kit Hill

A quorum was present.

Absent:

William Sadler

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

**3. Agenda Approval**

**MOTION:**

Vice Chair Craig **MOVED** to approve the agenda as presented. Commissioner Glendening **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. July 11, 2024

**MOTION:**

Commissioner Hill **MOVED** to approve the July 11, 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 - 2024 Survey Results**

Director Romain reviewed the Kenai Senior Center 2024 Client Satisfaction Survey Results as provided in packet.

It was suggested that the Senior Center track and report next year's survey results by the modality that the individual used to complete their survey (Survey Monkey, paper form, via phone, etc.)

**2. Discussion** – Bring a Friend to Lunch

Director Romain discussed past "Bring a Friend to Lunch" events; Activities Coordinator Feltman presented on upcoming activities scheduled in October.

The Commission discussed dates for the "Bring a Friend to Lunch" event, and decided it would be held on October 30<sup>th</sup>.

**3. Discussion** – FY 26 – 29 Capital Improvement Projects Review

Director Romain reviewed the FY26–29 Capital Improvement Projects provided in packet; noted that there was an error on page 14 to be corrected and the Phase 1 project would be pushed from 2026 to 2025. She stated that the project changes would be brought back at the next Commission meeting for approval.

**4. Discussion** – Former Mayor John Williams – Senior Housing

Former Mayor John Williams discussed the history and development of Vintage Pointe. He made suggestions for expansion and encouraged the Commission's participation in the process; noted possible sources of funding and a need for a feasibility study.

**G. REPORTS**

**1. Senior Center Director** – Director Romain reported on the following:

- Reviewed the Monthly Report as provided in the packet.
- In process is underway for another driver.
- Intent to apply for a transportation grant to replace vehicles.
- Upcoming radio ads for City programs.
- Brief on the new Medicaid Waiver increases to rates as of July 1.

**2. Commission Chair** – No report.

**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** – October 10, 2024

Commissioner Hill noted she would be absent; Commissioner Modigh noted she would attend remotely.

**J. COMMISSION QUESTIONS AND COMMENTS** – None.

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

1. Monthly Report

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

I certify the above represents accurate minutes of the Council on Aging meeting of September 12, 2024

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Meghan Thibodeau  
Deputy City Clerk

DRAFT

## MEMORANDUM

**TO:** Council on Aging

**FROM:** Kathy Romain, Senior Center Director

**DATE:** September 5, 2024

**SUBJECT:** Capital Project Review

Capital Projects typically entail expenses exceeding \$35,000. The Public Works Department formulates a Capital Improvement Plan (CIP), encompassing a majority of these projects within a 5-year plan to distribute funding among various departments. This CIP remains a working document, subject to adjustments on an annual basis.

In light of the Bluff Erosion Project, we opted to postpone the capital projects earmarked for the Senior Center for a couple of years until the completion of said project, which is slated for 2025. In response, I've included the two capital projects initially scheduled for Fiscal Year (FY) 2025 and FY 2026, which I would like to postpone to FY2026 and FY2027. The Canopy Roof Repair will be done during FY 2025.

Senior Citizens Fund						
Project Name	FY2025 (Current Year)	FY2026	FY2027	FY2028	FY2029	Total Expense
Senior Citizen Canopy Roof Repair	\$50,000					\$50,000
Senior Citizen Landscaping Project Phase I		\$40,000				\$40,000
Senior Citizen Landscaping Project Phase I			\$35,000			\$35,000
Total Senior Citizens Fund						\$125,000

The comprehensive CIP will be presented to the City Council for their approval. I kindly request your endorsement of the aforementioned projects associated with the Senior Center.

Thank you.



