



Kenai Council on Aging Commission

Regular Meeting

June 12, 2025 - 3:00 PM

Kenai Senior Center

361 Senior Ct., Kenai, AK 99611

Telephonic/Virtual Information on Page 2

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval

B. SCHEDULED PUBLIC COMMENTS *(Public comments limited to ten (10) minutes per speaker)*

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

D. APPROVAL OF MINUTES

1. April 10, 2025 Regular Meeting MinutesPg. 3

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. **Discussion** – Emergency Training DatesPg. 5
- Discussion** – Update on Work Plan Goals
3. **Discussion** – Encouraging Consistent Sign-In for Lunch and ActivitiesPg. 6

G. REPORTS

1. Senior Center Director
2. Commission Chair
3. City Council Liaison.....Pg. 7

H. ADDITIONAL PUBLIC COMMENTS *(Public comments limited to five (5) minutes per speaker)*

I. NEXT MEETING ATTENDANCE NOTIFICATION - July 10, 2025

J. COMMISSIONER COMMENTS AND QUESTIONS

K. ADJOURNMENT

L. INFORMATION ITEMS

Join Zoom Meeting:

Using the following link:

<https://us02web.zoom.us/j/84140952479?pwd=AlixKWAdbQpDdbWSBTfPb4Klbmlgup.1>

OR

Call in by dialing: (253) 215-8782 or (301) 715-8592

Meeting ID: 841 4095 2479 **Passcode:** 000452

The agenda and agenda items are posted on the City's website at www.kenai.city. Copies of the agenda items are available at the City Clerk's Office or at the Kenai Senior Center prior to the meeting. Please contact the Senior Services Director at 907-283-4156 for additional details.

COMMISSIONERS, PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING

**KENAI COUNCIL ON AGING – REGULAR MEETING
APRIL 10, 2025 – 3:00 P.M.
KENAI SENIOR CENTER
361 SENIOR CT., KENAI, AK 99611
VICE CHAIR GLENDENING, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Council on Aging was held on April 10, 2025, at the Kenai Senior Center, Kenai, AK. Vice Chair Glendening called the meeting to order at approximately 3:00 p.m.

1. Pledge of Allegiance

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

2. Roll Call

There were present:

Jim Glendening, Vice Chair
Velda Geller
Gina Kuntzman

William Sadler
Barbara Modigh
Kit Hill

A quorum was present.

Absent:

Rachael Craig, Chair

Also in attendance were:

Kathy Romain, Senior Center Director
Red Piersee, Senior Center Administrative Assistant
Henry Knackstedt, City Council Liaison

3. Agenda Approval

MOTION:

Commissioner Hill **MOVED** to approve the agenda as presented. Commissioner Kuntzman **SECONDED** the motion.

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

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. March 13, 2025 Regular Meeting Minutes

MOTION:

Commissioner Hill **MOVED** to approve the March 13, 2025 Council on Aging minutes. Commissioner Sadler **SECONDED** the motion.

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

E. UNFINISHED BUSINESS – None.

F. NEW BUSINESS

1. Discussion/Recommendation - Committees appointments to Workplan Goals

Director Romain gave a staff report from information provided in the packet, and explained that she had asked for this meeting to be held so that commissioners could be appointed to the Committee's Workplan goals.

Assignments were made as follows: Commissioners Hill and Sadler to Goal #1; all members to Goal #2; and Commissioners Modigh and Kuntzman to Goal #3.

2. Discussion – KPHI Presentation to Council from 04.02.2025

The Kenai Peninsula Housing Initiatives (KPHI) presentation that was presented at the April 2, 2025 City Council meeting was reviewed. Commissioners discussed the land donation with Council Liaison Knackstedt.

G. REPORTS

1. Senior Center Director – Director Romain reported on the following:
 - The February Midmonth report as provided in the packet was reviewed.
 - The March for Meals fundraiser was a success.
 - The Senior Center will host an annual Health and Wellness Day in May.
 - Senior Center surveys are out and available at the front desk until the end of June.
2. Commission Chair – Vice Chair Glendening reported on recent funding challenges; praised Senior Center staff for their commitment and efficiency in spending funds; noted that it is the mission of this advisory group to remain strong to accept further challenges; and expressed appreciation for Council Liaison Knackstedt.
3. City Council Liaison – Council Member Knackstedt reported on the recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS – None.

I. NEXT MEETING ATTENDANCE NOTIFICATION – May 8, 2025

It was noted that the May 8, 2025 meeting would be cancelled.

J. COMMISSION QUESTIONS AND COMMENTS

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. February Monthly Report

There being no further business before the Council on Aging, the meeting was adjourned at 4:25 p.m.

