

**KENAI HARBOR COMMISSION
REGULAR MEETING
NOVEMBER 8, 2021 – 6:00 P.M.
KENAI CITY HALL
210 FIDALGO AVE., KENAI, AK 99611**
Telephonic/Virtual Information on Page 2
<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. Regular Meeting of June 7, 2021.....Pg. 3
 - b. Special Meeting of August 23, 2021.....Pg. 6
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
 - a. **Discussion/Recommendation** – Resolution No. HC21-01 – Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan.....Pg. 9
7. **REPORTS**
 - a. Public Works Director.....Pg. 36
 - b. Commission Chair
 - c. City Council Liaison.....Pg.51
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – February 7, 2022
9. **COMMISSIONER COMMENTS AND QUESTIONS**
10. **ADDITIONAL PUBLIC COMMENT**
11. **INFORMATION ITEMS**
12. **ADJOURNMENT**

Join Zoom Meeting

<https://us02web.zoom.us/j/84779470460>

Meeting ID: 847 7947 0460 **Password:** 294917

OR

Dial in by your Location: (253) 215-8782 or (301) 715-8592

Meeting ID: 847 7947 0460 **Password:** 294917

****PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING****
MEGHAN – 907-283-8231 OR, LISA – 907-283-8236

**KENAI HARBOR COMMISSION
REGULAR MEETING
JUNE 7, 2021 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
COMMISSION CHAIR DUNN, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

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

a. Pledge of Allegiance

Commissioner Chair Dunn led those assembled in the Pledge of Allegiance.

b. Roll Call

Roll was confirmed as follows:

Commissioners present: Chair M. Dunn, C. Crandall, B. Peters, C. Hutchison, D. Peck

Commissioners absent: N. Berga, B. Bornemann

Staff/Council Liaison present: Public Works Director S. Curtin, Council Liaison B. Molloy

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner Hutchison **MOVED** to approve the agenda as written and Commissioner Crandall **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. April 12, 2021

MOTION:

Commissioner Peters **MOVED** to approve the meeting summary of April 12, 2021 and Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

a. Discussion – Update on Special Use Permit holders

Public Works Director Curtin reported that two special use permits have been executed to the same dock tenants as last year.

b. Discussion – Update on Dock Tenant Contract, 2nd year term PacStar

Director Curtin reported that PacStar has started their second year term of a three-year contract with the City for access and use of the dock.

c. Discussion – Update on Dock Repairs Capital Project

Director Curtin provided an update on the Dock Repairs Capital Project, noting that it is approximately 90% complete, and most of the damages from the 2018 earthquake have been fixed. Engineers have found that an additional repair is needed on a dock trestle which Director Curtin intends to have repaired and will require an additional \$7,000 change order. Additional work was also done on an electrical conduit. Overall the project has gone very well and is nearly complete, and the remainder of the work should not have an impact on fishing activities.

d. Discussion – Beluga Whale Research participation

Director Curtin reported that a graduate student approached the City about conducting beluga whale research, and we have been coordinating efforts to place equipment at the docks and the river.

7. REPORTS

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

- Attended a meeting with the Army Corps of Engineers regarding the Bluff Project which went very well;
- Provided an update on Bluff Project activities, and noted that he had taken drone footage of the bluffs which he had shown to Senator Murkowski.

b. Harbor Commission Chair – Chair Dunn noted that he would like the camera pole at the end of Main Street that looks over the beach to be painted.

c. City Council Liaison – Vice Mayor Molloy noted that he also attended the meeting Senator Murkowski. Reported on the actions of the City Council meetings of April 21, May 5, May 19, and June 2, 2021.

8. NEXT MEETING ATTENDANCE NOTIFICATION – August 16, 2021

It was noted that the date was incorrect, and the next meeting of the Harbor Commission would be on August 9, 2021.

9. COMMISSIONER COMMENTS AND QUESTIONS

Commissioner Peck requested clarification on the zones marked on an older bluff project photo he had seen.

Commissioner Crandall thanked Director Curtin for his hard work, and gave notice that he is resigning from the Commission and this will be his last meeting. Noted that it has been nice

working with everyone for the past few years.

Commissioner Peter wished good luck to Commissioner Crandall, noting that he will be missed.

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 7:35 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

DRAFT

**KENAI HARBOR COMMISSION
SPECIAL MEETING
AUGUST 23, 2021 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
COMMISSION CHAIR DUNN, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

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

a. Pledge of Allegiance

Commissioner Chair Dunn led those assembled in the Pledge of Allegiance.

b. Roll Call

Roll was confirmed as follows:

Commissioners present: Chair M. Dunn, B. Peters, C. Hutchison, D. Peck, N. Berga,
B. Bornemann

Commissioners absent:

Staff/Council Liaison present: Public Works Director S. Curtin, Public Works Assistant L.
List, Council Liaison B. Molloy

A quorum was present.

c. Agenda Approval

MOTION:

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

2. UNSCHEDULED PUBLIC COMMENT – None.

3. NEW BUSINESS

a. Discussion/Recommendation – Kenai Waterfront Revitalization Feasibility Study

MOTION:

Commissioner Peck **MOVED** to recommend approval of Ordinance No. 3237-2021 for increasing estimated revenues and appropriations in the General Fund – Land Administration Department to provide funding for a Kenai waterfront revitalization feasibility study. Commissioner Bornemann **SECONDED** the motion.

Council Liaison Molloy explained the scope of the project and the need for a feasibility study, noting

that a specific consulting firm has not been selected at this time.

Public Works Director Curtin addressed the question of how the Bluff Erosion Project will tie into this issue, explaining that the possibility has been discussed but there are no specific plans at this time. Clarification was provided that this is considered one feasibility study with several phases that are scheduled to be complete in March of 2022, as per the timeline in the meeting packet.

Concerns were mentioned regarding tax incentives being too generous and the potential effect they could have on the community. The commission expressed support for this project, noting that development would be good.

VOTE:

YEA: Dunn, Bornemann, Hutchison, Peck, Peters, Berga

NAY:

MOTION PASSED UNANIMOUSLY.

4. NEXT MEETING ATTENDANCE NOTIFICATION – September 13, 2021

Commissioners Hutchison and Bornemann noted that they would not be in attendance.

5. COMMISSIONER COMMENTS AND QUESTIONS

Commissioner Bornemann noted that supports the project but he is leery of tax incentives.

Commissioner Hutchison stated that this is the first step in the process, and she is in favor of the study.

Commissioner Peck noted he is concerned for possible tax increases that could occur, but overall thinks that this is just the first step in seeing what the possibilities are and we will see where we can go from there.

Commissioner Vice Chair Berga noted that he is in support for the study, but has mixed feelings about the next steps and would like to see a firm with coastal community experience.

Commissioner Peters expressed support for the study.

Chair Dunn noted that tax incentives are a concern, but supports the study.

6. ADDITIONAL PUBLIC COMMENT – None.

7. ADJOURNMENT

MOTION:

Member Peters **MOVED** for adjournment and Chair Dunn **SECONDED** the motion. There were no objections.

VOTE: There were no objections. **SO ORDERED.**

There being no further business before the Commission, the meeting was adjourned at approximately 6:39 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

DRAFT



**CITY OF KENAI
HARBOR COMMISSION
RESOLUTION NO. HC21-01**

A RESOLUTION OF THE HARBOR COMMISSION OF THE CITY OF KENAI **RECOMMENDING** THE COUNCIL OF THE CITY OF KENAI APPROVE AND ADOPT THE CITY OF KENAI LAND MANAGEMENT PLAN

WHEREAS, in 2018, City Council approved a City-wide approach to land management through the development of the City's first Land Management Plan; and

WHEREAS, the City of Kenai Imagine Kenai 2030 Comprehensive Plan includes economic development and land use goals and objectives to develop a land inventory and land use strategies to implement a forward-looking approach to community growth and development; and,

WHEREAS, the City owns 369 subdivided parcels, including wetlands, tidelands, lands surrounding the Kenai Airport, and lands suitable for a variety of business, commercial, industrial, residential, recreational, and cultural purposes; and

WHEREAS, the Harbor Commission of the City of Kenai and Planning Staff has received numerous comments and input regarding the draft City of Kenai Land Management Plan; and,

WHEREAS, City Staff held public meetings on October 11, 2021 and October 27, 2021 and scheduled public meetings for Commissions on November 4, 2021 November 8, 2021, and November 9, 2021 to receive public comments and discuss the City of Kenai Land Management Plan; and,

WHEREAS, City Staff created an electronic comment form available on the City website to receive public comments on the City of Kenai Land Management Plan; and,

WHEREAS, the Harbor Commission held a public meeting on November 8, 2021 and recommended that the Council of the City of Kenai approve the City of Kenai Land Management Plan.

NOW, THEREFORE, BE IT RECOMMENDED BY THE HARBOR COMMISSION OF THE CITY OF KENAI, ALASKA:

Section 1. The Draft of the City of Kenai Land Management Plan is hereby approved and adopted as the City of Kenai Land Management Plan.

Section 2. That a copy of Resolution HC21-01 be forwarded to the Kenai City Council.

PASSED BY THE HARBOR COMMISSION OF THE CITY OF KENAI, ALASKA, this 8th day of November, 2021.

MIKE DUNN, CHAIRPERSON

ATTEST:

JAMIE HEINZ, CITY CLERK

DRAFT



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Harbor Commission
FROM: Ryan Foster, Planning Director
DATE: October 28, 2021
SUBJECT: **Resolution HC21-01 – Recommending the Kenai City Council approve and adopt the City of Kenai Land Management Plan**

In 2018, City Council approved a City-wide approach to land management through the development of the City's first Land Management Plan. Since that time, Administration has worked diligently to draft a Land Management Plan to inventory, evaluate, and develop recommendations related to City-owned lands.

The City of Kenai Imagine Kenai 2030 Comprehensive Plan includes economic development and land use goals and objectives to develop a land inventory and land use strategies to implement a forward-looking approach to community growth and development. The goals of the Land Management Plan incorporate many of these objectives and include the following:

- Provide an inventory of City-owned lands with detailed information on each parcel.
- Identify properties required for a public purpose or to meet a future public need.
- Establish recommendations for individual parcels that are surplus to the needs of the City to assist in responsible development.
- Create a comprehensive reference document that establishes a format for developing land management policies and procedures.

One of the City's greatest assets is its land inventory. The City owns 369 subdivided parcels, including wetlands, tidelands, lands surrounding the Kenai Airport, and lands suitable for a variety of business, commercial, industrial, residential, recreational, and cultural purposes. The Land Management Plan is an important tool to spur economic growth and improve the quality of life for Kenai residents and is key to the long-term viability of the City.

On October 11, 2021 there was a joint work session with City Council and City Commission Members to kick-off the review, discussion, and comment on the draft City of Kenai Land Management Plan. Additional meetings have been scheduled with the Planning and Zoning Commission, the Airport Commission, the Parks and Recreation Commission, the Beautification Committee, and the Harbor Commission to solicit discussion and comments on the draft Land Management Plan.

Please review the attached materials.

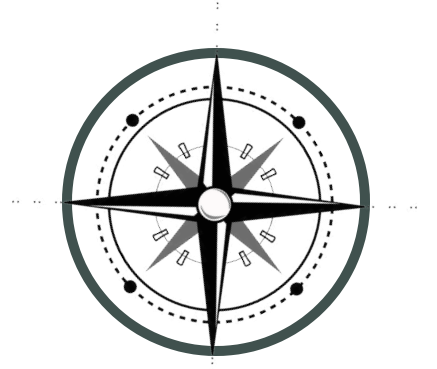
Does the Commission recommend Council approve and adopt the City of Kenai Land Management Plan?

