

**KENAI PARKS & RECREATION COMMISSION  
REGULAR MEETING  
OCTOBER 1, 2020 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
*\*Telephonic/Virtual Information Below\**  
<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. August 6, 2020
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
  - a. **Discussion** – Parks Tour Follow-Up
7. **REPORTS**
  - a. Parks & Recreation Director
  - b. Commission Chair
  - c. City Council Liaison
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – November 5, 2020
9. **COMMISSION QUESTIONS AND COMMENTS**
10. **ADDITIONAL PUBLIC COMMENT**
11. **INFORMATION ITEMS**
  - a. Kenai Fall Pumpkin Festival Flyer
12. **ADJOURNMENT**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/87683527189>

**Meeting ID:** 876 8352 7189 **Passcode:** 508683

OR

**Dial in by your Location:** (253) 215-8782 or (301) 715-8592

**Meeting ID:** 876 8352 7189 **Passcode:** 508683

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**KENAI PARKS & RECREATION COMMISSION  
AUGUST 6, 2020 – 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 6:00 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:	S. Kisenia, J. Dennis, M. Bernard, T. Winger, T. Wisniewski
Commissioners absent:	C. Stephens, J. Joanis, R. Tomrdle
Staff/Council Liaison present:	Parks & Rec Director B. Frates, Deputy City Clerk J. LaPlante, Council Liaison B. Molloy

A quorum was present.

**c. Agenda Approval**

**MOTION:**

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

**2. SCHEDULED PUBLIC COMMENTS – None.**

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

**4. APPROVAL OF MEETING SUMMARY**

**a. May 7, 2020**

**MOTION:**

Commissioner Bernard **MOVED** to approve the meeting summary of May 7, 2020 and Commissioner Winger **SECONDED** the motion. There were no objections; **SO ORDERED**.

**5. UNFINISHED BUSINESS – None.**

**6. NEW BUSINESS**

**a. Discussion – Kenai River Marathon**

The Parks and Recreation Director noted the City of Kenai in conjunction with the Kenai Chamber

of Commerce were putting on the Kenai River Marathon this year, scheduled for Sunday, September 27. So far there were 43 – 50 runners registered and it was the intent to utilize the previously certified route for the marathon, although it was not likely a Boston Qualifier with the recent changes to the bike path. Measures were being discussed to mitigate or lessen COVID-19 risks, including limiting the number of supporters specifically located at the water station, only water would be available on the table, and options were being evaluated of a staggered start or wearing masks at the start of the race, seeking ideas to make it safer. Support by Commission members was expressed of a staggered start.

It was noted there was a high need for planning committee members or if anyone was interested in participating at any scale, contact the Parks and Recreation Department.

- b. **Action/Approval** – Ratify the Commission’s Decision Regarding Future In-Person and/or Virtual Meetings.

**MOTION:**

Commissioner Winger **MOVED** to approve the transition to in-person and Zoom virtual hybrid meetings and Commissioner Dennis **SECONDED** the motion. There were no objections; **SO ORDERED**.

**7. REPORTS**

- a. **Parks and Recreation Director** – Director Frates reported there were limited summer hires this year but it was impressive on how much had been accomplished this summer; noted the employee spotlight in the department newsletter recognizing outstanding employees; and recognized the Department Admin Assistant for the hard work in development of this year’s flower guide. He further reported that the Silver Salmon Derby was scheduled for September 15<sup>th</sup> – 20<sup>th</sup>; over 25 trees were safely removed from the Kenai cemetery; RCIA (Recreation and Cultural Interests Area) signs would be installed soon near the intersection of Old Town Kenai; and a joint Beautification Committee and Parks and Recreation Commission work session was being scheduled for August 13 to tour the Kenai Gardens.
- a. **Commission Chair** – None.
- b. **City Council Liaison** – Council Member Molloy reported on the recent actions of the August 5 City Council meeting, including naming of the City of Kenai’s Wildlife Viewing Platform, an update on the Beaver Loop pedestrian pathway, and the City Manager’s report of COVID-19 on the Kenai Peninsula.

**8. NEXT MEETING ATTENDANCE NOTIFICATION** – September 3, 2020

**9. COMMISSION QUESTIONS & COMMENTS** – None.

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

**11. INFORMATION**

- a. Department Newsletter – “Kenai Breeze”
- b. Beautification Brochure 2020

c. Kenai Park & Trail Guide

**12. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 6:40 p.m.

Meeting summary prepared and submitted by:

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Jacquelyn LaPlante  
Deputy City Clerk

DRAFT

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## Kenai City Council - Regular Meeting

September 02, 2020 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

**\*\*Telephonic/Virtual Information on Page 4\*\***

[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 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. **Twyla Mundy** - Plan of Action-Need for Cold-Weather Shelter, Temporary Housing.

