

**KENAI PARKS & RECREATION COMMISSION  
REGULAR MEETING  
SEPTEMBER 7, 2023 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
*\*Telephonic/Virtual Information Below\**  
<http://www.kenai.city>**

**A. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval

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

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

**D. APPROVAL OF ACTION MINUTES**

1. March 2, 2023.....Pg. 2

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

1. **Discussion** – City of Kenai Commissions, Committees and Council on Aging Review.....Pg. 5

**G. REPORTS**

1. Parks & Recreation Director.....Pg. 9
2. Commission Chair
3. City Council Liaison.....Pg. 16

**H. ADDITIONAL PUBLIC COMMENT**

**I. NEXT MEETING ATTENDANCE NOTIFICATION – October 5, 2023**

**J. COMMISSION QUESTIONS AND COMMENTS**

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83005301434>

**Meeting ID:** 830 0530 1434

**Passcode:** 478970

**OR**

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

**Meeting ID:** 830 0530 1434

**Passcode:** 478970

**KENAI PARKS & RECREATION COMMISSION  
REGULAR MEETING  
MARCH 2, 2023 – 6:00 PM  
KENAI CITY COUNCIL CHAMBERS  
CHAIR PRO TEM CHARLIE STEPHENS, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

The meeting was called to order at approximately 6:10 p.m.

**a. Pledge of Allegiance**

Parks & Recreation Charlie Stephens led those assembled in the Pledge of Allegiance.

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

Commissioners present:	C. Stephens, M. Bernard, J. Joanis, K. Graham
Commissioners absent:	G. Wisniewski, S. Kisenka, D. Rigall
Staff/Council Liaison present:	Parks & Recreation Director B. Walker, Parks & Recreation Assistant Director T. Best, City Clerk S. Saner, Council Liaison H. Knackstedt

A quorum was present.

**MOTION:**

Commissioner Joanis **MOVED** to nominate Commissioner Stephens as Chair Pro Tem. Commissioner Bernard **SECONDED** the motion. There were no objections; **SO ORDERED.**

**c. Election of Chair and Vice-Chair**

The commission agreed to hold the election of Chair and Vice-Chair until the next meeting when more of the body would be present.

**d. Agenda Approval**

Chair Pro Tem Stephens noted the request from staff to revise the agenda by hearing item 6a. Presentation of Parks and Recreation 2023 Summer Maintenance Plan after items 6b. and 6c.

**MOTION:**

Commissioner Joanis **MOVED** to approve the agenda as revised. Commissioner Bernard **SECONDED** the motion. There were no objections; **SO ORDERED.**

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

**3. UNSCHEDULED PUBLIC COMMENT**

Rebecca Lambourne, an anthropologist and resident of the city, discussed her involvement in an archaeological dig with the City of Soldotna. Lambourne mentioned that there are cultural sites in the municipal parks, some of which are protected, and suggested that they could be worked into an educational nature trail. She also mentioned that there are salmon fry in a salmon-rearing stream in the park and highlighted the importance of protecting this area. Lastly, she shared that she had conducted a recent survey in the park and found more salmon fish storage pits, indicating that there are likely more cultural sites in the park.

**4. APPROVAL OF MEETING SUMMARY**

**a. November 3, 2022**

## **MOTION:**

Commissioner Joanis **MOVED** to approve the meeting summary of November 3, 2022. Commissioner Bernard **SECONDED** the motion. There were no objections; **SO ORDERED**.

### **5. UNFINISHED BUSINESS** – None.

### **6. NEW BUSINESS**

- 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

City Clerk Saner reviewed the proposed amendments to the Procedures for Commissions, Committees and Council on Aging Policy.

## **MOTION:**

Commissioner Joanis **MOVED** to recommend approval of the amendments to the City Council Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01. Kyle Graham **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

- c. **Discussion/Recommendation** – Recommending City Council Approval of the Student Representative Policy No. 20.100

City Clerk Saner clarified that this would repeal both of the existing student representative policies and establish one policy that's applicable to all boards, commissions and councils; she reviewed the proposed changes from the previous policy.

