

**MINI-GRANT STEERING COMMITTEE**  
**AUGUST 26, 2022 – 10:00 A.M.**  
**KENAI CITY COUNCIL CHAMBERS**  
**210 FIDALGO AVENUE, KENAI AK 99611**  
**\*Telephonic/Virtual Information Below\***  
<http://www.kenai.city>

**AGENDA**

1. **CALL TO ORDER & ROLL CALL**
2. **AGENDA APPROVAL**
3. **APPROVAL OF MEETING SUMMARY**
  - a. July 15, 2022.....Pg. 2
4. **PERSONS SCHEDULED TO BE HEARD**
  - a. Ned Whitney, Peninsula Crime Stoppers
5. **PERSONS PRESENT NOT SCHEDULED TO BE HEARD**  
*(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*
6. **UNFINISHED BUSINESS**
  - a. Review of Mini-Grant Application for Award
    - Kenai Central High School Construction – Dog Park Ramp/House.....Pg. 4
7. **NEW BUSINESS**
  - a. Review of Mini-Grant Application for Award
    - Peninsula Crime Stoppers – Navigate 360 Anonymous Tips.....Pg. 9
8. **ANNOUNCEMENTS**
9. **ADJOURNMENT**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/87569761212>

**Meeting ID:** 875 6976 1212 **Password:** 318551

OR

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

**Meeting ID:** 875 6976 1212 **Password:** 318551

**MINI-GRANT STEERING COMMITTEE  
JULY 15, 2022 – 10:00 A.M.  
KENAI CITY HALL  
KENAI CITY COUNCIL CHAMBERS  
CHAIR BRIAN GABRIEL, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER & ROLL CALL**

Chair Gabriel called the meeting to order at approximately 10:00 a.m.

Roll was confirmed as follows:

Members present: B. Gabriel, S. Douthit, B. Perry

Members absent: M. Bernard

A quorum was present.

**2. AGENDA APPROVAL**

**MOTION:**

Committee Member Perry **MOVED** to approve the agenda as presented. Committee Member Douthit **SECONDED** the motion. There were no objections; **SO ORDERED**.

**3. APPROVAL OF MEETING SUMMARY**

- a. February 25, 2022

**MOTION:**

Committee Member Douthit **MOVED** to approve the meeting summary from February 25, 2022. Committee Member Perry **SECONDED** the motion. There were no objections; **SO ORDERED**.

**4. PERSONS SCHEDULED TO BE HEARD**

- a. Barry Hartman, Kenai Central High School

It was noted that the Clerk's Office had reached out to Mr. Hartman to request that he attend the meeting, but had not received a response in time before the agenda publishing date. Mr. Hartman later confirmed that he would not be available.

**5. PERSONS PRESENT NOT SCHEDULED TO BE HEARD – None.**

**6. UNFINISHED BUSINESS – None.**

**7. NEW BUSINESS**

- a. Review of Mini-Grant Application for Award
  - Kenai Central High School Construction – Dog Park Ramp/House

**MOTION:**

Committee Member Douthit **MOVED** to approve the Mini-Grant application for Kenai Central High School Construction – Dog Park Ramp/House. Committee Member Perry **SECONDED** the motion.

The Committee reviewed that application and noted that the second page of the application had initially not been included but was provided later after it was requested by Chair Gabriel; the project had already been completed and dropped off at the Kenai Parks and Recreation Department. It was noted that it was probably a school project completed last semester; the project was created when a member of the Dog Park Committee requested the applicant

provide something for the park.

Chair Gabriel explained the City Council's past involvement with the Dog Park project, including funding and land donations; the origins of the Dog Parks as a grassroots project were discussed.

Further discussion involved who would be reimbursed, and previous Mini-Grant applications submitted by Kenai Central High School. The Committee reviewed the Purpose statement provided on the application and considered whether the project fell under its purview, specifically the statement that grants are for start-up funding for small projects; it was noted that the Mini-Grant program was not intended for add-ons to ongoing projects. It was also noted that projects should have an immediate impact, and the installation date is unknown.

Postponement was suggested to allow Mr. Hartman to provide additional information, including who would be reimbursed and preferably pictures of the project.

**MOTION:**

Committee Member Douthit **MOVED** to postpone the Mini-Grant application for Kenai Central High School Construction – Dog Park Ramp/House to a date on or before August 26, 2022. Committee Member Perry **SECONDED** the motion.

**VOTE:**

YEA: Douthit, Perry, Gabriel  
NAY: None.

**MOTION PASSED UNANIMOUSLY.**

**8. ANNOUNCEMENT**

Perry noted that this is his meeting, appreciation was expressed for his input.

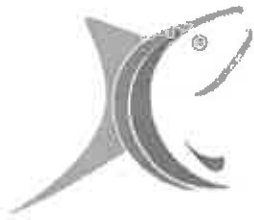
**9. ADJOURNMENT**

There being no further business before the Committee, the meeting was adjourned at approximately 10:22 a.m.

