

**KENAI PARKS & RECREATION COMMISSION  
REGULAR MEETING  
FEBRUARY 1, 2024 – 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. January 4, 2024 .....Pg. 2

**E. UNFINISHED BUSINESS**

1. **Discussion/Recommendation** – Recommendations to Council for Changes to Kenai Municipal Code Chapter 19.05 Parks and Recreation Commission, and Chapter 1.90 Standards for Boards, Commissions and Committees.....Pg. 5

**F. NEW BUSINESS**

**G. REPORTS**

1. Parks & Recreation Director
2. Commission Chair
3. City Council Liaison ..... Pg. 12

**H. ADDITIONAL PUBLIC COMMENT**

**I. NEXT MEETING ATTENDANCE NOTIFICATION – March 7, 2024**

**J. COMMISSION QUESTIONS AND COMMENTS**

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

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**Meeting ID:** 837 7583 8847  
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**Passcode:** 210532

**KENAI PARKS & RECREATION COMMISSION – REGULAR MEETING  
JANUARY 4, 2024  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
CHAIR GRANT WISNIEWSKI, PRESIDING**

**ACTION MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Parks & Recreation Commission was held on January 4, 2024, in the Kenai City Council Chambers, Kenai, AK. Chair Wisniewski called the meeting to order at 6:09 p.m.

**1. Pledge of Allegiance**

Chair Wisniewski led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Grant Wisniewski, Chair  
Kyle Graham  
Michael Bernard  
Nigel LaRicca

Sovala Kisena, Vice Chair  
Jennifer Joanis  
Charlie Stephens

A quorum was present.

Also in attendance were:

Tyler Best, Parks & Recreation Director  
Jenna Brown, Parks & Recreation Assistant Director  
Deborah Sounart, City Council Liaison  
Meghan Thibodeau, Deputy City Clerk

**3. Election of Chair and Vice Chair**

**MOTION:**

Commissioner Stephens **MOVED** to reappoint Chair Wisniewski. Vice Chair Kisena **SECONDED** the motion.

**VOTE:** There being no objection; **SO ORDERED.**

**MOTION:**

Commissioner Joanis **MOVED** to reappoint Vice Chair Kisena. Chair Wisniewski **SECONDED** the motion.

**VOTE:** There being no objection; **SO ORDERED.**

**4. Agenda Approval**

**MOTION:**

Commissioner Stephens **MOVED** to approve the agenda as presented. Commissioner Bernard **SECONDED** the motion.

**VOTE:** There being no objection; **SO ORDERED.**

**B. SCHEDULED PUBLIC COMMENTS - None.**

C. **UNSCHEDULED PUBLIC COMMENTS** - None.

D. **APPROVAL OF ACTION MINUTES**

1. November 2, 2023

**MOTION:**

Commissioner Joanis **MOVED** to approve the November 2, 2023 Parks & Recreation Commission minutes. Commissioner Bernard **SECONDED** the motion.

**VOTE:** There being no objection; **SO ORDERED.**

E. **UNFINISHED BUSINESS** – None.

F. **NEW BUSINESS**

1. **Discussion/Recommendation** – Recommendations as Discussed During the Commission Review – Work Session Held Immediately Prior.

Commissioner Stephens stated that during the prior work session, the documents presented in the packet were reviewed and the Commission was given the opportunity to provide input and discuss concerns; it was noted that this feedback would be taken into consideration by Administration when drafting changes to bring back to the Commission at their next meeting for recommendation to Council.

G. **REPORTS**

1. Parks & Recreation Director – Director Best reported on the following:

- Hanging Christmas lights.
- Grooming ski and walking trails.
- Snow removal from fire hydrants, and new “Adopt a Hydrant” program.
- Rec Center use statistics from sign-in sheets.

2. Commission Chair – Chair Wisniewski thanked the Parks & Recreation department for clearing trails.

3. City Council Liaison – Council Member Sounart reported on the January 3, 2024 City Council Meeting and Budget Goals Work Session.

H. **ADDITIONAL PUBLIC COMMENTS** – None.

I. **NEXT MEETING ATTENDANCE NOTIFICATION** – February 1, 2024

J. **COMMISSION QUESTIONS AND COMMENTS**

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS**

1. Parks & Recreation Midmonth Report – November 2023

There being no further business before the Parks & Recreation Commission, the meeting was adjourned at 6:53 p.m.

I certify the above represents accurate minutes of the Parks & Recreation Commission meeting of January 4, 2024.