#### C. UNSCHEDULED PUBLIC COMMENTS

*(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

#### D. PUBLIC HEARINGS

1. **UNANIMOUSLY POSTPONED TO 09/16/2020. Ordinance No. 3155-2020** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund and Accepting a Grant from The Federal Aviation Administration for Phase One Construction of a New Sand Storage Facility. (Administration)
2. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3156-2020** - Increasing Estimated Revenues and Appropriations in the Water and Sewer Special Revenue and Water and Sewer Improvements Capital Project Funds and Awarding a Construction Agreement for Improvements to the Wasting Activated Sludge Pumps at the Waste Water Treatment Plant. (Administration)
3. **UNANIMOUSLY POSTPONED TO 10/07/2020. Ordinance No. 3157-2020** - Amending Kenai Municipal Code Section 1.85.010 – Report of Financial and Business Interests, to Allow for Certification by Municipal Officers that a Previously Filed Statement of Disclosure Remains Accurate and Approving an Alternate Certification. (Vice Mayor Molloy)

4. **ADOPTED UNANIMOUSLY. Resolution No. 2020-73** - Further Extending the Disaster Emergency Declaration for the City of Kenai Made on March 18, 2020 in Response to the COVID-19 Health Emergency. (Administration) [**Clerk's Note:** Ordinance No. 3158-2020 is contingent upon this resolution being adopted.]
5. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3158-2020** - Increasing Estimated Revenues and Appropriations in the COVID-19 CARES Act Recovery Fund and Accepting a CARES Act Grant Passed Through the Kenai Peninsula Borough. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2020-70** - Amending the City's Grant Disbursement Program for Small Businesses and Non-Profit Organizations Utilizing Funds from the Coronavirus Aid, Relief, And Economic Security (CARES) Act and Authorizing the City Manager to Enter into Agreements with Alaska Housing Finance Corporation (AHFC) for Housing Relief Program Administration and with the Kenai Peninsula Food Bank for Food Distribution in Kenai. (Administration)
7. **ENACTED UNANIMOUSLY. Ordinance No. 3159-2020** - Accepting and Appropriating a Municipal Arts & Culture Matching Grant from the Rasmuson Foundation in the COVID-19 CARES Act Recovery Fund. (Administration)
8. **ENACTED UNANIMOUSLY. Ordinance No. 3160-2020** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and the Airport Equipment Capital Project Fund and Decreasing Revenues and Appropriations in the Airport Equipment Capital Project Fund for Costs Ineligible Under the Federal Aviation Administration's Airport Improvement Grant Program for the Purchase of Snow Removal Equipment (SRE) - Loader With Attachments. (Administration)
  1. Motion for Introduction
  2. Motion for Second Reading (Requires a Unanimous Vote)
  3. Motion for Adoption (Requires Five Affirmative Votes)
9. **ENACTED UNANIMOUSLY. Ordinance No. 3161-2020** - Increasing Estimated Revenues and Appropriations in the COVID-19 Cares Act Recovery Fund and Accepting a CARES Act Grant Passed through the Kenai Peninsula Borough for Kenai Senior Center Expenditures in Response to the COVID-19 Public Health Emergency. (Administration)
  1. Motion for Introduction
  2. Motion for Second Reading (Requires a Unanimous Vote)
  3. Motion for Adoption (Requires Five Affirmative Votes)
10. **UNANIMOUSLY POSTPONED INDEFINITELY. Resolution No. 2020-71** - Approving an Airline Operating Agreement and Terminal Area Lease with Corvus Airlines, Inc., D/B/A Ravn Alaska. (Administration)
11. **ADOPTED UNANIMOUSLY. Resolution No. 2020-72** - Approving the Execution of a Forty-Five Year Lease of Airport Reserve Lands Using the Standard Lease Form Between the City of Kenai and Alaska Air Fuel, Inc., for a Portion of Lot 5, FBO Subdivision No. 8. (Administration)



12. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2020-74** - Amending the Agreement for Emergency Services Training and Clinical Experiences with the University of Alaska to Accommodate Overnight Stays and Update Insurance Requirements. (Administration)
13. **ADOPTED AS AMENDED. Resolution No. 2020-75** - Adopting Joint Resolution No. 2020-001 of the Assembly of the Kenai Peninsula Borough and Councils of the City of Kenai and City of Soldotna Encouraging All Residents to Take the Necessary Precautions and Follow the Recommended Preventative Measures of the CDC to Reduce the Spread of COVID-19 in Our Community During the Public Health Emergency. (Mayor Gabriel)

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of August 19, 2020. (City Clerk)

**F. UNFINISHED BUSINESS**

**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 Over \$15,000. (Administration)
3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 09/16/2020.** \*Ordinance No. 3162-2020 - Amending Municipal Code Section 23.50.010 – Employee Classification, to Amend a Class Title in the Supervisory and Professional Class. (Administration)
4. **APPROVED UNANIMOUSLY. Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Clerk, Jamie Heinz, to Extend the Agreement. (Mayor Gabriel)
5. **APPROVED UNANIMOUSLY. Action/Approval** - Special Use Permit to Boys and Girls Club of the Kenai Peninsula for Temporary Use of Facilities at the Fire Training Facility. (Administration)
6. **Discussion** - Response to COVID-19. (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**

1. Review and Discussion of the Terms of Employment Agreements for the City Manager, City Attorney, and City Clerk which, Pursuant to AS 44.62.310(c)(2) May be a Subject that Tends to Prejudice the Reputation and Character of the City Manager, City Attorney, and City Clerk and per AS 44.62.310(c)(1) is a Matter of which the Immediate Knowledge may have an Adverse Effect Upon the Finances of the City.

