

**KENAI PARKS & RECREATION COMMISSION
REGULAR MEETING
MAY 6, 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. **Marek Grieme** – Boot Brushing Stations (Eagle Scout Project)

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

4. **APPROVAL OF MEETING SUMMARY**
 - a. April 1, 2021.....Pg. 2

5. **UNFINISHED BUSINESS**

6. **NEW BUSINESS**
 - a. **Discussion/Recommendation** – Boot Brushing Stations (Eagle Scout Project)

7. **REPORTS**
 - a. Parks & Recreation Director
 - b. Commission Chair
 - c. City Council Liaison.....Pg. 5

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – June 3, 2021

9. **COMMISSION QUESTIONS AND COMMENTS**

10. **ADDITIONAL PUBLIC COMMENT**

11. **INFORMATION ITEMS**

12. **ADJOURNMENT**

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Meeting ID: 842 2470 3870 **Passcode:** 317493

**KENAI PARKS & RECREATION COMMISSION
APRIL 1, 2021 – 6:00 PM
KENAI CITY COUNCIL CHAMBERS
VICE CHAIR T. GRANT WISNIEWSKI, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Vice Chair Wisniewski called the meeting to order at 6:18 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: T. Wisniewski, J. Dennis, S. Kisen, D. Rigall, M. Bernard,

Commissioners absent: C. Stephens, J. Joanis, R. Tomrdle

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

A quorum was present.

c. Agenda Approval

MOTION:

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

2. SCHEDULED PUBLIC COMMENTS

a. Former Mayor Pat Porter – Kenai Community Park Presentation

Former Mayor Porter reviewed the project and brought the commission up to date with where the project stands currently. She continued to report that there are businesses and civic organizations willing to assist and these groups are being engaged. Salamatof has committed to assisting with leveling and seeding. Additionally, the Mission Church group coming up at the end of June will be available to help, a children's naming contest is being planned for naming of the dog park.

MOTION:

Commissioner Bernard **MOVED** to approve the conceptual design of the dog park and Commissioner Kisen **SECONDED** the motion. There were no objections; **SO ORDERED**.

3. UNSCHEDULED PUBLIC COMMENT – None

4. APPROVAL OF MEETING SUMMARY

a. March 4, 2021

MOTION:

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

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS**

a. **Discussion** – Dog Park

Questions were raised about the maintenance work required and if there were lessons learned from the Soldotna dog park. Director Frates stated there would be maintenance that would mostly involve keeping the turf mowed and trimmed and hauling off trash. As for lessons learned, the entry way needs to be covered so that snow doesn't collect around the gates, preventing them from opening and closing properly.

7. **REPORTS**

a. **Parks and Recreation Director** – Director Frates reported that summer positions are open and the Parks and Recreation department is getting geared up for spring maintenance activities.

b. **Commission Chair** – Vice Chair Wisniewski thanked everyone for their work.

c. **City Council Liaison** – Council Member Winger reported on the actions of the March 17th City Council meeting, including the shop local program extension and her interest in working with the Kenai Peninsula Borough on spruce bark beetle kill issues.

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

Commissioner Rigall noted he will be absent at the next meeting.

9. **COMMISSION QUESTIONS & COMMENTS**

Commissioner Kisena inquired about dugout costs. Director Frates replied it would be approximately \$2k for the concrete slabs and that the league should be able to assist with the chain-link fencing.

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

11. **INFORMATION**

a. Softball Dugouts

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:

Meghan Thibodeau
Deputy City Clerk

DRAFT



Kenai City Council - Regular Meeting

April 07, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

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. **Steven Rouse** - Kenai Peninsula Housing Initiatives (KPHI) Report on Senior and Affordable Rental Housing on City of Kenai Donated Land.
2. **Pat Porter** - Kenai Dog Park Update.
3. **Coy West** - Presentation on City of Kenai Marketing.

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. 3196-2021** - Accepting and Appropriating Federal Funds from the Institute of Museum and Library Services Passed Through the Alaska State Library for Employee Training.
2. **ENACTED UNANIMOUSLY. 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.
3. **ENACTED UNANIMOUSLY. Ordinance No. 3198-2021** - Amending Kenai Municipal Code Section 1.15.130 - Telephonic Participation, to Provide for Remote Electronic Participation.

4. **ENACTED UNANIMOUSLY. 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.
5. **ENACTED UNANIMOUSLY AS AMENDED. 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.
6. **ENACTED UNANIMOUSLY. 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.
7. **ENACTED UNANIMOUSLY. Ordinance No. 3204-2021** - Increasing Estimated Revenues and Appropriations in the General Fund to Provide Funding for Approved Small Businesses Grants in Excess of Budgeted Amounts for the Grant Disbursement Program for Small Businesses that Did Not Previously Apply for Full Assistance from the City in 2020.
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Adoption (Requires Five Affirmative Votes)
8. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2021-20** - Adopting Policy No. 2021-01, Procedures for Selecting and Appointing a Qualified Person or Persons to Fill Vacancies on the City Council.
9. **ADOPTED UNANIMOUSLY. Resolution No. 2021-21** - Approving Development Incentives for a Lease of Airport Reserve Lands for Schilling Rentals, LLC., on Lot 5A, Block 1, FBO Subdivision 2018 Replat.
10. **ADOPTED UNANIMOUSLY. Resolution No. 2021-22** - Authorizing a Budget Transfer in the Airport Fund, Airfield Department and Authorizing Award of a Contract for Sand Screening.
11. **ADOPTED UNANIMOUSLY. Resolution No. 2021-23** - Approving an Administrative Permit Process for Commercial Removal of Dead or Dying Trees from City Property.

