

**KENAI PARKS & RECREATION COMMISSION MEETING
REGULAR MEETING
NOVEMBER 3, 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)*

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

4. **APPROVAL OF MEETING SUMMARY**
 - a. October 6, 2022 Pg. 2

5. **UNFINISHED BUSINESS**

6. **NEW BUSINESS**
 - a. **Discussion/Recommendation** – Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement PlanPg. 5

7. **REPORTS**
 - a. Parks & Recreation Director
 - b. Commission Chair
 - c. City Council Liaison Pg. 8

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – December 1, 2022

9. **COMMISSION QUESTIONS AND COMMENTS**

10. **ADDITIONAL PUBLIC COMMENT**

11. **INFORMATION ITEMS**
 - a. Parks & Recreation Report – September 2022Pg. 14

12. **ADJOURNMENT**

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**KENAI PARKS & RECREATION COMMISSION
REGULAR MEETING
OCTOBER 6, 2022 – 6:00 PM
KENAI CITY COUNCIL CHAMBERS
CHAIR T. GRANT WISNIEWSKI, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Wisniewski called the meeting to order at 6:03 p.m.

a. Pledge of Allegiance

Chair Wisniewski led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners present: T. Wisniewski, S. Kisen, J. Dennis, J. Joanis, M. Bernard,
D. Rigall

Commissioners absent: C. Stephens

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

A quorum was present.

c. Agenda Approval

Chair Wisniewski noted the following additions to the agenda:

ACTION

Add to item 6.a

ITEM

Discussion/Recommendation – Recommending a
Landscape-Based Perimeter Plan for the Kenai Municipal
Cemetery Expansion

- Memo – Motion Revision

MOTION:

Commissioner Rigall **MOVED** to approve the agenda with the requested additions. Vice Chair Kisen **SECONDED** the motion. There were no objections; **SO ORDERED.**

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT

Mark Griffin, owner of the Kenai Golf Course, discussed new programs at the golf course including ones which intend to get more young people involved in golf. He requested that the City be mindful of beetle kill trees on the course.

4. APPROVAL OF MEETING SUMMARY

- a. May 5, 2022

MOTION:

Vice Chair Kisena **MOVED** to approve the meeting summary of May 5, 2022. Commissioner Joanis **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

- a. **Discussion/Recommendation** – Recommending the City Council Approve a Landscape-Based Perimeter Plan for the Kenai Municipal Cemetery Expansion.

MOTION:

Commissioner Rigall **MOVED** to recommend that the perimeter of the Kenai Municipal Cemetery Expansion be created by landscaping around the property. Commissioner Dennis **SECONDED** the motion.

Assistant Director Best provided a staff report discussing how a landscape-based plan for the Kenai Cemetery Expansion would be much more feasible and could potentially allow for more funding for other areas of the expansion.

Commission discussed the potential for vandalism, moose getting into the cemetery, and the species and height of trees that would be planted. It was noted that there is not yet a final plan for what would be planted.

VOTE:

YEA: Wisniewski, Kisena, Rigall, Dennis, Joanis, Bernard

NAY: None.

MOTION PASSED UNANIMOUSLY.

7. REPORTS

- a. **Parks and Recreation Director** – Assistant Director Best reported on the following:
 - The Pumpkin Festival was successful, and how crucial the Library and Fire Department were in the success of the event.
- b. **Commission Chair** – Chair Wisniewski reported on the following:
 - Noted that his twins are almost a year old, and that winter is coming.
- c. **City Council Liaison** – Council Member Winger reported on the actions of the October 5, 2022 City Council meeting.

8. NEXT MEETING ATTENDANCE NOTIFICATION – November 3, 2022

9. COMMISSION QUESTIONS AND COMMENTS

Commissioner Joanis thanked the City and all the hard work they do, and asked about how the Kenai River Marathon went.

Commissioner Rigall noted that it would be great to see an economic impact study done to see the effect of Parks & Recreation events.

Commissioner Dennis asked about the Boys and Girls Club land use agreement with the City. Vice Chair Kisena noted that the Pumpkin Festival sounded great.

Commissioner Rigall noted that he would like to see a kiosk selling coffee on the ski trails.

