

**KENAI HARBOR COMMISSION
REGULAR MEETING
AUGUST 7, 2023 – 6:00 P.M.
KENAI CITY HALL
210 FIDALGO AVE., KENAI, AK 99611
Telephonic/Virtual Information Below
<http://www.kenai.city>**

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **Election of Chair and Vice Chair**
4. 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 MEETING SUMMARY

1. August 8, 2022..... Pg. 2
2. November 8, 2022 Pg. 5
3. April 10, 2023..... Pg. 7

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. **Discussion** – City of Kenai Commissions, Committees and Council on Aging Review..... Pg. 9

G. REPORTS

1. Public Works Director
2. Commission Chair
3. City Council Liaison Pg. 13

H. ADDITIONAL PUBLIC COMMENT

I. NEXT MEETING ATTENDANCE NOTIFICATION – September 11, 2023

J. COMMISSION QUESTIONS AND COMMENTS

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

Join Zoom Meeting

<https://us02web.zoom.us/j/87995931270>

Meeting ID: 879 9593 1270

Passcode: 592786

OR

Dial In: (253) 215-8782 or (301) 715-8592

Meeting ID: 879 9593 1270

Passcode: 592786

**KENAI HARBOR COMMISSION
REGULAR MEETING
AUGUST 8, 2022 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
CHAIR PRO TEM DAVID PECK, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Pro Tem Peck called the meeting to order at approximately 6:00 p.m.

a. Pledge of Allegiance

Chair Pro Tem Peck led those assembled in the Pledge of Allegiance.

b. Roll Call

Roll was confirmed as follows:

Commissioners present:	D. Peck, B. Peters, V. Askin, C. Hutchison
Commissioners absent:	M. Dunn, N. Berga, B. Bornemann
Staff/Council Liaison present:	Public Works Director S. Curtin, Public Works Administrative Assistant L. List, Council Liaison G. Pettey

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner Hutchison **MOVED** to approve the agenda as written. Commissioner Peters **SECONDED** the motion. There were no objections; **SO ORDERED**.

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. June 6, 2022

MOTION:

Commissioner Peters **MOVED** to approve the meeting summary of June 6, 2022. Commissioner Hutchison **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS

a. Discussion – HDR Bluff Stabilization Project 65% DDR Complete
..... [Kenai Bluffs Bank Stabilization Project Webpage](#)

Director Curtin explained that 65% of the dock was done, that the shape would be changing slightly as requested by the Army Corps, and that the next steps would include the bid release goal of April 3rd. He noted that on Tuesday, August 2nd, representatives from the Corps met in Old Town and by boat; funding is now in State; \$28.5 million in account is with the Corps. They

are currently on time with the budget, and 95% is expected by this winter.

Further discussion from the commission involved the 2023 bid/source materials and 2024 construction start timelines. Clarification was provided that a \$2 million bond is not included in the \$4 million State grants, and that the City cannot move rock, but will coordinate with the Borough and Seldovia to use contractors.

b. Discussion – Clean Harbors Participation

There was a presentation by a representative who wanted to get the Commission's feelings about participation. Discussion included the benefit of acknowledgment for the City, and best management practices.

Clarification was provided that participation would involve education, trash containers, dumpsters and restrooms, and that some items are already in place. It was noted that a downside would be that it would cause a lot of work for Director Curtin.

c. Discussion – Capital Improvement Plan Potential Projects/Amendments

Director Curtin explained two projects: reconstruction of floats and Lane 4 concrete ramps. He asked the commission for suggestions for the next Capital Improvement Plan, and noted to bring their suggestions to the commission so they can make a motion before the end of the year. It was noted that the boat house for fireboat would be deferred to the Fire Chief.

7. REPORTS

- a. Public Works Director – Director Curtin reported on the following:
 - Fishery is on target; budget and actual figures were reported;
 - Dock closure on November 1st;
 - Dredging hauled over to racetrack.
- b. Commission Chair – Chair Pro Tem noted that his neighbors had been happy with the dipnet season.
- c. City Council Liaison – Council Member Pettey reported on the City Council Special Meeting of July 26, 2022 and the Regular Meeting of August 3, 2022.

8. NEXT MEETING ATTENDANCE NOTIFICATION – September 12, 2022

9. COMMISSIONER COMMENTS AND QUESTIONS

Commissioner Peters asked about how often Kenai Avenue is graded, and it was clarified that it was twice a year. He also asked about dipnet cameras, and was referred to contact the City's IT department.

