

**KENAI PARKS & RECREATION COMMISSION
REGULAR MEETING
MAY 5, 2022 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
Telephonic/Virtual Information Below
<http://www.kenai.city>**

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Agenda Approval

2. **SCHEDULED PUBLIC COMMENTS** *(Public comment limited to ten (10) minutes per speaker)*
 - a. **Carly McDonald** – Softball Dugouts

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

4. **APPROVAL OF MEETING SUMMARY**
 - a. February 17, 2022.....Pg. 2

5. **UNFINISHED BUSINESS**

6. **NEW BUSINESS**
 - a. **Discussion/Recommendation** – Recommending Council Approval of Proposed Updates to the Kenai Municipal Cemetery Regulations and FeesPg. 5

7. **REPORTS**
 - a. Parks & Recreation Director
 - b. Commission Chair
 - c. City Council Liaison.....Pg. 17

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – June 2, 2022

9. **COMMISSION QUESTIONS AND COMMENTS**

10. **ADDITIONAL PUBLIC COMMENT**

11. **INFORMATION ITEMS**

12. **ADJOURNMENT**

Join Zoom Meeting
<https://us02web.zoom.us/j/88224895119>
Meeting ID: 882 2489 5119
Passcode: 117104

OR
Dial In: (253) 215-8782 or (301) 715-8592
Meeting ID: 882 2489 5119
Passcode: 117104

**KENAI PARKS & RECREATION COMMISSION
SPECIAL MEETING
FEBRUARY 17, 2022 – 5:30 PM
KENAI CITY COUNCIL CHAMBERS
CHAIR T. GRANT WISNIEWSKI, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Vice Chair Wisniewski called the meeting to order at 6:00 p.m.

a. Pledge of Allegiance

Vice Chair Wisniewski led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners present: D. Rigall, S. Kisena, T. Wisniewski, C. Stephens

Commissioners absent: M. Bernard, J. Joanis, J. Dennis

Staff/Council Liaison present: Parks & Recreation Director B. Walker, Administrative Assistant T. Best, Council Liaison T. Winger

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner Rigall **MOVED** to approve the agenda as presented and Commissioner Kisena **SECONDED** the motion. There were no objections; **SO ORDERED**.

d. Election of Chair and Vice Chair

MOTION:

Commissioner Rigall **MOVED** to elect Chair Wisniewski. Commissioner Kisena **SECONDED** the motion. There being no objections, **SO ORDERED**.

MOTION:

Commissioner Stephens **MOVED** to elect Vice Chair Kisena. Chair Wisniewski **SECONDED** the motion. There being no objections, **SO ORDERED**.

2. UNSCHEDULED PUBLIC COMMENT – None.

3. APPROVAL OF MEETING SUMMARY

- a. Regular Meeting of October 7, 2021
- b. Joint Special Meeting of November 4, 2021
- c. Joint Special Meeting of January 6, 2022

MOTION:

Vice Chair Kisena **MOVED** to approve the meeting summaries of October 7, 2021; November 4, 2021 and January 6, 2022 and Commissioner Rigall **SECONDED** the motion. There were no objections; **SO ORDERED**.

4. NEW BUSINESS

- a. **Discussion/Recommendation** – City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan

MOTION:

Vice Chair Kisena **MOVED** to recommend approval of the City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan. Chair Wisniewski **SECONDED** the motion.

Public Works Director Curtin provided a background on the development of the FY2023-2027 Capital Improvement Plan (CIP), noting that there are approximately \$100 million worth of projects identified within it. He noted that every City department and some commissions participated in the development of the CIP, and that it will be a great asset for our City to help direct funding towards our highest priorities. He discussed the FY2023 Kenai Nordic Trail Lighting project and the FY2026 Softball Field Shelters/Dugouts Replacement project.

The commission considered the current condition, potential designs and funding for the dugout project. They discussed how a master trails plan would help and noted the previous work of the KOOL committee.

MOTION:

Vice Chair Kisena **MOVED** to make the following amendment to the Parks & Recreation Commission's recommendation to approve the City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan: move the Softball Field Shelters/Dugouts Replacement project to FY2023, and split the Kenai Nordic Trail Lighting project between FY2023 (Design Phase) and FY2025 (Implementation Phase). Commissioner Rigall **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

UNANIMOUS CONSENT was requested.

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

5. COMMISSION QUESTIONS & COMMENTS – None.

6. REPORTS

- a. **Parks and Recreation Director** – Director Walker introduced himself and noted that he is excited to work on a Parks & Recreation Plan in the future.
- b. **Commission Chair** – No report.

- c. **City Council Liaison** – Council Member Winger discussed the Kenai Waterfront Revitalization Study and encouraged participation from the community.

7. ADDITIONAL PUBLIC COMMENT – None.

8. INFORMATIONAL ITEMS

- a. February Ice Schedule

9. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 7:05 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk



KENAI

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

MEMORANDUM

TO: Parks and Recreation Commission
FROM: Shellie Saner, City Clerk
DATE: April 27, 2022
SUBJECT: Recommending Council Approval of Proposed Updates to the Kenai Municipal Cemetery Regulations and Fees

At the April 7, 2022 the Parks and Recreation Commission reviewed the Kenai Municipal Cemetery Regulations and proposed recommended changes to the policy.

