

**MINI-GRANT STEERING COMMITTEE
OCTOBER 14, 2022 – 1:00 P.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. August 26, 2022.....Pg. 2
4. **PERSONS SCHEDULED TO BE HEARD**
 - a. Chera Wackler, Peninsula Period Network
5. **PERSONS PRESENT NOT SCHEDULED TO BE HEARD**
(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)
6. **NEW BUSINESS**
 - a. Review of Mini-Grant Application for Award
 - Peninsula Period Network – Bulk Product Purchase for Kenai Community Schools.....Pg. 5
7. **UNFINISHED BUSINESS**
 - a. Review of Mini-Grant Application for Award
 - Kenai Central High School Construction – Dog Park Ramp/House...Pg. 11
8. **ANNOUNCEMENTS**
9. **ADJOURNMENT**

Join Zoom Meeting
<https://us02web.zoom.us/j/82110188335>
Meeting ID: 821 1018 8335 **Password:** 658680

OR
Phone In: (253) 215-8782 or (301) 715-8592
Meeting ID: 821 1018 8335 **Password:** 658680

**MINI-GRANT STEERING COMMITTEE
AUGUST 26, 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, M. Bernard, B. Perry

Members absent:

A quorum was present.

2. AGENDA APPROVAL

MOTION:

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

3. APPROVAL OF MEETING SUMMARY

- a. July 15, 2022

It was requested that under Announcements, the wording be changed to “Perry noted that this is his first meeting.”

MOTION:

Committee Member Douthit **MOVED** to approve the meeting summary from July 15, 2022 with the requested revision. Committee Member Perry **SECONDED** the motion. There were no objections; **SO ORDERED**.

4. PERSONS SCHEDULED TO BE HEARD

- a. Ned Whitney, Peninsula Crime Stoppers

Ned Whitney noted that Peninsula Crime Stoppers has been partnering with the Kenai Police Department and Walmart to utilize the P3 Navigate 360 program. He explained how the program can help identify criminals globally as well as locally, and played a role in solving the local disappearance of Anesha “Duffy” Murnane. He provided clarification on how the program is used to provide anonymous tips to authorities, and provided a demonstration of the web-based version of the program.

Further discussion involved local advertising and outreach efforts. Clarification was provided that the P3 program is monitored 24/7 by the Kenai Police Department, but is not yet integrated with the Alaska State Troopers tip system. He explained that the annual cost is \$3600, and advertising and marketing costs are provided through fundraising; in previous years the annual fee had been paid for through fundraising as well. He clarified that the mini-grant would go towards paying the annual fee, and explained their current financial status along with fundraising and marketing efforts.

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

Chair Gabriel requested the rules be suspended to hear New Business before Unfinished Business.

7. NEW BUSINESS

- a. Review of Mini-Grant Application for Award
 - Peninsula Crime Stoppers – Navigate 360 Anonymous Tips

MOTION:

Committee Member Douthit **MOVED** to approve the Mini-Grant application for Peninsula Crime Stoppers – Navigate 360 Anonymous Tips. Committee Member Perry **SECONDED** the motion.

The committee reviewed the application and discussed the scope of projects eligible for mini grant funding, and considered how the program benefits the community and whether it qualifies as new and innovative. It was noted that advertising and public awareness of the program is important as its success is user-based.

The committee discussed providing the mini-grant once all but \$500 of the project's goal has been raised; and also that the applicant report back within a year about how effective that donation was within the City of Kenai, how much funds were raised in total, and how much of the funds were spent on local advertising.

MOTION TO AMEND:

Committee Member Perry **MOVED** to amend approval to specify that the \$500 mini-grant will be provided once the applicant has shown that all but \$500 has been raised of their funding goal, and that the applicant will provide a report of the program's effectiveness to the City of Kenai within one year. Committee Member Douthit **SECONDED** the motion.

UNANIMOUS CONSENT was requested for the amendment.

VOTE ON AMENDMENT: There were no objections; **SO ORDERED.**

UNANIMOUS CONSENT was requested for the main motion as amended.

VOTE ON MAIN MOTION AS AMENDED: There were no objections; **SO ORDERED.**

6. UNFINISHED BUSINESS

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

Chair Gabriel noted that during the meeting of July 15, 2022, this action was postponed to this meeting; a motion to approve is on the floor.

Clarification was provided that the Clerk's Office had reached out to the applicant several times over voicemail and email, and had not received a response.

It was noted that the school year had just begun and the applicant may be busy. The committee considered postponing again to provide more time for the applicant to respond.