Commissioner Askin noted that we are down in the budget because the number of people is down.

10. ADDITIONAL PUBLIC COMMENT – None.

11. ADJOURNMENT

MOTION:

Commissioner Peters **MOVED** to adjourn. Commissioner Hutchison **SECONDED** the motion. There were no objections; **SO ORDERED**.

The meeting was adjourned at approximately 7:09 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

DRAFT

**KENAI HARBOR COMMISSION
REGULAR MEETING
NOVEMBER 7, 2022 – 6:00 P.M.
KENAI CITY HALL
210 FIDALGO AVE., KENAI, AK 99611
CHAIR PRO TEM DAVID PECK, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Pro Tem Peck called the meeting to order at approximately 6:00 p.m.

a. Pledge of Allegiance

Chair Pro Tem Peck led those assembled in the Pledge of Allegiance.

b. Roll Call

Roll was confirmed as follows:

Commissioners present:

D. Peck, B. Bornemann, B. Peters
*C. Hutchison (Electronic Participation) *[Note: due to technical issues, Commissioner Hutchison was unable to join the meeting until after adjournment due to no quorum.]*

Commissioners absent:

M. Dunn, N. Berga

Staff/Council Liaison present:

Public Works Director S. Curtin, Council Liaison A. Douthit

No quorum was present.

c. Agenda Approval

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. August 8, 2022

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS

a. Discussion/Recommendation – Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement Plan

7. **REPORTS**

- a. Public Works Director
- b. Commission Chair
- c. City Council Liaison

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – February 6, 2023

9. **COMMISSIONER COMMENTS AND QUESTIONS**

10. **ADDITIONAL PUBLIC COMMENT** – None

11. **INFORMATION ITEMS**

- a. Alaska DNR Notice of Public Scoping for Possible Regulations Regarding Derelict Vessels

12. **ADJOURNMENT**

Due to a lack of a quorum, the meeting was adjourned at approximately 6:12 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

**KENAI HARBOR COMMISSION – REGULAR MEETING
APRIL 10, 2023 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611**

SUMMARY

1. CALL TO ORDER

The meeting was called to order at approximately 6:09 p.m.

a. Pledge of Allegiance

b. Roll Call

There were present:

Christine Hutchison

David Peck

Bob Peters

No quorum was present.

Absent:

Mike Dunn

N. Berga

J. Coston

Also in attendance were:

Scott Curtin, Public Works Director

Lisa List, Administrative Assistant

Shellie Saner, City Clerk

c. Election of Chair and Vice-Chair

d. Agenda Approval

2. SCHEDULED PUBLIC COMMENTS

3. UNSCHEDULED PUBLIC COMMENTS

4. APPROVAL OF MEETING SUMMARY

a. August 8, 2022

b. November 7, 2022

5. UNFINISHED BUSINESS

6. NEW BUSINESS

a. Discussion/Recommendation – Recommending City Council Approval of the Student Representative Policy No. 20.100.

b. Discussion/Recommendation – Recommending City Council Approval of Amendments to the City Council Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01.

7. REPORTS

- a. Public Works Director
- b. Commission Chair
- c. City Council Liaison

8. NEXT MEETING ATTENDANCE NOTIFICATION – May 8, 2023

9. COMMISSION QUESTIONS AND COMMENTS

10. ADDITIONAL PUBLIC COMMENT

11. INFORMATION ITEMS

- a. Annual River Center Permit Renewal for Boat Launch Dredging
- b. City Dock Special Use Permit (SUP) Draft

12. ADJOURNMENT

Due to lack of a quorum, the meeting was adjourned at approximately 6:12 p.m.

I certify the above represents an accurate summary of the Kenai Harbor Commission meeting of April 10, 2023.

Meghan Thibodeau
Deputy City Clerk

MEMORANDUM

TO: Council Members
THROUGH: Mayor Gabriel
FROM: Shellie Saner, City Clerk
Terry Eubank, City Manager
Scott Bloom, City Attorney
DATE: July 25, 2023
SUBJECT: **City of Kenai Commissions, Committees and Council on Aging Review**

This memo requests Council direction to the Administration for development of tools and methods to clarify the roles and responsibilities for members of the City’s advisory boards, commissions, committees and Council on Aging (Commissions). Having clear defined roles and responsibilities will provide commission members guidance for the activities of their body and also reduce dissatisfaction from members when they feel the commission is not meeting their expectations.