E. MINUTES

1. **ADOPTED UNANIMOUSLY AS AMENDED.** *Regular Meeting of March 17, 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 - Liquor License Renewals for Three Bears and Playa Azul.

3. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/21/2021.**
*Ordinance No. 3202-2021 - Amending Kenai Municipal Code Sections 1.15.120, Rules Of Order, and 1.90.050, Proceedings, to Adopt the Most Current Edition of Robert's Rules of Order Newly Revised as the Adopted Rules of Parliamentary Procedure for the City Council and for City Boards, Commissions, and Committees.
4. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 4/21/2021.**
*Ordinance No. 3203-2021 - Accepting and Appropriating a Volunteer Fire Assistance Grant from the United States Department of Agriculture Forest Service Passed Through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment.
5. **APPROVED UNANIMOUSLY. Action/Approval** - Special Use Permit to Kenai Home Builder's Association for the Use of the Multipurpose Facility.
6. **APPOINTMENT OF JANET PHILLIPS CONFIRMED. Action/Approval** - Confirmation of Mayoral Nomination for Appointment to Beautification Committee.
7. **Discussion** - Condition of the Kenai Recreation Center.
8. **Discussion** - Spruce Bark Beetle Mitigation Planning.
9. **Discussion** - Hazard Pay for City Employees.
10. **Discussion** - COVID-19 Response.

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

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.

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Meeting ID: 821 6679 1799 **Passcode:** 737448



Kenai City Council - Regular Meeting

April 21, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

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*)

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B. SCHEDULED PUBLIC COMMENTS

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

1. **Dr. Keith Hamilton** - Update on Alaska Christian College's Program, Goals, and Future Hopes

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. 3202-2021** - Amending Kenai Municipal Code Sections 1.15.120, Rules Of Order, and 1.90.050, Proceedings, to Adopt the Most Current Edition of Robert's Rules of Order Newly Revised as the Adopted Rules of Parliamentary Procedure for the City Council and for City Boards, Commissions, and Committees. (City Clerk)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3203-2021** - Accepting and Appropriating a Volunteer Fire Assistance Grant from the United States Department of Agriculture Forest Service Passed Through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment. (Administration)
3. **ENACTED. Ordinance No. 3208-2021** - Accepting and Appropriating a Grant from the State of Alaska – Department of Health and Social Services – Division of Public Health – COVID-19 Emergency Operations Center, for Community Funding to Support Efforts to

Increase Access to Testing and Vaccinations and Decrease Health Inequities for All Alaskans. (Administration)

1. Motion for Introduction
2. Motion for Second Reading (Requires a Unanimous Vote)
3. Motion for Adoption (Requires Five Affirmative Votes)

4. **ADOPTED UNANIMOUSLY. Resolution No. 2021-24** - Authorizing the City Manager to Enter an Airline Operating Agreement and Terminal Area Lease with Hageland Aviation, D/B/A Rambler Air, LLC. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2021-25** - Awarding a Contract for External Audit Services to BDO USA, LLP. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2021-26** - Allocating Previously Appropriated Funds For The Wildwood Drive Rehabilitation Project. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2021-27** - Authorizing a Budget Transfer in the General Fund, Fire Department. (Administration)

E. MINUTES

1. **ADOPTED UNANIMOUSLY.** *Regular Meeting of April 7, 2021. (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** - Non-Objection to the Renewal of the Liquor License for Don Jose's. (City Clerk)
3. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - Special Use Permit to State of Alaska Department of Natural Resources, Division of Forestry for Aircraft Loading and Parking. (Administration)
4. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - Special Use Permit to Pacific Star Seafoods for Aircraft Loading and Off-Loading. (Administration)
5. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - Special Use Permit to Everts Air Fuel for Aircraft Parking. (Administration)
6. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - Special Use Permit to United Parcel Service Company, Inc. for Aircraft Loading and Parking. (Administration)
7. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - Special Use Permit to Empire Airlines, Inc. for Aircraft Parking. (Administration)
8. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** - First Amendment to Janitorial Agreement to Reborn Again Janitorial. (Administration)

9. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**
*Ordinance No. 3205-2021 - Authorizing a Budget Transfer in the General Fund, Fire and Non-Departmental Departments and Increasing Estimated Revenues and Appropriations in the Public Safety Improvement Capital Project Fund to Provide Supplemental Funding to the Fire Station #2 Station Alerting Project and the Dispatch Base Station Radio Replacement Project. (Administration)
10. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**
*Ordinance No. 3206-2021 - Accepting and Appropriating Private Donations to the Kenai Animal Shelter for the Care of Animals. (Administration)
11. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**
*Ordinance No. 3207-2021 - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting Funds from Both the Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of Ballistic Vests. (Administration)
12. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**
*Ordinance No. 3209-2021 - Accepting and Appropriating a Grant from Derek Kaufman Fund through the Alaska Community Foundation for the Purchase of Library Materials. (Administration)
13. **INTRODUCED BY THE CONSENT AGENDA/PUBLIC HEARING SET FOR 5/5/2021.**
*Ordinance No. 3210-2021 - Amending Kenai Municipal Code Chapter 23.55 - Pay Plan, Chapter 23.25.020-Pay Plan and Adoption, and 23.35.030 – Pay Plan Amendment to Amend the Salary Schedule, Provide for a Temporary Employee Salary Schedule, and Require that Changes to the Salary Schedule be Proposed by the City Manager and be Effective After Approval of the City Council. (Administration)
14. **APPROVED UNANIMOUSLY. Action/Approval** - Purchase Orders Over \$15,000. (Administration)
15. **Discussion** - COVID-19 Response. (Administration)

H. COMMISSION / COMMITTEE REPORTS

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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. Updated Kenai Municipal Airport Land Brochure

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