The attached draft policy update captures the following recommendations of the Parks and Recreation Commission:

- Establishing that during the winter months the City reserves the right to suspend interment services due to high snow levels, other severe weather conditions or natural disaster. *This proposed change is shown in the second paragraph of the Maintenance and Landscaping Section.*
- Prohibiting fences or enclosures establish a perimeter around an interment site; and planting of trees, shrubbery, plants or turf. *This proposed change is shown in the Plants and Decoration, sub paragraph prohibited.*
- Establishing that only certain sections of the new cemetery area allow upright marker/headstones. *This proposed change is shown in the first paragraph under the Marker and Headstone category.*

Additional proposed changes have been made to the regulations to eliminate duplicated information throughout the document as well as placing regulations that align within specific sections. *Explanations of where items were moved or removed are provided within the comments of Daft policy which shows the proposed changes tracked.*

Your consideration is appreciated.

Attachments:

- Draft Policy Update with all proposed changes tracked
- Draft Policy with all proposed changes accepted

Kenai Municipal Cemetery Regulations and Fees

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Purpose

The City of Kenai has ordinances and regulations in place for the administration of the Kenai Municipal Cemetery. These regulations apply to all persons utilizing the Kenai Municipal Cemetery. This document has been prepared as an informational guide and is not inclusive of all ordinances and regulations.

Administration and General Provisions

The Kenai City Clerk is charged with administration and maintains necessary records required by the State to ensure continuity in the operation of the cemetery. The Parks and Recreation Director enforces all cemetery regulations.

[THE FEES FOR PURCHASE OF PLOT(S) AND/OR NICHE(S) SHALL BE ESTABLISHED AND MAINTAINED IN THE CITY CLERK'S SCHEDULE OF RATES, CHARGES AND FEES.]

Hours of Operation: The Kenai Municipal Cemetery is open year-round for pedestrian traffic. No person shall enter the Kenai Municipal Cemetery except through the established access routes. [THE HOURS LISTED BELOW LIST] Summer/Winter hours when vehicle access is permitted [are as follows](#):

1. Summer Hours – 6:00 a.m. to 10:00 p.m. from May 1st to September 30th
2. Winter Hours – Closed from October 1st to April 30th

Fees: All fees shall be as set forth in the City's schedule of fees adopted by the City Council. The purchase of interment spaces, interment services or required deposits shall be made through the City Clerk or a professional service provider licensed by the State of Alaska and authorized by the City. At the time of purchase of an interment space, a designated interment space will be assigned upon receipt payment.

Re-sell or re-assign: It is prohibited for the purchaser of an interment space to re-sell or re-assign except to the City.

Records: The City Clerk shall maintain all records of interment or disinterment within the Kenai Municipal Cemetery. The record shall include all files, maps and burial records.

Interment [SPACES] and Disinterment

[PLOTS SHALL BE PLATTED IN THOSE AREAS OF THE CEMETERY WHERE INTERMENTS HAVE NOT AS YET TAKEN PLACE IN FIVE-FOOT (5') BY TEN-FOOT (10') PLOTS, TWO-AND-ONE-HALF-FOOT (2-1/2') BY FIVE-FOOT (5') PLOTS FOR INFANTS, AND TWO FEET (2') BY TWO FEET (2') FOR CREMAINS.]

[THE CITY CLERK SHALL BE IN CHARGE AND HAVE ACCESS TO SAID PLATS FOR THE PURPOSE OF ASSIGNING PLOTS UPON REQUEST, AND HAVE CHARGE OF BURIAL RECORDS, FILES AND MAPS WHICH SHALL BE STORED BY THE CITY OF KENAI. THE CITY CLERK SHALL CHARGE A FEE FOR EACH PLOT, DEPENDING UPON THE SIZE OF THE PLOT (ADULT OR INFANT OR CREMAINS) AND THE SEASON DURING WHICH THE OPENING AND CLOSING OF THE GRAVE OCCURS. ALL FEES SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL. PAYMENT IN FULL FOR THE PLOT IS REQUIRED AT THE TIME OF PURCHASE OF THE PLOT. PAYMENT FOR THE OPENING OR CLOSING OF THE GRAVE IS DUE PRIOR TO COMMENCEMENT OF WORK.]

[THE PURCHASE OF A BURIAL PLOT, CREMAINS PLOT, OR COLUMBARIUM NICHE IN THE KENAI MUNICIPAL CEMETERY SHALL BE MADE THROUGH THE CITY CLERK'S OFFICE.] [The purchaser will be assigned a plot(s) or niche(s) after having paid the appropriate fee. It is prohibited for the purchaser of said plot(s) or niche(s) to re-sell or re-assign except to the City. All payments for burial plots, cremains plots, or columbarium niches shall be made directly to the City of Kenai. The fees for such purchase shall be established and maintained in the City Clerk's Schedule of Rates, Charges and Fees.]

All interment or disinterment's shall be made in compliance with the laws and regulations of the City of Kenai and State of Alaska.

The City Clerk shall be provided with the appropriate State burial[AND]-transit permits before interment_[OR INURNMENT] will be permitted; a burial-transit permit is not required when interring cremains. The burial plots can be used for no other purpose than interment of human remains and cremains plots or columbarium niches can be used for no other purpose but inurnment of human remains.

Commented [SS1]: Is this detail needed in the policy.

Commented [SS2]: This information has been moved into the Administration and General Provisions section of this policy.

Commented [SS3]: This info was moved to Administration and General Provisions

[Interment or disinterment shall be made in compliance with all State and City laws and regulations.]

