

**KENAI PARKS & RECREATION COMMISSION  
REGULAR MEETING  
MARCH 2, 2023 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
\*Telephonic/Virtual Information on Page 2\*  
<http://www.kenai.city>**

**1. CALL TO ORDER**

- a. Pledge of Allegiance
- b. Roll Call
- c. **Election of Chair and Vice-Chair**
- d. 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. November 3, 2022 ..... Pg. 3

**5. UNFINISHED BUSINESS**

**6. NEW BUSINESS**

- a. **Discussion/Recommendation** – Presentation of Parks and Recreation 2023 Summer Maintenance Plan.....Pg. 5
- b. **Discussion/Recommendation** – Recommending City Council Approval of Amendments to the City Council Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01 ..... Pg. 14
- c. **Discussion/Recommendation** – Recommending City Council Approval of the Student Representative Policy No. 20.100.....Pg. 19

**7. REPORTS**

- a. Parks & Recreation Director
- b. Commission Chair
- c. City Council Liaison ..... Pg. 24

**8. NEXT MEETING ATTENDANCE NOTIFICATION – April 6, 2023**

**9. COMMISSION QUESTIONS AND COMMENTS**

**10. ADDITIONAL PUBLIC COMMENT**

**11. INFORMATION ITEMS**

- a. Parks & Recreation Report – December 2022 and January 2023 ..... Pg. 30

**12. ADJOURNMENT**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83010539782>

**Meeting ID:** 830 1053 9782

**Passcode:** 985285

OR

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

**Meeting ID:** 830 1053 9782

**Passcode:** 985285

**KENAI PARKS & RECREATION COMMISSION  
REGULAR MEETING  
NOVEMBER 3, 2022 – 6:00 PM  
KENAI CITY COUNCIL CHAMBERS  
VICE CHAIR SOVALA KISENA, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

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

**a. Pledge of Allegiance**

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

**b. Roll was confirmed as follows:**

Commissioners present:	S. Kisena, D. Rigall, C. Stephens, M. Bernard, J. Joanis
Commissioners absent:	G. Wisniewski, J. Dennis
Staff/Council Liaison present:	Parks & Recreation Director B. Walker, Council Liaison H. Knackstedt

A quorum was present.

**c. Agenda Approval**

**MOTION:**

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

**2. SCHEDULED PUBLIC COMMENT – None.**

**3. UNSCHEDULED PUBLIC COMMENT – None.**

**4. APPROVAL OF MEETING SUMMARY**

**a. October 6, 2022**

**MOTION:**

Commissioner Bernard **MOVED** to approve the meeting summary of October 6, 2022. Commissioner Rigall **SECONDED** the motion. There were no objections; **SO ORDERED**.

**5. UNFINISHED BUSINESS – None.**

**6. NEW BUSINESS**

**a. Discussion/Recommendation – Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement Plan.**

**MOTION:**

Vice Chair Kisena **MOVED** to approve the Parks & Recreation Capital Improvement Projects Priority List for inclusion within the Draft FY2024-2028 Capital Improvement Plan. Commissioner Stephens **SECONDED** the motion.

Director Walker provided a staff report of the Parks & Recreation Priority List for the City of Kenai Fiscal Year 2024-2028 as provided in the packet, summarizing each project

The Commission discussed having a work session in January to review past Capital Improvement Plans for Parks and Recreation.

**UNANIMOUS CONSENT** was requested.

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

**7. REPORTS**

- a. **Parks and Recreation Director** – Director Walker informed the Commission on the activities of the Parks & Recreation Department as provided in the September 2022 Parks & Recreation Report in the packet.
- b. **Commission Chair** – Vice Chair Kisena reported that he had attended a risk management class in Washington D.C., and discussed the Race Across Alaska Challenge and how it helps to fund the construction of the Alaska Long Trail.
- c. **City Council Liaison** – Council Member Knackstedt reported on the actions of past City Council meetings. He discussed the green strip property that belongs to the Airport, and reported on the City Manager applicants.

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

Commissioners Stephens and Dennis noted that they would be absent.

**9. COMMISSION QUESTIONS AND COMMENTS**

**MOTION:**

Commissioner Rigall **MOVED** to hold a work session on January 5, 2023 to discuss past capital improvement projects. Commissioner Stephens **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

**10. ADDITIONAL PUBLIC COMMENT** – None.

**11. INFORMATIONAL ITEMS**

- a. Parks & Recreation Report – September 2022

**12. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 7:03 p.m.

Meeting summary prepared and submitted by:

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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  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Brad Walker Parks and Recreation Director  
**DATE:** February 21, 2023  
**SUBJECT:** Parks & Recreation 2023 Summer Maintenance Plan

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The purpose of this memo is to provide direction and clarification to commissions in submission of the Parks and Recreation 2023 Summer Maintenance Plan. The attached list of projects specific to Parks & Recreation only, is intended to verify the recommendations of the Parks & Recreation Commission.

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 2023 Summer Maintenance Plan."*

The Commission's support is respectfully requested.

Facility	Task	Notes
Shop/Crew Building	Clean Organize shop/lay down yard	March
	Inventory hand tools	March
Multi-Purpose Facility	Clean facility (ice out, dasher boards cleaned, swept, power washed)	April/May
	Return Zamboni to City Yard	Check with shop foremen on date of return
	Remove hazardous trees	May/June
Little League Park	Remove snow off of field #3	Late March/Early April
	Inventory/inspect all bases, anchors, flour and chalker	March
	Deliver (2) trash cans to field #3	April
	Deliver remaining trash cans to fields (2) cans per field, (1) for concession	May
	Drag/Level field #3 (check April HS game schedule)	When soils allow
	Attach all plumbing in concession area	May
	Install bases (starting with field #3	April/early May
	Turn on water	May
	Lube all locks	May
	Inspections on gates, fences, structures	April
	Organize/Clean storage room and stock with hand tools	April
	Drag/level fields prep. Remaining fields	Early May
	Thatch grass	Early May
	Apply weed and feed to all fields	June
	Apply herbicide treatment	June (as needed)
	Inspect (turn on) electronic score board	April
	Deliver all garden hoses and sprinklers for scheduled watering	May
	Mow and string trim on regular scheduled bases	May thru September
Green Strip Park & Softball fields	Remove snow off of field #3	Late March/Early April
	Conduct monthly playground inspections	Monthly

