

**KENAI HARBOR COMMISSION  
REGULAR MEETING  
AUGUST 10, 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. June 8, 2020
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
  - a. **Discussion** – River Safety - Commercial vs. Personal Use
  - b. **Discussion** – Set Next Meeting Date
7. **REPORTS**
  - a. Public Works Director
  - b. Commission Chair
  - c. City Council Liaison
8. **NEXT MEETING ATTENDANCE NOTIFICATION**
9. **COMMISSIONER COMMENTS AND QUESTIONS**
10. **ADDITIONAL PUBLIC COMMENT**
11. **INFORMATION ITEMS**
12. **ADJOURNMENT**

**Join Zoom Meeting**

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**KENAI HARBOR COMMISSION  
REGULAR MEETING  
JUNE 8, 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

Commissioners absent: B. Bornemann

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

A quorum was present.

**c. Agenda Approval**

Add item 6.b. **Action/Approval** – Ratify Decision for in-person/virtual hybrid meetings.

**MOTION:**

Commissioner Crandall **MOVED** to approve the agenda with the additions to the agenda as noted 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. May 11, 2020

**MOTION:**

Commissioner Crandall **MOVED** to approve the meeting summary of May 11, 2020; and Commissioner Desimone **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS**

a. **Discussion** – Upcoming Fisheries

The Public Works Director noted the City was moving forward with the dipnet fishery, subject to changes due to the public health emergency; COVID material to be provided on window hangers, cashless, utilizing porta-potties, and adding hand wash stations for 2020. He also reported the vault restroom project would likely not be finished by July and that the Peninsula Avenue Bluff Erosion Project and City Dock Repair projects were out for bid and provided overviews of the projects.

He also noted the management agreement for the dock was in the process of being executed and other Special Use Permit dock permittees are using the dock.

b. **Action/Approval** – Ratify the Commission's Decision Regarding Future In-Person

**MOTION:**

Commissioner Crandall **MOVED** to meet in the in-person/virtual hybrid moving forward and Commissioner Hutchison **SECONDED** the motion. There were no objections; **SO ORDERED**.

7. **REPORTS**

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

- Kenai Police and Fire would be policing the water and coordinating with the US Coast Guard and state troopers during dipnet;
- Provided update on the Bluff Erosion project noting the City has received authorization to begin spending their contribution for project.

b. **Commission Chair** – M. Dunn asked Commissioner Berga to provide an update on the Pacific Star dock. Commissioner Berga noted the Kenai Peninsula Borough (KPB) Planning Commission denied their request to expand a boat launch ramp as borough code didn't allow for any new construction in the mouth of the river. He added that City Administration had provided him with information and another meeting with the KPB Planning and Zoning Commission was tonight.

c. **City Council Liaison** – R. Peterkin reported on the actions of the June 3 Council Meeting; encouraged ideas for use of CARES Act funding be communicated with Public Works Director.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – August 10, 2020

9. **COMMISSIONER COMMENTS AND QUESTIONS**

Commissioner Berga noted he had a rough draft of a survey of the mouth of the river that he would share if it would be helpful for dredging in the future.

Commissioner Crandall wished all a good summer and encouraged everyone to be safe.

Commissioner Peters wished Pacific Star Seafoods well with their Launch Ramp application before

the KPB Planning Commission, wished everyone a happy Fourth of July, and wished everyone well with the dipnet fishery.

Commissioner Desimone expressed gratitude for continuing the meetings in the public emergency conditions noting it was good to have choices.

Commission Chair Dunn expressed gratitude for all attending the meeting; wished everyone a safe and good summer.

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 6:54 p.m.

Meeting summary prepared and submitted by:

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Jamie Heinz, CMC  
City Clerk

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## Kenai City Council - Regular Meeting

July 01, 2020 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

**\*Telephonic/Virtual Information on Page 5\***

[www.kenai.city](http://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)*

1. **Dan Sterchi** - Evergreen Street Hotel Remodel.

#### C. UNSCHEDULED PUBLIC COMMENTS

*(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

#### D. PUBLIC HEARINGS

1. **POSTPONED TO 08/19/2020. 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) [**Clerk's Note:** *At the June 3 Meeting, this item was Postponed to this Council Meeting. A Motion to Adopt is On the Floor.*]
2. **ENACTED UNANIMOUSLY. Ordinance No. 3136-2020** - Increasing Estimated Revenues and Appropriations in the General and the Public Safety Capital Project Funds and Authorizing the Sole Source Purchase and Installation of Updated Radio Consoles for the City of Kenai Dispatch Center. (Administration)
3. **ENACTED AS AMENDED. Ordinance No. 3137-2020** - Increasing Estimated Revenues and Appropriations in the General and Municipal Roadway Improvements Capital Project Funds to Provide Matching Funds to the State of Alaska Department of Transportation and Public Facilities to Construct a Pedestrian Path From the Kenai Spur Highway to Beaver

