

**KENAI HARBOR COMMISSION
REGULAR MEETING
AUGUST 12, 2024 – 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. Agenda Approval

B. SCHEDULED PUBLIC COMMENTS *(Public comment limited to ten (10) minutes per speaker)*

- a. None

C. UNSCHEDULED PUBLIC COMMENT *(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

D. APPROVAL OF MEETING SUMMARY

1. May 6, 2024 Regular Meeting.....Pg. 2
2. July 1, 2024 Special Meeting.....Pg. 5

E. UNFINISHED BUSINESS

1. Completion of Annual Work Plan.....Pg. 7

F. NEW BUSINESS

G. REPORTS

1. Public Works Director
2. Commission Chair
3. City Council Liaison Pg. 11

H. ADDITIONAL PUBLIC COMMENT

I. NEXT MEETING ATTENDANCE NOTIFICATION

- a. September 9, 2024

J. COMMISSION QUESTION AND COMMENTS

K. ADJOURNMENT

L. INFORMATION ITEMS

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

https://us02web.zoom.us/meeting/register/tZ0scuuuqTgrH9lwK3q_QPRL0AOyWJ-V9qV

**KENAI HARBOR COMMISSION – REGULAR MEETING
MAY 6, 2024 - 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR LISA GABRIEL, PRESIDING**

ACTION MINUTES

A. CALL TO ORDER

A Regular Meeting of the Harbor Commission was held on May 6, 2024, in the Kenai City Council Chambers, Kenai, AK. Chair Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Lisa Gabriel, Chair
David Peck
John Coston

Jeanne Reveal, Vice Chair
Matthew Moffis

A quorum was present.

Also in attendance were:

Scott Curtin, Public Works Director
Shellie Saner, City Clerk
Terry Eubank, City Manager
Victoria Askin, City Council Liaison

3. Agenda Approval

MOTION:

Commissioner Peck **MOVED** to approve the agenda as presented. Commissioner Coston **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. February 12, 2024

MOTION:

Vice Chair Reveal **MOVED** to approve the February 12, 2024 Harbor Commission minutes. Commissioner Moffis **SECONDED** the motion.

VOTE: There being no objection; **SO ORDERED.**

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Recommendation to Council on Enactment of Ordinance No. 3416-2024 - An Ordinance Repealing, Reenacting and Renaming Kenai Municipal Code Chapter 1.90 - Standard Procedures For Boards, Commissions and Committees, Enacting Chapter 1.95 - Standing Advisory Commissions, Repealing Chapters 11.10 - Harbor Commission, Chapter 19.05 Parks And Recreation Commission, Chapter 21.20 Airport Commission, Enacting Section 14.05.050 - Planning and Zoning Commission - Qualifications and Membership, and Approving Amendments to the Council on Aging Commission's By-Laws to Organize Streamline, and Improve the Efficiency of the City's Standing Commissions.

MOTION:

Commissioner Coston **MOVED** to recommend City Council approval of Ordinance No. 3416-2024. Vice Chair Reveal **SECONDED** the motion.

City Clerk Saner summarized the report as provided in the packet, noting that the proposed new code had substantial structural changes; however, the intent of the Commissions February recommendation remained in the new proposed code.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED.**

2. **Discussion/Recommendation** - Recommendation to Council on Enactment of Ordinance No. 3417-2024 - An Ordinance Increasing Estimated Revenues and Appropriations by \$12,600 in the General Fund for the Purchase of Approximately 7.8 Acres of Real Property Described as Tract B, Kenai Bluff Stabilization Subdivision from David W. Salter to be Retained by the City for a Public Purpose and Determining that the Public Interest will not be Served by an Appraisal.

MOTION:

Vice Chair Reveal **MOVED** to recommend City Council approval of Ordinance No. 3417-2024. Commissioner Coston **SECONDED** the motion.

City Manager Eubank summarized the report as provided in the packet, noting that owning the property does not create an obligation for the City to start a new Bluff Stabilization Project.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED.**

G. REPORTS

1. Public Works Director – Director Curtin reported on the following:
 - Personal Use Fishery scheduled to open July 10, 2024.
 - City Dock is now open.
 - Having the same two Special Use Permit applicants, plus one new one for using the crane at the dock.
 - Bluff Stabilization Project is underway, the contractor was sourcing materials and construction not expected to begin until 2025; the formal ribbon cutting for the project kick off is scheduled for June 11, 2025 at the Kenai Senior Center.

There was discussion regarding the method in which the rock for the Bluff Stabilization Project would be delivered.

2. Commission Chair - Chair Gabriel. No report.

3. City Council Liaison – Council Member Askin provided a summary report on Council actions during April.

H. **ADDITIONAL PUBLIC COMMENTS** - None.

I. **NEXT MEETING ATTENDANCE NOTIFICATION** - June 10, 2024.

Commission Coston indicated he would be attending remotely.