	Inventory/inspect all bases, anchors, flour and chalker	March
	Deliver (2) trash cans to field #3	April
	Deliver remaining trash cans to fields (2) cans per field, (1) for concession	May
	Drag/Level field #3 (check April game schedule)	When soils allow
	Attach all plumbing in concession area	May
	Install bases (starting with field #3	April/early May
	Turn on water	May
	Lube all locks	May
	Inspections on gates, fences, structures	April
	Organize/Clean storage room and stock with hand tools	April
	Drag/level fields prep. Remaining fields	Early May
	Thatch grass	Early May
	Apply weed and feed to all fields	June
	Apply herbicide treatment	June (as needed)
	Inspect (turn on) electronic score board	April
	Deliver all garden hoses and sprinklers for scheduled watering	May
	Mow and string trim on regular scheduled bases	May thru September
	Clean/pressure wash shelter	June
	Attach all plumbing fixtures	May
	Turn on water	May
	Unlock and clean restrooms	May
	Return trash cans	April
	Paint shelter	June/July
	Re-paint park sign	June/July
	Make minor repair to both modern restrooms	June/July

Municipal Park	Attach all plumbing fixtures in restroom	April
	Conduct monthly playground inspections	monthly
	Turn on water	May
	Unlock/Clean restrooms and concrete approach	May
	Paint new lines on basketball court	June
	Replace basketball court nets	May
	Paint/stain all shelters	June/July
	Continue to remove hazardous trees	On going
	Plant and mulch flower bed(s)	June
Lief Hansen Park	Remove winter decorations	April
	Unwrap trees	April
	Turn on water	May
	Remove lights near flag poles	April
	Remove banners	March
	Clean sidewalks	April/May
	Deliver garden hoses/sprinklers	May
	Grind stumps	June/July
	Edge sidewalks	June
	Plant and mulch flower beds	June
	Tree City Tree and other trees for Spruce Bark Beetle	May
	Fertilize (weed and feed)	May/June
	Mow and string trim and a regular scheduled basis	May thru September
	Re-paint/stain gazebo	June/July
	Rent Porta John for Memorial Day Services	May
Beaver Creek Park	Conduct monthly playground inspections	Monthly
	Turn on water	May
	Remove and debris from basketball court, paint new lines on basketball court, install new basketball nets (if needed)	May/June
	Paint shelter	June/July



	Paint Vault Toiler	June/July
Erik Hansen Park	Unwrap Trees (if needed)	April
	Edge and blow of sidewalk	Weekly
	Turn on water	May
	Deliver garden hoses for watering	May
	Detail statue	June
	Detail interpretive signs	June
	Add new gravel to walking path	June/July
	Repair/rebuild wooden flower beds	June/July
	Mow and string trim on a regularly scheduled basis	May thru September
	Replace ornamental perimeter line/rope	May
Kenai Recreation Center	Clean parking lot	Weekly
	Deliver garden hoses for watering program (under Teen Center windows)	June
	Mow and string trim on a regularly scheduled basis	May thru September
	Grind stumps of removed hazardous trees	June/July
	Mulch landscaping	June/July
Challenger Learning Center	Mow and string trim on a regularly scheduled basis	May thru September
	Remove hazardous trees	On going
Kenai Beach	Inspect all vault toilets	Weekly starting in April
	Clean out fire pits	On going
	Trash pick up	On going
Animal Control	Deliver garden hoses for watering program	May
	Remove winter lights	April
	Mow and string trim on a regularly scheduled basis	May thru September
4 <sup>th</sup> Ave. Park	Continue to remove hazardous trees	On going
	Remove debris from basketball court, replace basketball nets if needed	June/July

	Mow and string trim on a regularly scheduled basis	May thru September
Old Town Park	Complete Playground inspection	Weekly (Starting in April)
	Remove debris from basketball court, install new basketball nets if needed.	June
	Paint shelter	June/July
	Mow and string trim on a regularly scheduled basis	May thru September
	Roto till playground surface area	June/July
East End Trails	Replace disc golf hole markers for each hole	June/July
	Continue to remove hazardous trees	On going
	Repair disc golf tee boxes	June/July
	Rent an ADA Porta John	May-October
	Inspect all 18-disc golf baskets	June
Bernie Huss Trail	Continue to remove hazardous trees	On going
	Repair erosion issues to trail	On going
Memorial Park	Mow and string trim on a regularly scheduled basis	May thru September
	Fertilize (weed and feed)	June
Visitor Center/Chamber of Commerce	Clean out fire pit	May
	Deliver garden hoses	May
	Remove winter lights	April
	Install seasonal banners	March/April
	Continue to remove hazardous trees	On going
Blue Star Memorial	Inspect, blow off sidewalks, edge side walks	May thru September
	Mow and string trim on a regularly scheduled basis	May thru September
Cunningham Park	Add new gravel to walking paths to boardwalk	June/July
	Paint/Stain vault toilets	June/July
	Grade parking lot	June/July
Street and Highway Rows	Hang City of Kenai Banners	April
	Rehab all metal fish in concrete planters	May

	Repair any turn damage	May/June
	Mow and string trim on a regularly scheduled basis	May thru September
Old Cemetery	Inspect perimeter, fence, and gate	April
	Unlock gate	May 1 <sup>st</sup>
	Schedule/post cemetery clean up	May
	Turn on water	May
	Install pump to water tank	May
	Rent Porta John (Memorial Day Service)	May
	Locate, mark, clean out and straighten in-ground flag holders	May (Before Memorial Service)
	Lube locks	April
	Mow and string trim on a regularly scheduled basis	May thru September
Skate Park	Inspect fence, ramps, and pavement	Weekly starting in May
	Place trash can if needed	May
Airport Triangle	Turn on water	May
	Mow, edge, and string trim on a regularly scheduled basis	May thru September
Greenhouse	Inspect facility	Mid-April
	Clean and organize	Mid-April
	Turn on water	As soon as weather allows
	Turn on heat	March
City Hall	Remove stakes for winter static displays	April
	Remove winter lights/decorations	April
	Spring Clean up flower beds	May
	Deliver water hoses	May
	Thatch	May
	Fertilize (weed and feed)	May/June
	Edge sidewalks	On going
	Mow and string trim on a regularly scheduled basis	May thru September
	Mulch flower beds	June/July

Library	Add new stone to walk path between Library and City Hall	June
	Mulch Flower Beds	June/July
	Plant new shrubs and flowers	June
	Mow and string trim on a regularly scheduled basis	May thru September
Public Safety	Clean up lawn and shrub areas and sidewalks	April/May
	Remove winter lights	April
Daubenspeck Park	Clean and inspect vault toilets	On going
	Straighten all perimeter fence posts	June/July
	Add new stone to walking paths	June/July
	Fertilize (weed and feed)	May/June
	Continue removing hazardous trees	On going
	Mow and string trim on a regularly scheduled basis	May thru September
Kenai Golf Course	Pick up and store ski trail grooming equipment	April
	Continue removing hazardous trees	On going
Kenai Soccer Complex	Clear snow from fields (if needed)	April (coordinate with Streets)
	Turn on water	May
	Hook up reel sprinklers for all four fields	May
	Fertilize (Weed and Feed)	May/June
	Mow and string trim on a regularly scheduled basis	May thru September
	Inspect all soccer goals and nets, replace soccer nets as needed	On going
Tarbox bird viewing platform	Straighten all fence posts replace missing chain	May
	Inspect viewing deck	On going
	Replace Tarbox signage	June
Community Gardens	Hook up all hose fixtures	April
	Turn on water	May
	Roto till garden plots prior to Memorial Day	May

