

**KENAI HARBOR COMMISSION  
REGULAR MEETING  
NOVEMBER 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)***

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

**D. APPROVAL OF MINUTES**

1. August 12, 2024.....Pg. 2

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

1. **Discussion/Recommendation** - Harbor Commission Projects for the FY26-FY30 Capital Improvement Plan.....Pg. 6
2. **Discussion** - Review and work plan goals and prepare a report for the council.  
.....Pg. 8

**G. REPORTS**

1. Public Works Director
2. Commission Chair
3. City Council Liaison .....Pg. 15

**H. ADDITIONAL PUBLIC COMMENT**

**I. NEXT MEETING ATTENDANCE NOTIFICATION – February 10, 2025**

**J. COMMISSION QUESTIONS AND COMMENTS**

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

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

[https://us02web.zoom.us/meeting/register/tZAIce2uqDkvG9FH6eup\\_2IxNTxKdy9s8HcN](https://us02web.zoom.us/meeting/register/tZAIce2uqDkvG9FH6eup_2IxNTxKdy9s8HcN)

**KENAI HARBOR COMMISSION – REGULAR MEETING  
AUGUST 12, 2024 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
CHAIR PRO TEMPORTE JOHN COSTON, PRESIDING**

**ACTION MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Harbor Commission was held on August 12, 2024, in the Kenai City Council Chambers, Kenai, AK. Commissioner Coston called the meeting to order at approximately 6:00 p.m.

Having no presiding officer present in chambers, the first order of business was the election of a Chair Pro Tempore.

**MOTION:**

Commissioner Moffis **NOMINATED** Commissioner Coston to serve as Chair Pro Tempore for the meeting.

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

**1. Pledge of Allegiance**

Chair Pro Tempore Coston led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

John Coston  
Matthew Moffis

Lisa Gabriel, Chair (*electronic participation*)  
Jeanne Reveal, Vice Chair (*electronic participation*)

A quorum was present.

Also in attendance were:

Scott Curtin, Public Works Director  
Lisa List, Public Works Administrative Assistant  
Shellie Saner, City Clerk  
Deborah Sounart, City Council Member

**3. Agenda Approval**

**MOTION:**

Commissioner Moffis **MOVED** to approve the agenda as presented. Commissioner Gabriel **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. May 6, 2024 Regular Meeting
2. July 1, 2024 Special Meeting

**MOTION:**

Commissioner Moffis **MOVED** to approve the May 6, 2024 and July 1, 2024 Harbor Commission minutes. Commissioner Gabriel **SECONDED** the motion.

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

**E. UNFINISHED BUSINESS**

1. Completion of Annual Work Plan

**MOTION:**

Commissioner Moffis **MOVED** to recommend City Council approval of Objective "Signage." Commissioner Gabriel **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested on the motion.

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

**MOTION:**

Commissioner Reveal **MOVED** to recommend City Council approval of Objective "Reduce Fish Waste at Dipnet Sites." Commissioner Gabriel **SECONDED** the motion.

**VOTE:**

YEA: Gabriel, Reveal, Moffis, Coston

NAY: None.

**MOTION PASSED UNANIMOUSLY.**

**MOTION:**

Chair Pro Tempore Coston **MOVED** to recommend City Council approval of Objective "Review Harbor Master Plan." Commissioner Gabriel **SECONDED** the motion.

The motion was withdrawn.

**MOTION:**

Chair Pro Tempore Coston **MOVED** to recommend City Council approval of Objective "Conduct Harbor Use Survey." Commissioner Gabriel **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested on the motion.

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

**MOTION:**

Chair Pro Tempore Coston **MOVED** to recommend City Council approval of Objective "Support City Council in moving Waterfront Revitalization Plan forward." Commissioner Reveal **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested on the motion.

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

**MOTION:**

Chair Pro Tempore Coston **MOVED** to recommend City Council approval of Objective "Parking for city dock and dip net areas." Commissioner Reveal **SECONDED** the motion.

**MOTION TO AMEND:**

Commissioner Gabriel **MOVED** to amend the Objective as follows:

Strategy to read: “Identify if there is a need to improve [AND EXPAND] parking at city dock and expand to off-site parking.”

Commissioner Reveal **SECONDED** the motion.

**VOTE ON MOTION TO AMEND:**

YEA: Gabriel, Reveal, Moffis, Coston

NAY: None.

**MOTION TO AMEND PASSED UNANIMOUSLY.**

**VOTE ON MAIN MOTION AS AMENDED:**

YEA: Gabriel, Reveal, Moffis, Coston

NAY: None.

**MOTION PASSED UNANIMOUSLY.**

**MOTION:**

Chair Pro Tempore Coston **MOVED** to recommend City Council approval of Objective “Explore other sources of income at city dock and north and south beach.” Commissioner Gabriel **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested on the motion.

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

**MOTION:**

Chair Pro Tempore Coston **MOVED** to recommend City Council approval of Objective “Harbor goals in Imagine Kenai 2030 Comprehensive Plan.” Commissioner Moffis **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested on the motion.

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

**F. NEW BUSINESS - None.**

**G. REPORTS**

1. Public Works Director – Director Curtin reported on the following:

- Update on Bluff Project.
- Mud moving next few weeks.
- Update on Dipnet fishing.