## Kenai City Council - Regular Meeting

October 16, 2024 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

**\*\*Telephonic/Virtual Information on Page 2\*\***

### Agenda

#### **A. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. **RESULTS OF 10/1/2024 ELECTION CERTIFIED.** Certification of the October 1, 2024 Election Results
  - a. **Swearing in of Election Officials.** (*Term of office for those elected during the October 1, 2024 Regular Election begins on Monday, October 21, 2024.*)
4. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

\*All items listed with an asterisk (\*) are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

#### **B. SCHEDULED ADMINISTRATIVE REPORTS**

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

#### **D. UNSCHEDULED PUBLIC COMMENTS** (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

#### **E. PUBLIC HEARINGS**

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3439-2024** - Increasing Estimated Revenue and Appropriations in the General Fund and Municipal Roadway Improvements Capital Fund to Provide Supplemental Funding for the 2024 Lilac Lane Roadway Project. (Administration)

#### **F. MINUTES**

1. \*Regular Meeting of October 2, 2024. (City Clerk)

#### **G. UNFINISHED BUSINESS**

#### **H. NEW BUSINESS**

1. **\*Action/Approval** - Bills to be Ratified. (Administration)
2. **\*Action/Approval** - Non-Objection to Renewal of a Club Liquor License for Fraternal Order of Eagles #3525, DBA Fraternal Order of Eagles #3525- License No. 337 (City Clerk)

3. **APPROVED WITHOUT OBJECTION. Action/Approval** - Confirmation of Mayoral Nomination of Student Representatives to City Council, Beautification Commission and Airport Commission. (Gabriel)

**I. COMMISSION REPORTS**

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

**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**

1. Ice Donation Request Letter

*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.*

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

<https://us02web.zoom.us/meeting/register/tZArc-GspjsvHNQzCFggrpzEiXws-HwEWGc4>





## Kenai City Council - Regular Meeting

November 06, 2024 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

**\*\*Telephonic/Virtual Information on Page 3\*\***

### **Action Agenda**

#### **A. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. **COUNCIL MEMBER KNACKSTEDT ELECTED AS VICE MAYOR. Election of Vice Mayor**
4. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

\*All items listed with an asterisk (\*) are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

#### **B. SCHEDULED ADMINISTRATIVE REPORTS**

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

#### **D. UNSCHEDULED PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)**

#### **E. PUBLIC HEARINGS**

1. **ADOPTED UNANIMOUSLY. Resolution No. 2024-43** - Authorizing the Use of the Equipment Replacement Fund and Awarding a Contract for the Purchase of Datacenter Equipment. (Administration)
2. **ADOPTED UNANIMOUSLY. Resolution No. 2024-44** - Amending the City of Kenai Schedule of Rates, Charges, and Fees by Establishing an Annual Locker Rental Fee While Continuing to Provide Free Day-Use Lockers. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2024-45** - Authorizing a Contract Extension for Employee Health Care Effective January 1, 2025. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2024-46** - Establishing the 2025 City Council Regular Meeting Schedule. (City Clerk)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2024-47** - Approving a Lease of Airport Reserve Lands Described as Lot Four Block One FBO Subdivision with Crowley Fuels, LLC, on a Non-Standard Lease Form. (Administration)

#### **F. MINUTES**

1. \*Regular Meeting of October 16, 2024. (City Clerk)

**G. UNFINISHED BUSINESS**

**H. NEW BUSINESS**

1. **\*Action/Approval** - Bills to be Ratified. (Administration)
2. **\*Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Sharon Fisher to the Parks & Recreation Commission. (Gabriel)
3. **\*Ordinance No. 3440-2024** - Accepting and Appropriating a Grant from the State of Alaska Department of Education and Early Development, Division of Library, Archives, and Museums for the Purchase of Library Materials. (Administration)
4. **\*Ordinance No. 3441-2024** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
5. **\*Ordinance No. 3442-2024** - Amending Kenai Municipal Code Section KMC 23.55.020 – Compensation Structure by Grade for Employees in the Classified Service, to Amend the Effective Date a Step Increase Occurs and KMC 23.55.030 Qualification Pay, to Clarify Annual Leave and Holiday Pay Calculations and Correct an Error to Building Plans Examiner Recognition Pay. (Administration)
6. **\*Ordinance No. 3443-2024** - Amending Kenai Municipal Code Section 14.30.030 – General Provisions, to Update the Most Recent Version of the “Flood Insurance Study”. (Administration)
7. ***APPROVED UNANIMOUSLY, AND COUNCIL MEMBER DOUTHIT APPOINTED TO SUPERVISORY SUB-COMMITTEE.*** **Action/Approval** - Mayoral Liaison Nominations for Appointment to Commissions and Supervisory Sub-Committee. (Gabriel)

