

**KENAI PARKS & RECREATION COMMISSION
REGULAR MEETING
APRIL 1, 2021 – 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)*
 - a. **Former Mayor Pat Porter** – Kenai Community Park Presentation.....Pg. 2

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

4. **APPROVAL OF MEETING SUMMARY**
 - a. March 4, 2021.....Pg. 17

5. **UNFINISHED BUSINESS**

6. **NEW BUSINESS**
 - a. **Discussion** – Dog Park

7. **REPORTS**
 - a. Parks & Recreation Director
 - b. Commission Chair
 - c. City Council Liaison.....Pg. 20

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – May 6, 2021

9. **COMMISSION QUESTIONS AND COMMENTS**

10. **ADDITIONAL PUBLIC COMMENT**

11. **INFORMATION ITEMS**
 - a. Softball Dugouts.....Pg. 24

12. **ADJOURNMENT**

Join Zoom Meeting

<https://us02web.zoom.us/j/84669423003>

Meeting ID: 846 6942 3003 **Passcode:** 479335

OR

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

Meeting ID: 846 6942 3003 **Passcode:** 479335 1



KENAI

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

MEMORANDUM

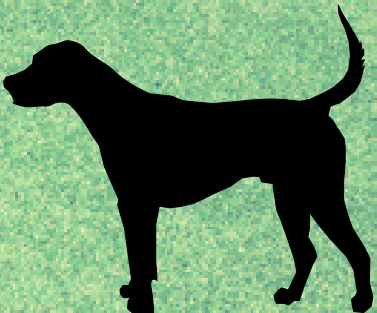
TO: Kenai Parks & Recreation Commission
FROM: Robert J. Frates, Parks & Recreation Director
DATE: March 25, 2021
SUBJECT: Kenai Dog Park – Conceptual Plan

Purpose of this memorandum is to inform you that former Mayor Pat Porter will give an update on the Kenai Dog Park. She will be phoning in via Zoom.

Included in the packet for your review is a draft conceptual plan created by the National Park Service Rivers, Trails and Conservation Assistance Program with input from community participation.

Please let me know if you have any questions.

KENAI COMMUNITY PARK



CONCEPT PLAN



1. EXECUTIVE SUMMARY
2. VISION, MISSION & GOALS
3. EXISTING CONDITIONS AND CONSIDERATIONS
4. PUBLIC INPUT
5. PARK CONCEPT
6. DESIGN ELEMENTS AND GUIDELINES
7. MAINTENANCE
8. PRELIMINARY BUDGET



EXECUTIVE SUMMARY

This part comes last when everything is finalized.

MISSION, VISION & GOALS

Vision

A safe, accessible space for all, canine and human alike.

Mission

We aim to establish a **fenced-in, off-leash dog park** for well-behaved canine citizens and their human companions to exercise in a **clean, safe environment** without endangering or annoying people, property or wildlife. Our goal is to create a **beautiful, well-maintained space open to all dog lovers and friends** who are willing to uphold the park's rules and regulations. We view this as a community enrichment project, in partnership with the City of Kenai, designed to **satisfy the needs of dog lovers and non-dog lovers alike.**

Goals



1) To provide a fenced-in, off-leash area.



2) To provide spaces for different types of canines that are catered to their needs/size.



3) To provide human space that is covered.



4) To provide a welcoming and inviting space that includes seating.



5) To provide a space that has been seeded, that is accessible to all beyond the gate, with groups of vegetation planted while providing for a sanitary environment which may include plastic doggie bag dispensers.



6) To provide rules and regulations for each section of the park to ensure safety and maintenance of the space.



7) To provide a financially sustainable plan that addresses all facets of the space in perpetuity.

