

**KENAI PARKS & RECREATION COMMISSION
REGULAR MEETING
APRIL 4, 2019 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
<http://www.kenai.city>**

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Agenda Approval
2. **SCHEDULED PUBLIC COMMENTS** *(Public comment limited to ten (10) minutes per speaker)*
3. **UNSCHEDULED PUBLIC COMMENT** *(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*
4. **APPROVAL OF MEETING SUMMARY**
 - a. February 7, 2019
 - b. March 7, 2019
5. **UNFINISHED BUSINESS** – None.
6. **NEW BUSINESS**
 - a. **Discussion** – 2019 Non-Routine Work Tasks & Project List
 - b. Review and Demonstration of new Parks & Recreation Website
7. **REPORTS**
 - a. Parks & Recreation Director
 - b. Commission Chair
 - c. City Council Liaison
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – May 2, 2019
9. **COMMISSION QUESTIONS AND COMMENTS**
10. **ADDITIONAL PUBLIC COMMENT**
11. **INFORMATION ITEMS**
12. **ADJOURNMENT**

PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING:
JACQUELYN -- 283-8231 OR, BOB -- 283-8261

(This page was intentionally left blank)

**KENAI PARKS & RECREATION COMMISSION
FEBRUARY 7, 2019 – 6:00 PM
KENAI CITY COUNCIL CHAMBERS
CHAIR CHARLIE STEPHENS, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Stephens called the meeting to order at 6:00 p.m.

a. Pledge of Allegiance

Chair Stephens led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners present: Chair C. Stephens, J. Joanis, F. Perez, J. Dennis

Commissioners absent: T. Wisniewski, S. Kisenia

Staff/Council Liaison present: Parks & Rec Director B. Frates, Council Liaison H. Knackstedt

A quorum was present.

c. Elections of Chair and Vice-Chair

MOTION:

Commissioner Joanis **MOVED** to re-appoint Commissioner Stephens as Chair; Commissioner Perez **SECONDED** the motion. There were no objections; **SO ORDERED**.

MOTION:

Commissioner Joanis **MOVED** to appoint Commissioner Wisniewski as Vice-Chair; Commissioner Dennis **SECONDED** the motion. There were no objections; **SO ORDERED**.

d. Agenda Approval

MOTION:

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

2. SCHEDULED PUBLIC COMMENTS

a. Elizabeth Appleby – Bike Friendly Community Update

City of Kenai City Planner Elizabeth Appleby noted that she attended the 2019 Alaska Planning Conference and wanted to share the keynote presenter's information that she thought was

relevant to the Parks and Recreation Commission. Moreover, E. Appleby provided information concerning community bike racks and a grant submittal to the Alaska Department of Transportation for a bike path along a portion of Bridge Access Road.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

- a. January 3, 2019

MOTION:

Commissioner Perez **MOVED** to approve the meeting summary of January 3, 2019 and Commissioner Joanis **SECONDED** the motion. There were no objections; **SO ORDERED.**

5. UNFINISHED BUSINESS

- a. **Discussion** – Parks and Recreation Calendar

Commissioners were presented with a 2019 calendar while Parks and Recreation Director thanked the body for various suggestions and input during the development phase. Commissioners were reminded that they could submit pictures anytime for consideration for next year's calendar and staff always welcomed suggestions for improvement.

6. NEW BUSINESS

- a. **Discussion** – Bike Friendly Community Survey Results

The Parks and Recreation Director reviewed the 2018 Bicycle Friendly Community Survey Results for Kenai as provided by the League of American Bicyclists. The Director noted the survey results almost mirrored exactly the survey results from other communities in terms of safety related items and needed infrastructure. Survey results for both Kenai and communities as a whole indicated more bike paths as the top change people would like to see local government make. Survey comments also suggested more secure bike racks were needed. Currently, Kenai only has bike racks at the Visitors Center and the Recreation Center.

Written comments were agreed with that the lack of separation between the bike path and the Kenai Spur Highway should be considered to provide a better buffer.