**a. Action/Approval** – Amending an Employment Agreement between the City of Kenai and City Attorney, Scott Bloom. (Mayor Gabriel)

**b. Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Manager, Paul Ostrander. (Mayor Gabriel)

**c. Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Clerk, Jamie Heinz. (Mayor Gabriel)

**M. PENDING ITEMS**

1. **Substitute Ordinance No. 3127-2020** - Repealing and Replacing Kenai Municipal Code Title 6 - Elections to Provide Clarity, Process Improvements, and Increase Voter Accessibility through Vote By Mail Elections. (Council Member Peterkin) [**Clerk's Note:** *At the August 19 Meeting, this item was Postponed to the 10/21/20 Council Meeting; a motion to enact is on the floor.*]
2. **Ordinance No. 3128-2020** - Amending Kenai Municipal Code Section 1.85.040 – Records Public, To Provide For A Record Retention Length. (City Clerk) [**Clerk's Note:** *At the August 19 Meeting, this item was Postponed to the 10/21/20 Council Meeting; a motion to enact is on the floor.*]

**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000.
2. ROSSIA Correspondence.

*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/81708470559>

**Meeting ID:** 817 0847 0559 **Passcode:** 216291

OR

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

**Meeting ID:** 817 0847 0559 **Passcode:** 216291



## Kenai City Council - Regular Meeting

September 16, 2020 – 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

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#### B. SCHEDULED PUBLIC COMMENTS

*(Public comment limited to ten (10) minutes per speaker)*

1. **Tim Dillon, Kenai Peninsula Economic Development District** - Census and AK Cares Update.

#### 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. 3162-2020** - Amending Municipal Code Section 23.50.010 – Employee Classification, to Amend a Class Title in the Supervisory and Professional Class. (Administration)
2. **ADOPTED UNANIMOUSLY. Resolution No. 2020-76** - Renaming Daubenspeck Circle to Daubenspeck Road on the Plat of Baron Park 2020 Replat. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2020-77** - Approving the Execution of a Lease of Airport Reserve Lands Using the Standard Lease Form Between the City of Kenai and Kenai Aviation Operations, LLC, for Lot 9A, Block 5, General Aviation Apron Subdivision No. 5. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2020-78** - Approving an Airline Operating Agreement and Terminal Area Lease with FLOAT Shuttle/Corvus Airlines Inc., D/B/A Ravn Alaska and Ratifying a Stipulation Regarding Rejection of Unexpired Lease of Non-Residential Real Property with Ravn Group, Inc. (Administration)

5. **ADOPTED UNANIMOUSLY. Resolution No. 2020-79** – Authorizing the City Manager to Accept a Grant from the Federal Aviation Administration for the Construction of the Kenai Municipal Airport's New Sand Storage Facility. (Administration)

**E. MINUTES**

1. **APPROVED BY THE CONSENT AGENDA.** \*Regular Meeting of September 2, 2020. (City Clerk)

**F. UNFINISHED BUSINESS**

1. **POSTPONED TO THE 10/07/2020 COUNCIL MEETING. Ordinance No. 3155-2020** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund and Accepting a Grant from The Federal Aviation Administration for Phase One Construction of a New Sand Storage Facility. (Administration)

**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 Over \$15,000. (Administration)
3. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Non-Objection to the Renewal of Marijuana License for Grateful Bud LLC. (City Clerk)
4. **APPROVED BY THE CONSENT AGENDA.** \*Action/Approval - Approving Election Workers for the October 6, 2020 Regular Election. (City Clerk)
5. **Discussion** - Response to COVID-19. (Administration)

**H. COMMISSION / COMMITTEE REPORTS**

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**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000.
2. Cook Inlet Regional Citizens' Advisory Council Board of Directors Update.

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**Meeting ID:** 886 1246 9335 **Passcode:** 874477



# KENAI'S Fall Pumpkin Festival

5th annual

517 Main St. Kenai AK 99611



## FEATURING

Established 2020

# OLD TOWN MARKETPLACE



Kenai, AK

decorated  
**PUMPKIN**  
contest & display

# PHOTO contest

# Food TRUCKS & VENDORS

# Music

covid mask  
**PRIZES AND**

# SCARECROW ALLEY



Hosted by:  
Kenai Chamber

# FRIDAY OCTOBER 10th

# TIME 11a ~ 3:00 pm

Important safety information is outlined on our Facebook Event Page, including details regarding the Pumpkin Decorating Contest, the Photo Contest, the Covid Mask Prizes and Scarecrow Alley.



This event is brought to you by:  
City of Kenai Beautification Committee,  
Kenai Parks & Recreation  
Kenai Community Library



Special thanks to:  
Country Foods, IGA for helping with pumpkins  
Kenai Old Town Marketplace  
Kenai Chamber & Visitor Center