Chair Wisnewski asked about snow machines on the ski trails, and how he would like to see a snow machine trail from Kenai to Hope.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATIONAL ITEMS

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 6:56 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: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Director of Public Works
DATE: October 24, 2022
SUBJECT: Parks & Recreation Capital Projects Priorities List

The purpose of this memo is to provide direction and clarification to commissions in submission of Capital Projects for Council consideration. The attached list of projects specific to Parks & Recreation only, is intended to verify the recommendations of the Parks & Recreation Commission, and to establish a priority for one proposed project over another. This list will then be incorporated into the “Draft” Capital Improvement Plan 2024-2028 which will highlight all project priorities from all Departments within the City.

For this evening’s commission meeting please verify the attached list meets the intentions of the Parks & Recreation Commission and make the following motion:

Motion

“I move to approve the Parks & Recreation Capital Improvement Projects Priority List for inclusion within the Draft FY2024-2028 Capital Improvement Plan.”

The Commission should understand this list does not mean these projects will be completed within the indicated years. They are a request to the Administration and Council for their consideration, and the ability of the City to complete them will be subject to available funds. The Commission should expect that some or all of the projects may be moved with the overall CIP plan in an effort to provide the best chance for their completion. Some of them may be removed altogether, for reconsideration at a later date to allow others an opportunity to be funded.

I would like to say thank you to everyone for providing input toward the development of this plan. Your efforts insure our resources are directed toward meeting the needs of our community. I would like to encourage commission members to attend the annual Special Work Session where Council will be presented and discussing the Capital Improvement Plan. The Commission’s support is respectfully requested.

Parks and Recreation Capital Improvement Projects

FY 2024					
Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Green Strip Playground Replacement		\$85,000		\$85,000	Replacement of children’s playground equipment. (There is a potential of two \$55k grants spanning over two years from Marathon Oil.)
Shelter #3 replacement at Municipal Park		\$75,000	\$75,000	0	We would like the funding for trail development at Municipal Park to be used to replace Shelter #3 at Municipal Park. Shelter #3 has structural issues and needs replaced. This would be our #1 project for 2024
Convert Multi-Purpose Facility and Kenai Recreation Center to all LED lighting		\$100,000			This is a new CIP. This a very rough guess on numbers. The projected costs could change based on if we want to convert all the existing T8 fixtures to LEDs vs. replacing them altogether with new LED fixtures.
Hazardous Tree Removal				\$250,000	This is a new CIP. Funding will be used to remove beetle kill/hazardous trees from Municipal Park, Disc Golf Course, Daubenspec Park, Ryan’s Trail.
Complete Re-finish and Repair of the Rec. Center gym floors		\$55,000			This is a new CIP. This would include the racquetball courts as well. This project would consist of repairing water damaged areas, completely re-sanding, painting all new lines basketball, pickleball, and volleyball and re-finishing it with a polymer coat.
FY 2025					
Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Old Town Playground Equipment Replacement		\$125,000		\$125,000	Replacement of aging equipment with new ADA accessible playground. We believe this funding should be <i>changed to \$250,000</i> to incorporate new fencing, new half-court basketball court, ADA paths, the removal of the old shelter and installation of new swinging park benches for parents to watch their kids. Potential collaboration with the Kenaitze tribe to help fund this project.

Parks and Recreation Capital Improvement Projects

Replace Green Strip pavilion		\$175,000			This is a new CIP project. This would be our biggest shelter. A minimum of 40X60. Shelter would have a poured slab, electric, running water, BBQ, possible 4 ft high side wall, and be ADA accessible.
Build a parking Lot and ADA accessible sidewalks at Green Strip		\$150,000			This is a new CIP. The projected cost is a rough guess. A parking lot should exist on the pavilion side of the Green Strip. ADA accessible sidewalks should be built to the pavilion, restrooms, and playground.
FY 2026					
Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Install new pavilion at Scout Park		\$50,000			Install rentable 24X24 timber frame pavilion with concrete slab and ADA accessible walks.
Replace Beaver Creek pavilion		\$50,000			This is a new CIP. The current pavilion is in very poor shape and in need of replacement. Install rentable 24X24 timber frame pavilion with concrete slab and ADA accessible walks.



Kenai City Council - Regular Meeting

October 05, 2022 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comments 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 comments limited to ten (10) minutes per speaker*)

1. "Kenai Police Department Accreditation" Scott Hayes, Executive Director of Oregon Accreditation Alliance.