	Identify all sold plots	End of May
	Mow and string trim on a regularly scheduled basis	May thru September
Kenai New Cemetery	Over seed entire cemetery	May/June
	Mow and string trim on a regularly scheduled basis (once seed has matured)	June/July
Ryan's Trail	Inspect for erosion issues	On going
	Trim back vegetation	June thru August
	Inspect walking bridges	On going
	Replace any broken or missing signage	On going
	Continue to remove hazardous trees	On going
Meeks Trail	Fix erosion issues at both ends of bridge	June
	Build steps for bridge approach	June
	Repaint bridge	June/July
	Continue to remove hazardous trees	On going
4 <sup>th</sup> -5 <sup>th</sup> avenue trail	Inspect for erosion issues	On going
	Inspect foot bridge	On going
	Replace any broken or missing signage	On going
Flower Hill	Spend the year mowing, tilling, and spraying flower hill to eradicate the existing seed bank. Evaluate at the end of the year	April thru October
Kenai Dog Park	Coordinate with Public Works on completion	On going
	Re-seed dog park	May/June
	Install dog park equipment once turf is established	TBD



# KENAI

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

## MEMORANDUM

**TO:** Chair Wisniewski and Parks and Recreation Commission Members  
**FROM:** Shellie Saner, City Clerk  
**DATE:** February 21, 2023  
**SUBJECT:** **Recommending City Council Approval of Amendments to the City Council Procedures for Commissions Committees and Council on Aging Policy No. 2016-01**

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City Council Policy No. 2016-01 was originally adopted in 2014, since adoption the policy has been amended on multiple occasions with the last amendments made in 2019.

The proposed amendments to the policy have been forwarded for recommendation from your commission. Your commission may recommend adoption of the proposed amendment or fail to recommend adoption of the proposed amendments. In addition, your commission may propose additional amendments. Below is an outline of the amendments as currently proposed:

- The scope of the policy has been expanded to include references to code sections that area applicable to each commission.
- The amendment to paragraph 3.b. at the request of the Airport Manager would move Airport Commission meetings from City Hall Council Chambers to the Conference Room of the Kenai Municipal Airport terminal building.
- The amendment to paragraph 3.c. would remove the specific times for each commission meeting from the policy. Meetings schedules and times would still require Council approval.
- The amendments to paragraph 3.e. will include rescheduling meetings for the occasion when a meeting may be rescheduled instead of cancelled.
- The amendment to paragraph 4.b. would change the type of minutes kept for commissions from Summary minutes to Action minutes. Action minutes capture what was done, not what was said. When acting as an advisory body recommendation that were acted on and approved by the majority of the body are the ones that should be forwarded and considered by the City Council. **Exception:** *Summary minutes will be produced for the Planning and Zoning Commission when they are acting on quasi-judicial items.*
- The amendments to paragraph 6.b. clarify that actions of the commission must be relevant to the authority of the commission.
- Newly inserted paragraph j. clarifies the role of commissioners and that they may only speak on behalf of the commission when authorized to do so by a majority vote of the commission.
- The amendments to Section 7 expand and clarify the role of the Council Liaison as well as the role of a Council Member when attending a meeting as a sponsor to a legislative item.



**CITY COUNCIL – 20.020 [2016-01]**

**COMMISSIONS, COMMITTEES AND COUNCIL ON AGING PROCEDURES**

Effective Date: March 5, 2014

Last Approved Date:

April 19, 2023

See Also: PRO-20.020 TSK-20.020

Approved by:

City Council

**POLICY – 20.020 Commissions, Committees and Council on Aging Procedures**

**Purpose**

The purpose of this policy is to establish procedures, other than those provided in KMC 1.90, for Commissions, Committees and Council on Aging.

**Scope**

This policy applies to all advisory bodies appointed by the City Council. [In addition to this policy the following Kenai Municipal Code \(KMC\) provisions are applicable:](#)

[Airport Commission is also regulated by KMC 21.20](#)

[Harbor Commission is also regulated by KMC 11.10](#)

[Parks and Recreation Commission is also regulated by KMC 19.05](#)

[THE] Planning and Zoning Commission is also regulated by KMC 14.05.

**Commented [S1]:** The scope was expanded to reference the code sections that exist and are applicable to certain commissions.  
  
There are no code provisions for the Beautification Committee.

**Policy**

**1. Appointment and Reappointments**

- a. An application for consideration of appointment or reappointment to a Commission, Committee or Council on Aging must be submitted to the City Clerk.
- b. The Mayor nominates an applicant for appointment or reappointment and by motion, the City Council confirms.

**2. Establishing Subcommittees**

- a. A subcommittee of a commission or committee may be established for a specific function upon approval of Council.

**3. Meeting Schedules**

- a. Commission, Committee and Council on Aging meeting schedule is as follows:

Commission / Committee / Council on Aging	Meeting Schedule	Scheduled Meeting Days
Airport Commission	Monthly	Second Thursday of the month
Beautification	Meetings held January, April, May, September and October	Second Tuesday of the month
Council on Aging	Monthly	Second Thursday of the month
Harbor Commission	Meetings held February, March, April, May, June, August, September and November	First Monday after first Council meeting of the month
Library Commission ( <i>Suspended as of 2015, Ordinance No. 2815-2015</i> )		

Parks & Recreation Commission	Monthly, except for July	First Thursday of the month
Planning & Zoning Commission	Twice monthly	Second & fourth Wednesday

- b. All regular meetings will be held in the Kenai City Hall Council Chambers with the exception of the Council on Aging who shall meet at the Senior Center and the Airport Commission who shall meet in the Conference Room of the Kenai Municipal Airport terminal building. unless offsite arrangements are approved by the Clerk. Exceptions for subcommittee meetings may be made with the advance notice of the City Clerk.
- c. **[REGULARLY SCHEDULED MEETINGS SHALL BEGIN AT 7:00 P.M. UNLESS OTHERWISE APPROVED BY COUNCIL VIA MOTION, WITH THE EXCEPTION OF THE COUNCIL ON AGING, WHICH BEGINS AT 4:30 P.M.] Regularly scheduled meeting times will be approved by Council.**
- d. Commissions, Committees and Council on Aging may, with the City Clerk's approval and notification to Council and the City Manager, hold special meetings (for a specific purpose) on an as-needed basis.
- e. Commissions, Committees and Council on Aging meetings may be cancelled or rescheduled by the City Clerk, with notification to Council and the City Manager, if cancellation or rescheduling is warranted, i.e. lack of agenda items, pre-knowledge of lack of a quorum, etc.
- f. Any additional commissions or committees established will be set and incorporated into the meeting schedule by the City Council.