MOTION TO POSTPONE:

Committee Member Perry **MOVED** to postpone the Mini-Grant application for Kenai Central High School Construction – Dog Park Ramp/House until September 27, 2022; or if the applicant does not respond, until the next Mini-Grant Steering Committee Meeting. Committee Member Douthit **SECONDED** the motion.

UNANIMOUS CONSENT was requested for the motion to postpone.

VOTE ON POSTPONEMENT: There were no objections; **SO ORDERED.**

8. **ANNOUNCEMENT** – None.

9. **ADJOURNMENT**

There being no further business before the Committee, the meeting was adjourned at approximately 10:40 a.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

DRAFT



Mini-Grant Overview / Procedures

City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611
Phone: 283-8231
Fax: 283-5068
Email: 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

Grant Number:	
Date Received:	
Contact Information	
Applicant: Bridges Community Resources DBA Peninsula Period Network	Date: 09/27/2022
Applicant Address: 279 Riverwatch Drive Soldotna, AK 99669	
Phone: 907-252-3156	Email: peninsulaperiodnetwork@outlook.com
Contact Name: Chera Wackler	Phone: 907-252-3156
<input checked="" type="checkbox"/> 501(c)(3) Non-profit Organization EIN #: <u>92-0151271</u> (New grantees should attach a copy of their IRS Letter of Determination.)	
<input type="checkbox"/> Society Group (There may be a tax liability for grant awards to non-exempt entities.)	
<input type="checkbox"/> Individual (There may be a tax liability for grant awards to non-exempt individuals.)	
Project Information	
Project Title: Peninsula Period Network bulk product purchase for Kenai community schools	
Project Start Date: August 22, 2022	Project End Date: November 30, 2022
Total Project Cost: estimate \$10000	Amount Requested: \$1000
<p>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.)</p> <p>Peninsula Period Network is a new, 100% community lead volunteer organization dedicated to ending period poverty and reducing trauma associated with not having ready access to safe, hygienic period products in all KPBSD schools.</p> <p>The essential target of the organization is KPBSD students and with that in mind we are organizing advocates (4th-12th grade students) who will be responsible for refilling the school bathrooms, spreading the word of the product availability and letting the network know when they need more products for restocking. We already have community chairpersons for Seward, Kenai, Nikiski and Soldotna as well as students who have volunteered for advocacy positions for their schools.</p> <p>(\$1000.00 is the amount requested to match that of the City of Soldotna and Seward mini grant funds.)</p>	

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.)

The program will be implemented in phases as funding and donations roll in. We have collected \$2648 to date which is about 25% of our goal of \$10,000 estimated to supply all schools with enough products for the year as well as some initial set-up costs like donation boxes and the containers for school distribution. The donation boxes are already at some local businesses and libraries (current Kenai locations: Kenai Community Library and Encore Dance Studio) and we hope to get them into more soon. The City of Kenai Mini grant funds will be used to purchase period supplies as soon as they become available. Bulk purchasing gives us a better purchase price per item. All grant funds will be dedicated to product purchases with a goal on or before November 30th, 2022.

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.)
Period products: tampons and menstrual pads	\$1000	Three Bears Kenai, IGA and/or Carrs-Safeway
Total Grant Request:		\$ \$1000

*** 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 will be a success if we can help even one student avoid missing class time due to struggles with period product accessibility. Judging by the outpouring of support in our local communities we are assured having these products available in bathrooms will change a lot of students lives for the better.

There will be quarterly meetings with all of the school advocates to get feedback as to their perspectives on program success, additional needs and education to further promote destigmatization of menstruation.

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: \$ _____

Will you comply with the Letter of Agreement if grant is awarded? Yes No

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: 09/27/2022
Name Printed: Chera Wackler	Title: (if applicable)



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

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Donate period products for KPBSD students here

- Individually wrapped products in opened and unopened packages
- All donations will be distributed to KPBSD schools
- To donate towards bulk purchasing, visit PeninsulaPeriodNetwork.org or scan the QR code below with your phone.

 **venimo** 

PeninsulaPeriodNetwork.org



Mini-Grant Application

City of Kenai
 210 Fidalgo Avenue
 Kenai, AK 99611
 Phone: 283-8231
 Fax: 283-5068
 Email: 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>
<input type="checkbox"/> 501(c)(3) Non-profit Organization EIN #: _____ <small>(New grantees should attach a copy of their IRS Letter of Determination.)</small>	
<input type="checkbox"/> Society Group <small>(There may be a tax liability for grant awards to non-exempt entities.)</small>	
<input type="checkbox"/> Individual <small>(There may be a tax liability for grant awards to non-exempt individuals.)</small>	
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>
<p>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.)</p> <p><i>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.</i></p>	

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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