[PRIOR TO INTERMENT OR INURNMENT A MARKER OR HEADSTONE DEPOSIT IS REQUIRED. SUCH DEPOSIT SHALL BE ESTABLISHED AND MAINTAINED IN THE CITY'S SCHEDULE OF RATES, CHARGES, AND FEES, AND MUST BE PAID TO THE CITY OF KENAI. DEPOSIT REFUNDS WILL BE ISSUED AFTER PROPER INSTALLATION OF MARKER OR HEADSTONE. IF AFTER EIGHTEEN (18) MONTHS (PLOTS) AND SIX (6) MONTHS (COLUMBARIUM'S) A PERMANENT MARKER OR HEADSTONE HAS NOT BEEN INSTALLED, THE CITY SHALL INSTALL A MARKER OR FLAT HEADSTONE UTILIZING THE DEPOSIT AS PAYMENT.]

Commented [SS4]: Moved to Marker Section

[MARKERS AND HEADSTONES] FOR CEMETERY PLOTS MAY BE SET IN A CONCRETE BASE AND INSTALLED AT THE HEAD OF THE GRAVE, CENTERED AND INSIDE THE PLOT AREA. THE PARKS AND RECREATION DIRECTOR MUST BE NOTIFIED PRIOR TO ANY PLOT PREPARATION, CONSTRUCTION, OR PLACEMENT OF HEADSTONE OR MARKER. IF RELIGIOUS PRACTICES MAKE THE CONFORMANCE OF THIS REQUIREMENT IMPOSSIBLE, THE OLD SECTION OF THE CEMETERY MAY BE UTILIZED. THIS DECISION WILL BE AT THE DISCRETION OF THE PARKS AND RECREATION DIRECTOR OR DESIGNEE.]

Commented [SS5]: Moved to Marker Section

Interment Space Specifications: One (1) casket and up to two (2) cremains may be buried in a standard or infant plot. Up to three (3) cremains may be buried in a standard or infant plot. Only one (1) cremains may be buried in a cremains plot. Up to two cremains may be buried in a standard columbarium niche. (Inner Niche dimensions ??" x ??")

All columbarium niche openings and closings shall be overseen by the City and under the supervision of the Parks and Recreation Director or designee [DEPARTMENT]. A niche may be opened only at the request of the niche owner as listed in the cemetery records or as determined by the City Clerk. The initial opening and closing (inurnment) of the niche is included in the original cost of the niche. Additional openings and closings thereafter, for a second interment or for other reasons are charged at a rate pursuant to the City's fee structure. [MARKERS] FOR COLUMBARIUM NICHES SHALL FOLLOW A STANDARD FORMAT, FONT, AND SIZE AS DETERMINED BY THE CITY AND SHALL INCLUDE THE FIRST AND LAST NAME OF THE DECEASED, YEAR OF BIRTH, AND YEAR OF DEATH.]

Commented [SS6]: Moved to marker section

[ONLY INTERMENT OR INURNMENT OF HUMAN REMAINS IS PERMITTED IN THE KENAI MUNICIPAL CEMETERY.]

Commented [SS7]: Incorporated into the second paragraph of this section.

[NO MORE THAN ONE (1) GRAVE MARKER PER PLOT SHALL BE ALLOWED.]

Commented [SS8]: Moved to Marker section

[ONE (1) CASKET AND UP TO TWO (2) CREMAINS MAY BE BURIED IN A STANDARD OR INFANT PLOT. UP TO THREE (3) CREMAINS MAY BE BURIED IN A STANDARD OR INFANT PLOT. ONLY ONE (1) CREMAIN MAY BE BURIED IN A CREMAIN PLOT. UP TO TWO CREMAINS MAY BE INURNED IN A STANDARD NICHE.]

Commented [SS9]: Moved to third paragraph of this section.

[D. GRAVE PREPARATION]

All [OPENINGS, CLOSINGS,]plot preparations, for interments, or disinterment's, [MARKER] PLACEMENTS AND REMOVALS] shall be overseen by the City and under the supervision of the Parks and Recreation Director or [THEIR]designee [ATED REPRESENTATIVE]. Opening and closing of graves shall be conducted by a professional licensed by the State of Alaska and authorized by the City to provide interment services within the Kenai Municipal Cemetery. [CONTRACTOR OR BUSINESS LICENSED AND INSURED IN THE STATE OF ALASKA AS AN EMBALMER, FUNERAL DIRECTOR OR MORTUARY ESTABLISHMENT.]

Commented [SS10]: Moved to marker section

Maintenance and Landscaping

The City of Kenai shall take reasonable precaution to protect all [GRAVE]interment markers within the Kenai Municipal Cemetery from loss or damage but expressly disclaims any responsibility for loss or damage from causes beyond such reasonable precautions. Damages incurred directly or collaterally and caused by or resulting from thieves, vandals, malicious mischief, natural disaster or unavoidable accidents shall be excluded from the City of Kenai's responsibilities.

The City will, if able to, clear a path to the interment site when an interment is scheduled during winter months; however, the City reserves the right to suspend interment services due to high snow levels, other severe weather conditions or natural disasters.

Commented [SS11]: This paragraph came from below. It was changed to allow for the right to suspend interment services at the recommendation of the P&R Commission.

Plants and Decorations

Prohibited:

- Enclosures such as picket fences or establishing a perimeter around an interment site are prohibited.
- Planting of trees, shrubbery, plants or turf within the Kenai Municipal Cemetery is prohibited.