Attachments

October 11, 2021 Joint Work Session Presentation

Link to the Draft City of Kenai Land Management Plan: <https://www.kenai.city/lands/page/land-management-plan>





CITY OF KENAI LAND MANAGEMENT PLAN



WHAT IS OUR "WHY"

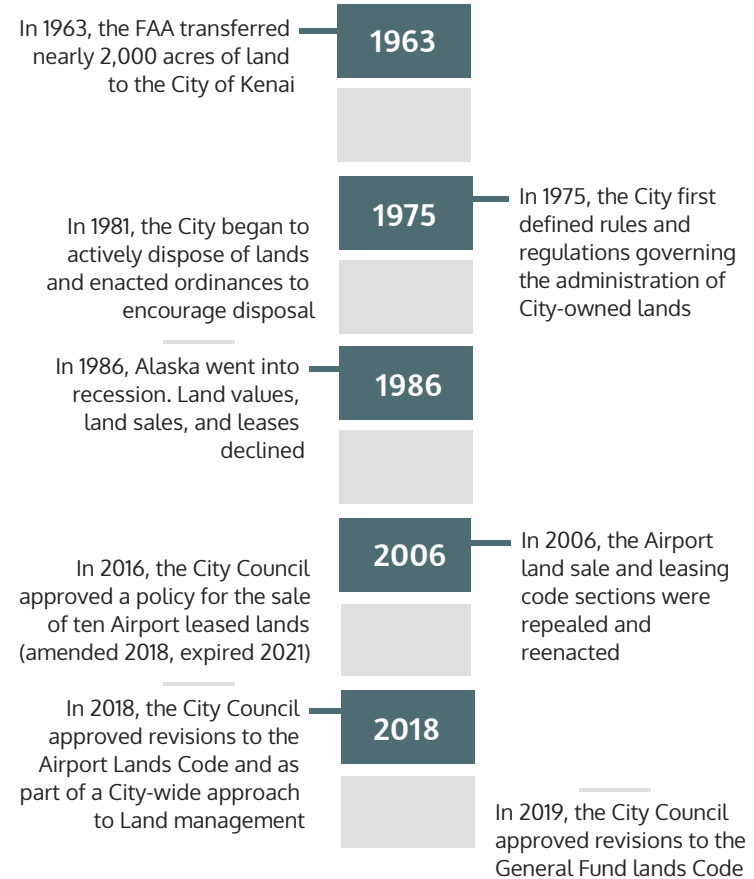
The purpose of the **Land Management Plan** is to evaluate and develop recommendations related to City-owned lands that **encourage responsible growth and development** to support a thriving business, residential, recreational and cultural community.



Background



In 2018, the Kenai City Council approved land code revisions as part of a **City-wide approach** to land management through development of the City's first Land Management Plan.



The City is unique in its ownership of a large and diverse amount of public land



5,440 Acres of Land

369 Subdivided parcels

The equivalent of 4,114 Football Fields
(with endzones)

Approximately 8.5 square
miles, roughly the size of
Soldotna.

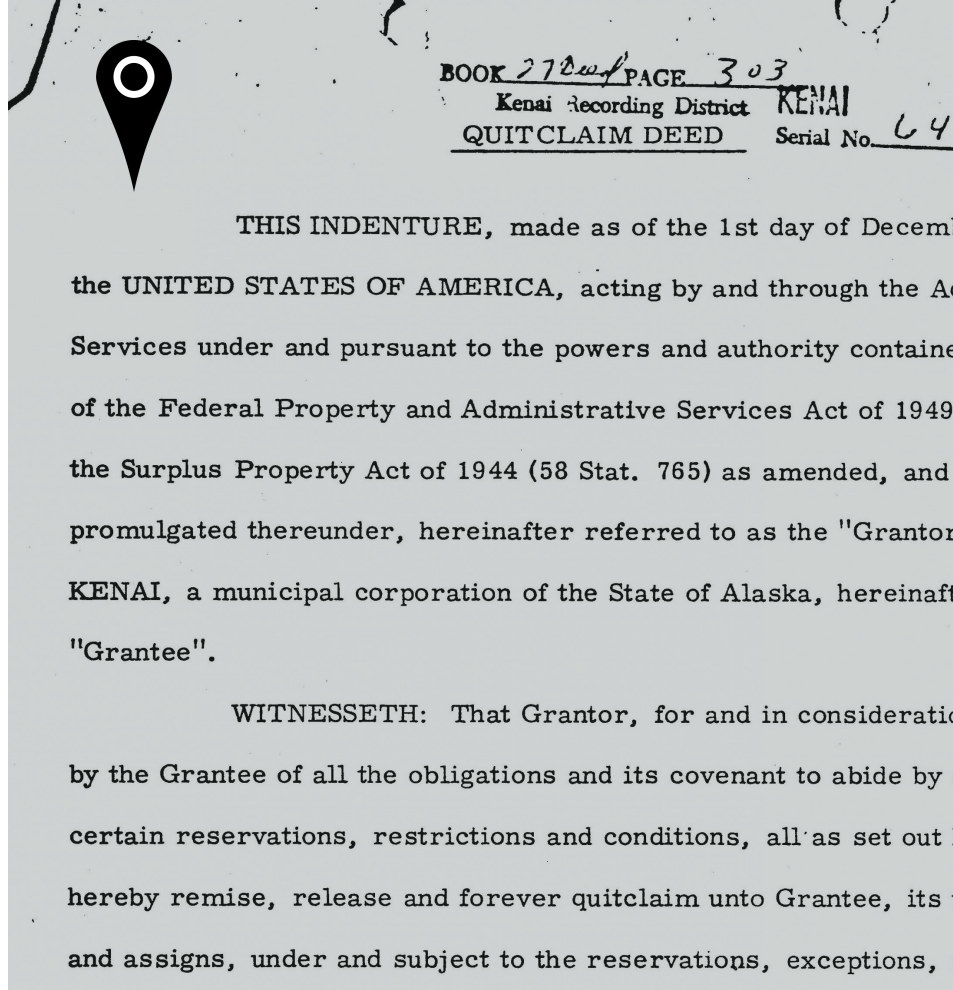


A SIGNIFIGANT UNDERTAKING

A Land Management Plan provides an active approach to management that requires an inventory of land holdings and a comprehensive evaluation and analysis of each parcel.

In 2018, the City hired a **Temporary Lands Technician** to research each parcel of City-owned land and enter the information into a new Lands Database.

Over 567 recorded documents were reviewed and scanned into the database as part of this project



New City Lands Inventory and Database



An examination of public records and mapping was performed for **each City-owned parcel** to review and record detailed information in the database, including:

- Property Description (e.g. physical characteristics, zoning, land use)
- Facilities (e.g. parks, trails, structures, utilities)
- Status (e.g. public use, under active lease, availability for lease or sale)
- Fund (e.g. Airport Fund or General Fund)
- How the land was obtained (e.g. State, FAA, Municipal Entitlement, tax foreclosure)
- Encumbrances (e.g. easements, restrictions)



Land Management Plan Objectives



- Provide an **inventory** of City-owned lands with detailed information on each parcel
- Identify properties required for a **public purpose** or to meet a future public need
- Establish **recommendations** for individual parcels that are surplus to the needs of the City to assist in responsible development.
- Create a **comprehensive reference document** that establishes a format for developing land management policies and procedures.



IMPROVED RESPONSE TO PUBLIC

The Land Management Plan can be used to actively manage City-owned lands in a wholistic way as well as provide better information to the public.

In the future, we hope to make the Plan available on the City's **interactive online mapping** tool, allowing the public to research City-owned lands from anywhere.



BEFORE

No Public Inventory of City-owned Lands

A member of the public must identify a parcel of interest

No Individual Parcel Information on File

City staff must research to determine if a parcel has conveyance or legislative restrictions

No Guidance or Planning Documents

Administration provides recommendation on case-by-case basis

VS.

AFTER

Public Listing of City-owned Lands

Available listing on City website and at City Hall

Individual Parcel Information Available

A member of the public can immediately know if a parcel has been designated for lease or sale

Land Management Plan

Provides guidance and direction to Administration on the management of City-owned lands



Land Statistics

Approximately 1,613 acres or 129 parcels of City-owned lands are designated as **Airport Fund**



Parcels of City-owned Land are designated as "Airport Fund"

35%

AIRPORT FUND
PARCELS CURRENTLY
UNDER LEASE

The City will generate **\$512,255** from 46 leases of land designated as Airport Fund in **FY22**, not including apron, airline, or terminal leases

Recommendations for **Airport Fund** Parcels Based on the Final Draft Land Management Plan:

- 19** PARCELS RECOMMENDED FOR RETENTION
- 47** PARCELS RECOMMENDED FOR LEASE OR SALE
- 49** PARCELS RECOMMENDED FOR LEASE-ONLY
- 14** PARCELS RECOMMENDED FOR MIXED: RETAIN/DISPOSE



Land Statistics

Approximately 3,826 acres or 239 parcels of City-owned lands are designated as **General Fund**.



Parcels of City-owned Land designated as "General Fund"

8.75%

GENERAL FUND PARCELS CURRENTLY **UNDER LEASE**

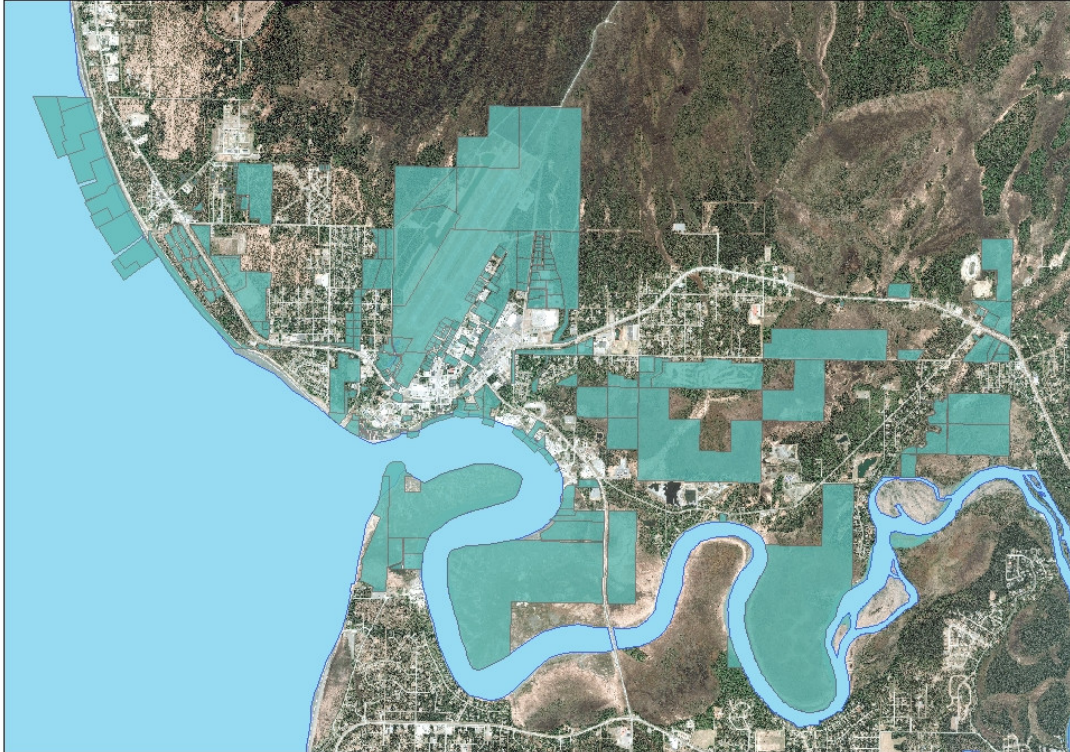
The City will generate **\$218,031** from 19 leases of land designated as General Fund in **FY22**, including tidelands, shorefishery, and no-cost leases

Recommendations for **General Fund** Parcels Based on the Final Draft Land Management Plan:

- 113** PARCELS RECOMMENDED FOR RETENTION
- 86** PARCELS RECOMMENDED FOR LEASE OR SALE
- 19** PARCELS RECOMMENDED FOR LEASE-ONLY
- 21** PARCELS RECOMMENDED FOR MIXED: RETAIN/DISPOSE



Land Management Plan Retention Recommendations



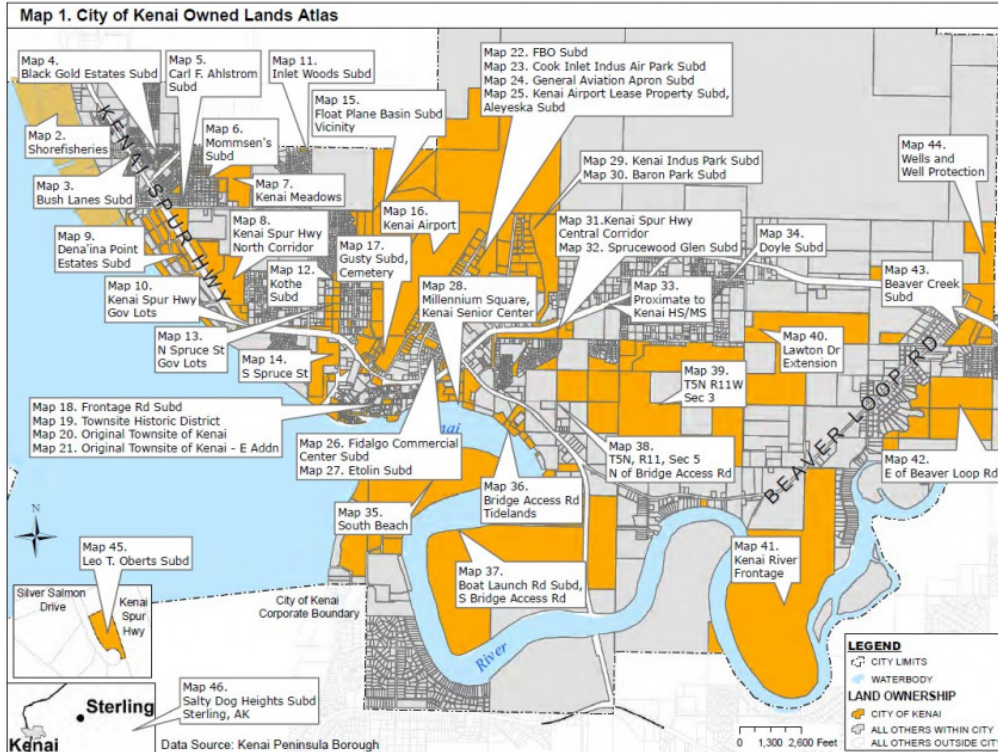
Many City-owned lands should be retained for a public purpose and many are suitable for a variety of business, commercial, industrial, residential, recreational and cultural purposes.