**I. COMMISSION REPORTS**

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

**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**

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## Grants Administration

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2150 • (907) 714-2377 Fax

Peter A. Micciche, Mayor

From: KENSR Award Amount: \$186,143  
Account: 100.62130.00000.43011 20xx/20xx Senior Grant Program

**Quarterly reports due on the 15th of each month following the quarter period end.**

**Submit Report To:**

Grants Administrator

[grants@kpb.us](mailto:grants@kpb.us)

Kenai Peninsula Borough

144 N. Binkley St., Soldotna, AK 99669

**Period of Performance covered by this report:**

Start Date: 7/1/2024

End Date: 9/30/2024

**FINAL REPORT IS DUE BEFORE 07/10/24**

Cost Category	Authorized budget	Total expenditures from ALL prior reports	Expenditures to reimburse this period	Total expenditures to date	Balance of Funds
Labor	\$ 107,962.00	\$ -	\$ 53,981.00	\$ 53,981.00	\$ 53,981.00
Contractual	\$ 31,646.00	\$ -	\$ 15,823.00	\$ 15,823.00	\$ 15,823.00
Supplies	\$ 46,535.00	\$ -	\$ 23,267.00	\$ 23,267.00	\$ 23,268.00
					\$ -
<b>TOTALS</b>	<b>\$ 186,143.00</b>	<b>-</b>	<b>\$ 93,071.00</b>	<b>\$ 93,071.00</b>	<b>\$ 93,072.00</b>

Expenditures this period to be reimbursed >>>

\$ 93,071.00

The following information is being collected each quarter to assist the Borough in determining future senior grant awards.

Type of Service	Quarter	# of individuals served > 60 y.o.
Congregate Meals	3,683	246
Delivered Meals	5,423	87
Meals Picked Up	192	23
Transporation (one way rides	797	65
<b>Totals</b>	<b>10,095</b>	<b>421</b>

**Progress Report:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Please see attached.

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures are made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature:

Date:

10.10.2024

Printed Name and Title

Kathy Romain, Director

Kenai Senior Services  
Borough Quarterly Progress Report  
1st Quarter Ending September 30, 2024

A few of the highlights from the quarter included:

**Fourth of July Fundraiser** – Our annual fundraiser at the Kenai Park Strip was a success, with volunteers selling pies, biscuits and gravy, and handmade crafts from the Senior Center. We're thrilled to see generations return each year for our famous Strawberry-Rhubarb pie.

**Whittier's 26 Glacier Cruise** – We filled two vans for an unforgettable cruise through Prince William Sound. For many, it was their first time seeing the glaciers, and wildlife sightings made the experience even more special.

**Farmer's Market Coupons** – Our Center was one of two locations on the Peninsula where seniors could pick up farmer's market coupons, valid from July through October. Staff traveled to Homer and Soldotna to distribute them, while Grace Acres Farms set up a produce stand in our parking lot on Mondays, providing easier access to fresh fruits and vegetables.

**Polka Band** – The Button Box Gang from Anchorage brought lively polka music to Kenai, complete with our Snack Shack serving brats and sauerkraut. The event was a hit!

**Day Trip to Homer** – A fun-filled trip to Homer included shopping, a no-host lunch, and visits to the Island Ocean Visitor's Center and the Pratt Museum.

