

**KENAI HARBOR COMMISSION
REGULAR MEETING
JUNE 08, 2020 – 6:00 P.M.
KENAI CITY HALL
210 FIDALGO AVE., KENAI, AK 99611
Telephonic/Virtual Information Below
<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 11, 2020
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
 - a. **Discussion** – Upcoming Fisheries
7. **REPORTS**
 - a. Public Works Director
 - b. Commission Chair
 - c. City Council Liaison
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – August 10, 2020
9. **COMMISSIONER COMMENTS AND QUESTIONS**
10. **ADDITIONAL PUBLIC COMMENT**
11. **INFORMATION ITEMS**
12. **ADJOURNMENT**

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**KENAI HARBOR COMMISSION
REGULAR MEETING
MAY 11, 2020 – 6:00 P.M.
KENAI CITY HALL
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, B. Peters, N. Berga,
C. Hutchison, J. Desimone, B. Bornemann

Commissioners absent:

Staff/Council Liaison present: Public Works Director S. Curtin, City Planner E. Appleby,
Public Works Assistant K. Feltman, Council Member R.
Peterkin

A quorum was present.

c. Agenda Approval

MOTION:

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

2. SCHEDULED PUBLIC COMMENTS – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. March 9, 2020

MOTION:

Commissioner Crandall **MOVED** to approve the meeting summary of March 9, 2020; and Commissioner Berga **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

a. **Discussion/Recommendation** – Contract to Use Cranes, Offices, and Operating Area at the Boating Facility 2020

The Public Works Director reported that no bids were received and he was in negotiations with Pacific Star Seafoods. It was noted that Pacific Star Seafoods would not be providing fuel as part of their agreement and they would have non-exclusive use of the dock. It was clarified that fishery users that apply for use of the dock crane would still be able to utilize the dock and cranes under the Special Use Permit process.

MOTION:

Commissioner Hutchison **MOVED** to recommend Council enter into agreement with Pacific Star Seafoods and Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

b. **Discussion/Recommendation** – Change of Use and Assignment of Lease for Lot 2, Kenai Spit Subdivision from North Pacific Seafoods, Inc. to E&E Foods, Inc. d/b/a Pacific Star Seafoods.

It was noted the City Planner was seeking a recommendation from the Harbor Commission for a change of use and assignment of lease. The lease value was discussed.

MOTION:

Commissioner Crandall **MOVED** to recommend Council approve the change of use and assignment of lease to E&E Foods, Inc. d/b/a Pacific Star Seafoods and Commissioner Peters **SECONDED** the motion. There were no objections; **SO ORDERED**.

c. **Recommendation** – FY2021-2025 Capital Improvement Plan

The Commission discussed the Capital Improvement Plan and the priority of the Personal Use Fishery Float Replacement and the City Dock Boat Ramp Replacement projects.

MOTION:

Commissioner Peters **MOVED** to approve the Personal Use Fishery projects as defined in the FY2021-2025 Capital Improvement Plan and Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

7. REPORTS

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

- The City Dock opened on May 8th;
- He provided an update regarding the cathodic protection repair and installation from the previous earthquake damage, and the status of dredging at the dock;
- The State was moving forward with the Personal Use Fishery this year;
- He provided an update of the Bluff Erosion and Peninsula Avenue projects as well as Department of Transportation (DOT) projects;
- The Special Use Permit process was continuing this year for the City Dock cranes use; and

- A vault restroom was being constructed by Nelson Engineering for the Personal Use Fishery.

b. **Commission Chair** – No report.

c. **City Council Liaison** – R. Peterkin reported on the actions of the May 6 Council Meeting.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – June 8, 2020

9. **COMMISSIONER COMMENTS AND QUESTIONS**

Commissioner Crandall thanked the City Council members for their hard work and diligence during this time and thanked everyone for their participation through virtual meeting.

Commissioner Peters expressed thanks for the discussion and noted he was looking forward to meeting in person soon.

Chair Dunn thanked everyone for being in attendance to the Commission meeting.