**Commented [SS2]:** This proposed amendment was requested by the Airport Manager.

**Commented [SS3]:** The information in the current policy is incorrect. Removing the specific times from the policy; however, establishing that changes in the times are approved by Council will eliminate the possibility of this policy having incorrect information in it.

**Commented [SS4]:** There are occasions when meetings are not cancelled, just rescheduled. Including "or rescheduled" would include steps already being taken.

**4. Minutes & Meeting Recordings**

- a. With exception of the Planning & Zoning Commission, taking notes and electronically recording meetings shall be the responsibility of department liaison to the specific meeting body. The Clerk's Office shall take notes and record the meeting for the Planning and Zoning Commission.
- b. **[SUMMARY] Action** minutes will be produced by the Clerk's Office from the department liaisons notes and provided to the City Council as official records of the meetings. Summary minutes will be produced by the Clerk's Office for Planning and Zoning Commission items when the item is quasi-judicial.
- c. Regularly scheduled meetings shall be electronically recorded and with the exception of Planning & Zoning Commission, shall be kept for two years.
- d. Planning & Zoning Commission meeting recordings shall be kept for 6 years.

**Commented [SS5]:** Roberts Rules of Order establishes that minutes capture what was done, not what was said.

When acting as an advisory body, the opinions and recommendations that were acted on and approved by the majority or disapproved by the majority, are the recommendations that should be considered by the Council.

It is my recommendation when acting in an advisory capacity the minutes kept be "Action Minutes", not summary minutes.

When acting in a quasi-judicial role, summary minutes will be taken; however, it would be in the best interest in quasi-judicial hearings to also clearly adopt findings that support their decisions.

**5. Work Sessions**

- a. Work sessions may not be held without the approval of the City Clerk unless they occur on the night of and at the time of a regularly scheduled advertised meeting. Notification of scheduled work session shall be provided to City Council and the City Manager. Work session may be requested by Council, the liaison or Chair of the body.
- b. During work sessions, only items on the work session agenda may be discussed and no formal actions may be taken.
- c. At a minimum, work sessions shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.

**6. Basic Meeting Information**



- a. All meetings shall be open to the public.
- b. At a minimum, meeting notices shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.
- c. Meeting agendas shall be established by the Chair and the department liaison and shall be relevant to the authority of the board, commission or committee as designated within the bylaws or Kenai Municipal Code. Items requiring Committee, Commission or Council on Aging action under applicable municipal code prior to final action by the Council, as distinguished from advisory recommendations, will be referred to the respective body prior to any final Council action. The City Council, by motion, may refer any other item to be placed on an agenda seeking a recommendation from the respective Committee, Commission, or Council on Aging.
- d. The department liaison shall submit items for the agenda and supporting documentation to the Clerk's Office one week prior to a meeting, no later than 2:00 p.m. The Clerk's Office will compile meeting material and distribute. The Planning & Zoning Commission is exempt from this requirement as the Planning Department advertises, compiles meeting material and distributes for its commission.
- e. Rules of Order: Pursuant to KMC 1.15.120(b) and KMC 1.90.050(c), in all matters of parliamentary procedure, Robert's Rules of Order, as revised shall be applicable and govern all meetings, except as specified in KMC 1.15.060 (Motions), KMC 1.15.100 (Speaking), and KMC 1.15.110 (Voting).
- f. Quorum: No meeting may proceed in the absence of a quorum, i.e. a quorum is more than one-half of the board/commission (quorum of the whole).
- g. Motion: Pursuant to KMC 1.15.060(k), all motions require a second. A majority of votes is required to pass a motion.
- h. Speaking: In a meeting, members should be recognized by the Chair before speaking.
- i. When is it a Meeting: If any public business is discussed collectively by four or a majority of members of one body.
- j. Representation of the body: Members of a City of Kenai Board, Commission, Committee or Council on Aging may only speak on behalf of the body when approved to do so by a majority vote of the body; at which time their basic responsibility is to carry out the body's directives identified within motion as approved.

**Commented [SS6]:** It is important to keep the City of Kenai bodies and staff on task, including this in the policy ensures that body is acting on matters that the City Council has given them authority to act on.

**Commented [SS7]:** This addition is important in establishing each members role to the body they have been appointed to; if speaking on behalf of the body, a member must receive direction from a majority of the body to do so.

This would not prevent a member from providing comments on a subject to the council as an individual, they would just need to make it clear they are speaking as an individual and do not represent the opinions of the body they serve on.

**Commented [SS8]:** More than three would be a quorum, and a violation of the State of Alaska Open meetings act.

**Commented [SS9]:** Neither Council Liaison or a Council Member who sponsored a legislative item should influence the direction in which an advisory body is going to advise. The Council members (Liaison or legislative sponsor) will have the opportunity to debate the issue when it is before the City Council.

**7. Council Participation**

- a. Any Council Member may attend a meeting or work session of any Commission, Committee or the Council on Aging; however, no more than three Council Members may attend any one meeting without additional public notice.
- b. Only the Council Liaison to the respective, Commission, Committee or Council on Aging may speak on behalf of the Council if approved to do so by a majority vote of the City Council. [PARTICIPATION BY COUNCIL MEMBERS AT COMMISSION, COMMITTEE OR COUNCIL ON AGING MEETINGS SHOULD BE LIMITED TO INTRODUCTION OF LEGISLATION BY ONE COUNCIL LEGISLATIVE SPONSOR. PARTICIPATION BY ANY OTHER COUNCIL MEMBERS, WRITTEN OR ORAL, IS DISCOURAGED.] Participation of the Liaison at Commission, Committee and Council on Aging meetings is limited to updating the body on the actions of the Council and reporting back to the Council the actions of the Commission, Committee or Council on Aging. The Liaison is a non-voting member and does not participate in the debate of an advisory body.
- c. Participation by Council Members other than the Liaison should be limited to ONE Council Member who is a sponsor of a legislative item to be considered for recommendation from the advisory body. The

sponsors participation should be limited to three-minute testimony and answering questions from the body, the sponsor of the legislation will not participate in debate of the advisory body. When speaking to the advisory body as the legislate sponsor the following additional rules apply:

i. The legislative sponsor will not testify from the Dais, testimony from the sponsor shall be made from the area designated for public comment.

ii. If the legislative sponsor is the Liaison to the advisory body, the legislative sponsor will remove themselves from the dais and seat themselves in the public area of the chambers. The legislative sponsor will remain in the public seating area during the discussion, debate and voting on the legislative item in which they sponsored.

- b. Exception: Council Members may fully participate in any joint work session or other meeting with a Commission, Committee, or the Council on Aging when it has been noticed that the City Council will be in attendance, or there has been a specific delegation of authority by the Council for a member(s) to represent the Council.