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Meghan Thibodeau  
Deputy City Clerk

DRAFT



# KENAI

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

## MEMORANDUM

**TO:** Parks and Recreation Commission  
**FROM:** Scott Bloom, City Attorney  
**DATE:** January 24, 2024  
**SUBJECT:** **Proposed Amendments to KMC Chapter 19.05 and KMC Chapter 1.90**

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On January, 4, 2024 Terry Eubank, City Manager, Shellie Saner, City Clerk, and I met with your Commission in a work session to discuss possible code changes to KMC Chapter 19.05- Parks and Recreation Commission and KMC Chapter 1.90- Standard Procedures for Board, Commissions and Committees, as well as other procedures (such as an annual work plan) with the goal of improving the efficiency of your commission and making sure your valuable time as a commissioner is used wisely.

Attached to this Memorandum in Attachment A are the code changes we discussed. The changes are shown in legislative format. Underlined words are new suggestions while words in all caps are suggested for removal. In addition, comments regarding each change are provided in red. These comments are for discussion purposes only for this Commission.

If the Commission wishes to recommend Council approve the proposed amendments to code, a motion will be needed. For example, "I move to recommend that the City Council adopt the proposed amendments to KMC Chapter 19.05 and Chapter 1.90 as provided in attachment A". After the main motion has been made and seconded the subject will be before the commission for discussion and additional amendments. If additional amendments are proposed they must be made in the form of a motion, be seconded and voted on. Once discussion is complete and no additional amendments are proposed, the main motion will be voted on. All proposed amendment(s) that are approved by a majority of the Commission will be forwarded by the Administration to the Council in the form of an Ordinance, the Ordinance will also likely include recommended changes from other City Commissions that are relevant to their code sections.

The Administration may also recommend moving code provisions pertaining to the Parks and Recreation Commission into a different section of code, from KMC 19.05 into KMC 1.90, for organizational purposes only, but a final recommendation on this change is still in the works. It would not have any material effect on the Commission.

Thank you for your consideration.

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# ATTACHMENT A

## Chapter 19.05 PARKS AND RECREATION COMMISSION

Sections:

<b>19.05.010</b>	<b><i>Creation.</i></b>
<b>19.05.020</b>	<b><i>Duties and powers.</i></b>
<b>19.05.030</b>	<b><i>Terms and appointments to vacancies.</i></b>
<b>19.05.040</b>	<b><i>Qualifications of Commission members.</i></b>
<b>19.05.050</b>	<b><i>Proceedings of Commission.</i></b>

### **19.05.010 [Creation] Purpose.**

The purpose of the Parks and Recreation Commission is to advise the Council and administration on issues involving the City's parks and recreational facilities. This proposed new section of code is intended just to clearly state the purpose of the commission.

### **19.05.020 Duties and powers.**

The Commission shall be required to do the following:

- (a) [DEVELOP, ADOPT, ALTER, OR REVISE SUBJECT TO APPROVAL BY THE CITY COUNCIL, A] Review and provide recommendations on any master plans for the physical development of recreation facilities for the City. Such master plans with accompanying maps, plats, charts, descriptive, and explanatory matter, [SHALL] may show the Commission's recommendations for the development of the City's recreation facilities[Y MAY] including[E], among other things: **As discussed previously, these changes reflect that the commission itself is not independently responsible for any master plans, but that the**

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Commission's role to provide recommendations on such plans as they are developed. Changes are also included to reflect that the City does not currently have any parks or recreation master plans, and while they are desired by the current administration it is unclear when funding might be available to hire a consultant to assist in completing such plans.

(1) Development of the type, location, and sequence of all public recreation facilities; and

(2) The relocation, removal, extension, or change of use of existing recreation facilities.

(b) Submit annually to the City Manager and Council, not less than ninety [(90)] days prior to the beginning of the budget year, a list of recommended capital improvements, which in the opinion of the Commission, are necessary or desirable to be constructed during the forthcoming [THREE (3)] five year period. Such list shall be arranged in order of preference, with recommendations as to which projects [SHALL BE] are recommended for construction [ED] in which year. The changes in this section are intended to reflect the actual timeline utilized by the City in its capital planning and that these are recommendations dependent on funding.