The commission discussed the wording of eligibility requirements and whether it excludes homeschool or online students. They proposed different options to include residents who attend schools outside the city limits, such as adding a residency requirement or amending the wording to include the name of the school district.

## **MOTION:**

Commissioner Joanis **MOVED** to recommend approval of the Student Representative Policy No. 20.100, with the change that a student must be a junior or senior in good standing at a school within the Kenai Peninsula Borough. Commissioner Graham **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

- a. **Discussion/Recommendation** – Presentation of Parks and Recreation 2023 Summer Maintenance Plan

Parks Director Walker provided a staff report of the 2023 Summer Maintenance Plan, which includes maintaining the turf for soccer fields, ball fields, softball, and baseball. He explained that staff will also implement watering programs and work on the wildflower field to overcome the seed bank by removing the weed seeds in the soil.

Further discussion from the commission included clarification on herbicide use, community marketing, snow removal, and rototilling the playground in Old Town Park.

### **7. REPORTS**

- a. **Parks and Recreation Director** – Director Walker reported on the following:
  - Assistant Director Best will be acting Director the following week while Director

Walker will be out of office.

- City League Basketball update.
- Planning for Easter Egg Hunt and Kite Festival events.
- Flowers have been ordered, to be received in March.
- Moving snow on walkways at Municipal Park.
- City leadership training.
- Recognized long-serving commissioners Michael Bernard (eight years) and Charlie Stephens (12 years); provided with certificates of appreciation and pins.

b. **Commission Chair** – No report.

c. **City Council Liaison** – Council Member Knackstedt reviewed the actions of the February 15, 2023 and March 1, 2023 City Council meetings.

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

It was noted that Commissioner Stephens would not be in attendance.

9. **COMMISSION QUESTIONS AND COMMENTS**

Commissioner Joanis noted that she appreciated the Robert Rules of Order training provided by the City during the Commission & Committee training session.

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

11. **INFORMATIONAL ITEMS**

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

It was noted that the Department of Natural Resources reached out and has been removing trees from Ryan's Trails, where they dropped over 300 trees.

12. **ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 7:32 p.m.

Meeting summary prepared and submitted by:

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Meghan Thibodeau  
Deputy City Clerk

## MEMORANDUM

**TO:** Council Members  
**THROUGH:** Mayor Gabriel  
**FROM:** Shellie Saner, City Clerk  
Terry Eubank, City Manager  
Scott Bloom, City Attorney  
**DATE:** July 25, 2023  
**SUBJECT:** **City of Kenai Commissions, Committees and Council on Aging Review**

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This memo requests Council direction to the Administration for development of tools and methods to clarify the roles and responsibilities for members of the City's advisory boards, commissions, committees and Council on Aging (Commissions). Having clear defined roles and responsibilities will provide commission members guidance for the activities of their body and also reduce dissatisfaction from members when they feel the commission is not meeting their expectations.

Purpose of Advisory Commissions. The role of each Advisory Commission is intended to bring experience, expertise and opinion to advise the City on various issues, policies and matters. Each Commission has a purpose that has been approved by the City Council, and each Commission should make recommendations that fulfill the purpose of their appointed role and advise the City on matters specifically related to their role as defined in code and policy.

Advisory Roles. The responsibilities of serving in an advisory role includes developing short-term and long-term goals and making recommendations to the City. In an advisory capacity, the Commission acts as an important source of information on a variety of issues that affect the City, residents and visitors.

### **Commission Development Tools.**

Each Commission should develop an annual work plan at the beginning of each year, the work plan would then be submitted to Council for approval. The work plan would guide the work of the Commission throughout the year. At the end of each year, the Commission would then submit a final report to the Council for review of their activities.

#### Purpose of a Work Plan.

1. Documents that the work plan of the commission aligns with the assigned role, plans, policies and procedures of the City.
2. Ensures the Council and Administration is aware of the work intended for the Commission for the year ahead.