Loop Along Bridge Access Road Utilizing Restricted General Fund, Fund Balance. (Administration)

4. **ENACTED UNANIMOUSLY. Ordinance No. 3138-2020** - Increasing Fiscal Year 2020's Estimated Revenues and Appropriations in the Airport Land Sale Permanent Fund to Transfer Earnings in Excess of Budgeted Amounts to the City's Airport Fund. (Administration)
5. **ENACTED UNANIMOUSLY. Ordinance No. 3139-2020** - Increasing Estimated Revenues and Appropriations in the COVID-19 CARES Act Recovery Fund for a Federal CARES Act Grant Passed through the State of Alaska Department of Public Safety for Overtime and Direct Expenditures of the Police, Fire, and Communications Departments of the City from March 16, 2020 through May 17, 2020. (Administration)
6. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3140-2020** - Increasing Estimated Revenues and Appropriations in the Personal Use Fishery Special Revenue Fund to Provide Supplemental Funding for Additional Portable Restrooms and to Award a Contract to Provide Dumpsters, Portable Restrooms and Portable Hand Wash Stations for the 2020 Kenai River Personal Use Fishery. (Administration)
  - **Substitute Ordinance No. 3140-2020**
7. **ENACTED UNANIMOUSLY. Ordinance No. 3141-2020** - Increasing Estimated Revenues and Appropriations in the General Fund, Visitor Center Department and Authorizing Amendment to the Facility Management Agreement with the Kenai Chamber of Commerce and Visitor Center, Inc., for the Operation and Management of the Kenai Visitor and Cultural Center. (Administration)
8. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3143-2020** - Increasing General Fund Estimated Revenues and Appropriations by \$34,216 in the General Fund, Parks, Recreation and Beautification Department for an Increase 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 July 1, 2020 through March 1, 2021. (Administration)
9. **ADOPTED UNANIMOUSLY. Resolution No. 2020-51** - Approving a Lease Renewal of Airport Reserve Lands Between the City of Kenai and CPD Alaska, LLC, for Lot 4, Block 1, FBO Subdivision. (Administration)
10. **ADOPTED UNANIMOUSLY. Resolution No. 2020-52** - Approving the Use of the Fleet Replacement Fund for the Purchase of Two Fire Department Utility Trucks Utilizing the State of Alaska Equipment Fleet Contract. (Administration)
11. **ADOPTED UNANIMOUSLY. Resolution No. 2020-53** - Renaming Pelchy Drive to Pelch Drive. (Administration)
12. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-54** - Amending the City's Grant Disbursement Program for Small Businesses and Non-Profit Organizations Utilizing Funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. (Administration)



13. **ADOPTED UNANIMOUSLY. Resolution No. 2020-55** - Approving Rent Relief Measures for Kenai Municipal Airport Concessionaires During Mandatory Closures Caused by the COVID-19 Public Health Emergency. (Administration)
14. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-56** - Approving a Grant Disbursement Program for Individual Assistance Utilizing Funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. (Administration)
15. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-57** - Authorizing the Award of a Construction Agreement for the Peninsula Avenue Bluff Erosion Repair Project. (Administration)
16. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-58**- Authorizing the Award of a Construction Agreement for the Kenai Beach Vault Restrooms Project. (Administration)
17. **ADOPTED UNANIMOUSLY. Resolution No. 2020-59** - Requesting the State of Alaska Department of Transportation and Public Facilities Warranty and Maintain Responsibility for Beaver Loop Road Improvements for a Reasonable time After the City Begins Maintenance Activities. (Council Member Knackstedt)

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of June 3, 2020. (City Clerk)
2. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of June 17, 2020. (City Clerk)
3. **APPROVED BY THE CONSENT AGENDA.** \*Work Session of June 18, 2020. (City Clerk)

**F. UNFINISHED BUSINESS**

1. **POSTPONED TO 08/19/2020. Ordinance No. 3128-2020** - Amending Kenai Municipal Code Section 1.85.040 – Records Public, To Provide For A Record Retention Length. (City Clerk) [*Clerk's Note: At the June 3 Meeting, this item was Postponed to this Council Meeting. A Motion to Adopt is On the Floor.*]

**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. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 07/15/20. \*Ordinance No. 3144-2020** - Amending the Official Kenai Zoning Map by Rezoning Tracts 1 and 2, Holland Spur Highway Subdivision from Rural Residential (RR) to General Commercial (GC). (Elizabeth Appleby)

4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 07/15/20.**  
**\*Ordinance No. 3145-2020** - Waiving a Provision of Kenai Municipal Code 23.40.030 – Annual Leave, to Remove the Requirement that Employees Use a Minimum Amount of Leave for Calendar Year 2020. (Legal)
5. **APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Special Use Permit to Alaska Air Fuel for Aircraft Loading and Parking. (Administration)
6. **APPROVED. Action/Agenda** - Approving Official's Bond Amounts for City Manager, City Clerk, and Finance Director. (Administration)
7. **Discussion** - City Response to COVID-19. (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**

1. Plan for Utilizing Resiliency Funding, 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. (Administration)

**M. PENDING ITEMS**

1. **Ordinance No. 3133-2020 (Substitute)** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue Fund, Authorizing a Budget Transfer in the Airport Terminal Improvement Capital Project Fund and Appropriating FY2020 Budgeted Funds in the Airport Master Plan Capital Project, Airport Snow Removal Equipment and Airport Operations Facility Improvement Capital Project Funds for Heating, Ventilation and Air Conditioning (HVAC) Improvement to the Airport Operations Facility and Replacement of the Airport's Wide Area Mower. (Administration) [**Clerk's Note:** At the June 17 meeting this item was postponed to the July 15 meeting.]