\_\_\_\_\_  
Brian Gabriel Sr., Mayor

ATTEST:

\_\_\_\_\_  
Shellie Saner, MMC, City Clerk

*Policy History: Action Approval on 08-04-2004; R2017-24; R2018-19; 2019-03; 2023-XX  
Note: Between 2004 and 2017 other amendments to the policy were made through the action approval process.*



# KENAI

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

## MEMORANDUM

**TO:** Chair Wisniewski and Parks and Recreation Commission Members  
**FROM:** Shellie Saner, City Clerk  
**DATE:** February 21, 2023  
**SUBJECT:** **Recommending City Council Approval of the Student Representative Policy No. 20.100**

---

The Student Representative to City Council Policy was adopted in 2005 and last amended in 2010. The Student Representative to the Parks and Recreation Commission was adopted in 2018-03 and last amended in 2020.

The proposed amendment would be to repeal both the City Council and Parks and Recreation Commissions Student Representative Policies and adopt one Student Representative Policy that would be applicable to all boards, commissions, committees and councils of the City of Kenai.

This has been forwarded for recommendation from your commission. Your commission may recommend adoption of the policy or fail to recommend adoption of the policy. In addition, your commission may propose additional amendments to the policy. The list below identifies changes that were made from the existing policies.

- Purpose and scope of the policy were expanded to provide clarity regarding the purpose of a student representative.
- Previously the policy required students attend Kenai Central High School. The new policy would remove that requirement and allow Juniors and Seniors applicants from all schools within Kenai City Limits.
- Preference is given for students who are members of Leadership Groups or the Student Council. This ensures the ability for a student to report back to the school the actions or issues that are affecting students.
- The term of the student representative was reduced to 1-year terms to ensure an opportunity for more students to participate as well as consider their academic and athletic schedule when committing to the service.
- The student representative will no longer be in rotation of the roll call and will now be called last, this takes into consideration that sometimes the issues before the commission may be controversial and that the students vote is advisory only.
- Previously the Parks and Recreation Commission Student Representative was required to reside within the Kenai City Limits, the new policy will allow non-residents attending a school within the city limits to participate as student representative to boards, commissions, committees and the Council on Aging. There are provisions within Kenai Municipal Code that allow a certain number of non-residents as members of various boards and commissions. *Note: Student Representatives to City Council will still be required to be residents of the City, which is the same requirement that applies to the Mayor and City Council Members.*



### CITY COUNCIL – 20.100 STUDENT REPRESENTATIVE

Effective Date: February 15, 2023  
See Also: PRO-20.100; TSK-20.100

Last Approved Date:  
Approved by:

April 19, 2023  
City Council

## POLICY – 20.100 Student Representative Policy

### Purpose

The purpose of this policy is to provide an opportunity for student representation to the various governmental body of the City of Kenai. The policy provides an opportunity for students to develop and strengthen leadership skills by connecting with the various governmental bodies of the City of Kenai and assisting fellow students with having their voices heard.

**Commented [SS1]:** Purpose and Scope have been expanded to provide a broader idea of why Student Representation is important.

### Scope

The Student Representative is a vital channel of communication between the students and the governmental bodies of the City of Kenai and has a variety of important roles and responsibilities, including representing the views of students on matters of concern to students; as time allows, participation in other events attended by the governmental body; and increased student involvement in matters affecting students. The appointed student acts as a representative leader of the student body.

### Policy

It is important to seek out and consider student ideas, viewpoints and reaction to City decisions and policies affecting students. In order to provide student input and involvement, the Kenai City Council may appoint a Student Representative and an Alternate Student Representative to the various governmental bodies of the City as it deems necessary.

**Commented [SS2]:** Previously the Council Policy required students attend KCHS. In 2020 the Parks and Recreation Commission did a very thorough review of their policy and amended it to allow students from other schools within the City.

### Qualifications of Student Representatives

1. Must be a Junior or Senior in good standing at a school within the Kenai City Limits.
2. Residency Requirements are as follows:
  - a. City Council Student Representatives must reside within the Kenai City limits.
  - b. Student Representatives to the Council on Aging, Airport Commission, Harbor Commission, Parks and Recreation Commission, Planning and Zoning Commission or Beautification Committee may but are not required to reside within Kenai City limits.
3. Preference will be given to students who are active members of a School Leadership Group or the Student Council.
4. Must obtain approval from the school administration and their parent or legal guardian.
5. If multiple applications are received for the same governmental body, the Mayor may select one applicant for appointment.

**Commented [SS3]:** Qualifications for Student Reps to Council requires City residency (same as required for Council Members) Qualifications for Student Reps to other bodies does not require City residency (same as required for those bodies)

**Commented [SS4]:** One of the primary purposes of a Student Rep is to be a communication liaison between the City Council and the students. Students who are part of the leadership groups from their schools will have a better ability to report to the students.

### Requirements of Student Representatives

1. Attend and participate in all meetings and work sessions of the governmental body in which the student is appointed to while school is in session, unless excused by the Mayor or Mayors designee.
2. Act as a communication liaison between the governmental body and students by reporting to the students the activities of the governing body; and, providing information and feed back to the governing body on policies and issues affecting the students.
3. Conduct themselves in proper business etiquette when acting as a Student Representative.
4. Should have an interest in public service and utilize this appointment as a way to develop leadership skills.

Limitations of Student Representatives

1. Appointments are for 1-Year terms, beginning in early September of each year and ending in August of the following year.
2. May not move or second items during a meeting.
3. May cast advisory votes on all matters except those subject to executive session discussions; however, the advisory vote will not affect the outcome, the advisory vote will be recorded in the meeting minutes, and the student vote will be last in the roll call order.

**Commented [SS5]:** Limiting the term to 1-year, will allow the students who apply to review the meeting schedule and any potential conflicts with their academic, athletic or personal schedules. It will also provide more students with the opportunity serve as students reps.

**Commented [SS6]:** This is a change, Council may be voting on very controversial items and allowing the student to vote last will reduce the pressure on the student, as well as provide a more clear role to observers that the vote is in fact advisory only and does not impact the outcome.

\_\_\_\_\_  
Brian Gabriel Sr., Mayor

ATTEST:

\_\_\_\_\_  
Shellie Saner, MMC, City Clerk

*Student Representative Policies History: Action Approval 03/16/2005; Action Approval 09/01/2010; Resolutions 2018-03; 2020-61; and, 2023-XX*

**[CITY COUNCIL STUDENT REPRESENTATIVE POLICY. NOT NUMBERED.]**

IT IS IMPORTANT TO SEEK OUT AND CONSIDER STUDENTS' IDEAS, VIEWPOINTS AND REACTIONS TO CITY DECISIONS AND POLICIES AFFECTING STUDENTS. IN ORDER TO PROVIDE STUDENT INPUT AND INVOLVEMENT, THE KENAI CITY COUNCIL MAY APPOINT A STUDENT REPRESENTATIVE AND AN ALTERNATE STUDENT REPRESENTATIVE AS IT DEEMS NECESSARY.