#### Purpose of an Annual Report.

1. Highlights key accomplishments, identifies completed projects and outlines various activities of the last year.
2. Provides the opportunity for Council review of the commissions accomplishments and confirms that the work of the commission continues to align with their assigned role and work plan as approved by Council.

## **Plan for Implementation.**

### September / October

1. Develop an online survey to be sent to all current commission and City Council members. Survey questions to be developed in coordination with the Administration, Clerks Office and two volunteer Council Members.

### November

1. Distribute online survey to all current commission and City Council members. Thirty-day survey will close on November 30, 2023.

### December

1. Compile survey data, finalize summary report of five (5) years of action for each commission and prepare work session packets.

### January

1. Commission Work Sessions for each Commission with the following agenda outline.
  - a. Review of the past five (5) years of Commission actions taken.
  - b. Review Kenai Municipal Code applicable to the Commission.
  - c. Review Council adopted policies applicable to the Commission.
  - d. Develop any amendments to code or policy to be recommended for Council approval.
2. Immediately following the Commission Work Session, the Commission will meet in a Regular meeting to take formal action recommending Council approval of the proposed amendments to code and policy.
3. Regular Council Meeting discussion / action on recommendations from each Commission regarding code or policy.
4. Based on the final decision approved by Council, each individual Commission will meet again in a Work Session to develop the following:
  - a. Missions or Vision Statement for the Commission.
  - b. Annual Work Plan.
5. Immediately following the Commission Work Session, the Commission will meet in a Regular meeting to take formal action recommending Council approval of the Mission or Vision Statement and Annual Work Plan.

*Note: Beginning the review process at the Commission level in January is recommended. This recommendation is based on the terms for Commission members, which is January 1 - December 31 and would allow work plans to be developed by the individual members who will be working on them.*

### February - December

1. Commission meetings to conduct work as approved in the Work Plan.

### December

1. Prepare a final report to Council which identifies the highlights and accomplishments of the commission.

The benefits to the proposed Commission Development Tools are:

- Provides the Commission members an opportunity to have a deeper strategic conversation regarding their roles and expectations.
- Ensures compliance with policy and code requirements and keeps the Commissions focus and goals based on the opinion of the majority of the Commission and approved by Council.
- Avoids fragmenting responsibilities across multiple Commission and staff resources and/or identifies objectives that should be shared with other Commissions and staff resources.
- Allows the Administration and Council the opportunity to monitor operational costs and staff resources.
- Clearly identifies the Council expectations for Commissions and boosts Commission members engagement opportunities.

### INTRODUCTION

This area should include the advisory body's missions' statement and include a brief description of the overall purpose of the commission.

*Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.*

**Instructions:** In the space provided below, create a list of issues and goals (objectives) your commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.

 <b>GOAL OR OBJECTIVE</b>	 <b>COLLABORATION</b>	 <b>FUNDING RESOURCES</b>	 <b>TIME TO COMPLETE</b>
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Objective No. \_\_\_\_\_ Objective: \_\_\_\_\_ Estimated Time to Complete: \_\_\_\_\_

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Collaboration: *(Who needs to be involved to obtain the objective?)*

Funding: *(Are funds available, or is funding needed in a future budget?)*

## SUMMARY OF REPORT

Provide a brief description of the report, include overall guidance and direction that the commission gave the city in recommendations.



## MISSION STATEMENT

Its not necessary; however, restating the mission statement of the board is a good reminder to the reader about the commissions purpose.



## HIGHLIGHTS

- Provide a bullet point list of highlights.
- Use broad descriptions including the problem and solution.
- Be brief, do not provide details in the highlights.



## ACCOMPLISHMENTS

### Provide an Objection Title

Detailed description of the accomplishment to include, but not limited to dates, locations, data collected, department and community support, and challenges faced.

### Provide an Objection Title

Include a paragraph for all of the different projects and accomplishments, the highlight section of the report should guide the readers to here for more detail.



## EDUCATION AND OUTREACH

This section should be used to detail how the accomplished item benefited the City, residents and visitors. Really emphasize community engagement with the item.







# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Parks & Recreation Commission  
**FROM:** Tyler Best, Parks and Recreation Director  
**DATE:** 8/31/23  
**SUBJECT:** **2023 Summer Review**

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The purpose of this correspondence is to review the 2023 Summer recreation season for the City of Kenai Parks, Recreation, and Beatification Department. Please see the attached mind-month reports for details.

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Tyler Best, Parks and Recreation Director  
**DATE:** 6/13/23  
**SUBJECT:** Mid-month Activity Report - May

The grant-funded Green Strip Playground is installed and looks great at the Greenstrip/ Steve Shearer Memorial Ball Fields.

The department posted the Assistant Parks and Recreation Director Job, and it closed on June 9<sup>th</sup>. Interviews are scheduled and expected to be done by the end of June.

We opened the Slash Site in May and received 38.78 acres of treated area for the month.

Our first group of seasonal hires started on May 15<sup>th</sup> and have started mowing the fields, parks, and Right of Ways in the City.

Repairs are underway on the roof at the Rec Center, and the building remains open but has had to temporarily shut down certain sections as needed to complete the project safely.

### Kenai Rec. Center Visits

Weight Room/Cardio Room	1136
Racquetball	44
Walleyball	8
Shower/Sauna	285
Gymnasium	1216
Other	24
Gym Rental Visits	1340
<b>Total Number of Visits</b>	<b>3847</b>

Kenai Kite Festival is on June 24<sup>th</sup>; please see the flyer below.

A colorful poster for the Kenai Kite Festival. The background is light blue with stylized white clouds. At the top left, a yellow kite with a blue cross-frame and a long tail with orange and green streamers flies. At the top center is the Kenai logo, which features a stylized fish or bird shape in green and red above the word "KENAI" in green capital letters. Below the logo, the text "The City of Kenai presents" is in black, followed by "KENAI'S KITE FESTIVAL" in large, bold, blue and orange letters with white outlines. Underneath, "Krazy Kool Kites in Kenai!" is in black. The date and time "Saturday June 24th 12pm-3pm" and the location "Millennium Square in Kenai (Field behind Arby's)" are listed. On the left, a paragraph invites people to bring their own kites or build one at the Kenai Community Library on June 23rd at 4pm. On the right, a large yellow starburst contains a list of activities: Games!, Kite Races!, Kite Building!, Food Vendors!, A giant Octopus & Alligator Kite!. At the bottom left is the Walmart logo with the tagline "Save money. Live better." and a yellow starburst. Below that is a sign for "MAIN STREET Tap & Grill" and the Kenai Chamber of Commerce & Visitor Center logo. At the bottom right, a child is running on a green grassy field, holding a string for a small kite. A large red and yellow kite is also shown on the right side of the poster.

 KENAI

**The City of Kenai presents**

# **KENAI'S KITE FESTIVAL**

**Krazy Kool Kites in Kenai!**

Saturday June 24th  
12pm-3pm  
Millennium Square in Kenai  
(Field behind Arby's)

Come to Kenai for one of the best events of the summer! Bring your own Kite or build one at the Kenai Community Library on June 23rd at 4pm!

**Walmart**   
Save money. Live better.

**Games!**  
**Kite Races!**  
**Kite Building!**  
**Food Vendors!**  
**A giant Octopus & Alligator Kite!**

 

Page 2 of 2



The City of Kenai | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Tyler Best Parks and Recreation Director

**DATE:** July 25th, 2023

**SUBJECT:** Mid-Month Report-June

The Kenia Kite Festival occurred on June 24th, and hundreds of people came to enjoy it. Walmart gave out over 100 kites for free. The day before this event, the Kenai Community Library had a kite building class, and many of their kite builders came and displayed their custom kites!

Kenai slash site use has decreased compared to last year, but it is getting used every day it is open. The use reduction is most likely due to the number of borough slash sites available throughout the community. To date, the slash site has collected 48.38 acres of treated area.

Repairs to the Kenai Rec Center roof are almost complete. There will be several days when the Rec Center will shut down as the contractors will have to shut off power.