C. UNSCHEDULED PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

D. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3317-2022** - Increasing Estimated Revenues and Appropriations in the Airport Fund and Appropriating Funds in the Airport Snow Removal Equipment Capital Project Fund for the Purchase of Snow Removal Equipment Attachments and Installation of a Gate. (Administration)
2. **ADOPTED WITHOUT OBJECTION. Resolution No. 2022-70** - Authorizing Changes to the Payment Terms of the Set Net Drive Street Improvement Special Assessment District, the Aliak, Mccollum, Japonski Streets Improvement Special Assessment District, the Thompson Park, Beaver Creek Alaska, Mack, Valhalla Heights and Sunset Rim Subdivisions Street Improvement Special Assessment District, the South Ames Road LID Street Improvement District, and the James Street and Kiana Lane Improvement Special Assessment District in an Effort to Resolve the Remaining Delinquent Accounts of the Districts. (Administration)
3. **ADOPTED WITHOUT OBJECTION. Resolution No. 2022-71** - Authorizing the City Manager to Execute a Grant from the Alaska Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs for the Kenai Bluff Stabilization Project. (Administration)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2022-72** - Authorizing a Budget Transfer on the General Fund Decreasing City Manager Contingency, Increasing Non-Departmental

Professional Services, and Authorizing a Change to a Purchase Order to Larson Engineering & Design for Tower Study. (Administration)

E. MINUTES

1. *Joint Work Session of September 21, 2022. (City Clerk)
2. *Regular Meeting of September 21, 2022. (City Clerk)

F. UNFINISHED BUSINESS

1. **ENACTED. Ordinance No. 3316-2022** - Amending Kenai Municipal Code 14.20.150- Conditional Use Permits, to Further Clarify Roles and Responsibilities of Applicants, the Planning Director, and the Planning Commission in the Conditional Use Process. (Glendening) [**Clerk's Note: At the September 21, 2022 City Council Meeting, this Ordinance was Postponed to this Meeting; Motions to Enact and a Motion to Amend are on the Floor.**]
2. **POSTPONED TO 10/19/2022. Resolution No. 2022-64** - Approving the Renewal of a Lease Utilizing a Non-Standard Lease Form on Airport Reserve Lands Between the City of Kenai and the Federal Aviation Administration for the Automated Flight Service Station and Satellite Communication Network Facilities on Lot 7A-1 FBO Subdivision No. 5. (Administration) [**Clerk's Note: At the September 21, 2022 City Council Meeting, this Resolution was Postponed to this Meeting; a Motion to Adopt is on the Floor.**]

G. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Purchase Orders Over \$15,000. (Administration)
3. ***Action/Approval** – Consent to Assignment and Assumption of Lease Agreement of ADL 37765, ATS 770, to TK Enterprises, LLC. (Administration)
4. ***Ordinance No. 3318-2022** – Renaming and Amending Kenai Municipal Code Chapter 7.30 Land Sale Permanent Funds to Establish the Kenai Senior Center Cone Memorial Trust and Directing All Proceeds Received as a Residual Beneficiary from the Tamara Diane Cone Testamentary Trust to be Deposited into such Fund. (Administration)
5. ***Ordinance No. 3319-2022** - Increasing Estimated Revenues and Appropriations in the Kenai Bluff Erosion Capital Project Fund for Construction of the Kenai Bluff Stabilization Project. (Administration)
6. **REFERRED TO EMPLOYEE SUBCOMMITTEE. Discussion** – City Manager Job Description (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 COMMENTS

1. Citizens Comments (*Public comments 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. CIRCAC Director's 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.

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Kenai City Council - Regular Meeting

October 19, 2022 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

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Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **RESULTS OF 10/4/2022 ELECTION CERTIFIED. Certification of the October 4, 2022 Election Results**
 - a. **Swearing in of Elected Officials.** *(The term of office for those elected during the October 4, 2022 Regular Election begins on Monday, October 24, 2022.)*
4. Agenda Approval
5. Consent Agenda *(Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

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B. SCHEDULED PUBLIC COMMENTS *(Public comments limited to ten (10) minutes per speaker)*