Purpose of Advisory Commissions. The role of each Advisory Commission is intended to bring experience, expertise and opinion to advise the City on various issues, policies and matters. Each Commission has a purpose that has been approved by the City Council, and each Commission should make recommendations that fulfill the purpose of their appointed role and advise the City on matters specifically related to their role as defined in code and policy.

Advisory Roles. The responsibilities of serving in an advisory role includes developing short-term and long-term goals and making recommendations to the City. In an advisory capacity, the Commission acts as an important source of information on a variety of issues that affect the City, residents and visitors.

Commission Development Tools.

Each Commission should develop an annual work plan at the beginning of each year, the work plan would then be submitted to Council for approval. The work plan would guide the work of the Commission throughout the year. At the end of each year, the Commission would then submit a final report to the Council for review of their activities.

Purpose of a Work Plan.

1. Documents that the work plan of the commission aligns with the assigned role, plans, policies and procedures of the City.
2. Ensures the Council and Administration is aware of the work intended for the Commission for the year ahead.

Purpose of an Annual Report.

1. Highlights key accomplishments, identifies completed projects and outlines various activities of the last year.
2. Provides the opportunity for Council review of the commissions accomplishments and confirms that the work of the commission continues to align with their assigned role and work plan as approved by Council.

Plan for Implementation.

September / October

1. Develop an online survey to be sent to all current commission and City Council members. Survey questions to be developed in coordination with the Administration, Clerks Office and two volunteer Council Members.

November

1. Distribute online survey to all current commission and City Council members. Thirty-day survey will close on November 30, 2023.

December

1. Compile survey data, finalize summary report of five (5) years of action for each commission and prepare work session packets.

January

1. Commission Work Sessions for each Commission with the following agenda outline.
 - a. Review of the past five (5) years of Commission actions taken.
 - b. Review Kenai Municipal Code applicable to the Commission.
 - c. Review Council adopted policies applicable to the Commission.
 - d. Develop any amendments to code or policy to be recommended for Council approval.
2. Immediately following the Commission Work Session, the Commission will meet in a Regular meeting to take formal action recommending Council approval of the proposed amendments to code and policy.
3. Regular Council Meeting discussion / action on recommendations from each Commission regarding code or policy.
4. Based on the final decision approved by Council, each individual Commission will meet again in a Work Session to develop the following:
 - a. Missions or Vision Statement for the Commission.
 - b. Annual Work Plan.
5. Immediately following the Commission Work Session, the Commission will meet in a Regular meeting to take formal action recommending Council approval of the Mission or Vision Statement and Annual Work Plan.

Note: Beginning the review process at the Commission level in January is recommended. This recommendation is based on the terms for Commission members, which is January 1 - December 31 and would allow work plans to be developed by the individual members who will be working on them.

February - December

1. Commission meetings to conduct work as approved in the Work Plan.

December

1. Prepare a final report to Council which identifies the highlights and accomplishments of the commission.

The benefits to the proposed Commission Development Tools are:

- Provides the Commission members an opportunity to have a deeper strategic conversation regarding their roles and expectations.
- Ensures compliance with policy and code requirements and keeps the Commissions focus and goals based on the opinion of the majority of the Commission and approved by Council.
- Avoids fragmenting responsibilities across multiple Commission and staff resources and/or identifies objectives that should be shared with other Commissions and staff resources.
- Allows the Administration and Council the opportunity to monitor operational costs and staff resources.
- Clearly identifies the Council expectations for Commissions and boosts Commission members engagement opportunities.

INTRODUCTION

This area should include the advisory body's missions' statement and include a brief description of the overall purpose of the commission.

Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.

Instructions: In the space provided below, create a list of issues and goals (objectives) your commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.



Objective No. _____ Objective: _____ Estimated Time to Complete: _____

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

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

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

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

SUMMARY OF REPORT

Provide a brief description of the report, include overall guidance and direction that the commission gave the city in recommendations.



MISSION STATEMENT

Its not necessary; however, restating the mission statement of the board is a good reminder to the reader about the commissions purpose.



HIGHLIGHTS

- Provide a bullet point list of highlights.
- Use broad descriptions including the problem and solution.
- Be brief, do not provide details in the highlights.



ACCOMPLISHMENTS

Provide an Objection Title

Detailed description of the accomplishment to include, but not limited to dates, locations, data collected, department and community support, and challenges faced.

Provide an Objection Title

Include a paragraph for all of the different projects and accomplishments, the highlight section of the report should guide the readers to here for more detail.