EXISTING CONDITIONS AND CONSIDERATIONS

EXISTING CONDITIONS

An area of approximately 22,500 square feet has been designated within the Daubenspeck Family Park, along the northeast side of the pond, for the new dog park. A resolution in support of the project was passed on September 19, 2018 by the City of Kenai. Currently, the cleared area is approximately 0.5 acres, and the front wooded area is approximately 0.25 acres. There is a natural entrance on the southeast corner, facing the parking lot.

CONSIDERATIONS

Dog parks have taken off across the United States, and there are excellent resources available with best practices, lessons learned, and inspiration for future dog parks. The following considerations have been compiled from the experiences of other dog parks, including the nearby 3 Friends Dog Park in Soldotna, Alaska.

- **COMPLETE FENCING** - around the perimeter of the dog park
- **DOUBLE ENTRY GATE** - a standard in dog parks to allow humans to leash and unleash their dogs safely
- **SEPARATE SMALL AND LARGE DOG AREAS** - allows differently sized dogs to play separately, and creates space for shy/new-to-the-park dogs
- **SURFACING PLAN** - surfaces sustain lots of use, and depending on the type, must be renewed/cleaned/replaced periodically
- **DOG WASTE PLAN** - humans are encouraged to bring their own bags and "pack it out", but dispensers and waste receptacles should be provided
- **A DESIGN TO ENCOURAGE MOVEMENT** - opportunities for exercise, agility, chasing objects, and socialization are key to a successful dog park
- **WATER FOUNTAINS OR FEATURES** - for both humans and dogs
- **SEATING FOR HUMANS** - everyone needs a break, and this feature makes the park accessible to more people
- **PARKING AND BIKE RACKS** - so that people can come via different transportation means
- **SHADE** - dogs and humans alike enjoy the variety and coolness that shade provides; planting trees is a great way to do this
- **SIGNAGE** - a community park first and foremost, signage is needed to inform users of rules, park hours, and opportunities to get involved
- **VISUAL ATTRACTIVENESS** - this park is part of the larger Daubenspeck Family Park, and its design should be cohesive and inviting for all
- **EASE OF MAINTENANCE** - service gates and trash barrels should be located such that maintenance vehicles may easily enter



PUBLIC INPUT

The Kenai Community Park is driven by widespread community participation. The following people and organizations contributed to this concept plan:

Robert J. Frates, Director of Parks & Recreation, City of Kenai

Jodi Stuart, Kenai resident

National Park Service Rivers, Trails and Conservation Assistance Program

City of Kenai

Scott Hamann, Metal Magic

insert photos here

PARK CONCEPT SITE PLAN



DESIGN ELEMENTS & GUIDELINES

ENTRANCES

Main entrance:

An entry corral will consist of at least an 8' x 8' fenced area with two gates. This will allow pet owners to safely unleash their dogs prior to letting them into the dog run area.

Surface material: The 3 Friends Dog Park in Soldotna uses crushed gravel, as well as playground fall attenuation material made from recycled tires. Wood chips are another possibility, although this material degrades more quickly and needs to be replenished regularly.

The entrance will be covered by a structure similar in design and size to the structure at the Soldotna Dog Park (shown to the right).

Amenities at the entrance will include: dog leash rack, memorial, community bulletin board with rules, water feature, and trash receptacles. Please see page X for details.