10. **ADDITIONAL PUBLIC COMMENT** – None.

11. **INFORMATION ITEMS** – None.

12. **ADJOURNMENT**

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

Meeting summary prepared and submitted by:

Jacquelyn LaPlante
Deputy City Clerk

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Kenai City Council - Regular Meeting

May 20, 2020 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

Telephonic/Virtual Information on Page 4

www.kenai.city

Action Agenda

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. **POSTPONED TO 06/17/2020. Ordinance No. 3117-2020** - Appropriating Funds in the Airport Fund, Accepting a Grant From the Federal Aviation Administration and Appropriating Funds in the Airport Equipment Capital Project Fund for the Purchase of Snow Removal Equipment (SRE) – Loader with Attachments. (Administration)
[Clerk's Note: This Item was Postponed to this Meeting from the May 6, 2020 Meeting; A Motion to Enact is on the Floor.]
2. **ENACTED UNANIMOUSLY. Ordinance No. 3120-2020** - Accepting \$26,545.90 in Asset Forfeiture Sharing Funds and Appropriating those Funds into the Police Machinery & Equipment and Small Tools Accounts for the Purpose of Purchasing Law Enforcement Equipment. (Administration)
3. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3121-2020** - Adopting the Annual Budget for the Fiscal Year Commencing July 1, 2020 and Ending June 30, 2021, Amending the Salary Schedule in Kenai Municipal Code Chapter 23.55- Pay Plan and Amending Employee Classifications in Kenai Municipal Code Chapter 23.50. (Administration)

4. **ENACTED UNANIMOUSLY. Ordinance No. 3122-2020** - 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)
5. **ENACTED UNANIMOUSLY. Ordinance No. 3124-2020** - Accepting and Appropriating a Meals on Wheels COVID-19 Response Fund Grant from Meals on Wheels America for Kenai Senior Center Expenditures in Support of COVID-19 Pandemic Response. (Administration)
6. **ENACTED UNANIMOUSLY. Ordinance No. 3125-2020** - Accepting and Appropriating Additional Nutrition, Transportation and Support Services Grant Funds From the United States Department of Health and Human Services Passed Through the State of Alaska Department of Health and Social Services for Kenai Senior Center Expenditures in Support of COVID-19 Pandemic Response. (Administration)
7. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3130-2020** - Decreasing Estimated Revenues and Appropriations in the General Fund, Increasing Estimated Revenues and Appropriations in the COVID-19 CARES Act Recovery Fund and Accepting Federal Cares Act Funding Passed Through the State of Alaska for Expenditures in Response to the COVID-19 Pandemic, Waiving the \$5,000 Limitation in KMC 7.25.020 (A) on These Funds to Allow the City Manager to Allocate the Funds to the Proper Account As Needs Arise and Declaring an Emergency. (Administration)
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Adoption (Requires Five Affirmative Votes)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2020-25** - Fixing The Rate Of Levy Of Property Tax For The Fiscal Year Commencing July 1, 2020 And Ending June 30, 2021. (Administration)
9. **ADOPTED UNANIMOUSLY. Resolution No. 2020-26** - Amending its Comprehensive Schedule of Rates, Charges, and Fees to Incorporate Changes Included in the FY2021 Budget to Include Adjusting the Kenai Municipal Airport Apron Rental Rates, Airport Reserve Land Annual Lease Rates, and Adjusting the Monthly Rental Rates at Vintage Pointe. (Administration)
10. **ADOPTED UNANIMOUSLY. Resolution No. 2020-27** - Encouraging the Governor to Modify COVID-19 Health Mandate 010: International and Interstate Travel - Order for Self Quarantine, by Allowing Interstate Travel and Implementing Alternative Safety Measures to Support Alaskan Businesses that Rely on Seasonal Tourism While Recognizing the Successful Efforts of the State Leadership and Alaskan Residents to Slow the Spread of COVID-19. (Council Members Peterkin and Pettey)
11. **ADOPTED UNANIMOUSLY. Resolution No. 2020-28** - Authorizing Contracts for Employee Health Care and Other Benefits Effective July 1, 2020. (Administration)
12. **ADOPTED UNANIMOUSLY. Resolution No. 2020-29** - Adopting the Capital Improvement Project Plan (CIP) for Fiscal Years 2021-2025. (Administration)

