

**KENAI PARKS & RECREATION COMMISSION
REGULAR MEETING
APRIL 4, 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 MINUTES

1. February 1, 2024..... **Pg. 2**

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. **Discussion/Recommendation** – Approving the Parks and Recreation Commission 2024 Annual Work Plan
2. **Discussion/Recommendation** – Parks and Recreation Commission Meeting Calendar **Pg. 4**

G. REPORTS

1. Parks & Recreation Director..... **Pg. 5**
2. Commission Chair
3. City Council Liaison **Pg. 7**

H. ADDITIONAL PUBLIC COMMENT

I. NEXT MEETING ATTENDANCE NOTIFICATION – May 2, 2024

J. COMMISSION QUESTIONS AND COMMENTS

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

Registration is required to join the meeting remotely through Zoom. Please use the link below to register:

<https://us02web.zoom.us/meeting/register/tZlpdeiopzktH9yYj66bluIDnNAwLoyOV2PR>

**KENAI PARKS & RECREATION COMMISSION – REGULAR MEETING
FEBRUARY 1, 2024 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE CHAIR SOVALA KISENA, PRESIDING**

ACTION MINUTES

A. CALL TO ORDER

A Regular Meeting of the Parks & Recreation Commission was held on February 1, 2024, in the Kenai City Council Chambers, Kenai, AK. Vice Chair Kisena called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

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

2. Roll Call

There were present:

Sovala Kisena, Vice Chair
Kyle Graham
Michael Bernard

Nigel LaRiccia
Jennifer Joanis
Charlie Stephens

A quorum was present.

Absent:

Grant Wisniewski, Chair

Also in attendance were:

Tyler Best, Parks & Recreation Director
Jenna Brown, Parks & Recreation Assistant Director
Terry Eubank, City Manager
Shellie Saner, City Clerk

3. Agenda Approval

MOTION:

Commissioner Joanis **MOVED** to approve the agenda as presented. Commissioner Stephens **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. January 4, 2024

MOTION:

Commissioner Joanis **MOVED** to approve the January 4, 2024 Parks & Recreation Commission minutes. Commissioner LaRiccia **SECONDED** the motion.

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

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.

MOTION:

Commissioner Stephens **MOVED** to recommend City Council approval of the changes to Kenai Municipal Code Chapter 19.05 Parks and Recreation Commission, and Chapter 1.90 Standards for Boards, Commissions and Committees. Commissioner Joanis **SECONDED** the motion.

Director Best gave a staff report from information provided in the packet; City Clerk saner clarified the intent of the changes.

Discussion ensued; Commissioner Joanis and Vice Chair Kisena spoke in support.

UNANIMOUS CONSENT was requested on the motion.

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

F. NEW BUSINESS

G. REPORTS

1. Parks & Recreation Director – No report.
2. Commission Chair – No report.
3. City Council Liaison – No report.

H. ADDITIONAL PUBLIC COMMENTS – None.

I. NEXT MEETING ATTENDANCE NOTIFICATION – March 7, 2024

Commissioner Stephens noted he would be absent.

J. COMMISSION QUESTIONS AND COMMENTS – None.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS – None.

There being no further business before the Parks & Recreation Commission, the meeting was adjourned at 6:11 p.m.

I certify the above represents accurate minutes of the Parks & Recreation Commission meeting of February 1, 2024.

Meghan Thibodeau
Deputy City Clerk



KENAI

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

MEMORANDUM

TO: Parks and Recreation Commission
FROM: Tyler Best, Parks and Recreation Director
DATE: March 28, 2024
SUBJECT: **Parks & Recreation Commission Meeting Calendar**

Policy 20.020 Commissions, Committees and Council on Aging Procedures states that the Parks and Recreation Commissions scheduled meetings will be monthly, except for July, on the first Thursday of the month.

With the approval of the Commission's 2024 annual work plan, the Commission is asked to consider whether the current schedule should be amended to best meet the needs of the Commission in achieving its goals.

If a change is recommended, please make a motion to recommend that the City Council amend Policy 20.020 to revise the Parks & Recreation meeting schedule.

If no change is recommended, you do not need to make a motion.

Thank you for your consideration.



KENAI

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MEMORANDUM

TO: Park and Recreation Commission

FROM: Tyler Best, Parks and Recreation Director

DATE: March 13, 2024

SUBJECT: **Mid-Month Report-March**

This month, Parks and Rec will be hosting two events. On March 16th, there will be a free open skate at the Multi-purpose Facility (MPF); see the attached flyer. The weekend of March 16th will be the last weekend there will be Ice at the MPF. The second event will be the Easter Egg hunt at Municipal Park on March 30th; see the attached flyer.

