

**KENAI HARBOR COMMISSION  
REGULAR MEETING  
JUNE 10, 2019 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611**

<http://www.kenai.city>

1. **CALL TO ORDER**
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Approval
2. **SCHEDULED PUBLIC COMMENTS** *(Public comment limited to ten (10) minutes per speaker)*
3. **UNSCHEDULED PUBLIC COMMENT** *(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*
4. **APPROVAL OF MEETING SUMMARY**
  - a. May 13, 2019
5. **UNFINISHED BUSINESS** – None.
6. **NEW BUSINESS**
  - a. **Discussion/Recommendation** – FY21, FY22, FY23 Capital Improvement Project List
7. **REPORTS**
  - a. Public Works Director
  - b. Commission Chair
  - c. City Council Liaison
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – August 12, 2019
9. **COMMISSIONER COMMENTS AND QUESTIONS**
10. **ADDITIONAL PUBLIC COMMENT**
11. **INFORMATION ITEMS**
12. **ADJOURNMENT**

<p><b>PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING: JACQUELYN -- 283-8231 OR KAYLA -- 283-8236</b></p>
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**KENAI HARBOR COMMISSION  
MAY 13, 2019 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
CHAIR MIKE DUNN, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

Chair Dunn called the meeting to order at approximately 6:00 p.m.

**a. Pledge of Allegiance**

Chair Dunn led those assembled in the Pledge of Allegiance.

**b. Roll Call**

Roll was confirmed as follows:

Commissioners present: Chair M. Dunn, Vice-Chair C. Crandall, C. Hutchison, B. Peters, N. Berga

Commissioners absent: G. Greenberg, J. Desimone

Staff/Council Liaison present: Public Works Director S. Curtin, City Clerk J. Heinz, Council Member J. Glendening

A quorum was present.

**c. Agenda Approval**

**MOTION:**

Commissioner Peters **MOVED** to approve the agenda and Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

**2. SCHEDULED PUBLIC COMMENTS – (10 minutes) None scheduled.**

**3. UNSCHEDULED PUBLIC COMMENT**

Council Member Glendening spoke about the Kenai City Dock, noting there was interest in the facility and interest in providing fuel and crane services. He suggested there also be capabilities for e-landing to fill out fish tickets to promote commercial activity, and he spoke in support of dredging the dock.

**4. APPROVAL OF MEETING SUMMARY**

**a. April 8, 2019**

**MOTION:**

Commissioner Peters **MOVED** to approve the meeting summary of April 8, 2019; and Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS**

a. **Discussion** – Status of Dock and Harbor Facility Survey

Appreciation was expressed for the survey comments and the insight provided.

b. **Discussion/Recommendation** – FY20, FY21, FY22 Capital Improvement Project List

The Public Works Director provided worksheets of the FY20, FY21, and FY22 Capital Improvement Projects. Additional projects of interest discussed included dredging and crane at the City Dock, float replacements, concrete repair, no wake buoys, and a drift boat pullout.

The Commission members agreed to postpone this item to the next meeting.

7. **REPORTS**

a. **Public Works Director** – S. Curtin reported on the following:

- No bids were received for the contract to use cranes, offices, and operating area at the City Dock.

b. **Commission Chair** – No report.

c. **City Council Liaison** – R. Peterkin reported on the May 1 City Council Meeting actions and noted the U.S. Coast Guard would be at an upcoming Commission Meeting to discuss safety and he would provide the date when it was determined.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – June 10, 2019

9. **COMMISSIONER COMMENTS AND QUESTIONS** – None.

10. **ADDITIONAL PUBLIC COMMENT**

Council Member Glendening reiterated the City Dock opportunities of interest.

11. **INFORMATION ITEMS** – None.

12. **ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 7:26 p.m.