13. **POSTPONED TO 06/17/2020. Resolution No. 2020-30** - Recommending the Kenai Peninsula Borough Assembly Enact Ordinance 2020-24 which would Provide for Vote by Mail Elections, More Time Between a Regular Election and Run-Off Election and Removal of Proposition Statements. (Council Member Peterkin)
14. **ADOPTED UNANIMOUSLY. Resolution No. 2020-31** - Approving a Conversion of a Lease of Airport Reserve Lands Described as Lot 4, FBO Subdivision No. 7 with the State of Alaska, Division of Forestry, on a Non-Standard Lease Form. (Administration)
15. **ADOPTED UNANIMOUSLY. Resolution No. 2020-32** - Approving a Memorandum of Understanding with the Kenai Historical Society, Inc. to Preserve and Promote the History of Kenai through the Kenai Cabin Park. (Legal)
16. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-33** - Approving an Agreement for Use of the Cranes, Offices, and Operating Area at the City Boating Facility. (Administration)

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of May 6, 2020. (City Clerk)

F. UNFINISHED BUSINESS

G. NEW BUSINESS

1. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - Bills to be Ratified. (Administration)
2. **INTRODUCED BY THE CONSENT AGENDA; PUBLIC HEARING SET FOR 06/03/2020.** *Ordinance No. 3127-2020 - Repealing and Replacing Kenai Municipal Code Title 6 - Elections to Provide Clarity, Process Improvements, and Increase Voter Accessibility through Vote By Mail Elections. (Council Member Peterkin)
3. **INTRODUCED BY THE CONSENT AGENDA; PUBLIC HEARING SET FOR 06/03/2020.** *Ordinance No. 3128-2020 - Amending Kenai Municipal Code Section 1.85.040 – Records Public, To Provide For A Record Retention Length. (City Clerk)
4. **INTRODUCED BY THE CONSENT AGENDA; PUBLIC HEARING SET FOR 06/03/2020.** *Ordinance No. 3129-2020 - Accepting and Appropriating Private Donations to the Kenai Animal Shelter for the Care of Animals. (Administration)
5. **APPROVED UNANIMOUSLY. Action/Approval** - Purchase Orders Over \$15,000. (Administration)
6. **APPROVED UNANIMOUSLY. Action/Approval** - Special Use Permit to James Doyle D/B/A Weaver Brothers for Truck Trailer Storage. (Administration)
7. **APPROVED UNANIMOUSLY. Action/Approval** - Special Use Permit to Axtel Enterprises, LLC for Fuel Reduction. (Administration)

8. **APPROVED UNANIMOUSLY. Action/Approval** - Lease Assignment of Lot 2, Kenai Spit Subdivision from North Pacific Seafoods, Inc. to E&E Foods, Inc. d/b/a Pacific Star Seafoods. (Administration)
9. **Discussion** - City Response to COVID-19. (Administration)
10. **Discussion** - Resuming In-Person Council Meetings. (Mayor Gabriel)
11. **WORK SESSION SET FOR 05/29/2020. Discussion** - Set a Work Session to Review Election Processes and Ordinance No. 3127-2020. (City Clerk)
12. **APPROVED UNANIMOUSLY. Action/Approval** – Systems Design West Contract Amendment. (City Manager)

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

1. Discussion of the Facility Management Agreement for the Kenai Visitor and Cultural Center, pursuant to AS 44.32.310(c)(1)(3) a matter of which the immediate knowledge may have an adverse effect upon the finances of the City, and a matter by which law, municipal charter, or ordinance are required to be confidential.

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

1. Purchase Orders Between \$2,500 and \$15,000.

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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.