I certify the above represents accurate minutes of the Council on Aging meeting of April 10, 2025.

Meghan Thibodeau
Deputy City Clerk

MEMORANDUM

TO: Council on Aging Commission Members

FROM: Kathy Romain, Senior Center Director

DATE: June 5, 2025

SUBJECT: Emergency Training Dates

As you know, the Emergency Training funded by our recent grant will be held in either **July or August**. The trainer has provided flexible dates, so we'd like to identify a time that works best for both staff and any Commission members who plan to attend.

Please come prepared to share your availability—or let me know in advance if you'll be unavailable during either month.

MEMORANDUM

TO: Council on Aging Commission Members
FROM: Kathy Romain, Senior Center Director
DATE: June 5, 2025
SUBJECT: Encouraging Consistent Sign-In for Lunch and Activities

To support smooth operations and maintain accurate funding reports, it is important to explore gentle but effective ways to remind patrons to sign in for lunch and any activities they attend at the Center.

Reasoning:

- Signing in helps with accurate meal counts, grant reporting, and activity planning.
- It's not about policing – just maintaining good habits and helpful data.

Possible Ideas:

- Should we place friendly reminder signs at key entry points?
- Could volunteers or staff do gentle verbal reminders at the front desk or lunch line?
- Is it worth exploring a small incentive or recognition for regular sign-ins?



Kenai City Council - Regular Meeting

May 21, 2025 — 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; twenty (20) minutes aggregated*)

1. Alaska Christian College Update, Dr. Keith Hamilton, President of Alaska Christian College.
2. Kenai Peninsula Children's Advocacy Centers, Request for Funding, Executive Director & Children's Advocacy Center Director Lindsey Collins, Kenai Child Advocacy Center Manager Morgan Lyons, and Ryan Grimm.

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

E. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3470-2025** - Amending the Official Zoning Map and Land Use Table by Rezoning Twenty-Eight Properties Located Near the Intersection of the Kenai Spur Highway and Wildwood Drive from Suburban Residential (RS) to General Commercial (CG) Zoning District. (Administration)
2. **FAILED. Resolution No. 2025-32** - Declaring a Right-Of-Way for a 60' by 156' Portion of the Unnamed Road Along Wildwood Drive as Dedicated on Lots 11& 12, Block 8, Black Gold Estates 2025 Replat (Plat K1399), Not Needed for a Public Purpose and Consenting to Its Vacation. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2025-33** - Authorizing Award of the City-Owned Lands Appraisal Contract. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2025-34** - Authorizing the City Manager to Enter into an Agreement for Janitorial Services at the Kenai Municipal Airport Terminal. (Administration)

F. MINUTES

1. *Regular Meeting of May 7, 2025. (City Clerk)

G. UNFINISHED BUSINESS

1. **AMENDED BY SUBSTITUTE. Ordinance No. 3469-2025** - Amending KMC 1.85.060-Conflicts of Interest Prohibited, to Allow Municipal Officers and City Employees to Participate in Certain Sales Open to the Public Through a Public Process and Narrowing the Existing Prohibition on Purchases to Personal Property Items. (Douthit) *[On 05/07/25 this item was postponed to 05/21/25]*
 - **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3469-2025 Substitute** - Amending KMC 1.85.060-Conflicts of Interest Prohibited, to Allow City Employees to Participate in Certain Sales Open to the Public Through a Public Process and Narrowing the Existing Prohibition on Purchases to Personal Property Items. (Douthit)

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Ordinance No. 3471-2025** - Adopting the Annual Budget, Salary Schedule and Employee Classification Plan for the Fiscal Year Commencing July 1, 2025 and Ending June 30, 2026 and Committing \$2,850,457 of General Fund, Fund Balance for Future Capital Improvements. (Administration)
3. ***Ordinance No. 3472-2025** - Accepting and Appropriating Grant Funds from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)
4. ***Ordinance No. 3473-2025** - Accepting and Appropriating a Grant Received Through the American Society for the Prevention of Cruelty to Animals to the Kenai Animal Shelter for Attendance at the Alaska Animal Control Association 2025 Training Conference. (Administration)
5. ***Ordinance No. 3474-2025** - Increasing Estimated Revenues and Appropriation in the Wastewater, Water & Sewer, and Municipal Roadway Improvements Capital Project Funds to Transfer Residual Balance from Completed Projects Back to their Original Funding Sources. (Administration)
6. ***Ordinance No. 3475-2025** - Increasing Estimated Revenues and Appropriations in the General Fund – Legislative Department and Increasing the Purchase Order Amount to BDO USA, P.C. for the FY2024 and FY2025 Financial Audits. (Administration)
7. **APPROVED UNANIMOUSLY. Action/Approval** - Extension to Memorandum of Understanding with the Kenai Historical Society. (Administration)
8. **SCHEDULED FOR 7/2/25 AT 2:00 P.M. Discussion** – Scheduling a Board of Adjustment Appeal Hearing.