### **Kenai Rec. Center Visits-June**

Weight Room/Cardio Room	864
Racquetball	28
Walleyball	3
Shower/Sauna	303
Gymnasium	913
Other	9
Gym Rental Visits	980
<b>Total Number of Visits</b>	<b>2493</b>

See photos of the kite festival below!

Professional Keters came and brought some fantastic kites to showcase



Walmart gave out over 100 free kites!



Kids flew kites from home, the library, and Walmart all afternoon.





## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Tyler Best Parks and Recreation Director

**DATE:** August 10th, 2023

**SUBJECT:** **Mid-Month Report-July**

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The PU Fishery took place between July 10th and July 31<sup>st</sup>. This year, something new was our bypass lane extension allowing local businesses and dip net traffic with valid passes to bypass the shacks. The new lane helped local traffic access the Kenai Little League fields, Lee Shore Center, Boys & Girls Club, Our Lady of Angels Church, and it helped alleviate traffic jams on the Kenai Spur.

Kenai Little League held a new baseball tournament during the first weekend of the fishery, and to accommodate them, we closed down part of the parking lot usually reserved for dip netters. We allowed them to park and camp there so they could host their tournament. After the tournament, we opened the parking lot to dip netters, except for a small section to accommodate baseball practices.

The Annual Firecracker Tournament hosted by Kenai Softball Association took place at the beginning of July, bringing Softball teams from all over the state to Kenai.

Mid-month at Millenium Square, the Kenai Wolfpack Rugby team hosted a tournament with 15 teams from all over the state.

On July 28<sup>th</sup>, we opened the Kenai Bark Park, Kenai's first dog park. We currently have some of the park fenced off to establish the grass better and additional agility equipment to add in the future.

Kenai slash site is open from Thursday to Sunday, 10 am-6 pm, for anyone who wants to dispose of slash. To date, the slash site has collected 48.38 acres.

Entrance to the new Dog Park!



Community wall that shows sponsors and volunteers who help bring the Bark Park to



Kenai Slash Site gets filled up, and then Streets Department comes in and consolidates all the slash into a larger pile.





## Kenai City Council - Regular Meeting

August 02, 2023 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

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

### **Action Agenda**

#### **A. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items 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 ADMINISTRATIVE REPORTS**

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

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

#### **E. PUBLIC HEARINGS**

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3364-2023** - Increasing Estimated Revenues and Appropriations in the Water and Sewer Capital Project Fund for Replacement of an Existing Cemetery Creek Culvert with a Fish Passage Culvert. (Administration) [KMC 1.15.070(d)]
  1. Motion for Introduction
  2. Motion for Second Reading (Requires a Unanimous Vote)
  3. Motion for Enactment (Requires Five Affirmative Votes)
2. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-48** - Approving Development Incentives for a Lease of the Airport Reserve Lands Between the City of Kenai and Schilling Rentals, LLC on Lot 3, Block 1, General Aviation Apron No. 1 Amended. (Administration)
3. **POSTPONED TO 9/6/2023. Resolution No. 2023-49** - Declaring the Rights-of-Way of Char Circle as Dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) and a Portion of S. Spruce Street as Dedication on Park View Subdivision (Plat No. KK 79-156) are No Longer Needed for a Public Purpose and Consenting to Vacation of the Rights-of-Way. (Administration)

#### **F. MINUTES**

1. \*Regular Meeting of July 5, 2023. (City Clerk)



**G. UNFINISHED BUSINESS**

**H. NEW BUSINESS**

1. **\*Action/Approval** - Bills to be Ratified. (Administration)
2. **\*Action/Approval** - Assignment and Assumption of Lease Agreement of Lot 5, Block 1, Gusty Subdivision Addition No. 1 Amended to Braden Ellis. (Administration)
3. **\*Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Manager, Terry Eubank. (Gabriel)
4. **\*Ordinance No. 3365-2023** - Increasing Estimated FY2023 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. **\*Ordinance No. 3366-2023** - Increasing Estimated Revenues and Appropriations in the General Fund - Planning Department to Complete Rezoning of the Kenai Waterfront Area as Identified in the 2022 Kenai Waterfront Revitalization Assessment. (Knackstedt)
6. **\*Ordinance No. 3367-2023** - Increasing Estimated Revenues and Appropriations in the General Fund - Street Department for Award of a Contract to Replace Public Sidewalk at 815 Frontage Road. (Administration)
7. ***UNANIMOUSLY APPROVED DIRECTION TO ADMINISTRATION. Discussion/Action*** - Commission, Committee and Council on Aging Direction. (Gabriel)
8. **Discussion/Action** - Radio Advertising. (Douthit)