- [Attaching decorations to trees, shrubs or fences is prohibited.](#)

[PLANTING OF TREES, SHRUBBERY, PLANTS OR TURF WITHIN THE KENAI MUNICIPAL CEMETERY SHALL BE WITH THE CONSENT OF THE PARKS AND RECREATION DIRECTOR OR DESIGNATED REPRESENTATIVE. FAILURE TO GET PRIOR AUTHORIZATION MAY RESULT IN REMOVAL OF PLANT MATERIAL.] [THE CITY WILL MAINTAIN THE DRIVEWAY IN WINTER AND CLEAR THE PATH TO THE GRAVE IF A FUNERAL IS SCHEDULED. THE CITY OF KENAI SHALL PROVIDE GRASS CUTTING AT REASONABLE INTERVALS, AS WELL AS RAKING, CLEANING, GRADING AND LANDSCAPING. SUGGESTED HEIGHT OF TREES IS NO MORE THAN EIGHT FEET (8').]

Commented [SS12]: Included in the paragraph above as prohibited at the recommendation of the P&R Comm.

Commented [SS13]: Moved to Maintenance and Landscaping

[ENCLOSURES SUCH AS A PICKET FENCE OR A PERIMETER SHALL BE PERMITTED AROUND OR ABOUT ANY GRAVE OR BURIAL PLOT ONLY UPON EXPRESSED AUTHORIZATION OF THE PARKS AND RECREATION DIRECTOR OR DESIGNEE. ENCLOSURES PLACED BEFORE AUTHORIZATION IS GRANTED ARE SUBJECT TO REMOVAL. ENCLOSURES NOT MAINTAINED OR THAT CREATE A SAFETY HAZARD MAY BE REMOVED AND DISCARDED WITHOUT PRIOR NOTICE AT THE DISCRETION OF THE PARKS AND RECREATION DIRECTOR OR DESIGNEE]

Commented [SS14]: Included in the prohibited plants and decoration paragraph at the recommendation of the P&R Comm.

Permitted:

- Boxes, shelves, toys and other such articles upon a grave or burial lot shall be permitted only if contained within the plot and maintained monthly (April 1 through September 30). Articles that are not maintained, impede maintenance efforts, or become unsightly will be removed and discarded without prior notice at the discretion of the Parks and Recreation Director or designee.
- Plastic or silk flowers and artificial decorations are only permitted between May 1 and September 30. Burials occurring between October 1 and April 30 may have decorations displayed but are subject to removal thirty (30) days after burial.
- All decorations (except those on burials less than thirty (30) days) will be removed during a selected Saturday in the month of May each year during the annual cemetery clean up. A twenty (20) day notice will be posted at the cemetery. Family and friends may either remove their properly placed decorations before Saturday's clean up and replace them later, or request the cemetery not to remove their properly placed decorations by calling or writing the Parks and Recreation Director. A final cleanup of the cemetery will also occur in late September.
- [A professional licensed by the State of Alaska and authorized by the City may provide, place and remove greens, decorations or seating used for an interment service and must provide necessary lowering devices.](#)

[DECORATIONS SHALL NOT BE PLACED IN OR ATTACHED TO TREES, SHRUBS, OR FENCE.] Plants, flowers, decorations, or articles not otherwise removed by the deadlines or regulations set forth herein, or [that](#) have become withered or discolored, will be removed by the Parks and Recreation Director or designee without prior notice. The cemetery is not responsible for damage or liable for the return of such items.

Commented [SS15]: Moved to prohibited in Plants and Decorations

No material shall be allowed to remain in the Kenai Municipal Cemetery longer than is reasonably necessary for any construction work. During periods of break-up, no heavy hauling will be permitted. Within one (1) year of interment, graves shall be restored to ground level and re-seeded.

[A MORTUARY CONDUCTING A FUNERAL SERVICE MAY PROVIDE, PLACE, AND REMOVE GREENS, DECORATIONS OR SEATING USED FOR A BURIAL AND MUST PROVIDE NECESSARY LOWERING DEVICES.]

Commented [SS16]: Moved to Permitted in Plants and Decorations.

Marker and Headstones

[No more than one \(1\) marker or headstone per plot shall be allowed. All marker or headstone placement and removals shall be overseen by the City under the supervision of the Parks and Recreation Director or designee. Upright markers or headstones shall only be allowed in specific designated areas, all other areas shall be marked with flat markers or headstones that are flush with the ground and are maintained within the foot print of the plot.](#)

Commented [SS17]: At the recommendation of the P&R Comm, with guidance that only the blocks on the farthest back perimeter of the cemetery be allowed for upright.

[The City will attempt to reasonably accommodate any religious practices that make conformance with the below requirements impossible.](#)

Marker Deposit: If at the time of interment, a marker or headstone is not ordered, the City will collect a deposit. Deposit refunds will be issued after proper installation of a marker or headstone. If after eighteen (18) months for a plot and six (6) months for a columbarium niche a permanent marker or headstone has not been installed, the City shall install a marker or headstone utilizing the deposit as payment.

Marker and Headstone Placement: Markers for cemetery plots may be set in a concrete base and installed at the head of the grave, centered and within the assigned plot. The Parks and Recreation Director must be notified prior to any plot preparation, construction, or placement of headstone or marker.

Columbarium Markers: These markers shall follow a standard format, font, and size as determined by the City and shall include the first and last name of the deceased, year of birth, and year of death.

Columbarium Inscriptions: An inscription is required to be inscribed directly onto the granite faceplate. The Kenai City Cemetery requires a specific format for unification of inscriptions that shall be followed according to the purchaser's name designation. Emblems and/or photos will be allowed as space allows. When a suffix is needed (Jr., Sr., IV, etc.) they will be placed after the first name.

