

**KENAI HARBOR COMMISSION  
REGULAR MEETING  
NOVEMBER 6, 2023  
KENAI CITY HALL  
210 FIDALGO AVE., KENAI, AK 99611  
\*Telephonic/Virtual Information on Page 2\*  
<http://www.kenai.city>**

**The Harbor Commission will convene in this regular meeting immediately following adjournment of the preceding 6:00 PM work session.**

- 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 ACTION MINUTES**
  - 1. August 8, 2022.....Pg. 3
  - 2. November 7, 2022.....Pg. 6
  - 3. April 10, 2023.....Pg. 8
  - 4. August 17, 2023.....Pg.10
  
- E. UNFINISHED BUSINESS**
  
- F. NEW BUSINESS**
  - 1. **Discussion/Recommendation** – Recommending Council Consideration of the Harbor Commission FY2025-FY2029 Capital Improvement Project Priority List.....Pg. 12
  
- G. REPORTS**
  - 1. Public Works Director
  - 2. Commission Chair
  - 3. City Council Liaison.....Pg. 14
  
- H. ADDITIONAL PUBLIC COMMENT**
  
- I. NEXT MEETING ATTENDANCE NOTIFICATION** – February 12, 2024
  
- J. COMMISSION QUESTIONS AND COMMENTS**
  
- K. ADJOURNMENT**
  
- L. INFORMATIONAL ITEMS**

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**Meeting ID:** 835 1543 1090

**Passcode:** 464681

**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 3<sup>rd</sup>. He noted that on Tuesday, August 2<sup>nd</sup>, 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 1<sup>st</sup>;
  - 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:

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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:

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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.

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Meghan Thibodeau  
Deputy City Clerk

**KENAI HARBOR COMMISSION – REGULAR MEETING  
AUGUST 7, 2023 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611**

**ACTION MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Harbor Commission was held on August 7, 2023, in City Hall Council Chambers, Kenai, AK. Director Scott Curtin called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

**2. Roll Call**

There were present:

David Peck  
John Coston

Bob Peters

A quorum was not present.

Absent:

Nate Berga, Vice Chair

Lisa Gabriel

Also in attendance were:

Scott Curtin, Public Works Director  
Lisa List, Public Works Administrative Assistant  
Alex Douthit, City Council Liaison

**3. Election of Chair and Vice Chair**

**4. Agenda Approval**

**B. SCHEDULED PUBLIC COMMENTS**

**C. UNSCHEDULED PUBLIC COMMENTS**

**D. APPROVAL OF MEETING SUMMARY**

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

**E. UNFINISHED BUSINESS – None.**

**F. NEW BUSINESS**

1. **Discussion** - City of Kenai Commissions, Committees and Council on Aging Review

**G. REPORTS**

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

H. **ADDITIONAL PUBLIC COMMENTS**

I. **NEXT MEETING ATTENDANCE NOTIFICATION** – September 11, 2023.

J. **COMMISSION QUESTIONS AND COMMENTS**

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS**

Due to a lack of a quorum, the meeting was adjourned at approximately 6:15 p.m.

I certify the above represents accurate minutes of the Harbor Commission meeting of August 7, 2023.

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Meghan Thibodeau  
Deputy City Clerk

DRAFT



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

## MEMORANDUM

**TO:** Harbor Commission Members  
**FROM:** Scott Curtin, Public Works Director  
**DATE:** October 30, 2023  
**SUBJECT:** Capital Improvement Plan

The purpose of this memo is to inform Harbor Commission Members of Capital Improvement Project priorities related to the Harbor. We currently have no new proposed projects for the upcoming fiscal year 2025-2029 Capital Improvement Plan. Two previous projects that have received funding are listed below and are anticipated to see activity in the coming year. Commission members can take this opportunity to discuss potential harbor related projects for future consideration.

City of Kenai  
Fiscal Year 2024

Capital Budget

Fund 130 - Personal Use Fishery Improvement Capital Project Fund

	<u>FY2023</u> <u>Projected</u>	<u>FY2024</u> <u>Adopted</u>	<u>FY2025</u> <u>Projected</u>	<u>FY2026</u> <u>Projected</u>	<u>FY2027</u> <u>Projected</u>	<u>FY2028</u> <u>Projected</u>
Revenues:						
Grants	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ -
Transfer from Personal Use Fishery Fund	50,000	-	-	-	-	-
Total Revenues	<u>50,000</u>	<u>135,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures:						
Prior Year's Authorizations - Float replacement	-	121,920	-	-	-	-
Current & Future Year Authorizations - Boat ramp concrete repairs	-	135,000	-	-	-	-
Total Expenditures	<u>-</u>	<u>256,920</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contribution to/(From) Fund Balance	50,000	(121,920)	-	-	-	-
Beginning Fund Balance	<u>71,920</u>	<u>121,920</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	121,920	-	-	-	-	-
Assigned - Float replacement	(121,920)	-	-	-	-	-
Unassigned Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# PERSONAL USE FISHERY FUND PROJECTS