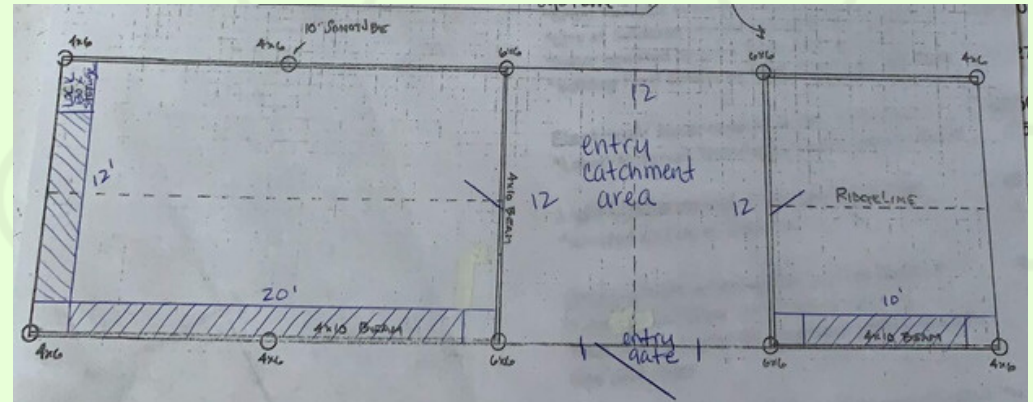


Secondary entrance:

A secondary double-gated entry will provide people and canines more convenient water access as well as a connection to the Daubenspeck Family Park trail system.

WATER MANAGEMENT

Water management plan, to be further developed by RTCA to ensure the site drains properly.



DESIGN ELEMENTS & GUIDELINES

PARKING

Current parking is adequate, to the east of the park.

SIGNAGE

1. KENAI COMMUNITY DOG PARK ENTRANCE SIGN



- **Location:** As indicated on the Site Plan
- **Materials and design:** Community-built, this sign will likely be cedar sand-blasted. See the Daubenspeck Park sign to pictured to the left.
- **Design considerations:** Legible from a distance, welcoming

2. COMMUNITY BULLETIN BOARD

Location: Just past the entrance gate inside the park

Materials and design: Community-built

Design considerations: Rules section that is clear and concise (maximum 5 main rules), community announcement section

3. CITY SIGNAGE

Location: Northern end of parking area

SEPARATE SMALL DOG AREA

A small dog area will be accessible through an additional gate, for use by smaller dogs and per the dog park rules. The exact size of this area, and the amenities it includes, have yet to be determined.

FENCING

Height: Minimum of 4 feet. Recommended height is 6 feet.
Recommended materials: Galvanized or vinyl-coated steel chainlink

LANDSCAPING

Landscaping principles for the park:

- Utilize current land and native landscaping
- Consider designing bio-swales on the southern boundary of the park to remove silt and pollution from surface runoff water
- Utilize permeable materials, such as permeable pavers
- Follow rain water Best Management Practices (BMP)
- Reuse, recycle and repurpose! Consider reusing materials that need to be moved during construction, such as cut wood from trees

DESIGN ELEMENTS & GUIDELINES

TRAILS

A MAIN, ADA-ACCESSIBLE WALKWAY

This trail will run from the park's main entrance area, in the southeast corner of the park, along the southern boundary to the southwest corner of the park. Benches will be installed along the trail.

- **ADA Accessibility:** Grade not to exceed 5%. Routine grading that is uniform, firm and stable with no protrusions or obstacles.
- **Trail width:** Double-width, 10 feet wide
- **Recommended materials:** Crushed gravel

B SECONDARY, PERIMETER TRAIL

- **Dimensions:** To be determined
- **Recommended materials:** Crushed gravel

C TERTIARY TRAILS

- **Dimensions:** To be determined
- **Recommended materials:** Crushed gravel



DESIGN ELEMENTS & GUIDELINES

LAWN

Dimensions: About 0.5 acres

Possible surface materials:

- Planted grass: Cheap and accessible material, highly susceptible to degradation with heavy use
- Synthetic turf: Popular in wet environments, higher cost of installation
- Engineered wood fiber: Popular in wet environments, higher cost of installation

Maintenance: The City may consider a rotation of uses on the lawn to allow sections of grass to rest and regenerate. Off-leash usage will be allowed in one-half of the lawn until maintenance decides it is time to switch usage to the other half, allowing the grass to rest and regenerate, and be reseeded if necessary. This strategy is employed in parks in Portland, Oregon with success.

MEMORIAL FEATURE

A memorial feature is often the centerpiece of a community dog park. The heart of the dog park design, it can make a park uniquely reflect the community.