7. REPORTS

- a. **Parks and Recreation Director** – Frates reported on the following:
- The Monthly Activity Report was provided in the meeting packet;
 - Department Heads were busy working on the FY20 Budget; and
 - Staff is working on three upcoming events, including an Easter Egg Hunt for children ages 3 – 7 years old.
- b. **Commission Chair** – Stephens thanked everyone for their support.

- c. **City Council Liaison** – Knackstedt reported on the action items of the January City Council meetings, and the Ordinances considered during the February 6 meeting.

8. NEXT MEETING ATTENDANCE NOTIFICATION – March 7, 2019

It was noted that Chair Stephens and Commissioner Joanis would be absent.

9. COMMISSION QUESTIONS & COMMENTS – None.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION

- a. February Monthly Report
- b. MPF Ice Schedule (February)
- c. Department Newsletter - “Kenai Breeze”

The Parks and Recreation Director reported that the Department Newsletter was new and if Commission members would like to receive an emailed copy let him know.

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 7:08 p.m.

Meeting summary prepared and submitted by:

Jacquelyn LaPlante
Deputy City Clerk

(This page was intentionally left blank)

**KENAI PARKS & RECREATION COMMISSION
MARCH 7, 2019 – 6:00 PM
KENAI CITY COUNCIL CHAMBERS
VICE-CHAIR GRANT WISNIEWSKI, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Vice-Chair Wisniewski called the meeting to order at 6:10 p.m.

a. Pledge of Allegiance

Vice-Chair Wisniewski led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners present: Vice-Chair T. Wisniewski, J. Dennis

Commissioners absent: Chair C. Stephens, J. Joanis, S. Kisen, F. Perez

Staff/Council Liaison present: Parks & Rec Director B. Frates, Council Member H. Knackstedt

No quorum was present.

c. Agenda Approval

2. SCHEDULED PUBLIC COMMENTS – None.

3. UNSCHEDULED PUBLIC COMMENT

4. APPROVAL OF MEETING SUMMARY

a. February 7, 2019

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

a. **Discussion** – 2019 Non-Routine Work Tasks & Project List

7. REPORTS

- a. Parks and Recreation Director
- b. Commission Chair
- c. City Council Liaison

8. NEXT MEETING ATTENDANCE NOTIFICATION – April 4, 2019

9. COMMISSION QUESTIONS & COMMENTS

10. ADDITIONAL PUBLIC COMMENT

11. INFORMATION

- a. MPF Ice Schedule (March)

12. ADJOURNMENT

Meeting summary prepared and submitted by:

Jacquelyn LaPlante
Deputy City Clerk

DRAFT

2019 NON-ROUTINE WORK TASKS & PROJECT LIST

LOCATION	WORK SCOPE	NOTES/COMMENTS	ASSIGN	MATERIAL NEEDED	STATUS
BEACH					
North Side	Paint Inside Bathrooms & Apply Varnish/Clear Coat	Paint and Clear Coat	Park Sprv	Paint, Varnish, brushes, rollers, etc.	
	Install 6x6 Posts Uprooted from Storm	Material Stored inside WWTP Gate	EB, RD	Contract?	
South Side	Install 6x6 Posts Uprooted from Storm		EB, RD	Contract?	
CEMETERY					
Kenai Cemetery	Repair chain-link fence along west side	Top rail detached	EB		
	Inventory, Level, Seed 1 Yr Old	Complete inventory form (Dodge)	RD		
	Remove Spruce Beetle Trees	April/May	EB, RD, CT		
FACILITIES					
Airport Ops					
Airport Terminal	Discuss w/ Airport Staff - Flower Watering Needs		RD		
Animal Control	Check Fence Line for Needed Vegetative Removal		EB		
Bird Viewing Platform					
City Hall					
City Maint. Yard	Finish Burning Wood in Yard	Complete before June 1	EB, RD		Started
Challenger Learning Cntr	Inquire About Any Scheduled Summer Camps, etc.		CT		
Chamber of Commerce (cabin)					
Community Gardens	Mailings to Last Year's Gardeners	End of March	RD, BF		
	Food Forest Weeding and Mulching, as needed	June - Sept.	RD		
Fine Arts Center	Inspect for Watering Needs and Add to Fertilizer List	June	RD		
	Evaluate for Additional Tree Plantings	June - Aug.	RD, BF		
Fire Dept.	Herbicide Treatment around perimeter of bldg (cotoneasters)	June	RD		
Float Plan Basin	n/a				
Greenhouse	Add Ability to Roll up Edges	Increase Ventilation	RD, BF		
Kenai Golf Course	Remove Plywood From Bridges		EB, CT, RD	Prior to snowmelt	
	Evaluate for Hazardous Trees as Required	Spring	RD, BF, MG		
Kenai River Flats Viewing Area	Evaluate for Needing Painted		Park Sprv	Rustic Brown Paint, rollers, brushes, etc.	
Library	Remove & Replace Irisis Near Large Rock	Need to Find a Substitute	RD		