## CITY DOCK BOAT RAMP CONCRETE REPAIRS

Department: Public Works  
 Total Project Cost: \$135,000  
 Project Phased: No  
 Project Type: Infrastructure  
 Funding Source(s): State Grant 15-DC-078  
 Potential Grant Identified: State  
 Operating Budget Impact: Minimal or No Impact



YEAR:	2024	2025	2026	2027	2028
COST:	\$135,000				

Details: This project will replace the severely deteriorating concrete ramps primarily in lane 4 at the City Dock. Funding for this project is 100% grant funded through the Kenai River South and North Beach Dip Net Access grant. Grant number 15-DC-078.

## PERSONAL USE FISHERY FLOAT REPLACEMENT

Department: Public Works  
 Total Project Cost: \$50,000  
 Project Phased: Yes  
 Project Type: Infrastructure  
 Funding Source(s): Personal Use Fishery Fund  
 Potential Grant Identified: None  
 Operating Budget Impact:  
 Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:	\$50,000				

Details: This project, which began in FY2021 purchases ten new floats at the City Dock and Boat Ramp to replace existing floats. There are currently 22 float sections in total for the ramp and another eight for the front of the trestle.





## Kenai City Council - Regular Meeting

October 04, 2023 – 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. 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. 3371-2023** - Accepting and Appropriating Funds from the Institute of Museum and Library Services, Passed through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, for Library Employee Training. (Administration)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3372-2023** - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials. (Administration)
3. **ENACTED AS AMENDED WITHOUT OBJECTION. Ordinance No. 3373-2023** - Amending Kenai Municipal Code 14.20.330 - Standard for Commercial Marijuana Establishments to Prohibit Licensed Retail Marijuana Establishments from Serving Customers through a Walk-Up or Drive-Through Window. (Baisden, Winger, Douthit)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-60** - Authorizing the Use of Equipment Replacement Fund to Purchase a Second Replacement Ambulance for the Fire Department Fleet Under the Existing Contract with Braun Northwest, and Authorizing a Change Order to the Contract. (Administration)
5. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-61** - Authorizing the Use of the Equipment Replacement Fund for the Purchase of Snow Removal Equipment for the City Streets Department Utilizing a State of Alaska Procurement Contract. (Administration)

**F. MINUTES**

1. \*Regular Meeting of September 20, 2023. (City Clerk)

**G. UNFINISHED BUSINESS**

**H. NEW BUSINESS**

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Ordinance No. 3374-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund for the Purchase of Aviation Fuel Due to Fuel Sales at the Kenai Municipal Airport Float Plane Basin Being in Excess of Budgeted Amounts. (Administration)
3. **12/6/2023 CITY COUNCIL MEETING CANCELLED. Discussion/Action** - Cancelling the December 6, 2023 City Council Meeting to Allow for Council Member Travel to the Alaska Municipal League Conference. (Administration)

**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**

1. Mayor's Proclamation Declaring October 2023 as, "Domestic Violence Awareness Month".

**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. CIRCAC Director's Report

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

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## Kenai City Council - Regular Meeting

October 19, 2023 – 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\*\***

### Action Agenda

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

1. Pledge of Allegiance
2. Roll Call
3. **RESULTS OF 10/3/2023 ELECTION CERTIFIED.** Certification of the October 3, 2023 Election Results
  - a. **Swearing in of Election Officials.** (*Term of office for those elected during the October 3, 2023 Regular Election begins on Monday, October 23, 2023.*)
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. 3374-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund for the Purchase of Aviation Fuel Due to Fuel Sales at the Kenai Municipal Airport Float Plane Basin Being in Excess of Budgeted Amounts. (Administration)

#### **F. MINUTES**

1. \*Regular Meeting of October 4, 2023. (City Clerk)

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

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

1. \*Action/Approval - Bills to be Ratified. (Administration)
2. \*Action/Approval - Non-Objection to the Renewal of a Retail Marijuana Store License for Cook Inlet Cannabis Co., DBA East Rip - License No. 13382. (City Clerk)

3. **\*Action/Approval** - Non-Objection to the Renewal of a Retail Marijuana Store License KRC LLC, DBA Kenai River Cannabis - License No. 17808. (City Clerk)
4. **\*Ordinance No. 3375-2023** - Accepting and Appropriating Donations from the Kenaitze Indian Tribe to Both the Animal Shelter and the Senior Center. (Administration)
5. **\*Ordinance No. 3376-2023** - Increasing Estimated Revenues and Appropriations in the General Fund, Parks and Recreation Department for the Purchase of Playground Equipment Utilizing a Grant from Marathon Petroleum. (Administration)
6. **Action/Approval** - Airport Terminal Landscaping Project Revision - Bronze Bear Project. (Administration)

**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**

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