(c) [MAKE INVESTIGATIONS REGARDING ANY MATTER RELATED TO CITY RECREATION] Advise the Council and Administration on concerns and recommendations regarding parks and recreational facilities within the City including recommendations for consideration by the Administration in the development of the Parks and Recreation Department's annual budget. This change is recommended to reflect that the commission really doesn't have a budget or authority to independently carry out investigations, but instead its role is to advise and make recommendations to administration and the City Council. Changes to this section further specifically seek recommendations in the Department's annual budget preparations.

(d) Provide information and recommendations as requested [MAKE AND PREPARE REPORTS AND PLANS FOR APPROVAL] by the City Council. This change reflects again that rather than acting independently, the commission's role is really to gather information and make recommendation on issues requested by the Council.

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(e) Advise and provide recommendations to the Administration as requested on the qualifications for [SHALL ACT IN ADVISORY CAPACITY IN THE SELECTION OF] a Director of Parks and Recreation. This change was requested by some members of the commission. Because this role is unique in current code to this Commission and the harbor Commission in the selection of a harbor master, it is the City Manager's preference that this be removed entirely, but with the new language the City manager is not strongly opposed to it.

## **Chapter 1.90**

### **STANDARD PROCEDURES FOR BOARDS, COMMISSIONS AND COMMITTEES**

Sections:

- 1.90.010**     **Creation.**
- 1.90.020**     **Duties.**
- 1.90.030**     **Qualifications.**
- 1.90.040**     **Terms.**
- 1.90.050**     **Proceedings.**
- 1.90.060**     **Specific requirements of boards, commissions and committees.**

#### **1.90.010**     **Creation.**

All boards, commissions and committees created by the Council of the City of Kenai, [SHALL] unless otherwise specified, will consist of seven [(7)] members who shall be nominated by the Mayor and confirmed by the City Council from applications submitted to the City Clerk. A chair and vice-chair shall be selected annually and shall be elected from and by the appointed members. At the organizational meeting of Council, or as soon thereafter as practicable, the Mayor, after consultation with Council, shall nominate Council Members as a council liaison to any board, commission or committee. After confirmation by Council, the council liaison may attend all meetings of the board, commission or committee. A council liaison is not a member of, and shall have no voting power or any other rights of membership on, the board, commission or committee. The Mayor and other Council Members may attend meetings of boards, commissions or committees when serving as an alternate for the Council liaison, or in



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their capacity as elected officials. City administrative staff shall attend and supply staff support to all meetings of boards, commissions and committees. **This change is just to reflect that the Council on Aging can have a different number of members.**

**1.90.020 Duties.**

(a) Members of boards, commissions and committees shall be required to establish policies relating to their respective organization. They shall act in an advisory capacity to City Council and administration unless otherwise specified in the City Code. **This change reflects that commission advise administration and not just the City Council.**

(b) If the board, commission or committee has income stated within the City of Kenai annual budget, said board, commission or committee shall work with the City Manager to establish expenses projected for the year for approval by the City Council.

(Ord. 2748-2014)

**1.90.030 Qualifications.**

(a) A member of a board, commission or committee must be a resident of the City of Kenai, unless the board, commission or committee is specifically exempted by Council from this requirement. The member cannot be an officer or employee of the City of Kenai. If any member should move his or her residence from the corporate limits of the City of Kenai (if applicable), is an officer or employee of the City of Kenai, or shall be elected or appointed as an officer or employee of the City of Kenai, the service of such member shall terminate immediately. He or she should be aware that he or she will serve without salary, but will be reimbursed for all reasonable expenses incurred in connection with this service, only after approval by Council.

(b) The Beautification Committee, and Harbor, Library, and Parks and Recreation Commissions may at the discretion of the Council have up to two (2) non-resident members each.

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(c) The Planning and Zoning Commission may have up to one member that is not a resident of the City if they have a controlling ownership interest in a business physically located in the City. This provision specifically does not create a designated seat for a non-resident.

(Ords. 1948-2002, 2320-2008, 2829-2015)

#### **1.90.040 Terms.**

(a) A member of a board, commission or committee shall serve for a term of three (3) years, unless the board, commission or committee is specifically exempted by Council from this requirement. At renewal date, the Mayor, with consent of the Council, can reappoint the member or recommend a replacement.

(b) The terms of the initial board, commission or committee member shall be staggered so that three (3) members will be appointed for one (1) year; two (2) members will be appointed for two (2) years; and two (2) members will be appointed for three (3) years. Terms shall commence on January 1st of each year.