Meeting summary prepared and submitted by:

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Jacquelyn LaPlante  
Deputy City Clerk

City of Kenai

Fiscal Year 2021 Capital Budget

Project Name:	City Dock Dredging	Project Manager:	Scott Curtin
Fund:	PU or Boating	Fund Number:	134
Department:	Public Works	Department Priority:	

Estimated Cost: \$300,000

Proposed Funding Source(s):

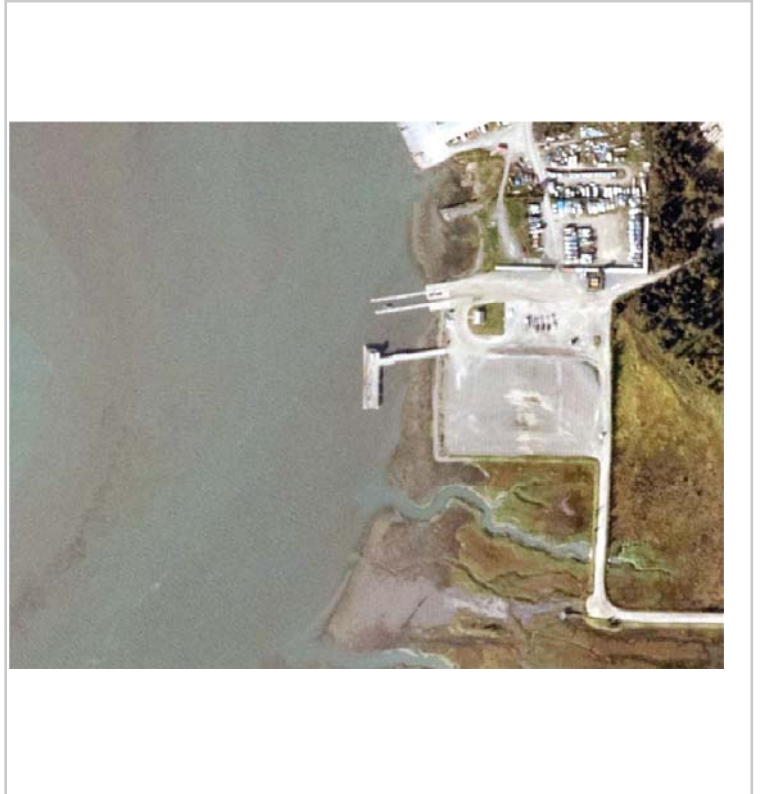
- Source 1: TBD Amount: \$300,000
- Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

Spring 2021



Project Description:

Maintenance dredging of area in front of City Dock trestle and boat ramps.

Anticipated Impact on Operating Budget:

City of Kenai

Fiscal Year 2021 Capital Budget

Project Name: Crane Card Reader	Project Manager: Scott Curtin
Fund:	Fund Number: 134
Department: Public Works	Department Priority:

Estimated Cost: \$38,000

Proposed Funding Source(s):

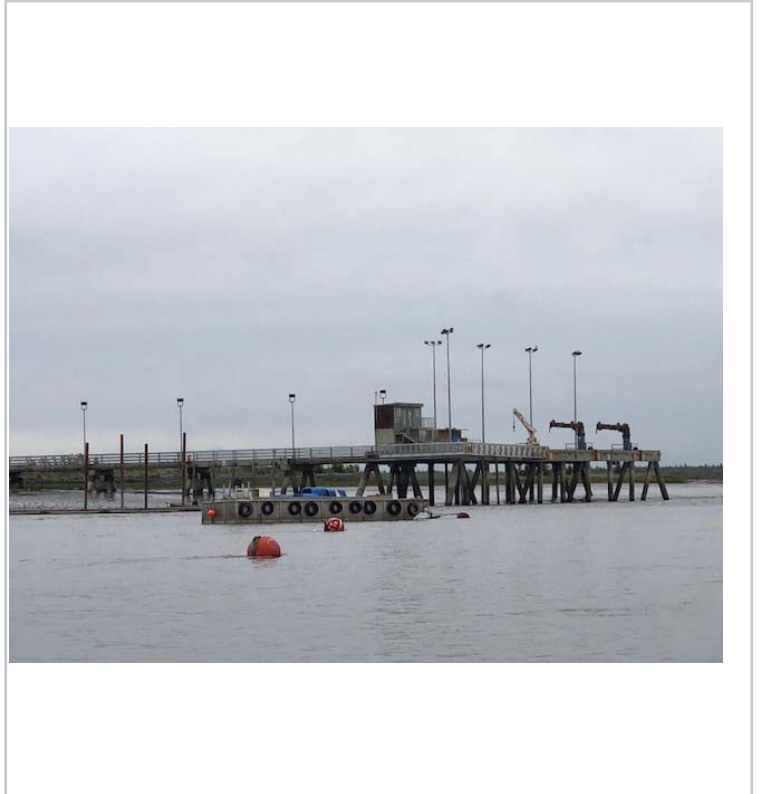
- Source 1: \_\_\_\_\_ Amount: \$38,000
- Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

