



Kenai City Council - Regular Meeting

November 01, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **Election of Vice Mayor**
4. 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*)

1. Kenai Peninsula Economic Development District Quarterly Update, Tim Dillon Executive Director.

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

E. PUBLIC HEARINGS

1. **Ordinance No. 3375-2023** - Accepting and Appropriating Donations from the Kenaitze Indian Tribe to Both the Animal Shelter and the Senior Center. (Administration)
2. **Ordinance No. 3376-2023** - Increasing Estimated Revenues and Appropriations in the General Fund, Parks and Recreation Department for the Purchase of Playground Equipment Utilizing a Grant from Marathon Petroleum. (Administration)
3. **Resolution No. 2023-62** - Establishing the 2024 City Council Regular Meeting Schedule. (City Clerk)
4. **Resolution No. 2023-63** - Requesting the Governor of the State of Alaska Designate by Proclamation an Economic Disaster for 2023 for the Upper Cook Inlet East Side Set Net Fishery and Supporting A Recovery Plan. (Knackstedt)
5. **Resolution No. 2023-64** - Authorizing a Professional Services Agreement and Corresponding Purchase Order for the 2024 Apron Crack Seal, Marking and Seal Coat Project for the Kenai Municipal Airport. (Administration)

- [6.](#) **Resolution No. 2023-65** - Authorizing a Contract for Employee Health Care and Basic Life Insurance Effective January 1, 2024. (Administration)

F. **MINUTES**

- [1.](#) *Regular Meeting of October 19, 2023. (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** - Confirmation of Mayoral Nominations for Partial Term Appointments to the Harbor Commission. (Mayor Gabriel)
- [4.](#) **Action/Approval** - Letter of Support for the Kenai Peninsula Housing Initiatives, Inc. Grant application to develop Senior and Low-Income Housing. (Administration)
- [5.](#) ***Ordinance No. 3377-2023** - Accepting and Appropriating an Increase in the Title III Grant from the State of Alaska Department of Health and Social Services for Nutrition, Transportation and Support Services and an American Rescue Plan Act Grant Passed through the State of Alaska Department of Health and Social Services for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency. (Administration)
- [6.](#) ***Ordinance No. 3378-2023** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
- [7.](#) ***Ordinance No. 3379-2023** - Accepting and Appropriating a Grant from the U.S. Department of Homeland Security Passed through the State of Alaska Department of Military and Veterans' Affairs for the Purchase of Trauma Care Supplies. (Administration)
- [8.](#) ***Ordinance No. 3380-2023** - Amending Kenai Municipal Code 22.05.095 - Methods of Sale or Disposal, to Provide a Veterans Land Purchase Price Discount for Certain Residential Land Purchases. (Baisden)
- [9.](#) **Action/Approval** - Mayoral Liaison Nominations for Appointment to Committees and Commissions. (Gabriel)
- [10.](#) **Discussion/Action** - Virtual Meetings Participation. (Clerk)

I. **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

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**

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/88254302807>

Meeting ID: 882 5430 2807 **Passcode:** 357355

OR

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

Meeting ID: 882 5430 2807 **Passcode:** 357355



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3375-2023**

AN ORDINANCE ACCEPTING AND APPROPRIATING DONATIONS FROM THE KENAITZE INDIAN TRIBE TO BOTH THE ANIMAL SHELTER AND THE SENIOR CENTER.

WHEREAS, the City of Kenai recently received two donations from the Kenaitze Indian Tribe; one for the Kenai Animal Shelter in the amount of \$3,000 and the other to the Kenai Senior Center in the amount of \$1,000; and,

WHEREAS, the funds designated for the Kenai Animal Shelter will be utilized to support the second Kenai Animal Shelter Animal Fair in the Spring of 2024 and purchase other additional equipment needs at the Shelter; and,

WHEREAS, the funds designated for the Senior Center will be utilized to purchase needed kitchen supplies; and,

WHEREAS, the acceptance of these donations to further the mission of the Animal Shelter and the Senior Center are in the best interest of the City and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to accept these donated funds and to expend them as authorized by this ordinance and in line with the intentions of the donor.