2. Commission Chair – No report

3. City Council Liaison – Council Member Sounart reported on recent actions of the City Council.

**H. ADDITIONAL PUBLIC COMMENTS**

**I. NEXT MEETING ATTENDANCE NOTIFICATION**

a. September 9, 2024

**J. COMMISSION QUESTIONS AND COMMENTS**

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

There being no further business before the Harbor Commission, the meeting was adjourned at 6:58 p.m.  
I certify the above represents accurate minutes of the Harbor Commission meeting of August 12, 2024.

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Meghan Thibodeau  
Deputy City Clerk

DRAFT

## MEMORANDUM

**TO:** Harbor Commission

**FROM:** Lee Frey, Public Works Director

**DATE:** November 5, 2024

**SUBJECT:** **FY26 Personal Use Fishery Fund Capital Improvement Plan**

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The Public Works Department is not currently recommending any capital improvements for the next five years of the Capital Improvement Plan for Fiscal Year 2026. There is existing capital funding allocated for use in constructing new floats to replace the aging floats used. We will be working to have new floats built with these funds while searching for grants that would help supplement improvements to the floats and boat ramp concrete.

# PERSONAL USE FISHERY FUND

FY2026

No	Project Name	Total Project Cost	Grant Funding	City Funding
	Nothing Currently Planned this fiscal year			
	Totals			

FY2027

No	Project Name	Total Project Cost	Grant Funding	City Funding
	Nothing Currently Planned this fiscal year			
	Totals			

FY2028

No	Project Name	Total Project Cost	Grant Funding	City Funding
	Nothing Currently Planned this fiscal year			
	Totals			

FY2029

No	Project Name	Total Project Cost	Grant Funding	City Funding
	Nothing Currently Planned this fiscal year			
	Totals			

FY2030

No	Project Name	Total Project Cost	Grant Funding	City Funding
	Nothing Currently Planned this fiscal year			
	Totals			

		Total Project Cost	Grant Funding	City Funding
	Personal Use Fishery Fund Grand Total			

### 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.

 <b>GOAL OR OBJECTIVE</b>	 <b>COLLABORATION</b>	 <b>FUNDING RESOURCES</b>	 <b>TIME TO COMPLETE</b>
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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

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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

### INTRODUCTION

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
Objective No. <u>2</u> Objective: <u>Conduct Harbor Use Survey</u>			Estimated Time to Complete: <u>9 – 12 months</u>

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

- 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.

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

Meet needs of the users of the harbor and facilities.

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

Director of Public Works & Harbor Commission. May need to have a work group within the Harbor Commission.

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

Costs involved with using Survey Monkey, if there are any.

## INTRODUCTION

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
Objective No. <u>3</u> Objective: <u>Support City Council in moving Waterfront Revitalization Plan for</u>			Estimated Time to Complete: <u>6 months to review p</u>

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

- 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.

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

Provide a reason for residents and visitors to come to Kenai.

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

Harbor Commission, Director of Public Works and Council Liaison

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

None other than hard copies of August 2022 Kenai Waterfront Revitalization Assessment

### 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.*

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
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Objective No. <u>4</u>	Objective: <u>Parking for city dock and dip net areas</u>		Estimated Time to Complete: <u>12 months</u>
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Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Identify if there is a need to improve parking at city dock and expand to off-site parking.

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

Reduce congestion during peak times.

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

Harbor Commission, Director of Public Works and Parks and recreation Commission

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

None

### INTRODUCTION

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

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
Objective No. <u>5</u> Objective: <u>Explore other sources of income at city dock and north and south</u>			Estimated Time to Complete: <u>12 months</u>

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

Come up with ideas that could provide seasonal income with vendors providing services. Could include ideas such as

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

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

Could make it easier for users during peak hours

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

Director of Public Works & Harbor Commission

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

None

### INTRODUCTION

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*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.*

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GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
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Objective No. <u>6</u>	Objective: <u>Harbor goals in Imagine Kenai 2030 Comprehensive Plan</u>	Estimated Time to Complete: <u>6 months to review p</u>
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Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Review Comprehensive Plan to see if there are future improvements or goals

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

Provide residents with long term vision of harbor

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

Harbor Commission and City

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

None



## Kenai City Council - Regular Meeting

October 02, 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\*\***

### **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 UNANIMOUSLY. Ordinance No. 3438-2024** - Accepting and Appropriating Donations from the Kenai River Marathon Through the Kenai Community Foundation for the Installation of Bike Racks and Bike Repair Stations. (Administration)
2. **ADOPTED. Resolution No. 2024-42** - Supporting Agenda Change Request 8 at the Upcoming Alaska Board of Fisheries Work Session to Allow Set Beach Seine Nets as an Alternative Gear Type for the Eastside Setnet Fishery While in the Kenai River Late-Run King Salmon Stock of Concern Management Plan. (Knackstedt)

#### **F. MINUTES**

1. \*Regular Meeting of September 18, 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 Samuel Whicker to the Airport Commission. (Gabriel)

3. **\*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)

**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**

1. Proclamation Declaring October 2024 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
2. Bronze Bear Sculpture Information

*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/tZUsduGgpi0vHNziATVeoXQa\\_EkQKUkiEv3](https://us02web.zoom.us/meeting/register/tZUsduGgpi0vHNziATVeoXQa_EkQKUkiEv3)





## 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*)

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#### **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

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