LIMITATIONS, QUALIFICATIONS AND REQUIREMENTS:

1. THE STUDENT MAY CAST ADVISORY VOTES ON ALL MATTERS EXCEPT THOSE SUBJECT TO EXECUTIVE SESSION DISCUSSION. ADVISORY VOTES SHALL BE CAST IN ROTATION WITH THE OFFICIAL COUNCIL VOTE AND SHALL NOT AFFECT THE OUTCOME OF THE VOTE. ADVISORY VOTES SHALL BE RECORDED IN THE MINUTES. STUDENT REPRESENTATIVES MAY NOT MOVE OR SECOND ITEMS DURING A COUNCIL MEETING.
2. THE STUDENT(S) SHALL BE RESIDENTS OF THE CITY OF KENAI.
3. THE STUDENT(S) SHALL BE A JUNIOR OR SENIOR IN GOOD STANDING AT KENAI CENTRAL HIGH SCHOOL.
4. THE STUDENT(S) SHALL BE ELECTED BY THE STUDENT COUNCIL OF KENAI CENTRAL HIGH SCHOOL AND SUBJECT OF APPROVAL OF THE KCHS ADMINISTRATION.
5. THE STUDENT(S) SHALL ATTEND ALL CITY COUNCIL MEETINGS AND WORK SESSIONS, UNLESS EXCUSED BY THE MAYOR. THE ALTERNATE SHALL ATTEND MEETINGS IN THE ABSENCE OF THE STUDENT REPRESENTATIVE.
6. THE STUDENT(S) SHOULD HAVE A LONG-TERM INTEREST IN PUBLIC SERVICE/
7. THE STUDENT(S) SHOULD GIVE FEEDBACK TO COUNCIL MEMBERS ABOUT POLICIES IMPACTING YOUNG PEOPLE.
8. THE STUDENT(S) SHOULD USE THIS OPPORTUNITY AS A WAY TO DEVELOP LEADERSHIP SKILLS.
9. THE STUDENT(S) WILL COMMUNICATE WITH STUDENT COUNCIL MEMBERS AT KENAI CENTRAL HIGH SCHOOL TO PROVIDE INFORMATION AND SEEK FEEDBACK FROM OTHER STUDENTS ON CITY ISSUES AFFECTING YOUNG PEOPLE AND COPIES OF ALL WRITTEN REPORTS REGARDING THEIR SERVICE BE PROVIDED TO THE KENAI CITY COUNCIL THROUGH THE CITY CLERK'S OFFICE.]

*Action Approval Dates: 03/16/05; 09/01/2010*

**[PARKS AND RECREATION COMMISSION STUDENT REPRESENTATIVE POLICY. POLICY No. 2018-01**

**PURPOSE**

THE PURPOSE OF THIS POLICY IS TO PROVIDE FOR A STUDENT REPRESENTATIVE FOR THE PARKS AND RECREATION COMMISSION.

**SCOPE**

THIS POLICY APPLIES TO THE PARKS AND RECREATION COMMISSION AND ALL STUDENT REPRESENTATIVES APPOINTED TO THE PARKS AND RECREATION COMMISSION.

**POLICY**

IT IS IMPORTANT TO SEEK OUT AND CONSIDER STUDENTS' IDEAS, VIEWPOINTS AND REACTIONS TO PARKS AND RECREATION DECISIONS. IN ORDER TO PROVIDE STUDENT INPUT AND INVOLVEMENT, THE MAYOR OF THE CITY OF KENAI, MAY APPOINT A STUDENT REPRESENTATIVE TO THE PARKS AND RECREATION COMMISSION AND THE STUDENT REPRESENTATIVE MAY PARTICIPATE IN THE PARKS AND RECREATION COMMISSION MEETINGS PURSUANT TO THE FOLLOWING:

1. LIMITATIONS, QUALIFICATIONS, AND REQUIREMENTS:

- A. THE STUDENT MAY CAST ADVISORY VOTES ON ALL MATTERS EXCEPT THOSE SUBJECT TO EXECUTIVE SESSION DISCUSSION. ADVISORY VOTES SHALL BE CAST IN ROTATION WITH THE OFFICIAL COMMISSION VOTE AND SHALL NOT AFFECT THE OUTCOME OF A VOTE. ADVISORY VOTES SHALL BE RECORDED IN THE MEETING SUMMARIES. STUDENT REPRESENTATIVES MAY NOT MOVE OR SECOND ITEMS DURING A COMMISSION MEETING.
- B. THE STUDENT SHALL BE A KENAI RESIDENT AND A JUNIOR OR SENIOR IN GOOD STANDING WITH THE SCHOOL ADMINISTRATION.
- C. THE STUDENT SHALL BE APPROVED BY SCHOOL ADMINISTRATION; IF MULTIPLE APPLICATIONS ARE RECEIVED, THE MAYOR MAY SELECT AN APPLICANT FOR APPOINTMENT.
- D. THE STUDENT SHALL ATTEND ALL PARKS AND RECREATION COMMISSION MEETINGS AND WORK SESSIONS, UNLESS EXCUSED BY THE PARKS AND RECREATION DIRECTOR.
- E. THE STUDENT SHOULD HAVE AN INTEREST IN PUBLIC SERVICE.
- F. THE STUDENT SHOULD USE THIS OPPORTUNITY AS A WAY TO DEVELOP LEADERSHIP SKILLS.
- G. THE STUDENT WILL COMMUNICATE WITH OTHER STUDENTS TO PROVIDE INFORMATION AND SEEK FEEDBACK FROM OTHER STUDENTS ON PARKS AND RECREATION ISSUES AFFECTING YOUNG PEOPLE.]

*Policy History: Resolution No.'s 2018-03; 2020-61*



## Kenai City Council - Regular Meeting

February 01, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

[www.kenai.city](http://www.kenai.city)

### Action 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. City of Kenai Marketing Presentation, by Coy West, CEO and Founder of Divining Point.
2. College Campus Update, Dr. Keith Hamilton, President of the Alaska Christian College.