Two (2) Urns with Same Last Name

(Emblem) SMITH (photo)
JOHN ALAN
APR. 8, 1954 – FEB. 10, 2005

(Emblem) KATE ANN (photo)
KATE ANN
JAN. 30, 1954 – AUG. 5, 2003

Two (2) Urns with Different Last Names

(Emblem) JOHN Jr. (photo)
SMITH
SEPT. 5, 1954 – NOV. 8, 2004

(Emblem) KATE (photo)
WILLIAMS
DEC. 5, 1960 – MAR. 10, 1999

One (1) Urn – Single Inscription

(Emblem)
JOHN ALAN SMITH
OCT. 10, 1965 – NOV. 25, 2006
(photo)

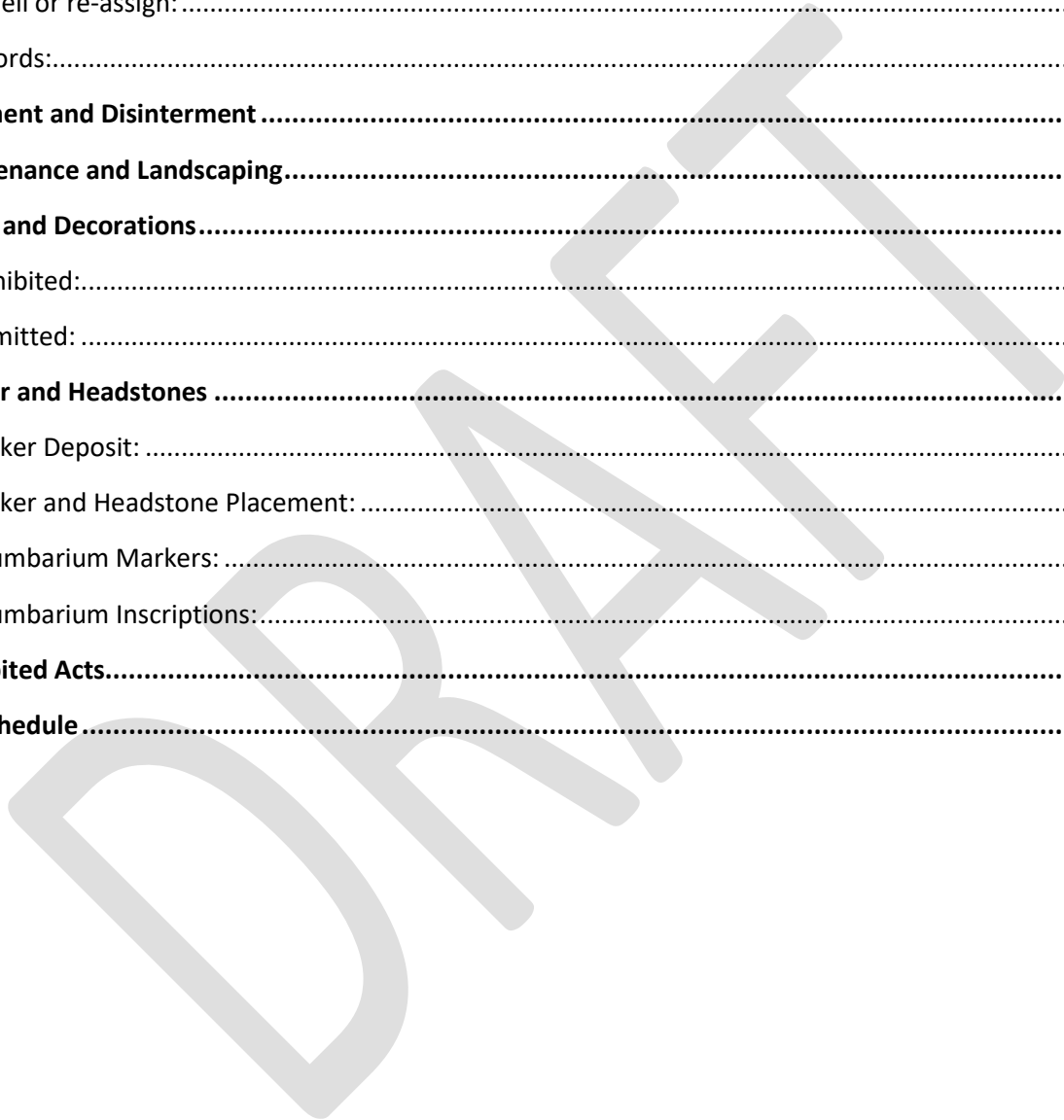
Prohibited Acts

Fee Schedule

<u>Standard Plot.....</u>	<u>\$ 1,000.00</u>
<u>Veterans Plot.....</u>	<u>\$ 750.00</u>
<u>Infant Plot.....</u>	<u>\$ 150.00</u>
<u>Cremains Plot.....</u>	<u>\$ 300.00</u>
<u>Columbarium Niche</u>	<u>\$ 1,000.00</u>
<u>Marker / Headstone Deposit</u>	<u>\$ 400.00</u>
 <u>Cemetery Gazebo Marker Fees.....</u>	 <u>Actual Cost</u>

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Purpose

The City of Kenai has ordinances and regulations in place for the administration of the Kenai Municipal Cemetery. These regulations apply to all persons utilizing the Kenai Municipal Cemetery. This document has been prepared as an informational guide and is not inclusive of all ordinances and regulations. Administration and General Provisions
The Kenai City Clerk is charged with administration and maintains necessary records required by the State to ensure continuity in the operation of the cemetery. The Parks and Recreation Director enforces all cemetery regulations.