**I. 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

**J. REPORT OF THE MAYOR**

**K. ADMINISTRATION REPORTS**

1. City Manager
2. City Attorney
3. City Clerk

**L. ADDITIONAL PUBLIC COMMENTS**

1. Citizens Comments (*Public comments limited to five (5) minutes per speaker*)
2. Council Comments

**M. EXECUTIVE SESSION**

**N. PENDING ITEMS**

**O. ADJOURNMENT**

**P. 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.*

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83085079211>

**Meeting ID:** 830 8507 9211 **Passcode:** 428997

OR

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

**Meeting ID:** 830 8507 9211 **Passcode:** 428997



## Kenai City Council - Regular Meeting

August 16, 2023 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

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

### **Action Agenda**

#### **A. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

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#### **B. SCHEDULED ADMINISTRATIVE REPORTS**

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

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

#### **E. PUBLIC HEARINGS**

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3365-2023** - Increasing Estimated FY2023 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)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3366-2023** - Increasing Estimated Revenues and Appropriations in the General Fund - Planning Department to Complete Rezoning of the Kenai Waterfront Area as Identified in the 2022 Kenai Waterfront Revitalization Assessment. (Knackstedt)
3. **ENACTED WITHOUT OBJECTION. Ordinance No. 3367-2023** - Increasing Estimated Revenues and Appropriations in the General Fund - Street Department for Award of a Contract to Replace Public Sidewalk at 815 Frontage Road. (Administration)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-51** - Approving an Amendment to the Lease for a Portion of Lot 3, Block 17, Original Townsite of Kenai Between the City of Kenai and Peninsula Art Guild, Inc. to Accommodate an Existing and Proposed New Shed. (Administration)
5. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-52** - Authorizing a Contract Award and Corresponding Purchase Order for the Cemetery Phase 2 Fencing Project. (Administration)

**F. MINUTES**

1. \*Regular Meeting of August 2, 2023. (City Clerk)

**G. UNFINISHED BUSINESS**

**H. NEW BUSINESS**

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Action/Approval** - Recommending the Kenai Peninsula Borough Assembly Appoint Kenai City Clerk, Shellie Saner to the Kenai Peninsula Borough Voter Turnout Working Group. (Gabriel)
3. \***Ordinance No. 3368-2023** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Operations Facility Capital Funds to Provide Supplemental Funding for the Kenai Municipal Airport Operations Facility Boiler and HVAC Controls Replacement Project. (Administration)
4. **APPROVED WITHOUT OBJECTION. Action/Approval** - Approving Official Bond Amounts for City Manager, City Clerk and Finance Director. (Administration)

**I. 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

**J. REPORT OF THE MAYOR**

**K. ADMINISTRATION REPORTS**

1. City Manager
2. City Attorney
3. City Clerk

**L. ADDITIONAL PUBLIC COMMENTS**

1. Citizens Comments (*Public comments limited to five (5) minutes per speaker*)
2. Council Comments

**M. EXECUTIVE SESSION**

**N. PENDING ITEMS**

1. **Resolution No. 2023-49** - Declaring the Rights-of-Way of Char Circle as Dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) and a Portion of S. Spruce Street as Dedication on Park View Subdivision (Plat No. KN 79-156) are No Longer Needed for a Public Purpose and Consenting to Vacation of the Rights-of-Way. (Administration) [*At the 08/02/23 meeting, this item was postponed to 09/06/23.*]

**O. ADJOURNMENT**

**P. 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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