**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000.
2. Mayoral Letter of Support for CIRCAC's Recertification

*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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**Meeting ID:** 857 4156 1637 **Password:** 320827



## Kenai City Council - Regular Meeting

July 15, 2020 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

**\*\*Telephonic/Virtual Information Below\*\***

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### **Action Agenda**

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

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4. Consent Agenda (*Public comment limited to three (3) minutes) per speaker; thirty (30) minutes aggregated*)

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#### **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. Ordinance No. 3144-2020** - Amending the Official Kenai Zoning Map by Rezoning Tracts 1 and 2, Holland Spur Highway Subdivision from Rural Residential (RR) to General Commercial (GC). (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3145-2020** - Waiving a Provision of Kenai Municipal Code 23.40.030 – Annual Leave, to Remove the Requirement that Employees Use a Minimum Amount of Leave for Calendar Year 2020. (Legal)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2020-60** - Authorizing a Budget Transfer in the COVID-19 CARES Act Recovery Fund. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2020-61** - Amending Council Policy Number 2018-01 – Parks and Recreation Commission Student Representative Policy, to Broaden the Qualifications and Requirements for the Student and Make the Policy More Inclusive. (Vice Mayor Molloy)

5. **ADOPTED UNANIMOUSLY. Resolution No. 2020-62** - Supporting the City's Request to Plan, Design, Contract, and Perform Construction Administration of the Bridge Access Road Pedestrian Pathway Project. (Council Member Knackstedt)

**E. MINUTES**

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

**F. UNFINISHED BUSINESS**

1. **POSTPONED TO 08/05/2020. Substitute Ordinance No. 3133-2020** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue Fund, Authorizing a Budget Transfer in the Airport Terminal Improvement Capital Project Fund and Appropriating FY2020 Budgeted Funds in the Airport Master Plan Capital Project, Airport Snow Removal Equipment and Airport Operations Facility Improvement Capital Project Funds for Heating, Ventilation and Air Conditioning (HVAC) Improvement to the Airport Operations Facility and Replacement of the Airport's Wide Area Mower. (Administration) [**Clerk's Note:** At the June 17 Meeting, this item was Postponed to this Council Meeting. A Motion to Enact is On the Floor.]

**G. NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - FY2020 Purchase Orders over \$15,000. (Administration)
3. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - FY2021 Purchase Orders Over \$15,000. (Administration)
4. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Non-Objection to the Issuance of a New Restaurant/Eating Place Liquor License for Jersey Subs. (City Clerk)
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/05/20.** \*Ordinance No. 3146-2020 - Increasing Estimated Revenues and Appropriations in the General Fund, Library Improvement Capital Project Fund, Visitor Center Improvement Capital Project Fund, Municipal Roadway Improvements Capital Project Fund, Kenai Recreation Center Improvements Capital Project Fund, Information Technology Improvements Capital Project Fund, and City Hall Improvements Capital Project Fund to Fund Capital Projects Deferred During the FY2021 Budget Process. (Administration)
6. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/05/20.** \*Ordinance No. 3147-2020 - Accepting and Appropriating \$2,135.25 in Asset Forfeiture Sharing Funds for Purchasing Law Enforcement Equipment into the General Fund, Police Department. (Administration)
7. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/05/20.** \*Ordinance No. 3148-2020 - Accepting and Appropriating a Meals on Wheels COVID-19 Response Fund Grant Round Two from Meals on Wheels America for Kenai Senior Center

Expenditures in Support of its Response to the COVID-19 Public Health Emergency. (Administration)

8. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 08/05/20.**  
**\*Ordinance No. 3149-2020** - Accepting and Appropriating a Grant from the Federal Aviation Administration and Authorizing the Purchase of Property Described as Lot 5, Spruce Creek Subdivision which is in the Airport's Runway Protection Zone. (Administration)
9. **Discussion** - City Response to COVID-19. (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

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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**

**M. PENDING ITEMS**

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2. **Ordinance No. 3128-2020** - Amending Kenai Municipal Code Section 1.85.040 – Records Public, To Provide For a Record Retention Length. (City Clerk) [**Clerk's Note:** *At the July 1 Meeting, this Item was Postponed to the 08/19/20 Council Meeting.*]

**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

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

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