LOCATION	WORK SCOPE	NOTES/COMMENTS	ASSIGN	MATERIAL NEEDED	STATUS
Multi-Purpose Facility	Repaint Handicap Platform		Park Sprv	Brush, Rollers, Rustic Brown Paint	
	Replace Mirror	Boys Restroom	Bob	\$500 Kenai Glass / Con't to Evaluate	
	Clean Dasher Boards??	Short window in May	Park Sprv		
Police Dept.	Herbicide Treatment around perimeter of bldg (cotoneasters)		RD		
Rec Cntr	Add Bark Nuggets		Beaut. Sprv	Approx. 20 Bags Bark Nuggets	
Senior Cntr/Vintage Pt					
Visitors Center	Hang Flower Pouches???		RD		
	Coordinate Gravel Trail to Cabin and Areas of Interest	Doc. H., Historic Society, COK	EB, BF	Road Fabric, D-1, Edging	
GREENWAYS					
Airport Triangle	Edge "Dahlia" Bed		Beaut. Sprv	Timbers vs Landscape	
Benco Bldg					
Blue Star	Install two Benches		EB		
Bluff Overlook					
Chamber of Commerce	Fire Pit Clean Up	End of May	RD, EB		
Softball Greenstrip	Edge Perimeter of playground	Summer	Park Sprv	Sod-cutter, tractor, screened sand	
PARKS					
Beaver Creek Park	Re-Paint Bathroom	Summer	Park Sprv	Roller, Brushes, Forest Green Paint	
	Evaluate for Additional Tree Plantings	Summer	RD, BF		
Cunningham Park	Re-Paint Railings (boardwalk)	June	Park Sprv	Rustic Brown, brushes, rollers, etc.	
	Evaluate for Beetle Kill Trees and Remove	Remove before June	RD, EB, CT		
Daubenspeck Park	Repaint Inside Restroom & Apply Clear Varnish		Park Sprv	Brushes, rollers, paint, varnish	
	Replace Board for Life Jackets & Kids Float Safe Sign	May/Early June	EB, Parks		
	Transplant/Selective Cut Trees Near Shelters	May/June	EB	Transplant some at dog park?	
Erik Hansen Scout Park	Recap Trail w/ D-1 Gravel		EB, Sprv		
Fourth Ave Park	Install Soccer Goals	Install New Nets & anchor w/ sand bags	EB, CT		
Leif Hansen Memorial Park	Repaint/Stain Gazebo			Sanding and paint to match	