I. COMMISSION REPORTS

1. Council on Aging Commission
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission

6. Beautification Commission

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

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https://us02web.zoom.us/meeting/register/6h_KpazeR6y0erc4TOOqnQ



Kenai City Council - Regular Meeting

June 04, 2025 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 3****

Action Agenda

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B. SCHEDULED ADMINISTRATIVE REPORTS

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker; twenty (20) minutes aggregated*)

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

E. PUBLIC HEARINGS

1. **ENACTED AS AMENDED UNANIMOUSLY. Ordinance No. 3471-2025** - Adopting the Annual Budget, Salary Schedule and Employee Classification Plan for the Fiscal Year Commencing July 1, 2025 and Ending June 30, 2026 and Committing \$2,850,457 of General Fund, Fund Balance for Future Capital Improvements. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3472-2025** - Accepting and Appropriating Grant Funds from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3473-2025** - Accepting and Appropriating a Grant Received Through the American Society for the Prevention of Cruelty to Animals to the Kenai Animal Shelter for Attendance at the Alaska Animal Control Association 2025 Training Conference. (Administration)
4. **ENACTED UNANIMOUSLY. Ordinance No. 3474-2025** - Increasing Estimated Revenues and Appropriation in the Wastewater, Water & Sewer, and Municipal Roadway Improvements Capital Project Funds to Transfer Residual Balance from Completed Projects Back to their Original Funding Sources. (Administration)
5. **ENACTED UNANIMOUSLY. Ordinance No. 3475-2025** - Increasing Estimated Revenues and Appropriations in the General Fund – Legislative Department and Increasing the Purchase Order Amount to BDO USA, P.C. for the FY2024 and FY2025 Financial Audits. (Administration)

6. **ADOPTED UNANIMOUSLY. Resolution No. 2025-35** - Approving a Memorandum of Understanding Between the City of Kenai and the Salamatof Tribe to Recognize Areas of Mutual Concern and Support, establish a Framework for Cooperative Relationships, and Promote Government-to-Government Communication for the Benefit of the Community of Kenai as a Whole. (Daniel)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2025-36** - Approving a Memorandum of Understanding Between the City of Kenai and the Kenaitze Indian Tribe to Recognize Areas of Mutual Concern and Support, establish a Framework for Cooperative Relationships, and Promote Government-to-Government Communication for the Benefit of the Community of Kenai as a Whole. (Daniel)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2025-37** - Approving a Limited Road Maintenance Agreement Between the City of Kenai and the Kenaitze Indian Tribe. (Administration)
9. **REFERRED TO THE PLANNING & ZONING COMMISSION AND POSTPONED TO JULY 2, 2025. Resolution No. 2025-38** - Renaming South Spruce Street to Kenai Beach Street. (Knackstedt)
10. **ADOPTED UNANIMOUSLY. Resolution No. 2025-39** - Fixing the Rate of Levy of Property Tax for the Fiscal Year Commencing July 1, 2025 and Ending June 30, 2026. (Administration)
11. **ADOPTED UNANIMOUSLY. Resolution No. 2025-40** - Amending the Comprehensive Schedule of Rates, Charges and Fees to Incorporate Fiscal Year 2026 Budget Changes to Include Adjusting Airport Fees, Animal Control Fees, Library Fees, Multipurpose Facility Fees, Building Permit Fees and Adjusting the Monthly Rental Rates for Vintage Pointe. (Administration)

F. MINUTES

1. *Regular Meeting of May 21, 2025. (City Clerk)

G. UNFINISHED BUSINESS

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 Empire Airlines, Inc. for Use of 11,250 Square Feet of Apron Space at the Kenai Municipal Airport for Aircraft Parking. (Administration)
4. ***Action/Approval** - First Amendment to the Agreement with Tyler Distributing Company, Inc. for ATM Services at the Kenai Municipal Airport Terminal. (Administration)
5. ***Ordinance No. 3476-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Fire Department Personnel Budget for Fiscal Year 2025 for Unanticipated Overtime Costs Resulting from Vacancies and Retirements. (Administration)
6. ***Ordinance No. 3477-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Police Department and Accepting Grants from the United States Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of a Ballistic Vest. (Administration)

7. ***Ordinance No. 3478-2025** - Enacting Kenai Municipal Code Section 13.30.070 - Travel Through Private or Public Property, and Incorporating a Fine into Kenai Municipal Code 13.10.015 - Minor Offense Fine Schedule. (Administration)

I. COMMISSION REPORTS

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