The Plan has **four recommendation categories:**

- Retain
- Dispose
- Dispose - Lease Only
- Mixed - Retain/Dispose



How the Land Management Plan is Structured



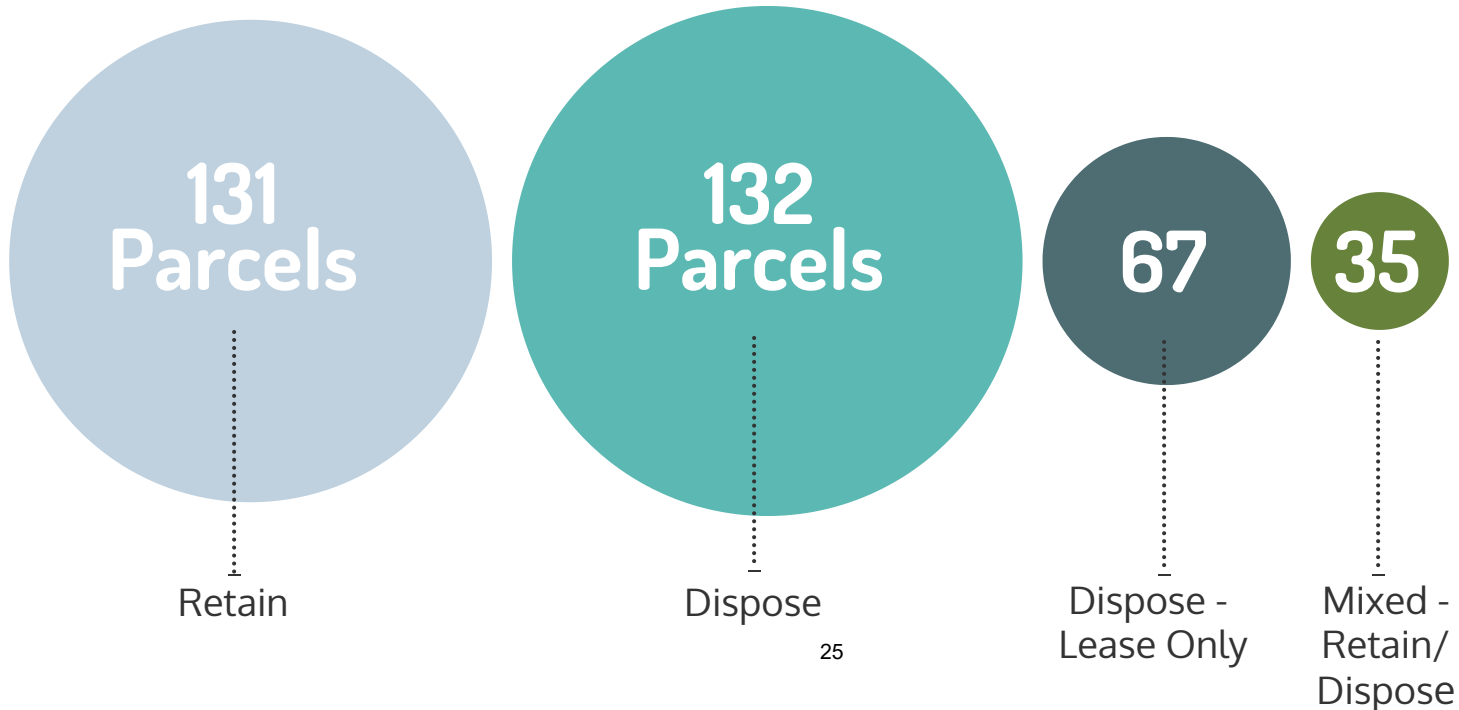
The plan breaks city-owned lands into **46 areas** with a map for each area

Each area includes an overview and tables with detailed information on recommendations for each parcel



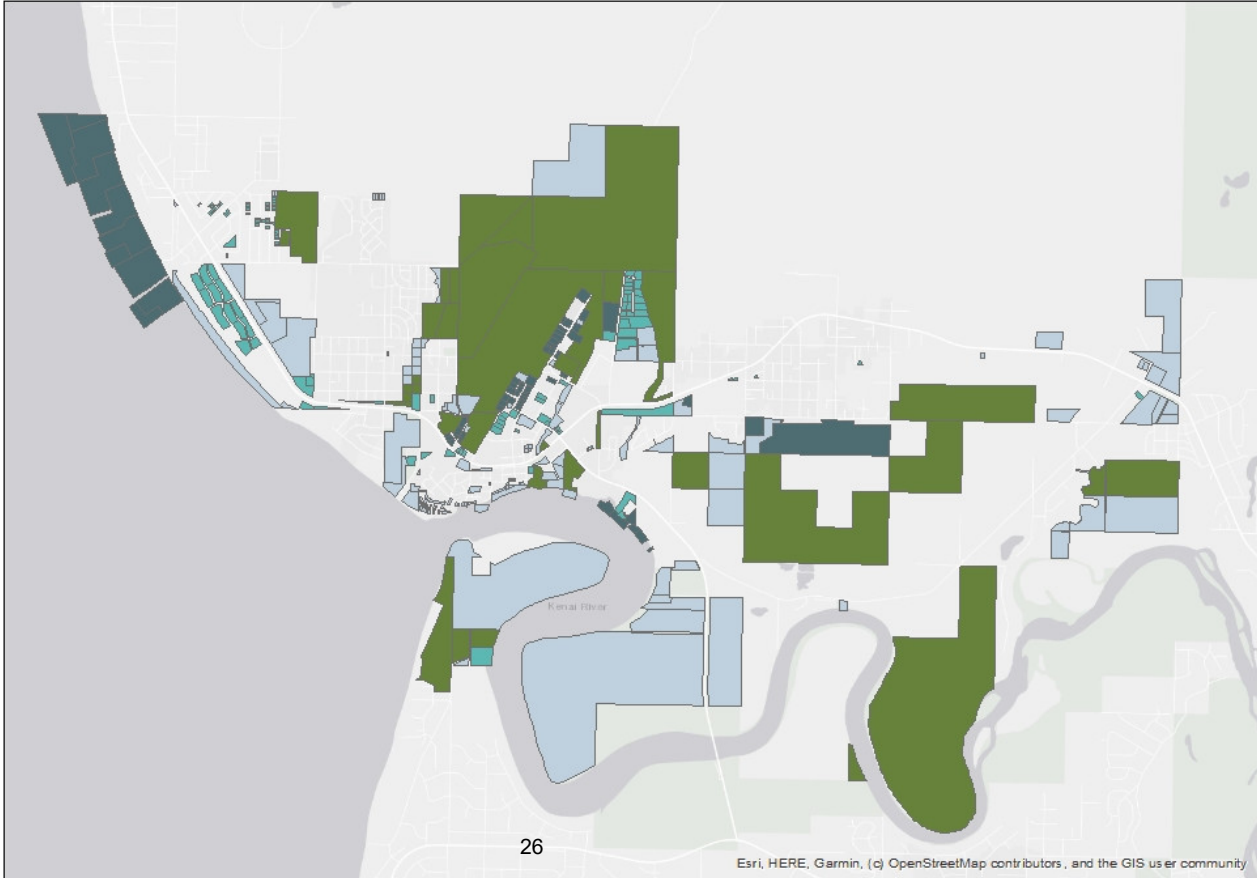
Land Management Plan Recommendation Categories

The Land Management Plan contains a recommendation for each parcel using the following categories:







Land Management Plan Recommendation Categories

- Retain
- Dispose
- Dispose - Lease Only
- Mixed - Retain/ Dispose






Land Management Plan Recommendation Categories

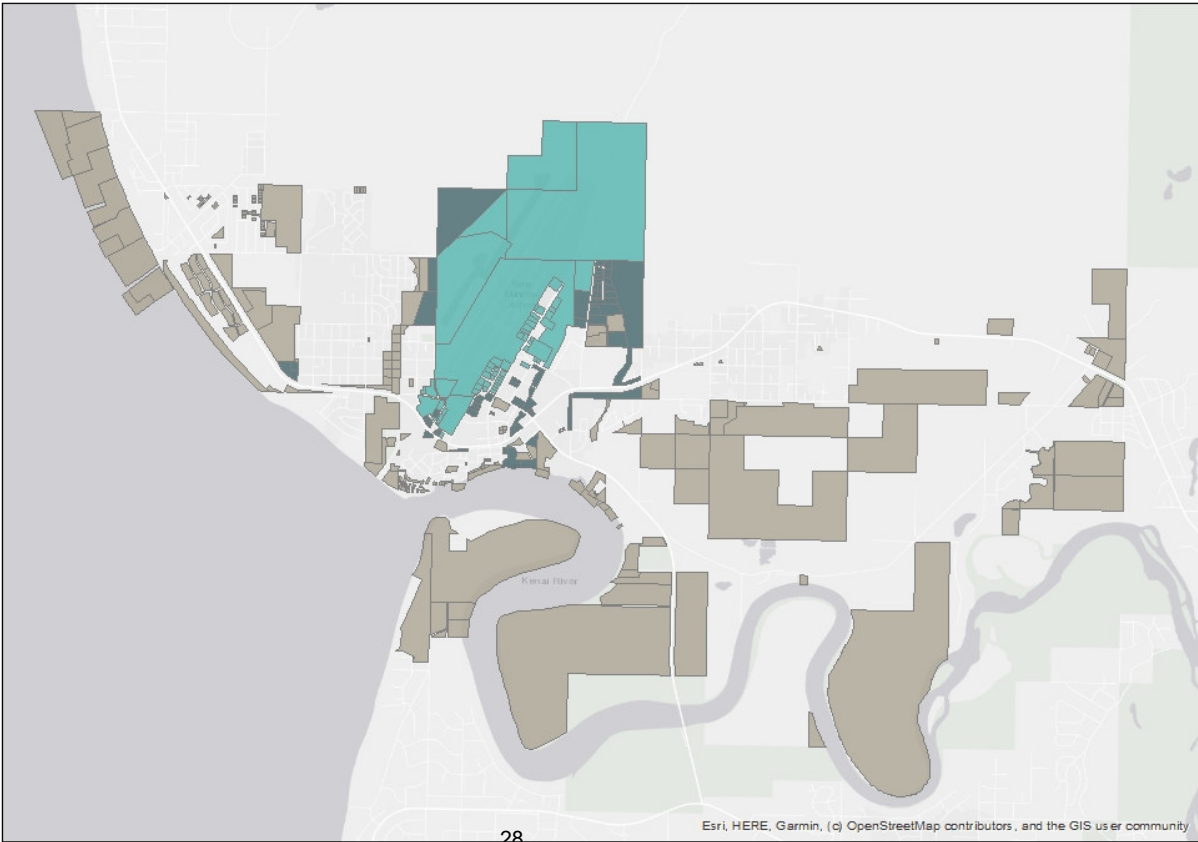


-  Retain
-  Dispose
-  Dispose - Lease Only
-  Mixed - Retain/Dispose






Land Management Plan Land Fund Categories

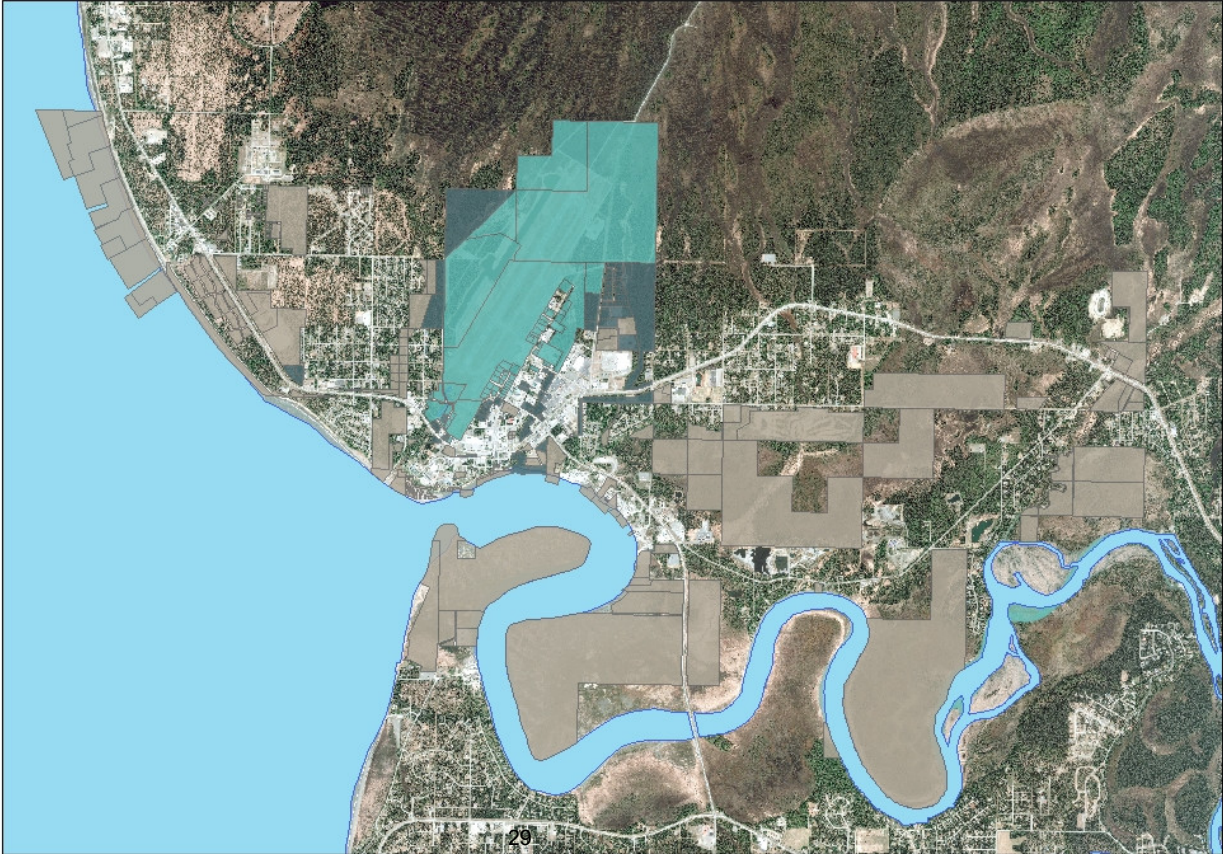
-  Airport Reserve Land
-  Airport Land Outside the Airport Reserve
-  General Fund Land



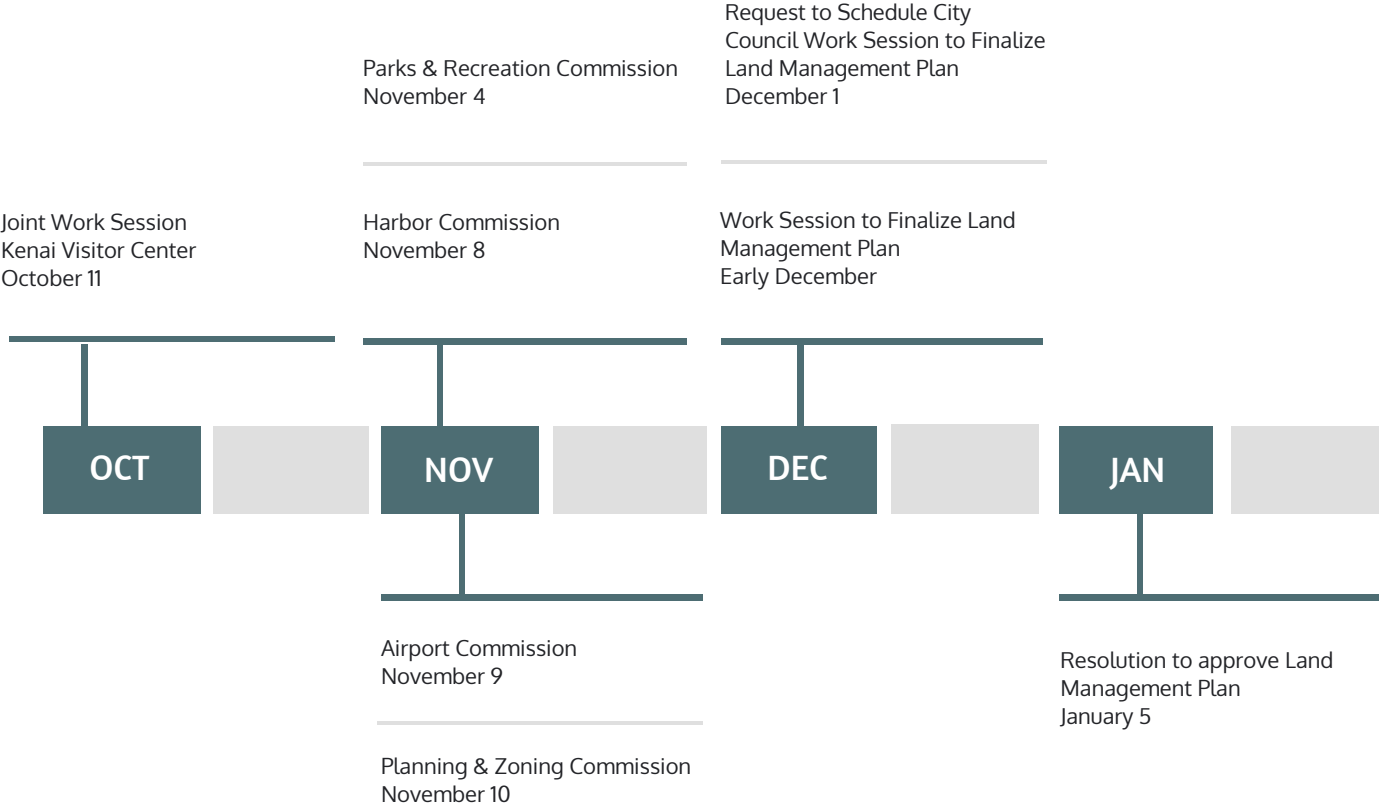
Land Management Plan Land Fund Categories



-  Airport Reserve Land
-  Airport Land Outside the Airport Reserve
-  General Fund Land

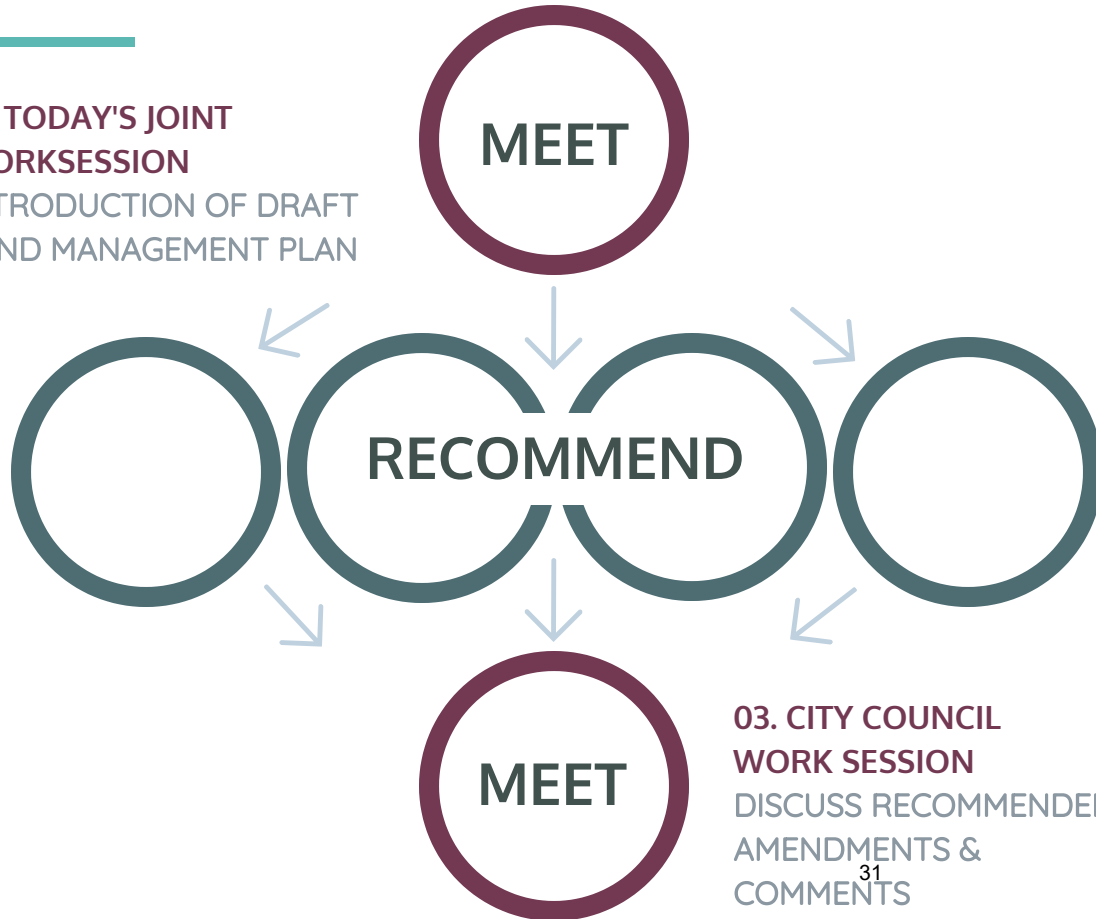


Land Management Plan Draft Timeline



Land Management Plan Process

**01. TODAY'S JOINT
WORKSESSION**
INTRODUCTION OF DRAFT
LAND MANAGEMENT PLAN



**02. COMMISSION
WORK SESSIONS /
PUBLIC COMMENTS**
RECOMMEND AMENDMENTS
e.g. additional information such as
personal knowledge of a parcel
appropriate to include, factual
inaccuracies, reasons to change a
recommendation

**03. CITY COUNCIL
WORK SESSION**
DISCUSS RECOMMENDED
AMENDMENTS &
COMMENTS



Land Management Plan Process Continued



AFTER COUNCIL WORK SESSION:

- Administration revises plan for approval
- Council determines if more work sessions are necessary
- Resolution approving plan scheduled by Council
- Hold public hearing on resolution

AFTER APPROVAL:

- Update lands database to reflect approved plan
- GIS needs assessment
- Implementation plan