Meeting summary prepared and submitted by:

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Meghan Thibodeau  
Deputy City Clerk



# KENAI

## Mini-Grant Overview / Procedures

City of Kenai  
210 Fidalgo Avenue  
Kenai, AK 99611  
Phone: 283-8231  
Fax: 283-5068  
Email: [cityclerk@kenai.city](mailto:cityclerk@kenai.city)

# TOGETHER WE CAN

**Purpose:** *Together We Can!* Provides funding in the form of mini-grants for residents, school programs and organizations to use for projects that will have an immediate, positive, and long-lasting effect for their neighborhoods and the City of Kenai. Mini-grants are intended to provide start-up funding for small innovative projects within the City of Kenai. Our goal is for families, neighbors and all members of Kenai to work together to build healthier neighborhoods, help kids succeed in school and improve the quality of life for all residents.

**Who may apply:** Youth, neighborhood groups, organizations, and individuals who have a desire to improve the quality of life in their community.

**How to apply:** Complete a *Together We Can!* Mini-Grant application and submit to the City Clerk at City Hall.

**Types of Projects:** Only new or expanded projects will be considered.

**Selection:** Grant recipients will be chosen by the Steering Committee, appointed by the Kenai City Council. The Steering Committee will include the Mayor, Kenai Economic Development member, one representative each from Kenai Central High School and the Kenai Chamber of Commerce.

**Funding:** The City of Kenai may provide funds in its annual Legislative Budget for distribution. The maximum grant amount the Committee may award is \$500. Grants larger than \$500 must be approved by the Kenai City Council. Awards for funding are granted to prior-approved projects only.

**Project Completion:** Upon completion of the project, a report must be filed with the *Together We Can!* Steering Committee and the report will be submitted to the Kenai City Council explaining how the funds were spent and the outcome of the project.

**Procedures:** Applications are submitted to the City of Kenai *Together We Can!* Steering Committee for review through the Kenai City Clerk. (Students' applications must be signed/approved by a teacher.) Upon approval of application and execution of Letter of Agreement, 90% of the grant funds will be issued through the Kenai Finance Department. A report will be given to the City Council of awarded projects. A written report must be submitted to the Steering Committee within thirty (30) days of completion of the project. Council will present a proclamation upon receipt of the completed project and financial reports.

**Awards:** Projects most likely to receive funding are those that will benefit the community/neighborhoods the most. This includes projects that create the most visible and lasting change.



### Mini-Grant Application

City of Kenai  
210 Fidalgo Avenue  
Kenai, AK 99611  
Phone: 283-8231  
Fax: 283-5068  
Email: [cityclerk@kenai.city](mailto:cityclerk@kenai.city)

Grant Number:
Date Received:

#### Contact Information

Applicant: <i>KCHS Construction</i>	Date: <i>6/4/22</i>
Applicant Address: <i>9583 Keni Spur Highway</i>	
Phone:	Email: <i>bhattarang.kphs@k12.ak.us</i>
Contact Name: <i>Barry Hartman (teacher)</i>	Phone: <i>283-6140</i>

501(c)(3) Non-profit Organization EIN #: \_\_\_\_\_  
(New grantees should attach a copy of their IRS Letter of Determination.)

Society Group  
(There may be a tax liability for grant awards to non-exempt entities.)

Individual  
(There may be a tax liability for grant awards to non-exempt individuals.)

#### Project Information

Project Title: <i>Reagan Avery Jacob, and Ryan's dog toy Dog Park ramp/house</i>	
Project Start Date: <i>1/17/21</i>	Project End Date:
Total Project Cost: <i>\$500</i>	Amount Requested: <i>\$500</i>

1. Provide a brief description of your organization, society, group, or entity. As an individual applicant, describe your involvement in the community and your experience/expertise as it relates to this project. (Attach a separate sheet, if necessary.)

*A member of the dog park committee asked if my construction class could be interested in building something for the Kenai Parkstrec Dog park. After looking at a few picture ideas, we chose to do a ramp up/down to a covered platform.*

# TOGETHER WE CAN

2. Describe the project for which you are requesting funding. Include a project timeline and an explanation of how the project will benefit the community. (Attach a separate sheet if necessary.)

Ramps/Platform are already dropped off at Kenai Parkst Rec.

3. Please complete a simple budget for this project. Grants over \$500 must be approved by the Kenai City Council.

ITEM (Material or service needed to complete your project.)	COST (Estimated cost of the items.)	STORE OR SUPPLIER* (Where you will purchase this item or service.)
Treated lumber	380	Home Depot/SBS
Screws	60	Home Depot/SBS
Metal roofing	80	Northstar metals (Sterling)

Total Grant Request: \$ 500

\* The City requests material bought with city grant funds be purchased within the City of Kenal, if possible.