Community members have brainstormed ideas for this memorial feature.

Conceptual ideas include:

- Commissioning a small arched bridge ending in a rainbow (in partnership with Davis Block or Best Concrete, who can make pavers).
- Installing sponsored benches with memorial information.
- Providing a place for animal ashes with engraved bricks or dog paw designs. This area could be called the "field of dreams" and include an eternal water feature.

An additional public participation process is needed to determine the memorial feature.

WATER FEATURE

Recommend installing a drinking fountain by the main entrance that includes a dog drinker/bowl.

Location of water utility: TBD

Example water features:

DESIGN ELEMENTS & GUIDELINES

AMENITIES

BENCHES

Location and number of benches: It is recommended that seven benches are installed, at a minimum. Two will be located at each entrance, with three benches spaced along the main ADA accessible path.

These will be provided through community in-kind contributions.

TRASH RECEPTACLES

Trash receptacles and waste removal bag holders will be provided in the dog run area, making sure they are located with easy access for maintenance vehicles.

These will be provided through community in-kind contributions.

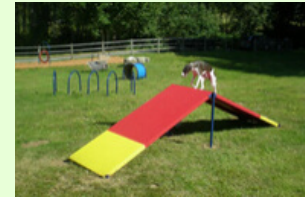
OTHER AMENITIES

- Security camera
- Additional covered area for humans
- Rainbow bridge water feature

PLAY ELEMENTS

There are many creative ways to make this dog park fun and challenging for dogs. Single structures can be custom ordered, or built by community members. Packages of agility structures are also available from such sources as Dog Gone it Parks (see citation on Page X).

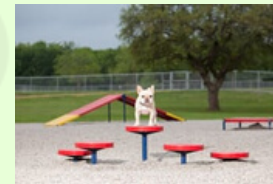
A-frame



Adjustable jump bar



Agility walk



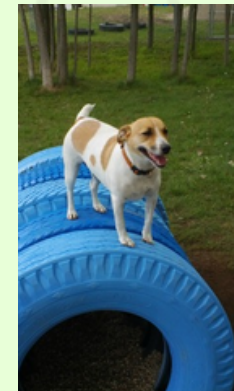
Flexible weave poles



Boulder/dirt mounds with tunnels



Tire tunnels



MAINTENANCE

The Kenai Community Park does not currently have a budget for operations and maintenance. At this point, the following should be considered:

- Schedule annual brushing of trails using volunteers
- Seek out partnerships that can help maintain the park
- Continue to write grants and explore fundraising opportunities
- Set up a monitoring plan to note areas of trail and lawn that need maintenance

PRELIMINARY BUDGET

Work description	Total estimated cost	Source of funding
Fencing	27,300	TBD
Trash receptacles	2,400	In-kind
Signage	5538.50	In-kind
Benches	5,244	In-kind
Pooper-scooper station	590	TBD
Waste bags - case of 3200	145	TBD
Site work/tree removal/disposal of trees/clearing site as needed	5,000	In-kind
Grading, spreading mulch, stump grinding	1,096	TBD
Park bulletin board	814	TBD
Park rules sign	2,006	In-kind
Picnic tables	5,227.87	TBD
Entry cover	15,927.87	TBD
TOTAL ESTIMATED COST*	75,668.37	

*not including maintenance

**KENAI PARKS & RECREATION COMMISSION
MARCH 4, 2021 – 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 6:03 p.m.

a. Pledge of Allegiance

Chair Stephens led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners present: C. Stephens, M. Bernard, S. Kisen, D. Rigall, T. Wisniewski,

Commissioners absent: J. Dennis, J. Joanis, R. Tomrdle

Staff/Council Liaison present: Parks & Rec Director B. Frates, Council Liaison T. Winger

A quorum was present.

c. Election of Chair and Vice Chair

MOTION:

Commissioner Kisen **MOVED** to re-elect Chair Stephens; Commissioner Rigall **SECONDED** the motion. There being no objections, **SO ORDERED**.