Online Mapping Presentation



Questions and Comments





QR Code to City of Kenai Land Management Plan Webpage

<https://www.kenai.city/lands/page/land-management-plan>





KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

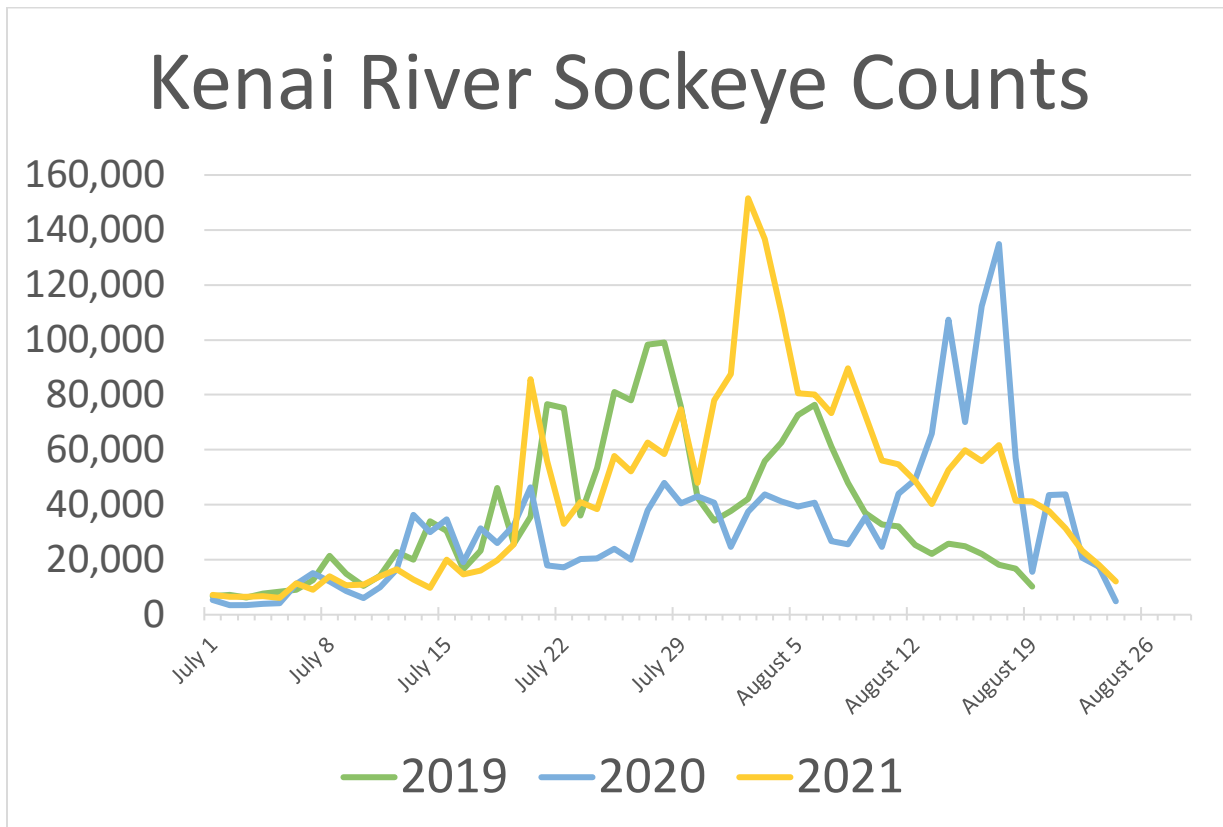
FROM: Paul Ostrander, City Manager

DATE: October 26, 2021

SUBJECT: 2021 Personal Use Fishery (Dip Net) Report

The Personal Use Fishery took place July 10, 2021 through July 31, 2021. In 2021, sockeye escapement to the Kenai River was the highest in recent memory, with over 2.4 million fish passing the counter, exceeding the escapement goal by over 1.2 million fish. Participation was consistently strong during the 21-day Fishery.

The following table depicts the run strength in 2021 relative to the previous three years:



The timing of the 2021 Kenai River sockeye run was delayed – a change that has been observed over the last number of years. The disparity between August and July escapement numbers continues to grow. In 2020, over 1.1 million sockeye were counted in August compared to only 687,000 sockeye counted in July. In 2021, over 1.5 million sockeye were counted in August compared to only 924,000 sockeye counted in July. Despite the fact that escapement numbers were lower in July than August, Fishery participants reported good fishing.

Operations in 2021

The no-wake zone along approximately 6,000 lineal feet of the Kenai River continued to work extremely well this year from the first day of the Fishery until the last. Fishery participants expressed their appreciation for having a portion of the River in which to fish and not be buffeted by the wake from speeding boats.

It is the Administration’s intent to continue to manage the no-wake zone in the same manner in the future.

Operational Changes in 2021

There were several operational changes that occurred in 2021 worth noting:

- New permanent restrooms were completed on North and South Beach, providing improved facilities for both fishery participants and other beach users.
- Signage related to the Fishery was improved by updating information and removing conflicting or confusing signage.

Dip Net App

In 2018, the City built a Dip Net App for iPhone and Android devices, free to download, that provided up-to-date information on the Fishery, including tide information, fish counts, weather, fee calculators, general Fishery information, webcams, and additional information that was relevant and useful for Fishery participants. The App also allowed the City to provide “push notifications” with timely information to improve the experience and safety of anyone who downloaded the App.

Over the first four years of availability, the App had been downloaded over 20,900 times. Use of the App was down 28% this year, indicating that after 5 years, an update of the App is likely needed. The City will look to update the App prior to next year’s Fishery.

2021 Financial Summary

The Council-adopted budget for the P.U. Fishery included revenues of \$483,151, expenditures of \$525,146, and a lapse of \$11,337, netting to revenues under expenditures of (\$30,658). Revenues are projected at \$452,123, and projected expenses are \$448,566, with the projected lapse still at \$11,337 netting to revenues over expenditures of \$14,894. A transfer of \$75,000 was made from the P.U. Fishery Fund to the General Fund to support general operations of the City, an increase of \$25,000 over the prior three years.

The P.U. Fishery Fund began FY2022 with a fund balance of \$276,857. Given the above, the ending fund balance for FY2022 is projected to be \$291,751.

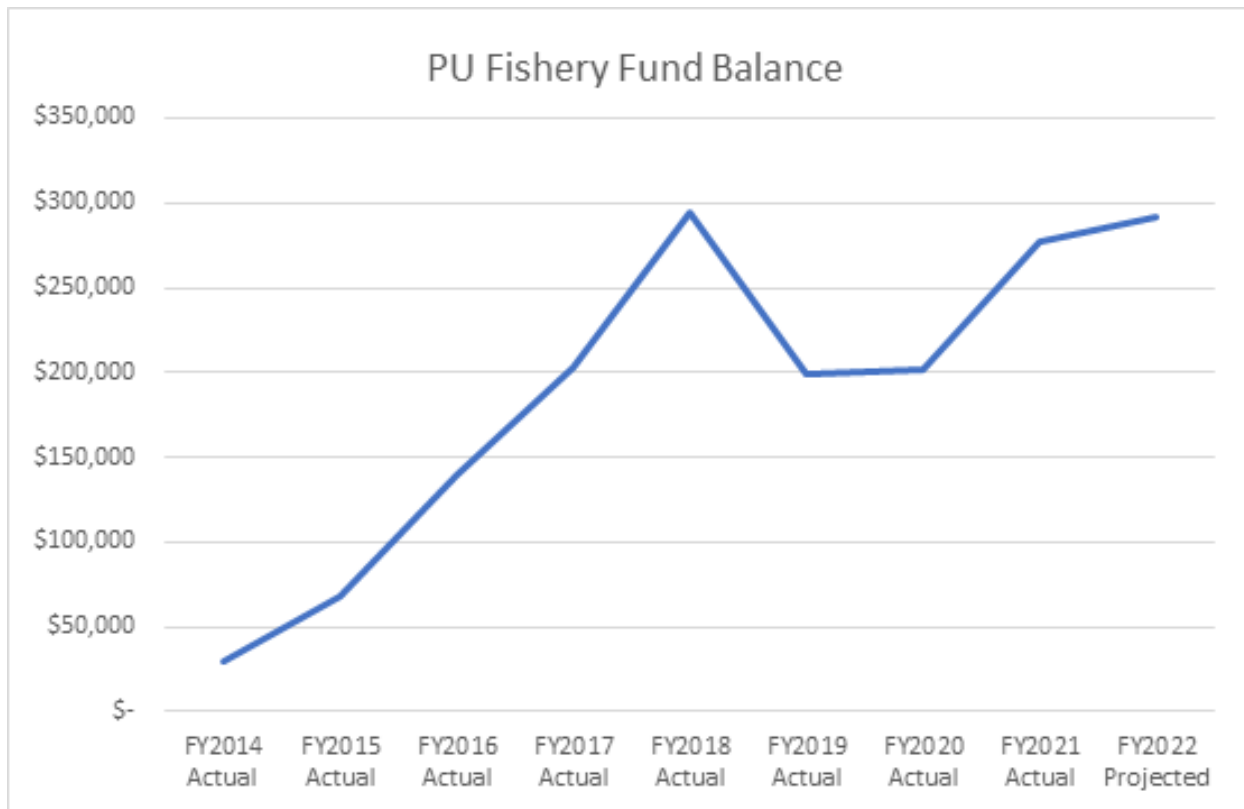


The purpose of a fund balance is to provide funding for present and future capital expenditures to support City operations during the Fishery and to safeguard the City's General Fund in the event that the Fishery is closed by emergency order and the City is unable to recoup expenditures.

Personal Use Fishery Fund Management

Prior to FY2014, the City had instituted accounting controls so that expenses and revenues associated with the Personal Use Fishery were identified as discretely separate from other City operations. In many ways, this accounting mirrored the manner in which enterprise funds capture financial information.

The creation of the P.U. Fishery Fund provides a funding mechanism where Fund balance can be utilized to provide funding for larger one-time capital expenditures or other purposes deemed appropriate by the Council. Fund balance since inception is shown below:



Administration believes that the Personal Use Fishery Fund balance is sufficient to support capital expenditures to support City operations during the Fishery and protect the City's General Fund. The continued use of revenues generated from the Fishery to support General Fund capital projects or operations will need to be considered annually during the budget process.



Capital Improvements for the Personal Use Fishery Fund

As the Fishery has evolved, the City of Kenai has responded by creating its overall management plan. A growing component of that plan has been meeting the capital requirements to manage, react, and respond to the needs of the Fishery participants.

The City received a capital grant in 2015 for Kenai River South Beach Dip Net Access, of which there is still an unallocated balance of \$238,173. During the 2019 legislative session, a grant language change was made that allowed the utilization of these funds for improvements on North Beach. During FY2021, Council approved the construction of vault bathrooms on North Beach, construction of permanent restrooms at the Little League Fields, and construction of the fee shack for South Beach. The fee shack and vault restrooms are completed, and the permanent restrooms at the Little League Fields are slated for construction next year. Once the final cost of the restrooms at the Little League Fields is known, Council will need to determine how best to utilize the remainder of these funds to the greatest benefit to the personal use fishery participants and the residents of the City.

Given the State of Alaska's fiscal issues, it is doubtful that the City of Kenai will receive additional State grants for capital improvements to respond to Fishery needs in the foreseeable future.

Proposed Changes to the 2021 Fee Structure

Administration does not recommend any changes to the fee structure for the 2022 Personal Use Fishery.

If you have any questions, please contact me at your convenience.





KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Terry Eubank, Finance Director
DATE: October 19, 2021
SUBJECT: 2021 Personal Use Fishery (Dip Net) Report – Finance

Dipnet Smartphone App

2021 marked the five-year anniversary of the Dipnet Kenai smartphone app. Use of the app was down 28% from last year. This is likely a result of lower participation in the fishery this year, and the fact that the app has now gone five years without a major update.