LOCATION	WORK SCOPE	NOTES/COMMENTS	ASSIGN	MATERIAL NEEDED	STATUS
Municipal Park	Install Pedestrian/Bike Trails	Early Summer	EB, Parks	Road Fabric, D-1 Gravel, Bob Cat	
	Repaint/Replace Picnic Table Near BB Court	Early summer	Park Sprv	Brush, Roller, Rustic Brown or Forest Green Paint	
	Remove Spruce Beetle Trees	April	EB, RD, CT	Coordinate w/ Church Group	
Skate Park					
SPORTS FIELDS					
Adult Softball	Install Temp. Outfield Fencing F#3 (HS Season)	Early May	EB, CT	ABS Pipe	
	Determine Direction League is Going with Batter's Boxes	May, Coordinate w/ KSA	BF		
	Evaluate F#2 Dugout Replacement	May, Coordinate w/ KSA	BF		
	Finish Painting Adult F#3 Dugout	May	CT	Prep for HS season	
	Repair Score Shacks	May/June	EB, CT		
Little League	Turn on / Test Scoreclock F#3	Prior to First HS Game	EB	AA Batteries	
	Repair/Replace Outfield Fence Screening		BF	Measurement?	
	Paint Concrete Bldg Near F#4	May, Coordinate w/ KLL	BF	Match Buildings	
	Level out Dirt on F#1	May	EB		
	Install Drinking Fountain F#4	July/August	EB	Pending Funding	
	Repair Sign Installed on Top of Scoreboard F#3	May	EB		
Millennium Sq	Inspect for Return of Homeless Camp	Late Spring	EB, RD		
Sports Complex	Set out large sprinklers/hoses early spring	Ready to Water in May	EB, CT, RD	Need New Hoses	
STREET & HWY ROW'S					
Spur Hwy					
Willow St					
Airport Way					
Fidalgo Ave					
Main St Loop					
Caviar St					
Bidarka					
1st Ave					
N. Forest Dr					
TRAILS					
Bernie Huss					
Daubenspeck Trail	Add Trailhead Sign & Brochure Holder off Marathon Rd		Park Sprv	Trail Marker, 6x6 Timber and Sign	
East Kenai Trail (disc golf)	Evaluate for Beetle Kill Trees and Remove	March, April	RD		

LOCATION	WORK SCOPE	NOTES/COMMENTS	ASSIGN	MATERIAL NEEDED	STATUS
Kenai Golf Course (winter)	Remove plywood from Bridges & Remove Stakes, If Needed		RD, EB		
Meeks Trail					
Ryan's Creek Trail (disk golf)					
Ryan's Creek Trail (North)					
4th-5th Ave. Trail					
4th-Spur Hwy	Complete Remaining Segment	Approx. 1/2 mile or so	EB		
Lawton Drive Extension	Improve Access at Gates & Install Trail Signs		EB	Paint Remaining Posts Near Gates	
Municipal Park Trail	Flag Route and Install		EB, Park	D-1 Gravel, Road Fabric, Benches, etc.	
MISCELLANEOUS					
Hydrant Brush Clearing	Clear Brush and Weeds from around hydrants	Refer to CT Notes from Winter	CT	Trimmer, Lopper	
Hazardous Tree Inventory			RD		
Lawton Hill - Hydroseeding	Determine Direction COK is Going with Wildflower Garden				
Sect. 36	Burn slash piles	Cordinate w/ KFD & Public Works	EB, RD		
Lawn Repair	Misc. Damage Called in From Winter Snow Removal	Add to List as Reported	BF		
Homeless Camps - Clean up	Coordinate with City Departments and volunteers	Identify & Prioritize	BF, KPD		
Kenai Dog Park	Coordinate and Assist Volunteers, as Needed		BF	Property Cleared as of 2/22/19	
	Coordinate Tree Removal	Feb - April	BF	Contractor & Church Group	
Elson Rest Stop	Remove Spruce Beetle Trees	April	EB, RD, CT	Cordinate w/ Chruch Group	
Burn Woody Pile (City Yard)			All		



"Village with a Past, City with a Future"

210 Fidalgo Avenue, Kenai, Alaska 99611-7794
Telephone: 907-283-7535 / FAX: 907-283-3014



MEMO:

TO: Parks & Recreation Commission Members

FROM: Robert J. Frates, Parks & Recreation Director

DATE: March 28, 2019

RE: **New City Website**

Purpose of this correspondence is to advise you that the City will be launching its new website on April 4, 2019. Many thanks to City Clerk Heinz and Deputy Clerk LaPlante for coordinating and providing the necessary training to departments as we prepare going live.

Team member Carol Bannock has been working tirelessly organizing and arranging the Parks & Recreation Department's webpages. The site will be intuitive, fresh and informative. Carol will be presenting and navigating through the new site for you at our next regularly scheduled meeting.

Thank you and please let me know should you have any questions.

ACTION AGENDA
KENAI CITY COUNCIL – REGULAR MEETING
MARCH 20, 2019 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
<http://www.kenai.city>

A. CALL TO ORDER

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

1. **Craig Thomsen** – Cleanup of Valhalla Heights Subdivision.