J. **COMMISSION QUESTIONS AND COMMENTS**

Gratitude was expressed by the Commission for the work done on the Ordinance presented for recommendation by the Commission.

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS** - None.

There being no further business before the Harbor Commission, the meeting was adjourned at 6:40 p.m.

I certify the above represents accurate minutes of the Harbor Commission meeting of May 6, 2024.

Meghan Thibodeau
Deputy City Clerk

**KENAI HARBOR COMMISSION – SPECIAL MEETING
JULY 1, 2024 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE CHAIR JEANNE REVEAL, PRESIDING**

ACTION MINUTES

A. CALL TO ORDER

A Special Meeting of the Harbor Commission was held on July 1, 2024, in the Kenai City Council Chambers, Kenai, AK. Vice Chair Reveal called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

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

2. Roll Call

There were present:

Jeanne Reveal, Vice Chair
Matthew Moffis

David Peck
John Coston (*remote participation*)

A quorum was present.

Absent:

Lisa Gabriel, Chair

Also in attendance were:

Scott Curtin, Public Works Director
Lisa List, Public Works Administrative Assistant
Victoria Askin, City Council Liaison

3. Agenda Approval

MOTION:

Commissioner Peck **MOVED** to approve the agenda as presented. Commissioner Moffis **SECONDED** the motion.

VOTE: There being no objection; **SO ORDERED.**

B. NEW BUSINESS

- 1. Discussion/Recommendation** - Recommending the City Council Approve an Easement for Construction and Maintenance of a Seawall.

MOTION:

Commissioner Peck **MOVED** to recommend City Council approval an easement for construction and maintenance of a seawall. Commissioner Moffis **SECONDED** the motion.

City Attorney Bloom gave a staff report from information provided in the packet, noting that the easement had been drafted but not yet submitted.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED.**

C. **ADDITIONAL PUBLIC COMMENTS** – None.

D. **NEXT MEETING ATTENDANCE NOTIFICATION** – August 12, 2024

E. **COMMISSION QUESTIONS AND COMMENTS**

F. **ADJOURNMENT**

There being no further business before the Harbor Commission, the meeting was adjourned at 6:15 p.m.

I certify the above represents accurate minutes of the Harbor Commission Special Meeting of July 17, 2024

Meghan Thibodeau
Deputy City Clerk

2024 Harbor Commission Annual Work Plan

Obj#	Goal/Objective	Strategy <i>(what needs to be done to obtain objective)</i>	Narrative <i>(benefits to residents & visitors)</i>	Collaboration <i>(who involved to obtain objective)</i>	Funding <i>(available funding or needed in future budget)</i>	Time to complete
1	Review Harbor Master Plan	The master plan is referenced in city code. Harbor Commission to review plan to become familiar with plan specifics/details.	Better understand needs and future plans.	Director of Public Works & Harbor Commission	None	6 months
2	Conduct Harbor Use Survey	<ol style="list-style-type: none"> 1) Review the 2019 survey where questions were focused toward commercial users. 2) Develop questions that are focused toward all users of harbor (dip net, recreational and commercial users). 3) What would harbor users would like to see or what could be improved. 	Meet needs of the users of the harbor and facilities.	Director of Public Works & Harbor Commission. May need to have a work group within the Harbor Commission.	Costs involved with using Survey Monkey, if there are any.	9 – 12 months
3	Support City Council in moving Waterfront Revitalization Plan forward.	<ol style="list-style-type: none"> 1) Harbor Commission to review the August 2022 Kenai Waterfront Revitalization Assessment and if any updates review those as well. 2) After reviewing, provide input to council on findings and recommendations. 	Provide a reason for residents and visitors to come to Kenai.	Harbor Commission, Director of Public Works and Council Liaison	None other than hard copies of August 2022 Kenai Waterfront Revitalization Assessment	6 months to review plan
4	Parking for city dock and dip net areas	Identify if there is a need to improve and expand parking at city dock.	Reduce congestion during peak times.	Harbor Commission, Director of Public Works and Parks and recreation Commission	None	12 months
5	Explore other sources of income at city dock and north and south beach.	<p>Come up with ideas that could provide seasonal income with vendors providing services. Could include ideas such as</p> <ol style="list-style-type: none"> 1. Drop off fish to be processed by vendors for processing at commercial facility. Dip netters could drop off catch with vendor thereby reducing fish cleaning at dock and on beach. 2. Vendor to provide remote parking with shuttle service 	Could make it easier for users during peak hours	Director of Public Works & Harbor Commission	None	12 months
6	Harbor goals in Imagine Kenai 2030 Comprehensive Plan	Review Comprehensive Plan to see if there are future improvements or goals	Provide residents with long term vision of harbor use	Harbor Commission and City	None	6 months to review plan

		involving harbor facilities and included. Work with city to revise Comp plan				and provide feedback
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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.