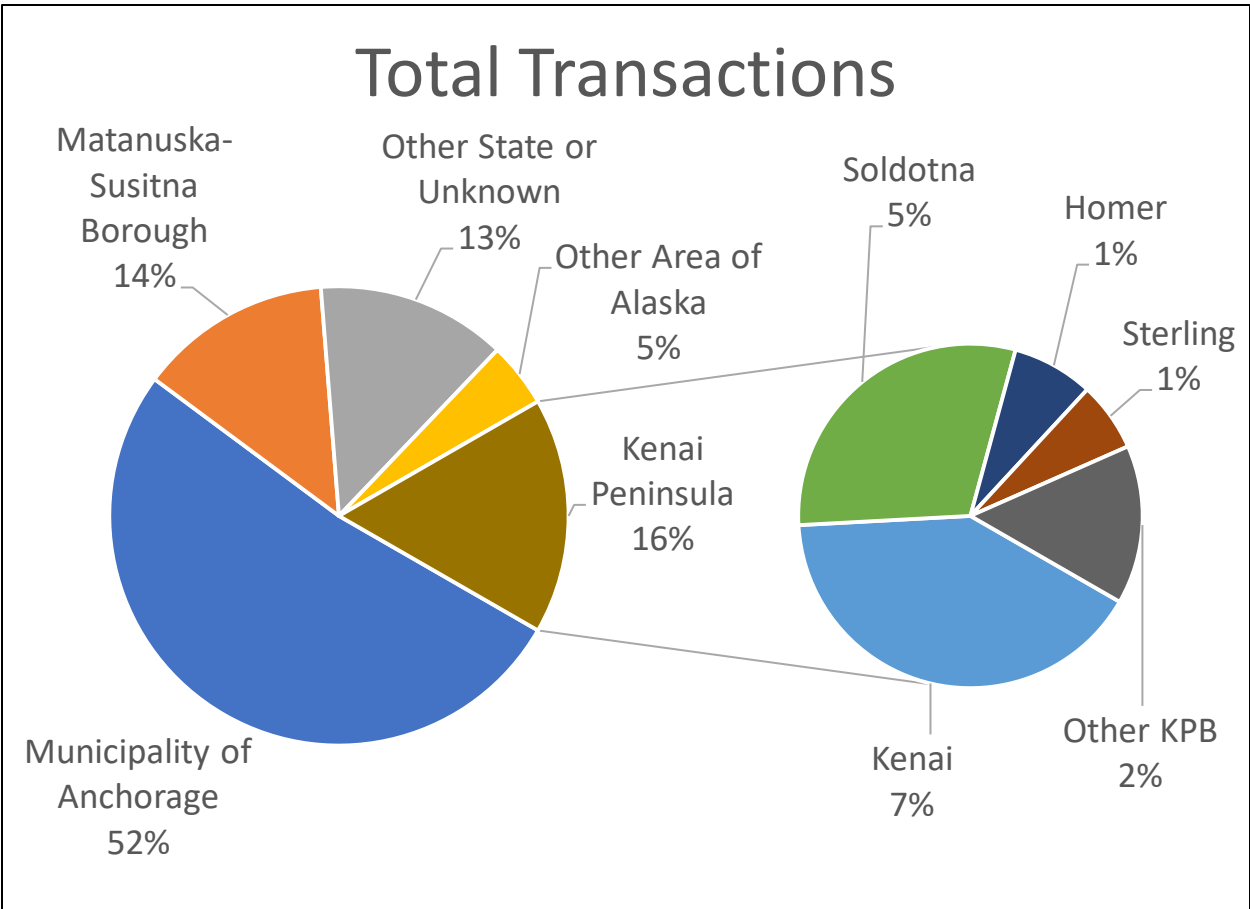
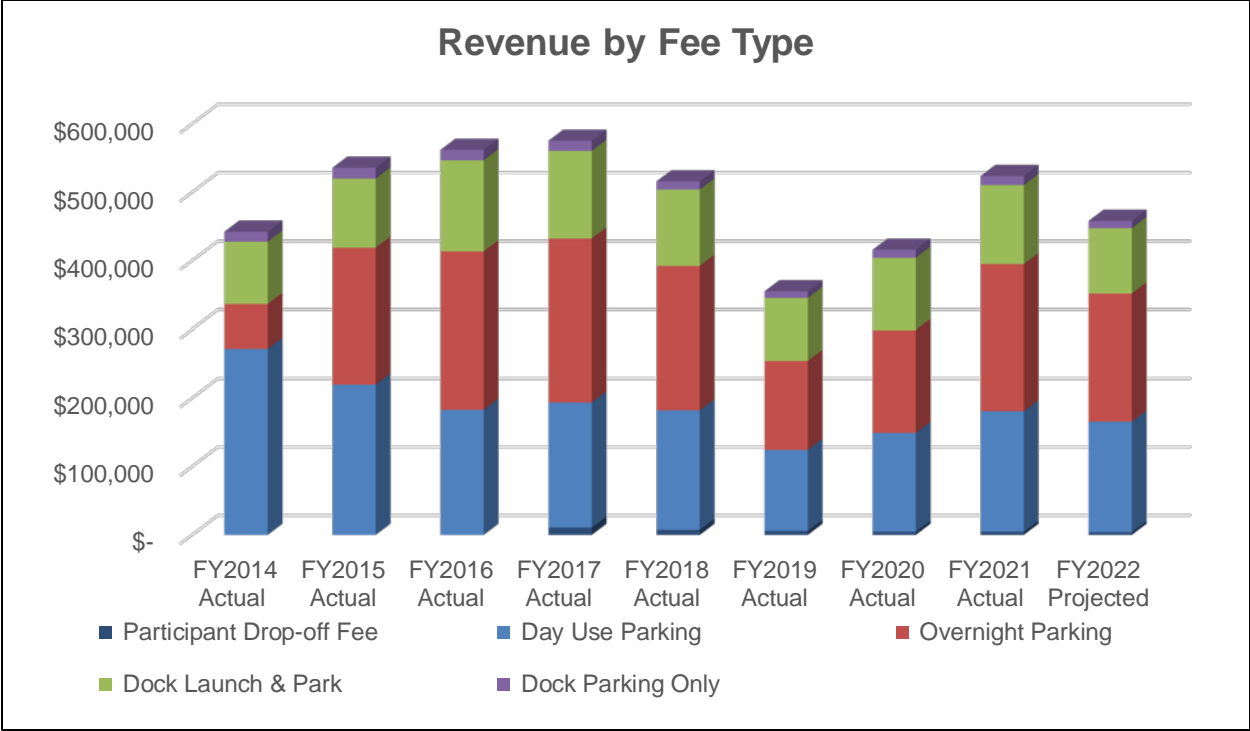
Improvements

There were no significant changes in 2021.

FY21 Revenues

The FY21 fee structure remained the same as that of FY20. FY21 fishery revenues, not including capital grant revenues and net of sales tax and transaction fees, are projected to be \$446,714, \$30,991 less than budgeted and \$70,742 less than FY20 fishery revenues. Capital grant revenue is projected to be \$380,435. A comparison of FY21 fishery revenue to prior years is shown below, the breakdown by site and service for FY14 thru FY21 is based upon actual transactions.

Revenues	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
Day Use Parking	\$271,770	\$219,704	\$182,739	\$182,854	\$174,613	\$118,308	\$144,330	\$175,980	\$161,580
Overnight Parking	64,838	199,203	230,729	238,752	210,269	129,939	149,788	214,248	186,387
Dock Launch & Park	91,011	100,970	133,181	128,109	111,528	91,358	105,275	115,304	95,425
Dock Parking Only	14,689	15,868	15,238	14,807	12,009	9,547	11,736	13,377	10,641
Participant Drop-off Fee	-	-	-	10,717	7,481	5,943	4,698	4,792	4,019
Interest Earnings	665	680	1,580	671	1,522	7,624	8,836	469	750
PERS Grant	-	17,437	2,167	2,688	1,546	2,743	3,355	3,969	4,696
Miscellaneous	(2,401)	(3,234)	(6,888)	(3,681)	675	(3,250)	(4,306)	(10,592)	(11,375)
Total Revenue	<u>440,572</u>	<u>550,628</u>	<u>558,746</u>	<u>574,917</u>	<u>519,643</u>	<u>362,212</u>	<u>423,712</u>	<u>517,547</u>	<u>452,123</u>



Total transactions this year were down 11% from 2020. Transactions on North Beach continue to increase, accounting for 61% of the total this year, up from 57% in 2020. South Beach accounted for 20% and the Dock accounted 19%. Participant numbers were down 13% over 2020. The percentages of participants from different regions didn't vary significantly from previous years.

Future Considerations

As the number of transactions continues to grow on North Beach it may be necessary to provide a third fee shack at this location. The third shack would be located in the lower parking lot and would serve as an information booth as well as a fee shack. Users could renew their permits or upgrade from drop off passes without having to go up to the top of the hill. This would also provide an extra employee that could be used to backfill other shacks if an employee is sick or resigns. This facility would also serve as an information booth, answering questions, dealing with lost and found items, and could provide a safe location to store the AED.

The cost to provide this third shack would include both capital costs to setup the facility, as well as ongoing costs to cover the employee.



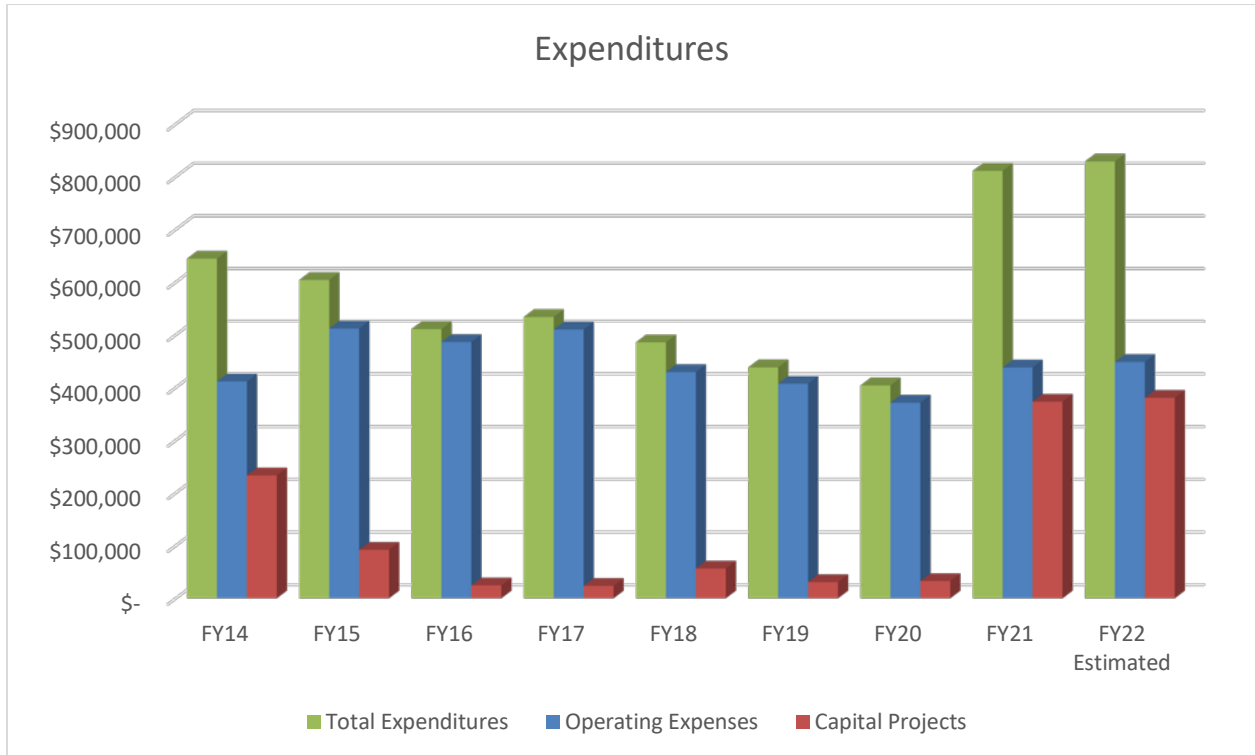
FY22 Financial Projections

	Council * Adopted FY 2022	Amended Budget	YTD Actual	FY2022 Projected	Projected Variance	% Available
Revenues						
Beach Parking	\$183,775	\$183,775	\$161,580	\$161,580	\$(22,195)	-12.08%
Beach Camping	179,725	179,725	186,387	186,387	6,662	3.71%
Dock Launch & Park	109,600	109,600	95,425	95,425	(14,175)	-12.93%
Dock Parking Only	13,400	13,400	10,641	10,641	(2,759)	-20.59%
Participant Drop-off Fee	4,205	4,205	4,019	4,019	(186)	-4.42%
Interest Earnings	750	750	-	750	-	0.00%
PERS Grant	4,696	4,696	-	4,696	-	0.00%
Other	-	-	-	-	-	0.00%
Credit Card Transaction Fees	<u>(13,000)</u>	<u>(13,000)</u>	<u>(11,375)</u>	<u>(11,375)</u>	<u>1,625</u>	<u>0.00%</u>
Total Revenue	<u>483,151</u>	<u>483,151</u>	<u>446,677</u>	<u>452,123</u>	<u>(31,028)</u>	<u>-6.42%</u>
Expenditures						
Public Safety	\$106,173	\$106,173	\$87,735	\$106,173	\$-	0.00%
Streets	53,332	53,332	26,857	29,487	23,845	44.71%
Boating Facility	52,588	52,330	36,454	39,174	13,156	25.14%
Parks, Recreation & Beautification	<u>196,800</u>	<u>225,138</u>	<u>191,255</u>	<u>176,812</u>	<u>48,326</u>	<u>21.47%</u>
Total Expenditures	408,893	436,973	342,301	351,646	85,327	19.53%
Transfers Out:						
Transfers - Transfer to General Fund	75,000	75,000	75,000	75,000	-	0.00%
Transfers - PU Fishery Capital Proj Fund	<u>50,000</u>	<u>21,920</u>	<u>21,920</u>	<u>21,920</u>	-	<u>0.00%</u>
Total Transfers	<u>125,000</u>	<u>96,920</u>	<u>96,920</u>	<u>96,920</u>	-	<u>0.00%</u>
Total Expenditures & Transfers	533,893	533,893	439,221	448,566	85,327	15.98%
Contribution To/(From) Fund Balance:	(50,742)	(50,742)	7,456	3,557	54,299	
Projected Lapse	<u>(11,337)</u>	<u>(11,337)</u>	<u>(11,337)</u>	<u>(11,337)</u>	-	
Adjusted (Deficit)/Surplus	<u>(39,405)</u>	<u>(39,405)</u>	<u>18,793</u>	<u>14,894</u>	<u>54,299</u>	
Beginning Fund Balance	<u>289,217</u>	<u>276,857</u>	<u>276,857</u>	<u>276,857</u>		
Ending Fund Balance	<u>\$249,812</u>	<u>\$237,452</u>	<u>\$295,650</u>	<u>\$291,751</u>		

* Council Adopted Budget includes annually adopted budget and carryforward encumbrances.