Spring 2021



Project Description:

Installation of Credit Card Reader for Public use of crane at City Dock.

Anticipated Impact on Operating Budget:

City of Kenai

Fiscal Year 2021 Capital Budget

Project Name:	Dock Safety Repairs	Project Manager:	Scott Curtin
Fund:	Boating Facility	Fund Number:	134
Department:	Public Works	Department Priority:	

Estimated Cost: \_\_\_\_\_

Proposed Funding Source(s):

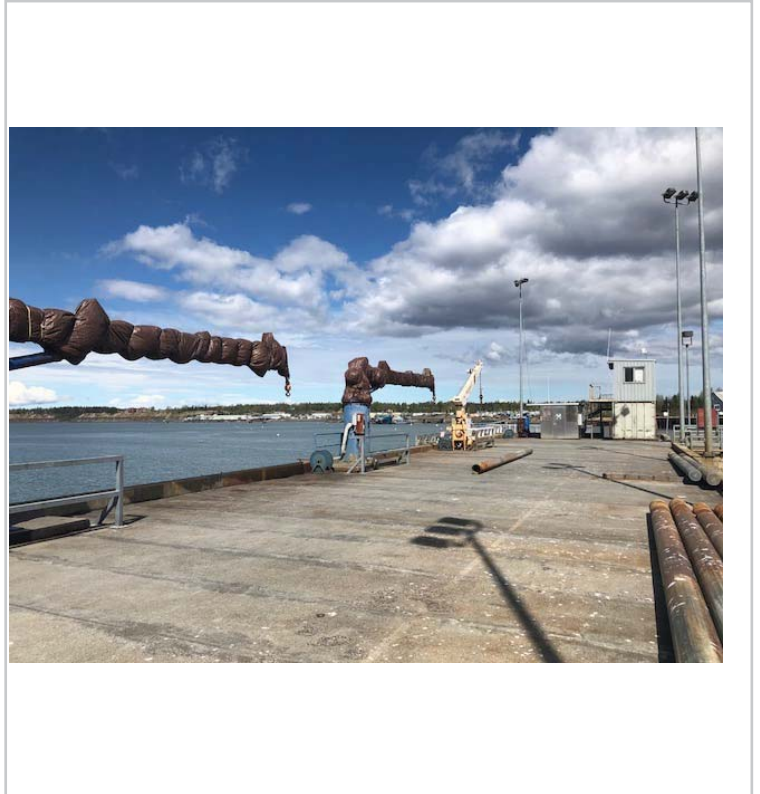
- Source 1: \_\_\_\_\_ Amount: \$60,000
- Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

April 1, 2022- June 30, 2022



Project Description:

Electrical safety/corrosion repairs; Installation of fall protection barriers.