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

#### D. PUBLIC HEARINGS

1. **POSTPONED UNTIL 3/1/2023 FOR A 2<sup>ND</sup> PUBLIC HEARING, AND REFERRED TO THE PLANNING & ZONING COMMISSION FOR A WORK SESSION. Ordinance No. 3332-2023** - Amending Kenai Municipal Code Section 3.10.070-Livestock within the City Limits, to Allow a Maximum of Twelve (12) Chicken Hens to be Kept on Certain Lots Less than 40,000 Square Feet within the City of Kenai. (Douthit and Winger) [01/04/23 Introduced by Council; Referred for recommendation to the 01/25/23 Planning and Zoning Commission Meeting; Public Hearing by Council Scheduled for 02/01/23.]
2. **ENACTED UNANIMOUSLY. Ordinance No. 3333-2023** - Amending Kenai Municipal Code 8.05.010 - Adoption of Fire Prevention Standards, and Repealing and Replacing Kenai Municipal Code 8.05.030 - Local Amendments to the 2009 International Fire Code, to Adopt the 2021 International Fire Code with Local Amendments. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3334-2023** - Amending Kenai Municipal Code Title 4 - Uniform Codes, to Adopt the 2021 Editions of the International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, International Existing Building Code, International Property Maintenance Code and the 2020 National Electrical Code and Incorporate Local Amendments. (Administration)



4. **ADOPTED UNANIMOUSLY. Resolution No. 2023-04** - Authorizing a Service Contract and Corresponding Purchase Order to Peninsula Refuse for Fiscal Year 2023 and Fiscal Year 2024 Dumpsters Services for the Waste Water Plant. (Administration)
5. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2023-05** - Adopting the City's Capital Improvement Plan for Fiscal Years 2024-2028. (Administration)

**E. MINUTES**

1. \*Regular Meeting of January 18, 2023. (City Clerk)

**F. UNFINISHED BUSINESS**

**G. NEW BUSINESS**

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Ordinance No. 3335-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund Fiscal Year 2023 Budget for Utility Costs Associated with the Alaska Regional Fire Training Center. (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

**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**

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://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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OR

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

**Meeting ID:** 875 1168 0894 **Passcode:** 240755



## Kenai City Council - Regular Meeting

February 15, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

[www.kenai.city](http://www.kenai.city)

### Action Agenda

## **Work Session - Review of Council Adopted Policies 3:30 p.m. - 5:30 p.m.**

### **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 Permanent Fund Annual Review, 2022 Financial Performance, Financial Projections and Recommended 2023 Asset Allocations for the City's Permanent Fund, Brandi Niclai and Bill Lierman, from Alaska Permanent Capital Management.
2. Project Homeless Connect 2023 Report, Jodi Stuart, Project Homeless Connect Publicity Chair.

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

### **D. PUBLIC HEARINGS**

1. **ENACTED UNANIMOUSLY. Ordinance No. 3335-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund Fiscal Year 2023 Budget for Utility Costs Associated with the Alaska Regional Fire Training Center. (Administration)
2. **ADOPTED UNANIMOUSLY. Resolution No. 2023-06** - Authorizing the City Manager to Accept a Donation, on Behalf of the City, of Property Described as Lot 4, Block 8 of the Original Townsite of Kenai, Kenai, Alaska from the Trust Agreement of Thelma M. Bagoy, for a Public Purpose and Determining that the Public Interest will Not be Served by an Appraisal. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2023-07** - Designating the Investment and Allocation Plan for the City's Permanent Funds and Establishing Appropriate Benchmarks to Measure Performance for Calendar Year 2023. (Administration)

4. **ADOPTED UNANIMOUSLY. Resolution No. 2023-08** - Repealing City Council Adopted Policy 2018-02 - Procedures for Including Contingency Funding in Contracts. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2023-09** - Renumbering Kenai City Council Travel Policy No. 2014-02 to Policy No. 20.200. (City Clerk)
6. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2023-10** - Renumbering Kenai City Council Public Recognition Policy No. 2014-01 to Policy No. 20.210. (City Clerk)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2023-11** - Amending the City Council Agenda and Packet - Preparation, Distribution and Publication Policy No. 2019-01 and Renumbering to Policy No. 20.000. (City Clerk)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2023-12** - Amending the City Council Procedures for Recording City Council Meetings and Work Sessions Policy No. 2017-03 and Renumbering to Policy No. 20.010. (City Clerk)
9. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2023-13** - Repealing the Unnumbered City Council Electronic Devices During Meetings of the Council Policy and Adopting City Council Policy No. 20.110 Use of Electronic Devices During Meetings. (Gabriel, Baisden, Knackstedt)
10. **ADOPTED UNANIMOUSLY. Resolution No. 2023-14** - Amending the City Council Mobile Device Use and Management Policy No. 2017-01 and Renumbering to Policy No. 20.120. (City Clerk)
11. **POSTPONED UNTIL 3/15/2023. Resolution No. 2023-15** - Amending the City Council Selecting and Appointing a Qualified Person or Persons to Fill Vacancies on the City Council Policy No. 2021-01 and Renumbering and Renaming to City Council Policy No. 20.220 - Filling Council Vacancies by Appointment. (City Clerk)

#### **E. MINUTES**

1. \*Regular Meeting of February 1, 2023. (City Clerk)

#### **F. UNFINISHED BUSINESS**

#### **G. NEW BUSINESS**

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Action/Approval** - Approval of the First Extension to the Agreement with Redline Sports for Management Services at the Kenai Multi-Purpose Facility. (Administration)
3. \***Ordinance No. 3336-2023** - 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)
4. \***Ordinance No. 3337-2023** - Accepting and Appropriating an Increase from the Kenai Peninsula Borough for the Senior Citizen Program Grant. (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

**I. REPORT OF THE MAYOR**

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1. City Manager
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**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**

1. **Ordinance No. 3332-2023** - Amending Kenai Municipal Code Section 3.10.070-Livestock within the City Limits, to Allow a Maximum of Twelve (12) Chicken Hens to be Kept on Certain Lots Less than 40,000 Square Feet within the City of Kenai. (Douthit and Winger)

*[01/04/23 Introduced by Council; Referred for recommendation to the 01/25/23 Planning and Zoning Commission Meeting; First Public Hearing by Council Scheduled for 02/01/23; 02/01/23 Referred to the Planning & Zoning Commission for a Work Session; Second City Council Public Hearing Scheduled for March 1, 2023.]*

**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

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# KENAI

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

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Brad Walker, Parks & Recreation Director  
**DATE:** January 9, 2023  
**SUBJECT:** **Mid-month Report – December 2022**

---

- Staff continue to work on replacing LED lights in the MPF scoreboard, this will be an on-going project as we continue to get more lights that are on back order.
- Park Director applied for and was awarded a \$20k grant from Marathon for playground equipment.
- Park Director enrolled in the NRPA (National Recreation Parks Association) Certified Park and Recreation Professional certification program.
- A major snow storm hit Kenai area December 11<sup>th</sup> and 12<sup>th</sup>. This required an all-hands approach to work with other City of Kenai departments on snow removal.
- The skate with Santa at Daubenspec Pond event scheduled on December 19<sup>th</sup> was cancelled do to extreme cold temperatures. The outside temperature was -23 degrees with a windchill of -33 degrees. We moved the event to the Kenai Rec. Center so kids/families were able to meet Mr. & Mrs. Claus. We estimated about 40 participants attended this event.
- After the major snow storm, Park staff worked for a week putting the ski trails back in at the Kenai Golf Course. We worked with Relay for Life for a Winter Solstice ski/snowshoe event. Approximately 40 people attended the event, raising \$1205.00 for the Relay for Life. Once again, the outside air temperatures were extremely cold, despite that we still felt like we had a good turnout.
- The Parks Director and Assistant Park Director attended Leadership training on Dec. 20<sup>th</sup>.
- Director and Assistant Director are planning to reinstitute the Adopt-A-Fire Hydrant program starting in January.
- With the numerous snow events winter burials have become increasingly difficult for staff to complete. Specifically, at the old cemetery.
- Park Director met with Alaska Department of Forestry to discuss them cutting down beetle kill trees along Ryan's Trail starting in January.