4. How will you know if your project is successful?

Already completed

**History**

5. Have you received a City of Kenai Mini-Grant before?  Yes  No

If yes, most current award: Project title: \_\_\_\_\_

Project dates: \_\_\_\_\_

Amount of Grant: \$ \_\_\_\_\_

Did you comply with the Letter of Agreement?  Yes  No (If no, attach a current status of your project.)

I certify the information contained in this application, including all attachments and support material, is true and correct. I understand the grant funds, if granted, will be used only for the project or purpose described in this application. I understand ninety percent (90%) of the funds approved will be provided in advance. The balance will be paid at the completion of the project and report filed with the steering committee. Signatory must be an authorized officer for an organization. Student applications must also be signed/approved by a teacher.

Applicant Signature: <i>Barry Hartman</i>	Date: <i>6/4/22</i>
Name Printed: <i>Barry Hartman</i>	Title: <i>CTE Instructor</i> (if applicable)

Approval Signature:	Date:
Name Printed:	Title: (if applicable)

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DISTRIBUTION:  Steering Commission  Finance  File





# KENAI

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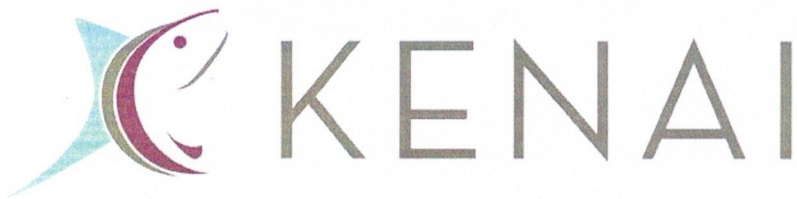
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## Mini-Grant Application

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 210 Fidalgo Avenue  
 Kenai, AK 99611  
 Phone: 283-8231  
 Fax: 283-5068  
 Email: [cityclerk@kenai.city](mailto:cityclerk@kenai.city)

Grant Number:
Date Received:

### Contact Information

Applicant: <u>Peninsula Crime Stoppers</u>	Date: <u>08/03/2022</u>
Applicant Address: <u>Po Box 1341 Kenai, AK 99611-1341</u>	
Phone: <u>907-244-7326</u>	Email: <u>ned.whitney@countryfinancial.com</u>
Contact Name: <u>Ned Whitney</u>	Phone: <u>907-244-7326</u>

501(c)(3) Non-profit Organization EIN #: 92-0115093  
 (New grantees should attach a copy of their IRS Letter of Determination.)

Society Group  
 (There may be a tax liability for grant awards to non-exempt entities.)

Individual  
 (There may be a tax liability for grant awards to non-exempt individuals.)

### Project Information

Project Title: <u>Navigate 360 Anonymous Tips</u>	
Project Start Date: <u>08/03/2022</u>	Project End Date: <u>annual/renewal</u>
Total Project Cost: <u>\$ 3,600</u>	Amount Requested: <u>\$ 500</u>

1. Provide a brief description of your organization, society, group, or entity. As an individual applicant, describe your involvement in the community and your experience/expertise as it relates to this project. (Attach a separate sheet, if necessary.)

Peninsula crime stoppers. Navigate 360 helps tipsters to solve crimes and bench warrants. The system is great in keeping tipsters anonymous. Recent crime solve is the Duffy Case

**TOGETHER WE CAN**



2. Describe the project for which you are requesting funding. Include a project timeline and an explanation of how the project will benefit the community. (Attach a separate sheet if necessary.)

It will help a huge collective in all 50 states to solve crimes and take ~~wanted~~ criminals off the streets.

3. Please complete a simple budget for this project. Grants over \$500 must be approved by the Kenai City Council.

<b>ITEM</b> (Material or service needed to complete your project.)	<b>COST</b> (Estimated cost of the items.)	<b>STORE OR SUPPLIER*</b> (Where you will purchase this item or service.)
Navigate 360	\$ 3,600	navigate360.com

Total Grant Request: \$ ~~500~~

\* The City requests material bought with city grant funds be purchased within the City of Kenai, if possible.

4. How will you know if your project is successful?

It has a huge success rate.

**History**

5. Have you received a City of Kenai Mini-Grant before?  Yes  No


If yes, most current award: Project title: \_\_\_\_\_

Project dates: \_\_\_\_\_

Amount of Grant: \$ \_\_\_\_\_

Did you comply with the Letter of Agreement?  Yes  No (If no, attach a current status of your project.)

I certify the information contained in this application, including all attachments and support material, is true and correct. I understand the grant funds, if granted, will be used only for the project or purpose described in this application. I understand ninety percent (90%) of the funds approved will be provided in advance. The balance will be paid at the completion of the project and report filed with the steering committee. Signatory must be an authorized officer for an organization. Student applications must also be signed/approved by a teacher.

Applicant Signature: 

Date: 08/03/2022

Name Printed: Ned Whitney

Title: Treasurer (if applicable)

Approval Signature:

Date:

Name Printed:

Title: (if applicable)

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