Anticipated Impact on Operating Budget:

City of Kenai

Fiscal Year 2021 Capital Budget

Project Name:	Float Replacements	Project Manager:	Scott Curtin
Fund:	PU Fishery Improvement	Fund Number:	130
Department:	Public Works	Department Priority:	

Estimated Cost: \$50,000

Proposed Funding Source(s):

- Source 1: \_\_\_\_\_ Amount: \$50,000
- Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

10 New Floats to be installed by May 1, 2022



Project Description:

Repair/Replacement of the existing City Dock floats. There are 22 float sections in total for the ramp and another 8 for the front of the trestle.

Anticipated Impact on Operating Budget:



City of Kenai

Fiscal Year 2022 Capital Budget

Project Name:	Boat Ramp Concrete Repairs	Project Manager:	Scott Curtin
Fund:	PU Fishery Improvement	Fund Number:	130
Department:	Public Works	Department Priority:	

Estimated Cost: \$125,000

Proposed Funding Source(s):

- Source 1: \_\_\_\_\_ Amount: \$125,000
- Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

Project Status:

- New
- Continuation of proposed project
- Supplemental funding to existing project

Proposed Project Schedule:

April 1, 2023 - June 30, 2023

Project Description:

Replacement of the concrete ramps.



Anticipated Impact on Operating Budget:

City of Kenai

Fiscal Year 2022 Capital Budget

Project Name:	Float Replacements	Project Manager:	Scott Curtin
Fund:	PU Fishery Improvement	Fund Number:	130
Department:	Public Works	Department Priority:	

Estimated Cost: \$50,000

Proposed Funding Source(s):

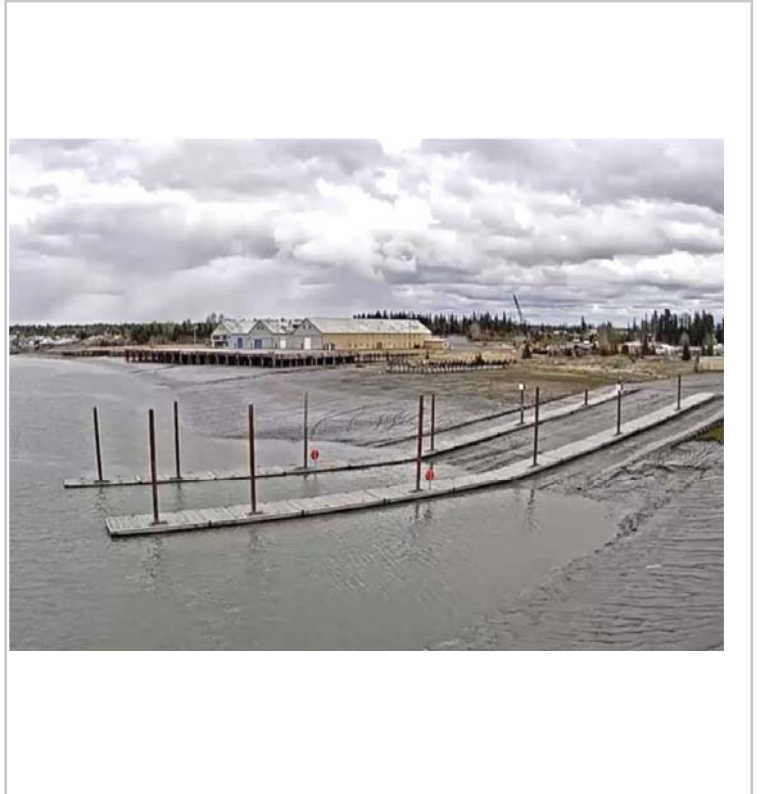
- Source 1: \_\_\_\_\_ Amount: \$50,000
- Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_
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Repair/Replacement of the existing City Dock floats. There are 22 float sections in total for the ramp and another 8 for the front of the trestle.