\$380,435 remains in a State of Alaska Department of Commerce Community and Economic Development grant. The City successfully, with the assistance of the late Representative Knopp, secured a change in scope making improvements on either the City's north or south beach eligible. A project currently underway which will utilize these grant funds is the construction of a new restroom at the Kenai Little League Fields.





KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin
DATE: October 25, 2021
SUBJECT: 2021 Personal Use Fishery (Dipnet) Report – Public Works

The Public Works Department provided support services for another successful year of the Fishery. The Streets Division, currently consisting of *five* full-time employees, recruits additional temporary staff to manage the boat launch and parking at the City Dock Facility. This year five Temps were recruited and worked a combined 857.5 hours over the three-week period in support of the Fishery. Additionally, Streets Division Staff prepares for the Fishery annually by performing the following:

- 1) Installing temporary access roads at both North and South Beach locations
- 2) Placement of over 100 jersey barriers for the direction of traffic
- 3) Fee shacks are placed and set up for operation
- 4) Dumpsters and portalets are coordinated with a subcontractor whose services are competitively bid annually
- 5) Temporary signage is installed throughout various locations of the City
- 6) Roads and parking areas are graded, and dust control measures placed
- 7) Speed bumps deployed on Eagle Rock Dr.
- 8) No wake signage and buoys are placed within the river
- 9) City dock parking area is striped
- 10) Removal of the above at the conclusion of the Fishery

The Division continued to rely heavily on Temps this year to effectively manage the process, allowing our full-time staff to work on other City Maintenance Projects. As a result, actual hours worked in support of the Fishery came in well under budgeted amounts.

Total transactions for the dock were 3,456. Comprised of 2,873 Boat Launch & Parking Pass, 557 Day Use Passes, and 26 Drop Offs generating approximately \$106,066 in revenue compared to \$135,605 last year.

This year the new vault restrooms were placed into service on North and South beach. Additional roadway dumpsters were provided on North Beach along Kenai Ave. Both were received well by the public.

Aerial photos below are a good indication of when the fish are in!





KENAI

Kenai Police Department | 107 S. Willow St., Kenai, AK 99611 | 907.283.7879 | www.kenai.city

MEMORANDUM

TO: Paul Ostrander, City Manager
FROM: Dave Ross, Police Chief
DATE: September 20, 2021
SUBJECT: 2021 Personal Use Fishery (Dip Net) Report - Police

The 2021 Dipnet fishery opened on July 10 and ended as scheduled on July 31. In 2021 the City employed five Temporary Enforcement Officers (TEOs) dedicated to Police dipnet operations. Significant 2021 Police dipnet information includes:

- Police handled 105 dipnet-related calls for service during the month of July. Those calls included a wide variety of issues: 37 (9-1-1) misdials, 5 parking problems, 1 traffic congestion, 3 motor vehicle crashes, 8 lost & found property, 8 disorderly complaints, 1 boat collision, 3 lost children, 4 animal problems, 5 stuck vehicles, and 30 miscellaneous calls for service.
- TEOs wrote 169 dipnet related citations (primarily for paid parking and other parking related violations).
- Salmon Frenzy volunteers returned to assist in the fishery after cancelling last year due to COVID. Volunteers assisted at the beach with traffic flow along Kenai Avenue, and at the City dock. Their numbers of volunteers were fewer this year than in prior years, but they provided valuable assistance to operations.
- COVID did not appear to have any impacts on our dipnet operations this year.
- For the second year, pay shacks did not accept cash. This continued to reduce the commitment of time and resources to handle that cash. TEOs were able to focus their time on other fishery related issues.
- TEOs also proved invaluable in assisting with other police emergencies/operations over the busy summer months, including assistance at a motor vehicle collision that included multiple fatalities.

The 2021 fishery went smoothly from the perspective of the police department.



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Paul Ostrander, City Manager

FROM: Tony Prior, Fire Chief

DATE: September 22, 2021

SUBJECT: 2021 Personal Use Fishery (Dip Net) Report – Fire Department

Fire Department dipnet related call volume was similar to previous years in 2021. This season we conducted 2 vaccine clinics at North beach, in addition to other dipnet related calls. We conducted 3 “No Wake” patrols in coordination with KPD. Total overtime hours for boat patrols were 11.5 hours.

The Fire Department had the following service calls for Dip Net season.

<u>Actively dipnetting</u>	6
<u>Here for dipnet, but not actively dipnetting</u>	3
<u>Fires</u>	2
Automobile fire	1
Falsely Reported fire	1
<u>EMS calls</u>	7
Trauma/ Assault	2
Medical	5
Cardiac Arrest	0
<u>Service Calls</u>	2
Vaccine Clinics	2
<u>Boat Patrols</u>	3

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Robert J. Frates, Parks & Recreation Director
DATE: October 1, 2021
SUBJECT: 2021 Personal Use Fishery (Dip Net) Report - Parks and Rec

The purpose of this memo is to summarize the Kenai Parks & Recreation Department's activities related to the 2021 Kenai Personal Use Fishery.

The dipnet fishery started July 10 and continued through July 31. Dipnetting was only open between the hours of 6:00 a.m. and 11:00 p.m. There were no emergency orders issued this season by the Alaska Department of Fish & Game affecting either openings or closures. Moreover, there were no DEC advisories issued for fecal coliform or enterococci bacteria exceedances as part of the Kenai Beach program.

As in years past, City departments played a key role in meeting a wide range of operational and maintenance challenges. Whether City services aided in the direct support of the fishery or indirectly as a result of increased visitations to our facilities, all departments are to be commended for a job well done. Additionally, local businesses contributed and benefited by the extra traffic in town. This provided a much-desired boost to the local economy which assisted in recovering from some of the negative impacts of Covid-19.

The newly constructed vaulted restrooms along Kenai Avenue and on Royal Street were completed in time for dipnet season. Although the anticipated rental (portable restrooms) savings were not realized as originally projected, much improved services were provided for the participants both in terms of increased capacity and cleanliness.

The Alaska Missions and Retreat had a presence this season after not participating last year due to Covid-19. Although their presence was smaller in numbers as compared to year's past, their contribution was far reaching. Whether helping direct traffic, picking up litter or sweeping restrooms, their effort was felt and greatly appreciated.

Below is a summary of dipnet related tasks and activities the department was engaged in:

- Reinstalled 100 lineal feet of post and chain along Kenai Avenue on the backside of the newly constructed restrooms.

- Coordinated with the Kenai Watershed Forum for their educational booth setup and presence.
- Coordinated the Kenai Central High School Nordic ski team for Tuesday and Thursday clean ups on the north beach. They estimated 6,500 sq. ft. of trash was collected during the fishery and had a total of 71 participants.
- Coordinated with staff at the Wildwood Correctional Facility for end of season clean up. A total of 30 labor hours were provided. The department logged 23 hours of clean up after the season.
- Cleaned out and relocated 15 to 20 fire rings on the north beach.
- Installation and removal (65 hrs) of temporary signs related to the fishery.
- Installation and removal (38.50 hrs) of temporary fencing.
- Striping (14 hrs) the north beach and Little League parking lots.
- Restroom cleaning and waste management (115 hrs). This is an increase from previous seasons and largely attributable to the additional vaulted restrooms.
- Participated in “all hands training” and conducted training in-house for key personnel. Total training time was approximately 14 hours.
- Coordinated with Kenai Little League for their hosting of the District 1 Minor Division baseball tournament (July 10-17).
- Our Beach Assistant provided 276 hours patrolling the north and south beaches and worked closely with the Temporary Seasonal Officers. The focus this season was almost exclusively on the north beach.





Kenai City Council - Regular Meeting

September 01, 2021 – 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. **ENACTED UNANIMOUSLY BY SUBSTITUTE. Ordinance No. 3234-2021** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund, Amending the City's Professional Services Agreement with HDL Engineering Consultants, Accepting Grant Funding from the Federal Aviation Administration, and Issuing a Purchase Order for Construction of the 2021 Airfield Drainage Rehabilitation Project at the Kenai Municipal Airport. (Administration)
 - **SUBSTITUTE Ordinance No. 3234-2021**
2. **ENACTED UNANIMOUSLY. Ordinance No. 3235-2021** - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Books. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3236-2021** - Amending the Official Zoning Map by Rezoning T 5N R 11W Sec 6 Seward Meridian KN North 150 Ft of Govt Lot 34 from Suburban Residential to General Commercial. (Administration)

4. **ENACTED AS AMENDED. Ordinance No. 3237-2021** - Increasing Estimated Revenues and Appropriations in the General Fund – Land Administration Department to Provide Funding for a Kenai Waterfront Revitalization Feasibility Study. (Administration)
5. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3244-2021** - Increasing Estimated Revenues and Appropriations in the General and Municipal Roadway Improvement Capital Project Funds, awarding a Construction Contract, and Authorizing the Issuance of a Purchase Order for the 2021 Bryson Avenue Bluff Erosion Repair Project. (Administration)
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Adoption (Requires Five Affirmative Votes)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2021-56** - Approving the Vacation of 10' Utility Easements Along the Side Lot Lines of Lots, 19, 20, 21, Block 13, Carl F. Ahlstrom Subdivision (Plat KN-216) and Lot 22a, Block 13, Carl F. Ahlstrom Subdivision RPM's Replat (Plat KN-2017-66) Excluding the 15 Feet Adjoining Kenai Spur Highway and the 10 Feet Adjoining the Northeast Boundary, and as Set Forth on the Attached Exhibit "A" is Not Needed for a Public Purpose and Consenting to its Vacation. (Administration)

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of August 18, 2021. (City Clerk)

F. UNFINISHED BUSINESS

G. NEW BUSINESS

1. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval - Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval - Non-Objection to Marijuana License Renewals for Kenai River Cannabis, Herban Extracts, LLC, and Peninsula Botanicals. (City Clerk)
3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 9/15/2021.** *Ordinance No. 3238-2021 - Accepting and Appropriating an Interlibrary Cooperation Grant from the Alaska State Library for the Kenai Community Library Storywalk® Project. (Administration)
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 9/15/2021.** *Ordinance No. 3239-2021 - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting a Grant From the Department of Justice Passed Through the Alaska Internet Crimes Against Children Task Force for the Purchase of Forensic Software. (Administration)
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 9/15/2021.** *Ordinance No. 3240-2021 - Amending Kenai Municipal Code Section 23.55.030 – Qualification Pay, to Amend the Salary Ranges to Accurately Reflect Recognition Pay and Entitlements. (Administration)

6. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 9/15/2021.**
*Ordinance No. 3241-2021 - Declaring that, T 5N R 11W Sec 6 Seward Meridian KN 0002970 Original Townsite of Kenai Lot 3 Blk 8, Also Known as 604 Inlet Street, Kenai, Alaska, Whose Last Record Owner Under Borough Assessment Records was Peter F. Mysing, Whose Address is, PO Box 8134, Nikiski, Alaska, 99635-8134 and Estate of Peter F. Mysing CO/ Dale Dolifka, PO Box 498, Soldotna, AK, 99669-0498, Shall be Retained by the City of Kenai for a Public Purpose. (Administration)
7. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 9/15/2021.**
*Ordinance No. 3242-2021 - Declaring that, T 5N R 11W Sec 5 Seward Meridian KN 0002970 Original Townsite of Kenai Lot 3 Blk 20, Also Known as 905 Mission Avenue, Kenai, Alaska, Whose Last Record Owner Under Borough Assessment Records Was Keith K. Knight, General Delivery, Kenai, Alaska, Shall be Retained by the City of Kenai for a Public Purpose. (Administration)
8. **INTRODUCED AND PUBLIC HEARING POSTPONED UNTIL 9/15/2021. Ordinance No. 3243-2021** - Amending Kenai Municipal Code 14.20.150-Conditional Use Permits, to Clarify Roles and Responsibilities of Applicants, the Planning Director, and the Planning Commission in the Conditional Use Process and Make Housekeeping Changes. (Vice Mayor Molloy)
9. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 9/15/2021.**
*Ordinance No. 3245-2021 - Authorizing a Budget Transfer in and Increasing Estimated Revenues and Appropriations in the Congregate Housing Fund for the Purchase and Installation of Equipment to Provide Residents Basic Television and Wireless Internet Service. (Administration)
10. **APPROVED CHANGE OF MEETING TIME TO 3:00 P.M. Action/Approval** - Revise the Council on Aging Meeting Time, Pursuant to Policy, from 4:30 p.m. to 3:00 p.m. (City Clerk)
11. **Discussion** - Set the Process for the Hiring a City Clerk. (Mayor Gabriel)

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

M. PENDING ITEMS

1. **Ordinance No. 3224-2021** - Repealing and Reenacting Kenai Municipal Code Title 6 - Elections, to Provide Clarity, Housekeeping, and Process Improvements. (Vice Mayor Molloy and City Clerk)
[Clerk's Note: At the August 4 Council Meeting, this item was postponed to the September 15 Council Meeting for a second public hearing. A motion to enact is on the floor.]