MOTION:

Commissioner Rigall **MOVED** to re-elect Vice-Chair Wisniewski; Commissioner Kisen **SECONDED** the motion. There being no objections, **SO ORDERED**.

d. Agenda Approval

MOTION:

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

2. SCHEDULED PUBLIC COMMENTS – None.

3. UNSCHEDULED PUBLIC COMMENT

Mark Griffin, lessee of the Kenai Golf Course, wanted to recognize and thank the Parks & Recreation department for their grooming efforts, noting it has been a great venue for the kids and community. Mr. Griffin stated that Nordic grooming started in 1996 and stressed the importance of winter use of the property, as it is key for moving forward and strengthening the

relationship between the City and golf course. Mr. Griffin concluded by saying his is excited about possibilities in the future, including lighted ski trails.

4. APPROVAL OF MEETING SUMMARY

- a. October 1, 2020

MOTION:

Commissioner Kisena **MOVED** to approve the meeting summary of October 1, 2020 and Commissioner Rigall **SECONDED** the motion. There were no objections; **SO ORDERED.**

- b. December 3, 2020

MOTION:

Commissioner Rigall **MOVED** to approve the meeting summary of December 3, 2020 and Commissioner Kisena **SECONDED** the motion. There were no objections; **SO ORDERED.**

- c. February 4, 2021

MOTION:

Commissioner Rigall **MOVED** to approve the meeting summary of February 4, 2021 and Commissioner Kisena **SECONDED** the motion. There were no objections; **SO ORDERED.**

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

- a. **Discussion** – Goals & Objectives

Director Frates presented the 2021-2022 Draft Goals and requested any feedback or additions important to the Commission. Frates noted his staff is compiling their list for review and so there may be some changes forthcoming. All but a couple goals and objectives were individually assessed.

Approval was noted for the Training Manual, and it was expressed that it is better than some that have been observed in bigger cities. It was also noted that the department could possibly benefit by using QR codes in parks that would contain specific information about the parks, including providing links for reporting vandalism.

Fundraising was suggested, and Director Frates stated he will mention the idea to the Softball Association.

7. REPORTS

- a. **Parks and Recreation Director** – Director Frates reported that the Parks & Recreation Department's draft budget was submitted to the City Manager for consideration, noting a couple items of interest such as a request for gym floor re-coating, lawn mower, equipment for recording virtual tours and an agriculture flamer.

The Remainder of the draft budget is status quo.

- b. **Commission Chair** – Chair Stephens thanked the commissioners for their involvement and noted a lot of positive feedback and thanks for the groomed ski trails.
- c. **City Council Liaison** – Council Member Winger reported on the recent actions of the City Council, including the emergency declaration, remote participation via Zoom, efforts to fill committees and commissions, and the shop local and grocery voucher programs.

8. NEXT MEETING ATTENDANCE NOTIFICATION – April 1, 2021

9. COMMISSION QUESTIONS & COMMENTS

Commissioner Rigall expressed caution using an agriculture burner to destroy weed seeds as that may have an unintended consequence of allowing other weeds to flourish.

Council Member Winger expressed concern about the beetle-kill trees throughout town and noted there may be an opportunity for saw-mill operators.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION

- a. February Multi-Purpose Facility Ice Schedule
- b. March Multi-Purpose Facility Ice Schedule

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 7:15 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk



Kenai City Council - Regular Meeting

March 17, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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)