Administration and General Provisions

Hours of Operation: The Kenai Municipal Cemetery is open year-round for pedestrian traffic. No person shall enter the Kenai Municipal Cemetery except through the established access routes. Summer/Winter hours when vehicle access is permitted are as follows:

1. Summer Hours – 6:00 a.m. to 10:00 p.m. from May 1st to September 30th
2. Winter Hours – Closed from October 1st to April 30th

Fees: All fees shall be as set forth in the City's schedule of fees adopted by the City Council. The purchase of interment spaces, interment services or required deposits shall be made through the City Clerk or a professional service provider licensed by the State of Alaska and authorized by the City. At the time of purchase of an interment space, a designated interment space will be assigned upon receipt payment.

Re-sell or re-assign: It is prohibited for the purchaser of an interment space to re-sell or re-assign except to the City.

Records: The City Clerk shall maintain all records of interment or disinterment within the Kenai Municipal Cemetery. The record shall include all files, maps and burial records.

Interment and Disinterment

All interment or disinterment's shall be made in compliance with the laws and regulations of the City of Kenai and State of Alaska.

The City Clerk shall be provided with the appropriate State burial-transit permits before interment will be permitted; a burial-transit permit is not required when interring cremains. The burial plots can be used for no other purpose than interment of human remains and cremains plots or columbarium niches can be used for no other purpose but inurnment of human remains.

Interment Space Specifications: One (1) casket and up to two (2) cremains may be buried in a standard or infant plot. Up to three (3) cremains may be buried in a standard or infant plot. Only one (1) cremains may be buried in a cremains plot. Up to two cremains may be buried in a standard columbarium niche. (*Inner Niche dimensions* **??" x ??"**.)

All columbarium niche openings and closings shall be overseen by the City and under the supervision of the Parks and Recreation Director or designee. A niche may be opened only at the request of the niche owner as listed in the cemetery records or as determined by the City Clerk. The initial opening and closing (inurnment) of the niche is included in the original cost of the niche. Additional openings and closings thereafter, for a second interment or for other reasons are charged at a rate pursuant to the City's fee structure.

All plot preparations for interments or disinterment's shall be overseen by the City and under the supervision of the Parks and Recreation Director or designee. Opening and closing of graves shall be conducted by a professional licensed by the State of Alaska and authorized by the City to provide interment services within the Kenai Municipal Cemetery.

Maintenance and Landscaping

The City of Kenai shall take reasonable precaution to protect all interment markers within the Kenai Municipal Cemetery from loss or damage but expressly disclaims any responsibility for loss or damage from causes beyond such

reasonable precautions. Damages incurred directly or collaterally and caused by or resulting from thieves, vandals, malicious mischief, natural disaster or unavoidable accidents shall be excluded from the City of Kenai's responsibilities.

The City will if able to, clear a path to the interment site when an interment is scheduled during winter months; however, the City reserves the right to suspend interment services due to high snow levels, other severe weather conditions or natural disasters.

Plants and Decorations

Prohibited:

- Enclosures such as picket fences or establishing a perimeter around an interment site are prohibited.
- Planting of trees, shrubbery, plants or turf within the Kenai Municipal Cemetery is prohibited.
- Attaching decorations to trees, shrubs or fences is prohibited.

Permitted:

- Boxes, shelves, toys and other such articles upon a grave or burial lot shall be permitted only if contained within the plot and maintained monthly (April 1 through September 30). Articles that are not maintained, impede maintenance efforts, or become unsightly will be removed and discarded without prior notice at the discretion of the Parks and Recreation Director or designee.
- Plastic or silk flowers and artificial decorations are only permitted between May 1 and September 30. Burials occurring between October 1 and April 30 may have decorations displayed but are subject to removal thirty (30) days after burial.
- All decorations (except those on burials less than thirty (30) days) will be removed during a selected Saturday in the month of May each year during the annual cemetery clean up. A twenty (20) day notice will be posted at the cemetery. Family and friends may either remove their properly placed decorations before Saturday's clean up and replace them later, or request the cemetery not to remove their properly placed decorations by calling or writing the Parks and Recreation Director. A final cleanup of the cemetery will also occur in late September.
- A professional licensed by the State of Alaska and authorized by the City may provide, place and remove greens, decorations or seating used for an interment service and must provide necessary lowering devices.

Plants, flowers, decorations, or articles not otherwise removed by the deadlines or regulations set forth herein, or that have become withered or discolored, will be removed by the Parks and Recreation Director or designee without prior notice. The cemetery is not responsible for damage or liable for the return of such items.

No material shall be allowed to remain in the Kenai Municipal Cemetery longer than is reasonably necessary for any construction work. During periods of break-up, no heavy hauling will be permitted. Within one (1) year of interment, graves shall be restored to ground level and re-seeded.

Marker and Headstones

No more than one (1) marker or headstone per plot shall be allowed. All marker or headstone placement and removals shall be overseen by the City under the supervision of the Parks and Recreation Director or designee. Upright markers or headstones shall only be allowed in specific designated areas, all other areas shall be marked with flat markers or headstones that are flush with the ground and are maintained within the foot print of the plot.

The City will attempt to reasonably accommodate any religious practices that make conformance with the below requirements impossible.

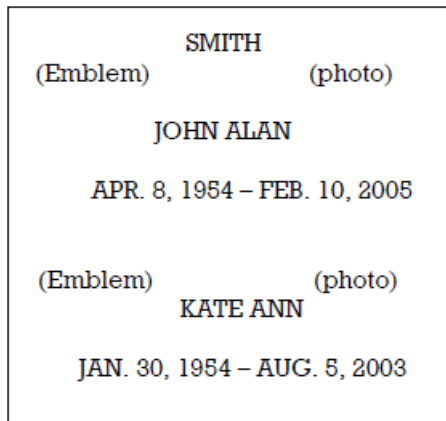
Marker Deposit: If at the time of interment, a marker or headstone is not ordered, the City will collect a deposit. Deposit refunds will be issued after proper installation of a marker or headstone. If after eighteen (18) months for a plot and six (6) months for a columbarium niche a permanent marker or headstone has not been installed, the City shall install a marker or headstone utilizing the deposit as payment.