With all the snow Kenai is getting, the Park's maintenance teams continue to clear the Municipal Park Walking trails to provide a safe place to walk and groom the Kenai Ski Trails at the Golf Course.

The Kenai Rec Center will undergo renovations in April. The gymnasium and racquetball courts will be sanded, repaired, repainted, and refinished. The gymnasium and courts will be closed for three weeks, and the entire Rec Center will be closed for a whole week at the end of the closure. Closures will start on April 8th. See the notice attached below.

Kenai Rec. Center Visits-February

Weight Room/Cardio Room	1158
Racquetball	79
Wallyball	16
Shower/Sauna	0
Gymnasium	1475
Other	0
Gym Rental Visits	1000
Total Number of Visits	3728

ATTENTION: REC CENTER CLOSURES



The Rec Center is getting the gym court floors resurfaced. This will cause the racquetball courts and gymnasium (basketball court) to be closed from April 8th to April 30th. During this time frame, all usually scheduled activities on the courts will be canceled. During the painting and sealing of the floor, the entire facility will be closed from 4/18th to 4/25.

Closure Schedule

4/8-4/30 Gymnasium (basketball courts) and racquetball courts will be closed

4/18/-4/25 Rec Center Will be closed, including the weight room & cardio room

If you have any questions, please reach out to the Parks and Rec Department at 907-283-8262 or at Parks@kenai.city.





Kenai City Council - Regular Meeting

March 20, 2024 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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*)

1. Central Area Rural Transit System (CARTS) Update and Status Report, CARTS Board of Directors President Jodi Stuart and Executive Director Jessica Schultz.

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. 3402-2024** - Accepting and Appropriating a Donation to the Kenai Community Library for Library Materials, Programming, Furniture and Shelving. (Administration)
2. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3403-2024** - Amending Sections of Kenai Municipal Code Chapters 21.10 - Leasing and Acquisition of Airport Reserve Lands, and 22.05 - Disposition of City Lands, to Extend the Time Allowed for Private Development on City Leased Lots and Requiring Certain Financial Assurances Prior to Lease Execution. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2024-08** - Awarding a Contract to Provide Health and Life Insurance Consulting Services. (Administration)
4. **ADOPTED AS AMENDED WITHOUT OBJECTION. Resolution No. 2024-09** - Awarding a Contract for Kenai Visitor and Cultural Center Facility Management Services. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2024-10** - Awarding a Contract for City of Kenai Tourism and Marketing Services. (Administration)

6. **ADOPTED UNANIMOUSLY. Resolution No. 2024-11** - Approving the Use of the Fleet Replacement Fund for the Purchase of One Ford Police Interceptor Utilizing the State of Alaska Equipment Fleet Contract. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2024-12** - Authorizing the City Manager to Enter into a Bar and Lounge Concession Agreement for the Kenai Municipal Airport. (Administration)

F. MINUTES

1. *Regular Meeting of March 6, 2024. (City Clerk)

G. UNFINISHED BUSINESS

1. **ENACTED UNANIMOUSLY AS AMENDED. 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) *[On 02/21/24 this item was postponed to 03/20/24.]*

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. ***Action/Approval** - Special Use Permit to the Alaska Youth Soccer Association for RV Parking at the Multi-Purpose Facility Parking Lot. (Administration)
4. ***Action/Approval** - Special Use Permit to the Alaska Youth Soccer Association for RV Parking at the Kenai Sports Complex Parking Lot. (Administration)
5. ***Ordinance No. 3404-2024** - Increasing Estimated Revenues and Appropriations in the Airport Fund to Provide Supplemental Funding for 100 Low Lead Float Plane Basin Fuel. (Administration)
6. ***Ordinance No. 3405-2024** - Increasing Estimated Revenues and Appropriations in the Congregate Housing Fund for Costs Above Budgeted Amounts. (Administration)
7. ***Ordinance No. 3406-2024** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvement Capital Project Funds and Authorizing a Final Adjusting Contract Amendment to the Professional Services Agreement with HDL Engineering for Construction Administration Services for the 2020 Kenai Municipal Airport Sand Storage Facility Project. (Administration)
8. **EVALUATIONS SCHEDULED FOR 4/17/24 AND 4/18/24. Discussion** - Scheduling Council Employee Evaluations (Mayor Gabriel)

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. 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.

Registration is required to join the meeting remotely through Zoom. Please use the link below to register:

https://us02web.zoom.us/meeting/register/tZ0qd-2tpj0sGdUPicMKgvdGpdQbX_k1bJH-