C. UNSCHEDULED PUBLIC COMMENTS *(Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

D. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3318-2022** – Renaming and Amending Kenai Municipal Code Chapter 7.30 Land Sale Permanent Funds to Establish the Kenai Senior Center Cone Memorial Trust and Directing All Proceeds Received as a Residual Beneficiary from the Tamara Diane Cone Testamentary Trust to be Deposited into such Fund. (Administration)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3319-2022** - Increasing Estimated Revenues and Appropriations in the Kenai Bluff Erosion Capital Project Fund for Construction of the Kenai Bluff Stabilization Project. (Administration)
3. **ADOPTED WITHOUT OBJECTION. Resolution No. 2022-73** - Authorizing a Construction Contract Award for the Kenai Fire Department (KFD) Flooring Replacement Project. (Administration)

E. MINUTES

1. *Regular Meeting of October 5, 2022. (City Clerk)

F. UNFINISHED BUSINESS

1. **POSTPONED INDEFINITELY. Resolution No. 2022-64** - Approving the Renewal of a Lease Utilizing a Non-Standard Lease Form on Airport Reserve Lands Between the City of Kenai and the Federal Aviation Administration for the Automated Flight Service Station and Satellite Communication Network Facilities on Lot 7A-1 FBO Subdivision No. 5. (Administration) [**Clerk's Note:** *At the October 5, 2022 City Council Meeting, this Resolution was Postponed to this Meeting; a Motion to Adopt is on the Floor.*]

G. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Ordinance No. 3320-2022** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
3. **12/7/2022 CITY COUNCIL MEETING CANCELLED. Discussion** - Cancelling the December 7, 2022 City Council Meeting to Allow for Council Member Travel to Alaska Municipal League Conference. (Knackstedt)
4. **Discussion** – Supervisory Subcommittee Report on City Manager Recruitment. (Gabriel)
5. **JOINT WORK SESSION WITH KENAITZE INDIAN TRIBE SCHEDULED FOR 11/2/2022. Discussion** – Scheduling a Work Session with the Kenaitze Indian Tribe. (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 COMMENTS

1. Citizens Comments (*Public comments 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. Kenaitze Indian Tribe Donation Letter

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KENAI

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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Brad Walker, Parks & Recreation Director
DATE: October 8, 2022
SUBJECT: **Mid-month Report – September 2022**

- The department had one shelter reservations for the month of September.
- Most all Temporary Parks employees have left for the season. There were two left to help with the Kenai River Marathon set up.
- The Kenai River Marathon went excellent. It was a beautiful day for the event. Total of 180 runners for all three events. A new course record was set this year. All park staff including Director and Assistant Director worked the event with the Chamber's staff.
- Staff worked on clean up and preparation of soccer fields for Kenai Kennel Club event over Labor Day weekend.
- Director and Assistant Director attended a virtual ARPA (Alaska Recreation and Parks Association) committee meeting.
- Staff set up Silver Salmon Derby banners at Three Bears.
- Director worked with Wreaths Across America for Dec. event in the City of Kenai.
- Staff worked at Municipal park cleaning up beetle kill trees, removing graffiti, removing old metal posts/bollards, cleaning up broken concrete pads, and grading gravel paths.
- Director and Assistant Director worked with the Chamber of Commerce for planning the 2022 Kenai River Marathon that took place on September 25.
- Director met with Fire Chief and DNR Forestry Department to put together a beetle kill tree removal plan for Ryan's Trail.
- Staff installed new gravel path to board walk at Cunningham park
- Park Director worked on inventory and uploading numerous auction items for the public auction in September.
- Glass panels for ice rink were delivered to MPF for installing at the rink
- Winterization of all parks completed by September 30th.
- Director and Assistant Director met with TCAA to discuss upcoming Men's City League Basketball League.
- Received LED light order for MPF scoreboard. LED light replacement scheduled for week of Oct. 17th.

- Circulation motor #1 control board and power control board burnt up due to over voltage. Parts were ordered but have a 3-4-week lead time. Voltage regulators will be installed on both systems to prevent over voltage type issues from happening again.
 - Control board, power boards, and voltage regulators scheduled to be delivered Oct 17th. They will be scheduled for install as soon as we have them.

- **The Kenai Recreation Center August visitation**
 - Gym Check In: 1264
 - Reserved Gym Hours: 42
 - Weight/Cardio Room Check In: 831
 - Showers/Sauna: 286
 - Racquetball: 52
 - Wallyball: 9
 - Other: 17
 - Student: 941
 - Kenai City Employee: 51