 GOAL OR OBJECTIVE	 COLLABORATION	 FUNDING RESOURCES	 TIME TO COMPLETE
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Objective No. _____ Objective: Signage _____ Estimated Time to Complete: _____

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

Colaborate with DOT to assure future signage can be installed during the future bridge access road custruction project.

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

It seems the city boat launch and docks area is very underutilized outside of the dipnetting window. Locals and visitors both love the veiws and the facilities. I think a good oportunity lies outside of the busy dipnetting window, Its a great place for activities and for a future entrance/ exit to the waterfront revitalization project. We know the DOT is in the design faze of bridge access rd, an effort should be made to increase signage; icons such as wildlife veiwing, boatlaunch, partking, photography, etc. These are frequent for other locations all around the state.

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

DOT, Potenitally NOAA Fisheries, and or AWA?

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

The funds needed for this would be very minimal.

INTRODUCTION

This area should 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.

GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
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Objective No. _____ Objective: REDUCE FISH WASTE AT DIPNET SITES Estimated Time to Complete: DAYS

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

FISH WASTE SHOULD BE DISPOSED OF PROPERLY IN BAGGED WASTE BARRELS
 PROVIDE ACCESS TO VOLUNTEERS WHO MAY PROCESS FISH DURING THE DIPNET SEASON
 FOR FISHERMEN.
 DISPOSE OF FISH WASTE @ LOCAL FERTILIZER PLANT

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

FISH WASTE CAN CAUSE SAFETY CONCERNS IE BEARS, SHARP OBJECTS CAUSING
 INJURIES TO PEOPLE CAMPING ON THE BEACH, ODOR, AND GENERAL UNSIGHTLINESS

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

CITY CAN SUPPLY BARRELS LABELED "WASTE"
 CITY CAN CONTACT FERTILIZER COMPANY TO ASSIST WITH DISPOSAL OF WASTE
 CITY CAN ADVERTISE FOR VOLUNTEERS WHO ARE WILLING TO PROCESS FISH
 FOR TIPS FROM CUSTOMERS OR PIECE RATE

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

FUNDING WOULD BE MINIMAL, COST OF BARRELS & BAGS



Kenai City Council - Regular Meeting

July 03, 2024 — 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. Legislative Update, Representative Justin Ruffridge, State of Alaska House of Representatives.

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

E. PUBLIC HEARINGS

1. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-32** - Amending City Council Policy No. 20.000 Agenda & Packet - Preparation, Distribution and Publication to Remove Requirements Related to Publishing in a Newspaper of General Circulation. (City Clerk)
2. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-33** - Protesting the Issuance of a New Retail Marijuana Store License for Canna Get Happy, LLC, DBA Canna Get Happy, LLC – License No. 37844, Located at 11888 Kenai Spur Hwy #3. (Administration)
3. **ADOPTED AS AMENDED WITHOUT OBJECTION. Resolution No. 2024-34** - Approving an Easement on Tract B, Kenai Bluff Stabilization Subdivision, Parcel No. 04701030, for the Construction and Maintenance of Seawalls Benefitting Certain Adjacent Upland Properties. (Administration)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-35** - Adopting Joint Resolution No. 2024-001 of the Assembly of the Kenai Peninsula Borough and the Councils of the City of Homer, Kachemak, Kenai, Seward, Seldovia, and Soldotna, Supporting the City of Kenai Small Community Air Service Development Grant Proposal to Support Incentives Aimed at Direct Air Services from the Kenai Municipal Airport to Seattle/Tacoma and the Lower 48. (Administration)

F. MINUTES

1. *Regular Meeting of June 19, 2024. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - FY2024 Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. ***Action/Approval** - FY2025 Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
4. ***Action/Approval** - Non-Objection to the Renewal of a Beverage Dispensary Liquor License for G & P Inc., DBA: The White Moose - License No. 204. (City Clerk)
5. ***Action/Approval** - Non-Objection to the Renewal of a Package Store Liquor License for Walmart, Inc., DBA: Wal-Mart Supercenter #4474 - License No. 4878. (City Clerk)
6. ***Action/Approval** - Non-Objection to the Renewal of a Marijuana Product Manufacturing Facility License for Herban Extracts, LLC, DBA: Herban Extracts, LLC - License No. 14432. (City Clerk)
7. ***Action/Approval** - Authorizing a Utility Easement Homer Electric Association within Lot 2, Block 5, General Aviation Apron Subdivision No. 1 Amended. (Administration)
8. ***Action/Approval** - Authorizing an Extension to the Agreement with the Boys and Girls Club of the Kenai Peninsula to Operate a Teen Center within a Designated Area of the Kenai Recreation Center. (Administration)
9. ***Action/Approval** - Authorizing a Memorandum Agreement to the Boys and Girls Club to Provide Temporary Road Access on City Property During Utility Work. (Administration)

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

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.

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

<https://us02web.zoom.us/join/tZllc-CpqzloHtE3Q2uZQ1Nyfl4JXP2RtKrN>