## December Kenai Recreation Center Numbers

Check in Location	Total
Weight/Cardio	840
Racquetball	64
Wallyball	25
Shower/Sauna	232
Gym	1160
Other	11
<b>Total</b>	<b>2332</b>
Gym Reservations	70
Average 20 people per hour for a total of	1400

## 2022 Annual Kenai Rec. Center Visits

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	total
Gym	1045	955	1212	978	579	585	741	1005	1444	1411	1425	1160	12540
Gym reservation	1600	1360	1400	1060	1020	860	720	1060	1620	1560	1700	1400	15360
Weight/cardio	834	890	1136	1054	756	748	645	826	952	916	965	840	10562
Showers/sauna	69	131	224	323	256	263	429	280	308	294	305	232	3114
racquetball	61	84	107	77	55	72	57	52	63	65	67	64	824
Wallyball	39	16	40	67	21	11	11	13	45	48	44	25	380
others	15	34	338	13	6	18	37	24	38	38	41	11	613
<b>total</b>	<b>3663</b>	<b>3470</b>	<b>4457</b>	<b>3572</b>	<b>2693</b>	<b>2557</b>	<b>2640</b>	<b>3260</b>	<b>4470</b>	<b>4332</b>	<b>4547</b>	<b>3732</b>	<b>43393</b>

Teen Center 2022Visits: Estimated 9500

Total Rec Center Visits for 2022: 52893

## Fire Hydrant Clearing



Page 2 of 5



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Dec 12<sup>th</sup> Snow Storm Snow Removal City Hall





Replacing LED Lights at MPF Scoreboard/Repairing Banner Broken by the Wind



Uncovering and locating cemetery plot in old Kenai Cemetery





# KENAI

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

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** William B. Walker, Parks & Recreation Director  
**DATE:** February 8, 2023  
**SUBJECT:** **Mid-month Activity Report - February**

---

The Alaska DNR Department of Forestry continues to work on Beetle Kill trees along Ryan's trail. The focus is on removing/dropping trees that will impact the public and the surrounding business. To date 288 trees have been felled.

Staff completed three winter burials in January. Because of the large amount of snow these three burials were quite difficult to locate and uncover.

The Multi-Purpose Facility had a total of 144 rented hours for the month of January.

Staff was able to clear 178 fire hydrants of the approximate 500 total. Do to the heavy snow accumulation this has been a slow and arduous process. Park staff reinstated and updated the Adopt a Fire hydrant program formally put on by the Kenai Fire Department. There have been no applications received yet for this program. Kenai Parks have also been short staffed which has slowed the process.

The Park Director and Assistant Park Director are nearly done with the Leadership Training put on by Future Syne International.

The Park Director has enrolled in the Certified Park and Recreation Professional certificate program put on by National Recreation and Parks Association.

Lead by the Assistant Director, Park staff was able to get a City League Basketball touring put together. The first game(s) started on January 19<sup>th</sup>.

Park staff replaced more LED lights on the MPF score board. This is an ongoing project as we can only get certain color LED lights when they are in stock.

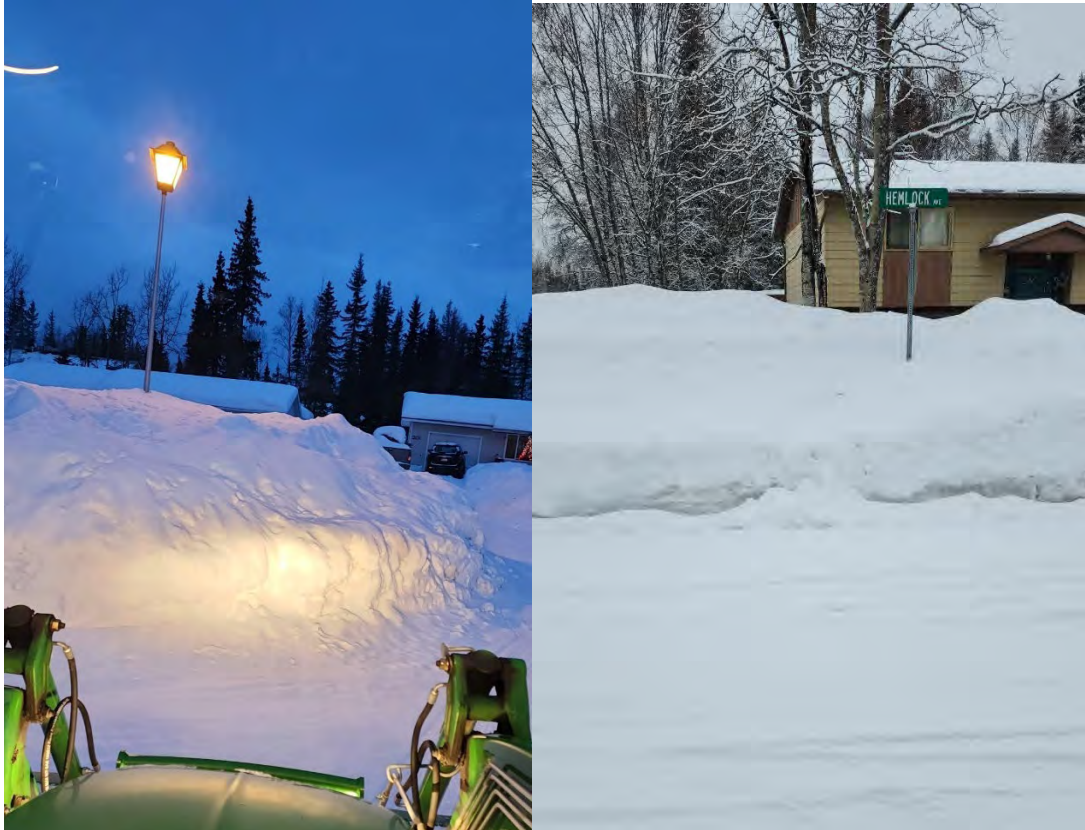
All flowers, seeds, and plugs have been ordered and should start arriving mid-March.

## **Kenai Rec. Center Visits**

Weight Room/Cardio Room	1121
Racquetball	29
Walleyball	13
Shower/Sauna	326
Gymnasium	1190
Other	20
Gym Rental Visits	1660
<b>Total Number of Visits</b>	<b>4359</b>

## **Staff Replacing LED lights on the scoreboard at the MPF**





Two examples of fire hydrants buried under numerous feet of snow.