#### **1.90.050 Proceedings.**

(a) All boards, commissions and committees will have regularly scheduled meetings which shall be open to the public. Exceptions to the meeting requirements shall be established by Council. Permanent records or minutes shall be kept of all proceedings and such minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the office of the City Clerk and shall be a public record open to inspection by any person. All acts of boards, commissions and committees are subject to the paramount authority of the City Council.

(b) If the commission, committee or board member shall be absent, without the body excusing the absence for good cause, from more than one-half of all the meetings of his or her committee, commission or board, regular and special, held within any period of three (3) consecutive calendar months, he or she shall thereupon cease to hold the seat. A

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commission, committee or board member may not have more than three (3) excused absences during a twelve (12) month calendar year.

(c) In all matters of parliamentary procedure, the most current edition of Robert’s Rules of Order Newly Revised shall be applicable and govern all meetings, unless as specified in KMC [1.15.060](#), motions; KMC [1.15.100](#), speaking; and KMC [1.15.110](#), voting.

(d) The responsibility of insuring that all members of boards, commissions and committees receive a copy of the Standard Procedures of Boards, Commissions and Committees lies with the City Clerk.

(Ords. 1610-94, 2017-2003, 2050-2004, 2140-2006, 2614-2012, 3202-2021)

### **1.90.060 Specific requirements of boards, commissions and committees.**

Requirements of boards, commissions and committees as set forth in KMC [1.90](#) are general requirements and shall be followed to the extent that they do not conflict with specific requirements found in code sections specifically pertaining to individual boards, commissions and committees. (Ords. 1223, 1239)

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**The Kenai Municipal Code is current through Ordinance 3380-2023, passed November 15, 2023.**

Disclaimer: The City Clerk has the official version of the Kenai Municipal Code. Users should contact the City Clerk for ordinances passed subsequent to the ordinance cited above.

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## Kenai City Council - Regular Meeting

January 17, 2024 – 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 UNANIMOUSLY. Ordinance No. 3385-2024** - Accepting and Appropriating a Donation to the Kenai Community Library for the Purchase of Library Materials and Software for Room and Event Scheduling. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3386-2024** - Increasing Estimated Revenues and Appropriations in the General Fund and Municipal Roadway Improvements Capital Fund to Conduct an Assessment of City Street Lighting. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3387-2024** - Increasing Estimated Revenues and Appropriations in the General Fund and Public Works Department's Street Division's Professional Services Budget to Review and Update the City's Roadway Improvements Standards. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2024-03** - Adopting Goals to Guide the Preparation of the Fiscal Year 2025 Annual Budget. (Administration)
5. **ADOPTED AS AMENDED. Resolution No. 2024-04** - Requesting the State of Alaska Make a Meaningful Increase to the Base Student Allocation for Public Schools. (Douthit, Daniel)

#### F. MINUTES

1. \*Regular Meeting of January 3, 2024. (City Clerk)

**G. UNFINISHED BUSINESS**

**H. NEW BUSINESS**

1. **\*Action/Approval** - Bills to be Ratified. (Administration)
2. **\*Ordinance No. 3388-2024** - Increasing Estimated Revenues and Appropriations in the General Fund for the City's Joint Participation in the Kenai Peninsula Borough's Safe Streets and Roads for All Action Plan Grant Through the United States Department of Transportation. (Administration)
3. **\*Ordinance No. 3389-2024** - Accepting and Appropriating Donations from Kenai Senior Connection, Inc., to the Kenai Senior Center. (Administration)
4. **\*Ordinance No. 3390-2024** - Increasing Estimated Revenues and Appropriations in the Airport Fund to Purchase Air Service Development Professional Services at the Kenai Municipal Airport for Costs in Excess of Budgeted Amounts. (Administration)
5. **INTRODUCED AND REFERRED TO THE PLANNING & ZONING COMMISSION AND HARBOR COMMISSION. \*Ordinance No. 3391-2024** - Amending the Imagine Kenai 2030 Comprehensive Plan Land Use Plan Map for Certain Parcels from Industrial to Mixed-Use. (Knackstedt)
6. **INTRODUCED AND REFERRED TO THE PLANNING & ZONING COMMISSION AND HARBOR COMMISSION. \*Ordinance No. 3392-2024** - Amending the Kenai Zoning Code to Add a New Zoning District, Working Waterfront (WW) and Amending the Official Zoning Map for Certain Parcels from Heavy Industrial (IH) to Working Waterfront (WW) or Conservation (C) Zoning District. (Knackstedt)
7. **Discussion** - Public Meetings Remote Participation Update. (City Clerk)

**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.*

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