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

D. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3053-2019** – Increasing Estimated Revenues and Appropriations in the General Fund for the Donation of a Bush Doctor's Historic Cabin from Doctor Peter Hansen and Kenai Community Foundation and Supporting the Placement of the Cabin Adjacent to the Kenai Visitor Center. (Council Members Molloy and Pettey)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3054-2019** – Accepting Drug Seizure Funds Forfeited to the City in the Amount of \$2,153.52 and Appropriating those Funds into the Police Professional Services Account in the Furtherance of Criminal Investigations. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3055-2019** – Accepting and Appropriating a Scholarship from the Alaska Association of Municipal Clerks for Employee Travel and Training. (City Clerk)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2019-15** – Amending its Comprehensive Schedule of Rates, Charges, and Fees to Amend the Fee for Mobile Food Vendor Licenses. (City Clerk)

5. **ADOPTED UNANIMOUSLY. Resolution No. 2019-16** – Approving the Purchase of Ten Portable Radios and Accessories for the Police and Fire Departments under a Sole Source Purchase from Motorola Solutions using NASPO ValuePoint Contract Pricing for the Total Price of \$55,401.16. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2019-17** – In Support of Modifying SB 57 and HB 59 to Restore Local Municipalities Authority to Tax Oil and Gas Property Taxable Under AS 43.56 to a Maximum of 15 Mills. (Council Member Peterkin and Mayor Gabriel)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2019-18** – Opposing SB 63 and HB 65 Repealing Fisheries Business Tax Refunds to Municipalities and Revenue Sharing for Fishery Resource Landing Taxes. (Council Member Peterkin and Mayor Gabriel)

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of March 6, 2019

F. UNFINISHED BUSINESS – None.

G. NEW BUSINESS

1. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval – Bills to be Ratified. (Administration)
2. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval – Purchase Orders Exceeding \$15,000. (Administration)
3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/03/19.** *Ordinance No. 3057-2019 – Accepting and Appropriating a Grant from the State of Alaska Department of Public Safety for Crime Prevention and Response and Equipment for the Purchase of Portable Radios and Accessories for the Police Department, and to Purchase Supplies in Support of the D.A.R.E Programs Conducted by the Police Department in Local Elementary Schools. (Administration)
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/03/19.** *Ordinance No. 3058-2019 – Amending Provisions in Kenai Municipal Code Title 7 – Finance, Taxation, and Business Affairs of the City, including Investment of Monies – Scope and Objectives 7.22.010; Land Sale Permanent Funds – General Fund Land Sale Permanent Fund 7.30.005; Investments 7.30.020; Investments 7.30.020; Investments 7.30.020; and Investments 7.30.020 for Updates to Management Practices for the City’s General Land Sale and Airport Land Sale Permanent Funds. (Administration)
5. **APPROVED UNANIMOUSLY. Action/Approval** – Special Use Permit to State of Alaska Division of Natural Resources-Forestry. (Administration)
6. **Discussion** – Onsite Marijuana Consumption. (Administration)

H. COMMISSION/COMMITTEE REPORTS

- 1. Council on Aging
- 2. Airport Commission
- 3. Harbor Commission
- 4. Parks and Recreation Commission
- 5. Planning and Zoning Commission
- 6. Beautification Committee
- 7. Mini-Grant Steering Committee

I. REPORT OF THE MAYOR

J. ADMINISTRATION REPORTS

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

K. ADDITIONAL PUBLIC COMMENT

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

L. EXECUTIVE SESSION

M. PENDING ITEMS

- 1. **Ordinance No. 3056-2019** - Amending Kenai Municipal Code 14.22.010-Land Use Table, to Allow Business/ Consumer Services and Taxidermy/Gunsmithing in RR1 Zoning District by Conditional Use Permit and Removing the Location Restriction on Professional Offices Allowed by Conditional Use Permit Within the RR1 Zone. (Council Members Peterkin and Glendening)
[Clerk’s Note: This item was Referred to the Planning & Zoning Commission for a Recommendation at their March 27, 2019 Meeting and a Public Hearing Scheduled before the City Council on April 3, 2019.]

N. ADJOURNMENT

INFORMATION ITEMS

- 1. Purchase Orders between \$2,500 and \$15,000 for Council Review

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.