Anticipated Impact on Operating Budget:

City of Kenai

Fiscal Year 2023 Capital Budget

Project Name:	Float Replacements	Project Manager:	Scott Curtin
Fund:	PU Fishery Improvement	Fund Number:	130
Department:	Public Works	Department Priority:	

Estimated Cost: \_\_\_\_\_

Proposed Funding Source(s):

- Source 1: \_\_\_\_\_ Amount: \$50,000
- Source 2: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 3: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 4: \_\_\_\_\_ Amount: \_\_\_\_\_
- Source 5: \_\_\_\_\_ Amount: \_\_\_\_\_

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- New
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Proposed Project Schedule:

10 New Floats to be installed by May 1, 2022



Project Description:

Repair/Replacement of the existing City Dock floats. There are 22 float sections in total for the ramp and another 8 for the front of the trestle.

Anticipated Impact on Operating Budget:

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**ACTION AGENDA**  
**KENAI CITY COUNCIL – REGULAR MEETING**  
**MAY 15, 2019 – 6:00 P.M.**  
**KENAI CITY COUNCIL CHAMBERS**  
**210 FIDALGO AVE., KENAI, AK 99611**  
<http://www.kenai.city>

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comment 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 PUBLIC COMMENTS** (*Public comment limited to ten (10) minutes per speaker*)

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

**D. PUBLIC HEARINGS**

1. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3063-2019** – Adopting the Annual Budget for the Fiscal Year Commencing July 1, 2019 and Ending June 30, 2020 and Committing \$500,000 of General Fund, Fund Balance for Capital Improvements, Amending the Salary Schedule in Kenai Municipal Code Chapter 23.55- Pay Plan, Amending Employee Classifications in Kenai Municipal Code Chapter 23.50, and Amending Communication Department Uniform Allowance in Kenai Municipal Code Chapter 23.55. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3064-2019** – Increasing Estimated Revenues and Appropriations by \$339.90 in the General Fund – Police Department for State Traffic Grant Overtime Expenditures. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3065-2019** – Accepting and Appropriating a Volunteer Fire Assistance (VFA) Grant From the United States Department of Agriculture Forest Service Passed Through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2019-28** – Authorizing a Budget Transfer within the Water and Sewer Fund for Appraisal Costs Related to the Purchase of Well Radius Property for the City’s Public Water System. (Administration)

5. **ADOPTED UNANIMOUSLY. Resolution No. 2019-29** – Fixing the Rate of Levy of Property Tax for the Fiscal Year Commencing July 1, 2019 and Ending June 30, 2020. (Administration)
6. **ADOPTED AS AMENDED. Resolution No. 2019-30** – Supporting Kenai Peninsula Borough Ordinance 2019-09 Amending the Borough’s Sales Tax Code to Levy a 12 Percent Tax on Temporary Lodging, Exempt Temporary Lodging Rentals from the General Sales Tax, and Allow Cities that Levy a Similar Sales Tax on Temporary Lodging to Exempt Up to One-Half of the Borough’s Temporary Lodging Tax, Subject to Borough Voter Approval. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2019-31** – Awarding a Concession Agreement for Management and Administrative Services to Provide Summer Ice Activities at the City of Kenai Multi-Purpose Facility. (Administration)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2019-32** – Authorizing an Amendment to the Airport Advertising Concession Agreement for the Kenai Municipal Airport. (Administration)
9. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2019-33** – Authorizing Contracts for Employee Health Care and Other Benefits Effective July 1, 2019. (Administration)

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of May 1, 2019

**F. UNFINISHED BUSINESS** – None.

**G. NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval – Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval – Purchase Orders Over \$15,000. (Administration)
3. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval – Non-Objection to the Issuance of a New Liquor License for Griffin Golf, LLC. (City Clerk)
4. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING SET FOR 06/05/19.** \*Ordinance No. 3066-2019 – Accepting and Appropriating a Grant from the Federal Aviation Administration for the 2019 Airfield Marking, Crack Sealing, and Minor Pavement Repair Project and Awarding a Construction Contract to Complete the Work. (Administration)
5. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING SET FOR 06/05/19.** \*Ordinance No. 3067-2019 – Accepting and Appropriating \$26,605.40 in Asset