**Old Timer's Luncheon** – A beloved tradition for over 40 years, this luncheon gathered both long-time and new residents to reminisce about Alaska's early days. With 180 in attendance, we posed the question, "What surprised you most about Alaska when you first arrived?" The responses were featured in the October Centerline newsletter to celebrate Alaska Day.

**Elder Fraud Presentation** – The Kenai Police Department shared insights into the latest fraud schemes and provided practical tips to help prevent them.

**Day Trip to Hope** – Two vans of participants traveled to Hope to enjoy the beautiful fall colors. The scenery, food, and camaraderie made for a wonderful trip.

**No Host Dinners** – Our final out-of-town no-host dinners of the quarter took place at Princess Lodge, Sunrise Inn, and Sterling, offering more opportunities for community members to connect.

**Participation & Volunteerism** – This quarter, we lodged 6, 197 individual sign-ins through MySeniorCenter, with 297 unique participants. Volunteers contributed a total of 1,535 hours, with 45 individuals involved.

**Staff Training** – Our team completed several key trainings this quarter, including Passenger Assistance Safety and Sensitivity (PASS) Driver’s Training, Harassment Prevention, and Kitchen Safety.

We are deeply grateful for the ongoing support from the Kenai Peninsula Borough, and in these challenging economic times, we continue to recognize the critical importance of this assistance.

## 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:** September 4, 2024

**SUBJECT:** August 2024 Monthly Report

August was a bustling month at the Kenai Senior Center, filled with engaging activities. Mondays featured afternoon choir practice preparing for their annual fall concert. A lively polka dance, accompanied by the Button Box Gang's music, had everyone on their feet, with Howard's Snack Shack serving up brats and kraut. The Kenai Bell Ringers made an appearance at the Kenai Peninsula Fair, and a day trip to Homer included a no-host lunch, visits to the Islands and Ocean Visitors Center, and the Pratt Museum. The month wrapped up with the cherished Old Timers Luncheon, with 180 in attendance, adding a perfect touch to the busy schedule.

	2024	2023
Home Delivered Meals	2090	2062
Individuals	98	87
Dining Room (Congregate) Meals	1792	1165
Individuals	155	236
Transportation (1-way rides)	291	302
Individuals	33	36
Grocery Shopping Assistance	19/35	32/75
Writers Group	9	30
Caregiver Support Group	10	16
Growing Stronger Exercise	268	71
Tai Chi Class	44	42
TOPS Weight Loss Class	63	68
Bluegrass & Music Sessions	60	136
Card Games	168	125
Wii Bowling	25	38
Arts & Crafts	26	25
Total Event Sign-ins *	2139	2339
Individuals *	240	254
Vintage Pointe Manor Vacancies	1	0

\* (not including home meals clients)



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://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:** October 4, 2024  
**SUBJECT:** September 2024 Monthly Report

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As fall officially began, the Kenai Senior Center bid farewell to some of its "snowbirds" preparing to head south for the fast-approaching winter. Before their migration, seniors at the center took part in a flu shot clinic hosted by Kenai Safeway Pharmacy and attended a presentation by the Kenai Police Department on elder fraud prevention. They also enjoyed a scenic fall drive to Funny River and a day excursion to Hope. Ending the activities was a no-host dinner to the Sunrise Inn, in Cooper Landing.

	2024	2023
Home Delivered Meals	1717	1505
Individuals	92	99
Dining Room (Congregate) Meals	1172	1392
Individuals	129	161
Transportation (1-way rides)	249	314
Individuals	9	35
Grocery Shopping Assistance	12/12	29/52
Writers Group	21	31
Caregiver Support Group	8	23
Growing Stronger Exercise	42	65
Tai Chi Class	11	9
TOPS Weight Loss Class	20	16
Bluegrass & Music Sessions	59	66
Card Games	118	45
Wii Bowling	15	9
Arts & Crafts	32	17
Total Event Sign-ins *	1878	2279
Individuals *	209	228
Vintage Pointe Manor Vacancies	0	1

\* (not including home meals clients)