N. ADJOURNMENT

O. INFORMATION ITEMS

1. Purchase Orders Between \$2,500 and \$15,000
2. Kenai Historical Society Newsletter - August 2021

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/81610177632>

Meeting ID: 816 1017 7632 **Passcode:** 237472

OR

Dial In: (253) 215-8782 or (301) 715-8592

Meeting ID: 816 1017 7632 **Passcode:** 237472



Kenai City Council - Regular Meeting

September 15, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

****Telephonic/Virtual Information on Page 4****

www.kenai.city

Action Agenda

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2. Roll Call
3. Agenda Approval
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)

1. **Coy West** - City of Kenai Marketing Update.

C. UNSCHEDULED PUBLIC COMMENTS

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

D. PUBLIC HEARINGS

1. **ENACTED AS AMENDED BY SUBSTITUTE. Ordinance No. 3224-2021** - Repealing and Reenacting Kenai Municipal Code Title 6 - Elections, to Provide Clarity, Housekeeping, and Process Improvements. (Vice Mayor Molloy and City Clerk)
 - **Substitute Ordinance No. 3224-2021**
[Clerk's Note: At the August 4 Council Meeting, this item was postponed to the September 15 Council Meeting for a second public hearing. A motion to enact is on the floor.]
2. **ENACTED UNANIMOUSLY. Ordinance No. 3238-2021** - Accepting and Appropriating an Interlibrary Cooperation Grant from the Alaska State Library for the Kenai Community Library Storywalk® Project. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3239-2021** - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting a Grant From the Department of Justice Passed Through the Alaska Internet Crimes Against Children Task Force for the Purchase of Forensic Software. (Administration)

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8. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3245-2021** - Authorizing a Budget Transfer in and Increasing Estimated Revenues and Appropriations in the Congregate Housing Fund for the Purchase and Installation of Equipment to Provide Residents Basic Television and Wireless Internet Service. (Administration)
9. **ADOPTED UNANIMOUSLY. Resolution No. 2021-57** - Declaring a Right-Of-Way for a 60' by 254' Portion of the Frontage Road Along Wildwood Drive as Dedicated on Lot 4-A, Block 8, Black Gold Estates Subdivision No. 2 (Plat KN 84-76), and as Set Forth on the Attached Exhibit "A" is Not Needed for a Public Purpose and Consenting to its Vacation. (Administration)
10. **ADOPTED UNANIMOUSLY. Resolution No. 2021-58** - Authorizing an Agreement for Professional Engineering Services to Provide Construction Documents for Sewer Lift Station Upgrades. (Administration)

E. **MINUTES**

F. **UNFINISHED BUSINESS**

G. **NEW BUSINESS**

1. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - Non-Objection to the Renewal of Marijuana Licenses for Grateful Bud, LLC. (City Clerk)

3. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - Appointing Election Precinct Boards for the October 5, 2021 Regular Election. (City Clerk)
4. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - Special Use Permit to RAVN for Warm Storage. (Administration)
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 10/6/2021. *Ordinance No. 3246-2021** - Accepting and Appropriating an Airport Improvement Program Grant from the Federal Aviation Administration in the Airport Equipment Capital Project Fund for the Purchase of Snow Removal Equipment– Multi-Purpose Broom/Blower. (Administration)
6. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 10/6/2021. *Ordinance No. 3247-2021** - Increasing Estimated Revenues and Appropriations in the Water and Sewer Special Revenue and Water and Sewer Improvements Capital Project Funds, Awarding a Professional Services Agreement and Corresponding Purchase Order for Mission Avenue Water Main Repairs. (Administration)
7. **JOINT WORK SESSION SCHEDULED FOR 10/11/2021 AT 5:00 PM. Discussion** - Request to Schedule a Joint Work Session for the Draft Land Management Plan. (Administration)
8. **SPECIAL MEETING SCHEDULED FOR 9/20/2021 AT 6:00 PM. Discussion** - Set a Special Meeting for City Clerk Candidate Review. (City Clerk)

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**

M. **PENDING ITEMS**

N. **ADJOURNMENT**

O. **INFORMATION ITEMS**

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

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/83752673950>

Meeting ID: 837 5267 3950 **Passcode:** 296323

OR

Dial In: (253) 215-8782 or (301) 715-8592

Meeting ID: 837 5267 3950 **Passcode:** 296323



Kenai City Council - Regular Meeting

October 06, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

****Telephonic/Virtual Information on Page 3****

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. **ENACTED UNANIMOUSLY. Ordinance No. 3246-2021** - Accepting and Appropriating an Airport Improvement Program Grant from the Federal Aviation Administration in the Airport Equipment Capital Project Fund for the Purchase of Snow Removal Equipment– Multi-Purpose Broom/Blower. (Administration)
2. **ENACTED UNANIMOUSLY AS AMENDED BY SUBSTITUTE. Ordinance No. 3247-2021** - Increasing Estimated Revenues and Appropriations in the Water and Sewer Special Revenue and Water and Sewer Improvements Capital Project Funds, Awarding a Professional Services Agreement and Corresponding Purchase Order for Mission Avenue Water Main Repairs. (Administration)
 - **Substitute Ordinance No. 3247-2021**
3. **ADOPTED UNANIMOUSLY. Resolution No. 2021-59** - Declaring the Vacation of Portions of Utility Easements Associated with Tract B, Block 5, Townsite of Kenai 2021 Kenaitze Replat (Plat KN 2021- 18) and Lots 4 & 5 Block 5, Original Townsite of Kenai (Plat KN 2970), and as Set Forth on the Attached Exhibit "A" are Not Needed for a Public Purpose and Consenting to Vacation. (Administration)

4. **ADOPTED UNANIMOUSLY. Resolution No. 2021-60** - Awarding an Agreement for the Purchase of Network Equipment. (Administration)

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of September 1, 2021. (City Clerk)
2. **APPROVED BY THE CONSENT AGENDA.** *Work Session of September 1, 2021. (City Clerk)
3. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of September 15, 2021. (City Clerk)
4. **APPROVED BY THE CONSENT AGENDA.** *Special Meeting Minutes of September 20, 2021. (City Clerk)

F. UNFINISHED BUSINESS

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 Renewal of Marijuana Licenses for Majestic Gardens, LLC. (City Clerk)
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 10/20/2021.** *Ordinance No. 3248-2021 - Accepting and Appropriating a Collection Equity Award from the Network of the National Library of Medicine Region 5 for the Purchase of Health and Wellness Titles for the Kenai Community Library Collection. (Administration)
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 10/20/2021.** *Ordinance No. 3249-2021 - Accepting and Appropriating Funding from the American Library Association for the Kenai Community Library's Participation in the NASA@ My Library Programming Initiative. (Administration)
6. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 10/20/2021.** *Ordinance No. 3250-2021 - Increasing Estimated Revenues and Appropriations in the Vintage Pointe Enterprise Fund and Awarding a Contract for a Resident Maintenance Manager for the Vintage Pointe, Congregate Housing Facility. (Administration)
7. **REMOVED FROM THE AGENDA. Action/Approval** - Reconsideration of Ordinance No. 3243-2021 - Amending Kenai Municipal Code 14.20.150-Conditional Use Permits, to Clarify Roles and Responsibilities of Applicants, the Planning Director, and the Planning Commission in the Conditional Use Process and Make Housekeeping Changes. (Council Member
Glendening)
[Clerk's Note: If a motion to reconsider passes, it places the question of enacting

Ordinance No. 3243-2021 before the Council in the exact moment before it was voted on originally.]

8. **APPROVED UNANIMOUSLY. Action/Approval** - Authorize Utility Easements within Lots 3A and 4, FBO Subdivision No. 11 to Support the Kenai Municipal Airport's Sand Storage Facility Project. (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. Contract Discussion and Negotiation for a City Clerk. [AS 44.62.310(C)(1)(2) May be a Subject that Tends to Prejudice the Reputation and Character of the Applicant and is a Matter of which the Immediate Knowledge may have an Adverse Effect Upon the Finances of the City.]

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

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

2. Kenai Dog Park Letter

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Join Zoom Meeting

<https://us02web.zoom.us/j/81578736276>

Meeting ID: 815 7873 6276 **Passcode:** 313952

OR

Dial In: (253) 215-8782 or (301) 715-8592

Meeting ID: 815 7873 6276 **Passcode:** 313952



Kenai City Council - Regular Meeting

October 20, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

****Telephonic/Virtual Information on Page 3****

www.kenai.city

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **Certification of the October 5, 2021 Election Results**
4. Agenda Approval
5. **Oath of Office for Student Representative, Aleea Faulkner**
6. 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 INDEFINITELY. Ordinance No. 3248-2021** - Accepting and Appropriating a Collection Equity Award from the Network of the National Library of Medicine Region 5 for the Purchase of Health and Wellness Titles for the Kenai Community Library Collection. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3249-2021** - Accepting and Appropriating Funding from the American Library Association for the Kenai Community Library's Participation in the NASA@ My Library Programming Initiative. (Administration)
3. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3250-2021** - Increasing Estimated Revenues and Appropriations in the Vintage Pointe Enterprise Fund and Awarding a Contract for a Resident Maintenance Manager for the Vintage Pointe, Congregate Housing Facility. (Administration)

4. **ENACTED UNANIMOUSLY. Ordinance No. 3251-2021** - Increasing Estimated Revenues and Appropriations in the General Fund, Clerk Department, for Costs in Excess of Budgeted Amounts Due to the Resignation of the City's Clerk and Onboarding of a New City Clerk. (City Council)
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Adoption (Requires Five Affirmative Votes)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2021-61** - Opposing the Doyon Coalition Redistricting Map as Presented. (Council Members Knackstedt and Pettey)

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Special Meeting of October 1, 2021. (City Clerk)
2. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of October 6, 2021. (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 11/3/2021.** *Ordinance No. 3252-2021 - Increasing Estimated Revenue and Appropriations in the Water & Sewer Fund for Operational Costs in Excess of Budgeted Amounts at the Waste Water Treatment Plant. (Administration)
3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 11/3/2021.** *Ordinance No. 3253-2021 - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Areawide Senior Thanksgiving Dinner. (Administration)
4. **APPROVED UNANIMOUSLY. Action/Approval** - Re-appointment of Rachael Craig to Council on Aging. (Mayor Gabriel)
5. **APPROVED UNANIMOUSLY. Action/Approval** - Approving an Employment Agreement Between the City of Kenai and City Clerk Michelle Saner. (City Council)
6. **APPROVED UNANIMOUSLY. Action/Approval** - Special Use Permit to Alaska Geographic for a Vending Kiosk in the Airport Terminal. (Administration)
7. **Discussion** - Kenai Dog Park.

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

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

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

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