Forfeiture Sharing Funds and Appropriating Those Funds Into the Police Small Tools Account for the Purpose of Purchasing Law Enforcement Equipment. (Administration)

6. **INTRODUCED, REFERRED TO PLANNING & ZONING FOR RECOMMENDATION AT THEIR 5/22/19 MEETING, SET FOR PUBLIC HEARING BEFORE CITY COUNCIL ON 6/05/19. \*Ordinance No. 3068-2019** – Amending Kenai Municipal Code 14.20.320- Definitions and 14.20.330- Standards for Commercial Marijuana Establishments to Prohibit Onsite Consumption of Marijuana at Retail Marijuana Stores Requiring an Onsite Consumption Endorsement. (Council Members Pettey and Glending)
7. **AMENDED UNANIMOUSLY. Ordinance No. 3062-2019** – Increasing FY2019 General Fund Estimated Revenues and Appropriations by \$20,859 and FY2020 General Fund Estimated Revenues and Appropriations by \$35,418 in the General Fund Parks, Recreation and Beautification Department for the Receipt of a Grant from the United States Environmental Protection Agency Passed Through the State of Alaska Department of Environmental Conservation for Bacteria Level Monitoring on the City’s Beaches from May to September During 2019 and 2020. (Administration)  
*[Clerk’s Note: This ordinance was enacted at the 5/1/19 meeting. Notice has been received by the granting agency that the amounts of the grant have changed. A motion to amend something previously adopted is in order and as such, appearance on this agenda serves as notice.]*
8. **EXTENSION REQUEST FAILED. Action/Approval** – Application for Extension of Lease Application Expiration Date for the Undeveloped Portion of Tract A, General Aviation Apron No. 2. (Administration)
9. **APPROVED UNANIMOUSLY. Action/Approval** – Consenting to the Assignment of Lease to Don Moffis for Lot 5, Block 1, Gusty Subdivision, Addition No. 1, Amended. (Administration)
10. **APPROVED UNANIMOUSLY. Action/Approval** – Awarding an Employment Agreement between the City of Kenai and City Attorney, Scott Bloom. (Mayor Gabriel)  
*[Clerk’s Note: Council May Convene into Executive Session to Discuss this Agenda Item which Pursuant to AS 44.62.310(C)(2) May be a Subject that Tends to Prejudice the Reputation and Character of the Applicant and per AS 44.62.310(c)(1) is a Matter of which the Immediate Knowledge may have an Adverse Effect Upon the Finances of the City.]*
11. **AMENDED UNANIMOUSLY. Action/Approval** – Amending an Employment Agreement between the City of Kenai and City Attorney, Scott Bloom. (Mayor Gabriel)
12. **AMENDED UNANIMOUSLY. Action/Approval** – Amending an Employment Agreement between the City of Kenai and City Manager, Paul Ostrander. (Mayor Gabriel)
13. **AMENDED UNANIMOUSLY. Action/Approval** – Amending an Employment Agreement between the City of Kenai and City Clerk, Jamie Heinz. (Mayor Gabriel)

14. **WORK SESSION SET FOR 6/11/19 AT 6:00 P.M. Discussion** – Schedule a Work Session to Review and Discuss City Land Sale and Leasing Policies and Practices. (Administration)

**H. 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
7. Mini-Grant Steering Committee

**I. REPORT OF THE MAYOR**

**J. ADMINISTRATION REPORTS**

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

**K. ADDITIONAL PUBLIC COMMENT**

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

**L. EXECUTIVE SESSION – See item G.10.**

**M. PENDING ITEMS – None.**

**N. ADJOURNMENT**

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**INFORMATION ITEMS**

1. Purchase Orders between \$2,500 and \$15,000 for Council Review
2. Disability Pride Event

*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.*