C. UNSCHEDULED PUBLIC COMMENTS

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

D. PUBLIC HEARINGS

6. **ADOPTED UNANIMOUSLY. Resolution No. 2021-18** - Authorizing an Amendment of the Shop Local Economic Stimulus Program to Extend the Dates of the Program and Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with the Kenai Chamber of Commerce and Visitor Center for Administration of the Program.
1. **ENACTED UNANIMOUSLY. Ordinance No. 3195-2021** - Accepting and Appropriating Funds in the Airport Fund, and Accepting Grants from the Federal Aviation Administration Under the Coronavirus Response and Relief Supplemental Appropriation Act, 2021.
2. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2021-14** - Further Extending the Disaster Emergency Declaration for the City of Kenai Made on March 18, 2020 in Response to the COVID-19 Health Emergency.
3. **ADOPTED UNANIMOUSLY. Resolution No. 2021-15** - Approving Development Incentives Per Kenai Municipal Code 21.10.100. for a Lease of Airport Reserve Lands Between the City of Kenai and Alaska Air Fuel, Inc. on 2.52± Acre Portion of Lot 5, FBO Subdivision No. 8.

4. **ADOPTED UNANIMOUSLY. Resolution No. 2021-16** - Approving an Application Extension Until October 8, 2021 Per Kenai Municipal Code 21.10.050 for Alaska Air Fuel, Inc. for a 2.52± Acre Portion of Lot 5, FBO Subdivision No. 8.
5. **ADOPTED UNANIMOUSLY. Resolution No. 2021-17** - Authorizing a Budget Transfer Within the General Fund – Buildings Division for Professional Services as a Result of Personnel Vacancy.
7. **ADOPTED UNANIMOUSLY. Resolution No. 2021-19** - Authorizing an Agreement for Professional Engineering Services to Begin Assessments for the Master Plan for Water & Sewer Facilities and Equipment.

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of March 3, 2021.

F. UNFINISHED BUSINESS

G. NEW BUSINESS

1. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval - Bills to be Ratified.
2. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval - Purchase Orders Over \$15,000.
3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/7/2021.** *Ordinance No. 3196-2021 - Accepting and Appropriating Federal Funds from the Institute of Museum and Library Services Passed Through the Alaska State Library for Employee Training.
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/7/2021.** *Ordinance No. 3197-2021 - Amending Kenai Municipal Code Section 23.50.010 - Employee Classification, to Amend the Class, Title, and Range, to Include a Capital Projects Manager.
5. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/7/2021.** *Ordinance No. 3198-2021 - Amending Kenai Municipal Code Section 1.15.130 - Telephonic Participation, to Provide for Remote Electronic Participation.
6. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/7/2021.** *Ordinance No. 3199-2021 - Conditionally Waiving Certain Provisions of Title 17- Public Utilities and Enterprises, Related to Penalty, Interest and Shutoff for Nonpayment of Fees for Water and Sewer Utility Customers that Certified to the City That They Were Impacted by COVID-19 Pursuant to the City Manager's Executive Order No. 2 During the Effective Period of the City's Emergency Disaster Declaration.
7. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/7/2021.** *Ordinance No. 3200-2021 - Accepting and Appropriating an Amendment to a COVID CARES Act for Older Adults and Their Caregivers 2021 Grant Passed through the State of Alaska for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency.

8. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/7/2021.**
*Ordinance No. 3201-2021 - Increasing Estimated Revenues and Appropriations in the Airport Fund and Appropriating Funds in the Airport Snow Removal Equipment Capital Project Fund for the Purchase of Snow Removal Equipment – Multi-Purpose Broom/Blower.
9. **APPROVED UNANIMOUSLY. Action/Approval** - Special Use Permit to Alaska Air Fuel, Inc. for Office, Parking and Utilities.
10. **Discussion** - COVID-19 Response.
11. **SET FOR 4/20/2021 AND 4/22/2021. Discussion** - Set Meetings for Council Personnel Evaluations.

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

N. ADJOURNMENT

O. INFORMATION ITEMS

1. Purchase Orders Between \$2,500 and \$15,000
2. Kenai Peninsula Orchestra Letter of Thanks

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/85021157210>

Meeting ID: 850 2115 7210 **Passcode:** 245673

OR

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

Meeting ID: 850 2115 7210 **Passcode:** 245673