Marker and Headstone Placement: Markers for cemetery plots may be set in a concrete base and installed at the head of the grave, centered and within the assigned plot. The Parks and Recreation Director must be notified prior to any plot preparation, construction, or placement of headstone or marker.

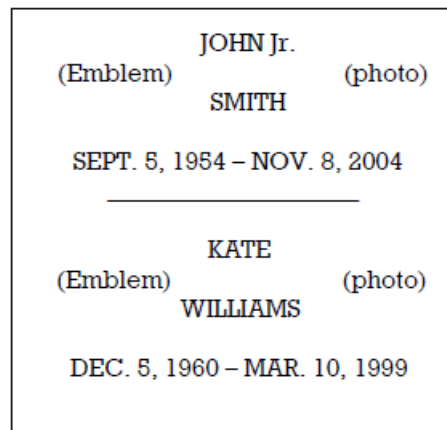
Columbarium Markers: These markers shall follow a standard format, font, and size as determined by the City and shall include the first and last name of the deceased, year of birth, and year of death.

Columbarium Inscriptions: An inscription is required to be inscribed directly onto the granite faceplate. The Kenai City Cemetery requires a specific format for unification of inscriptions that shall be followed according to the purchaser's name designation. Emblems and/or photos will be allowed as space allows. When a suffix is needed (Jr., Sr., IV, etc.) they will be placed after the first name.

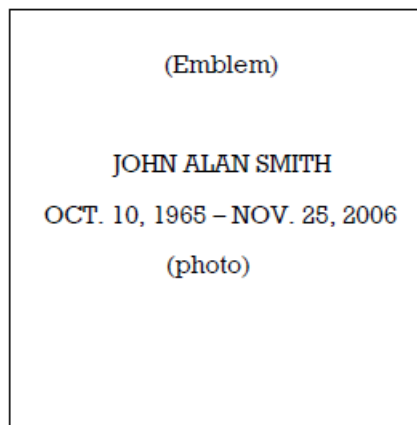
Two (2) Urns with Same Last Name



Two (2) Urns with Different Last Names



One (1) Urn – Single Inscription



Prohibited Acts

Fee Schedule

Standard Plot.....	\$ 1,000.00
Veterans Plot.....	\$ 750.00
Infant Plot.....	\$ 150.00
Cremains Plot.....	\$ 300.00
Columbarium Niche	\$ 1,000.00
Marker / Headstone Deposit	\$ 400.00
Cemetery Gazebo Marker Fees.....	<i>Actual Cost</i>

DRAFT



Kenai City Council - Regular Meeting

April 06, 2022 – 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)

1. Jeff Dolifka, Boys & Girls Club, Plans for Kenai Club

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. 3274-2022** – Increasing Estimated Revenues and Appropriations in the General Fund Parks, Recreation and Beautification Department, and Authorizing an Increase to the Multi-Purpose Facility Management Services Purchase Order to Red Line Sports for Additional Ice Maintenance Services. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3275-2022** – Amending Kenai Municipal Code, Chapter 23.05 – General Provisions, to Add a New Category of Temporary Employee Titled “Program or Project Employee” and Chapter 23.40 – Benefits, to Establish Benefits for this Category and Make Housekeeping Changes. (Administration)
3. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3276-2022** – Accepting and Appropriating a Grant Under the American Rescue Plan Act of 2021 Passed through the Alaska Community Foundation. (Administration)
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Adoption (Requires Five Affirmative Votes)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2022-20** – Authorizing the City Manager to Enter into an Airline Operating Agreement and Terminal Area Lease with Kenai Aviation. (Administration)

5. **ADOPTED UNANIMOUSLY. Resolution No. 2022-21** – Approving a Sole Source Purchase through Motorola Solutions for the Phase Two Radio Upgrades to the Kenai Dispatch Center, Utilizing Appropriated Department of Homeland Security Grant Funds and City Capital Funds. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2022-22** – Authorizing a Budget Transfer in the General Fund, Police Department for Anticipated Fuel Cost Increases for the Remainder of FY22. (Administration)

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of March 16, 2022. (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 – Liquor License Renewals for The White Moose, New Peking Restaurant and Jersey Subs. (City Clerk)
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/20/2022.** *Ordinance No. 3277-2022 – Accepting a Grant from the Federal Aviation Administration Under the Coronavirus Response and Relief Supplemental Appropriation Act, 2021 and Appropriating Funds into the Special Revenue Fund. (Administration)
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/20/2022.** *Ordinance No. 3278-2022 – Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing a Professional Services Agreement Amendment to Complete Design Phase Services for the Kenai Municipal Airport Runway Rehabilitation Project. (Administration)
6. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/20/2022.** *Ordinance No. 3279-2022 – Accepting and Appropriating a State of Alaska Grant Passed through the Southern Region EMS Council, Inc., for Three Scoop Stretchers, Three Adult Vacuum Splints and Three Pediatric Vacuum Splints. (Administration)
7. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/20/2022.** *Ordinance No. 3280-2022 – Accepting and Appropriating a Volunteer Fire Assistance Grant from the United States Department of Agriculture Forest Service Passed through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment. (Administration)
8. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/20/2022.** *Ordinance No. 3281-2022 – Accepting and Appropriating an American Rescue Plan Act Grant Passed through the State of Alaska Department of Health and Social Services for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency. (Administration)
9. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/20/2022.** *Ordinance No. 3282-2022 – Increasing Estimated Revenues and Appropriations in the Water

and Sewer Special Revenue Fund and Wastewater Treatment Plant Improvements Capital Project Fund to Provide Supplemental Funding for the Sludge Press Replacement Project. (Administration)

10. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/20/2022.**
*Ordinance No. 3283- 2022 – Authorizing a Budget Revision in the Airport Special Revenue Fund and Increasing Estimated Revenues and Appropriations in the Terminal Improvement Capital Project Fund for Design Services for the Terminal Landscaping Project. (Administration)
11. **APPROVED UNANIMOUSLY. Action/Approval** – Special Use Permit to State of Alaska, Department of Natural Resources, Division of Forestry for Aircraft Loading and Parking. (Administration)
12. **SPECIAL MEETINGS SCHEDULED FOR 4/25/2022 and 4/26/2022. Discussion/Action** – Scheduling Special Meeting(s) for Individual Council Employee Personnel Evaluations to be conducted between April 20 – April 26. (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

N. ADJOURNMENT

O. INFORMATION ITEMS

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

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/89372179389>

Meeting ID: 893 7217 9389 **Passcode:** 425366

OR

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

Meeting ID: 893 7217 9389 **Passcode:** 425366



Kenai City Council - Regular Meeting

April 20, 2022 – 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*)

1. **Kenai Dog Park Friends**, Current Need and Future Expansion of the Kenai Dog Park, Committee Member Crystal Locke.

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. 3277-2022** – Accepting a Grant from the Federal Aviation Administration Under the Coronavirus Response and Relief Supplemental Appropriation Act, 2021 and Appropriating Funds into the Special Revenue Fund. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3278-2022** – Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing a Professional Services Agreement Amendment to Complete Design Phase Services for the Kenai Municipal Airport Runway Rehabilitation Project. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3279-2022** – Accepting and Appropriating a State of Alaska Grant Passed through the Southern Region EMS Council, Inc., for Three Scoop Stretchers, Three Adult Vacuum Splints and Three Pediatric Vacuum Splints. (Administration)
4. **ENACTED UNANIMOUSLY. Ordinance No. 3280-2022** – Accepting and Appropriating a Volunteer Fire Assistance Grant from the United States Department of Agriculture Forest Service Passed through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment. (Administration)
5. **ENACTED UNANIMOUSLY. Ordinance No. 3281-2022** – Accepting and Appropriating an American Rescue Plan Act Grant Passed through the State of Alaska Department of Health and Social Services for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency. (Administration)

6. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3282-2022** – Increasing Estimated Revenues and Appropriations in the Water and Sewer Special Revenue Fund and Wastewater Treatment Plant Improvements Capital Project Fund to Provide Supplemental Funding for the Sludge Press Replacement Project. (Administration)
7. **ENACTED UNANIMOUSLY. Ordinance No. 3283- 2022** – Authorizing a Budget Revision in the Airport Special Revenue Fund and Increasing Estimated Revenues and Appropriations in the Terminal Improvement Capital Project Fund for Design Services for the Terminal Landscaping Project. (Administration)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2022-23** – Authorizing the City Manager to Execute an Amendment to the City of Kenai’s Participation Agreement with the Public Employees’ Retirement System (PERS) to Remove the “Program or Project Employee” Category of Employees from Participation Effective July 1, 2022. (Administration)
9. **ADOPTED UNANIMOUSLY. Resolution No. 2022-24** – Authorizing a Construction Contract Award for the Mission Avenue Water Main Improvements Project. (Administration)
10. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2022-25** – Approving the Fifth Amendment to the City’s Airline Operating Agreement and Terminal Area Lease to Reduce Certain Insurance Requirements for Operators. (Administration)
11. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2022-26** – Authorizing the Use of Additional Land at the Daubenspeck Family Park for Expansion of the Dog Park. (Council Member Winger and Vice Mayor Glendening)

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of April 6, 2022. (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. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/4/2022.** ***Ordinance No. 3284-2022** – Accepting and Appropriating Private Donations to the Kenai Animal Shelter for the Care of Animals. (Administration)
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/4/2022.** ***Ordinance No. 3285-2022** – Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting a Grant from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)
5. **APPROVED UNANIMOUSLY. Action/Approval** – Consent to Assignment and Assumption of Lease Agreement, of Lot 5, Block 1, Gusty Subdivision Addition No. 1 Amended, to Forever Business Plaza, LLC. (Administration)
6. **APPROVED UNANIMOUSLY. Action/Approval** – Special Use Permit to Laser Art Alaska, LLC for a four-month term from May 1, 2022 through August 31, 2022 (Administration)
7. **WORK SESSION SCHEDULED FOR 5/14/2022. Discussion/Action** – Setting Budget Work Session Schedule. (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

1. Possible Donation or Sale of Park View Subdivision Tract A, Kenai Peninsula Borough Parcel #04701018. Pursuant to AS 44.62.310(c)(1) a Matter of which the Immediate Knowledge may have an Adverse Effect Upon the Finance of the City.

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

1. Purchase Orders Between \$2,500 and \$15,000
2. Cook Inlet Regional Citizens Advisory Council - Update from the Board of Directors
3. Kenai Peninsula Borough 2022 Reapportionment Committee Final Report

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

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OR

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Meeting ID: 853 3687 7469 **Passcode:** 983861