EDUCATION AND OUTREACH

This section should be used to detail how the accomplished item benefited the City, residents and visitors. Really emphasize community engagement with the item.





Kenai City Council - Regular Meeting

June 21, 2023 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

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

B. SCHEDULED ADMINISTRATIVE REPORTS

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

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. 3357-2023** - Amending Kenai Municipal Code Section 23.55.045 to Establish an Annual Tool Allowance for Classified Employees Required to Furnish their Own Standard Working Tools. (Administration)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3358-2023** - Increasing Estimated Revenues and Appropriations in the General Fund to Provide Supplemental Funding for the Parks and Recreation Utilities Budget. (Administration)
3. **ENACTED WITHOUT OBJECTION. Ordinance No. 3359-2023** - Increasing Estimated Revenues and Appropriations in the General Fund and Municipal Roadway Improvements Capital Fund to Provide Supplemental Funding to the 2023 North Willow Street Roadway Improvements, 2023 First Avenue Roadway Repairs, and 2023 Miscellaneous Roadway Repairs Projects. (Administration) [*KMC 1.15.070(d)*]
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Enactment (Requires Five Affirmative Votes)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-44** - Approving a Twelve-Month Extension of Time for Good Cause for the Completion of Permanent Improvements for a Lease Between the City of Kenai and Soar International Ministries, Inc., for Airport Reserve Lands Described as Tract A-1 of General Aviation Apron Subdivision No. 7. (Administration)

5. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-45** - Authorizing Renewal of the City's Property, Liability, Workers' Compensation, Airport and Other Ancillary Policies with the Alaska Municipal League Joint Insurance Association for July 1, 2023 through June 30, 2024. (Administration)
6. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-46** - Authorizing a Contract Award to Supply Operational Chemicals for the City's Water Treatment and Wastewater Treatment Facilities. (Administration)
7. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-47** - Authorizing a Contract Award for Street Light Repairs and Maintenance with Utility Locate Services. (Administration)

F. **MINUTES**

1. *Regular Meeting of June 7, 2023. (City Clerk)

G. **UNFINISHED BUSINESS**

1. **ADOPTED WITHOUT OBJECTION AS AMENDED BY SUBSTITUTE. Resolution No. 2023-40** - Authorizing a Construction Agreement and Corresponding Purchase Order for the 2023 N. Willow Street Roadway Improvements Project. (Administration) *[Postponed at the 06/07/23 meeting to the 06/21/23 meeting]*
 - **Substitute Resolution No. 2023-40** - Authorizing a Construction Agreement and Corresponding Purchase Order for the 2023 North Willow Street Roadway Improvements Project. (Administration)
2. **ADOPTED WITHOUT OBJECTION AS AMENDED BY SUBSTITUTE. Resolution No. 2023-41** - Authorizing a Construction Agreement and Corresponding Purchase Order for the 2023 First Avenue Roadway Repairs Project. (Administration) *[Postponed at the 06/07/23 meeting to the 06/21/23 meeting]*
 - **Substitute Resolution No. 2023-41** - Authorizing a Construction Agreement and Corresponding Purchase Order for the 2023 First Avenue Roadway Repairs Project. (Administration)
3. **ADOPTED WITHOUT OBJECTION AS AMENDED BY SUBSTITUTE. 2023-42** - Authorizing a Construction Agreement and Corresponding Purchase Order for the 2023 Miscellaneous Roadway Repairs Project. (Administration) *[Postponed at the 06/07/23 meeting to the 06/21/23 meeting]*
 - **Substitute Resolution No. 2023-42** - Authorizing a Construction Agreement and Corresponding Purchase Order for the 2023 Miscellaneous Roadway Repairs Project. (Administration)

H. **NEW BUSINESS**

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - FY2023 Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. ***Action/Approval** - FY2024 Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
4. ***Action/Approval** - Third Amendment to the Agreement for Janitorial Services with Reborn Again Janitorial Services. (Administration)

5. ***Action/Approval** - Assignment and Assumption of Lease Agreement of Lot 1A FBO Subdivision, South Addition and Lot 2A1 FBO Subdivision, South Addition No. 2 to Schilling Rentals, LLC. (Administration)
6. ***Action/Approval** - Non-Objection to the Renewal of a Recreational Site Liquor License for Peninsula Oilers Baseball Club Inc., DBA Peninsula Oilers – License No. 846 (City Clerk)
7. ***Action/Approval** - Non-Objection to the Renewal of a Beverage Dispensary Liquor License for George Pitsilionis, DBA Pizza Paradisos – License No. 3032 (City Clerk)
8. ***Action/Approval** - Non-Objection to the Renewal of a Package Store Liquor License for Carr-Gottstein Food Co., DBA Oaken Keg #1808 – License No. 3218 (City Clerk)
9. ***Ordinance No. 3360-2023** - Accepting and Appropriating a Grant Received through Maddie’s Fund to the Kenai Animal Shelter for the Care of Animals. (Administration)
10. ***Ordinance No. 3361-2023** - Accepting and Appropriating Fiscal Year 2023 Funds from the 2022 Community Assistance Program, Passed through the State of Alaska, Department of Commerce, Community, and Economic Development for National Floodplain Insurance Program Training. (Administration)
11. ***Ordinance No. 3362-2023** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds to Provide Supplemental Funding for the Kenai Municipal Airport’s Sand Storage Facility Project and Authorizing a Contract Amendment for Professional Services. (Administration)
12. ***Ordinance No. 3363-2023** - Amending Kenai Municipal Code Sections 14.20.330 - Standards for Commercial Marijuana Establishments, and 14.22.010 - Land Use Table, to Establish a Minimum Standard for Public Notification for Commercial Marijuana Establishments and Prohibit Limited Marijuana Cultivation Facilities in Residential Zoning Districts. (Douthit and Baisden)

I. COMMISSION / COMMITTEE REPORTS

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

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. **EXECUTIVE SESSION**

N. **PENDING ITEMS**

O. **ADJOURNMENT**

P. **INFORMATION ITEMS**

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

Join Zoom Meeting

<https://us02web.zoom.us/j/81792332527>

Meeting ID: 817 9233 2527 **Passcode:** 110734

OR

Dial In: (253) 215-8782 or (301) 715-8592

Meeting ID: 817 9233 2527 **Passcode:** 110734



Kenai City Council - Regular Meeting

July 05, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

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

B. SCHEDULED ADMINISTRATIVE REPORTS

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

1. Kenai Peninsula Economic Development District Quarterly Update, Tim Dillon, Executive Director.
2. Cook Inlet Regional Citizens Advisory Council (CIRCAC), Three-Year Recertification, John Williams, Vice President of CIRCAC.

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. 3360-2023** - Accepting and Appropriating a Grant Received through Maddie's Fund to the Kenai Animal Shelter for the Care of Animals. (Administration)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3361-2023** - Accepting and Appropriating Fiscal Year 2023 Funds from the 2022 Community Assistance Program, Passed through the State of Alaska, Department of Commerce, Community, and Economic Development for National Floodplain Insurance Program Training. (Administration)
3. **ENACTED WITHOUT OBJECTION. Ordinance No. 3362-2023** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds to Provide Supplemental Funding for the Kenai Municipal Airport's Sand Storage Facility Project and Authorizing a Contract Amendment for Professional Services. (Administration)
4. **ENACTED AS AMENDED WITHOUT OBJECTION. Ordinance No. 3363-2023** - Amending Kenai Municipal Code Sections 14.20.330 - Standards for Commercial Marijuana

Establishments, and 14.22.010 - Land Use Table, to Establish a Minimum Standard for Public Notification for Commercial Marijuana Establishments and Prohibit Limited Marijuana Cultivation Facilities in Residential Zoning Districts. (Douthit and Baisden)

F. MINUTES

1. *Regular Meeting of June 21, 2023. (City Clerk)
2. *Special Meeting of June 21, 2023 (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. ***Action/Approval** - Special Use Permit to Kenai Chamber of Commerce and Visitor Center for the Use and Operation of the Moosemeat John Cabin. (Administration)
4. ***Action/Approval** - Non-Objection to the Renewal of an Outdoor Recreation Lodge Liquor License for The Cannery Lodge, LLC, DBA The Cannery Lodge – License No. 5369 (City Clerk)
5. ***Action/Approval** - Non-Objection to the Renewal of a Package Store Liquor License for Three Bears Alaska, Inc, DBA Three Bears – License No. 4118 (City Clerk)
6. **Discussion/Action** - Radio Advertising. (Douthit)

I. COMMISSION / COMMITTEE REPORTS

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

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

1. Review and Discussion of the City Manager's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Manager. *[AS 44.62.310(C)(2)]*.

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

1. Mayoral Letter of Support for CIRCAC's Recertification.

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

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