Section 2. That the estimated revenues and appropriations be increases as follows:

General Fund:

Increase Estimated Revenues –	
Miscellaneous Donations	<u>\$3,000</u>
 Increase Appropriations –	
Animal Control – Small Tools	\$1,500
Animal Control – Operating Supplies	<u>1,500</u>
	<u>\$3,000</u>

Section 3. That the estimated revenues and appropriations be increases as follows:

Senior Citizen Fund:

Increase Estimated Revenues –	
Misc. Donations	<u>\$1,000</u>
 Increase Appropriations –	
Congregate Meals – Operating Supplies	<u>\$1,000</u>

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1st DAY OF NOVEMBER, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: DS

Introduced: October 19, 2023
Enacted: November 1, 2023
Effective: November 1, 2023



MEMORANDUM

TO: Mayor Brian Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: David Ross, Police Chief
DATE: October 6, 2023
SUBJECT: Ordinance No. 3375-2023, Donations to Kenai Animal Shelter

The Kenai Animal shelter received an unsolicited donation recently from the Kenaitze Indian Tribe for \$3,000. A letter that accompanied the donation from the Kenaitze Indian Tribe, Interim Executive Director Chelsea Hendriks, is attached.

In 2023 the Animal Shelter utilized some grant funds to host the first annual Kenai Animal Shelter Animal Fair on the green strip in Kenai. This event was a success and the Shelter would like to build on that, and host another fair in 2024. The Animal Control Chief would like to use a portion of these funds to help put on that community event. The Animal Control Chief has also identified some other small tool needs for the remainder of the donated funds.

The Animal Shelter is grateful for the support and partnership of the Kenaitze Indian Tribe in the Kenai Animal Shelter's mission of making the community safer for individuals and animals.

I am respectfully requesting consideration of the ordinance accepting and appropriating those donated funds.



KENAITZE
INDIAN
TRIBE

September 28, 2022

Kenai Animal Shelter
City of Kenai
210 Fidalgo Ave.
Kenai, AK 99611

Dear Kenai Animal Shelter,

On behalf of the Kenaitze Indian Tribe, I would like to express our support for your services and efforts to our community through a donation of \$1,000.00. We believe that Kenai Animal Shelter provides important assistance and support addressing the needs of our residents.

With this donation we hope to help your cause and encourage continuation of your endeavors for the lasting benefit of our shared community. We would love to hear how we have been able to contribute, so please do not hesitate to write us at:

Attn: Natália Flores
Kenaitze Indian Tribe
P.O. BOX 988
Kenai, AK 99611

The health and wellbeing of our community and cooperation for supporting its needs is important to the Tribe as we deliver a variety of programs and services that promote the wellness of our people and the region. We wish you much success in your continued work for our shared community.

If you have any questions, please do not hesitate to contact our Executive Office Supervisor, Natália Flores, through email NFlores@kenaitze.org.

Sincerely,

Peter Evon
Executive Director of Tribal Administration

www.kenaitze.org

Phone: 907-335-7200 • FAX: 855-335-8865

P.O. Box 988 • Kenai, AK 99611



MEMORANDUM

TO: Mayor Brian Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: October 9, 2023

SUBJECT: **Ordinance No. 3375-2023, Donations to Kenai Senior Center**

The Kenai Senior Center received a generous donation of \$1,000 from the Kenaitze Indian Tribe. The funds are intended to support our ongoing efforts to provide a warm and inviting environment for our senior population.

The Center will be utilizing these funds to purchase essential supplies, further enhancing our commitment to ensuring the comfort and well-being of our seniors. The Kenai Senior Center extends heartfelt gratitude to the Kenaitze Indian Tribe for its support and dedication to our local community.

I am respectfully requesting consideration of the ordinance accepting and appropriating these donated funds.



KENAITZE
INDIAN
TRIBE

September 27, 2023

Kenai Senior Center
City of Kenai
210 Fidalgo Ave.
Kenai, AK 99611

Dear Kenai Senior Center,

On behalf of the Kenaitze Indian Tribe, I would like to express our support for your services and efforts to our community through a donation of \$1,000.00. We believe that Kenai Senior Center provides important assistance and support addressing the needs of our residents.

With this donation we hope to help your cause and encourage continuation of your endeavors for the lasting benefit of our shared community. We would love to hear how we have been able to contribute, so please do not hesitate to write us at:

Attn: Natália Flores
Kenaitze Indian Tribe
P.O. BOX 988
Kenai, AK 99611

The health and wellbeing of our community and cooperation for supporting its needs is important to the Tribe as we deliver a variety of programs and services that promote the wellness of our people and the region. We wish you much success in your continued work for our shared community.

If you have any questions, please do not hesitate to contact our Executive Office Supervisor, Natália Flores, through email NFlores@kenaitze.org.

Sincerely,

Chelsea Hendriks
Interim Executive Director

www.kenaitze.org

Phone: 907-335-7200 • FAX: 855-335-8865

P.O. Box 988 • Kenai, AK 99611



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3376-2023**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND, PARKS AND RECREATION DEPARTMENT FOR THE PURCHASE OF PLAYGROUND EQUIPMENT UTILIZING A GRANT FROM MARATHON PETROLEUM.

WHEREAS, the City received a grant of \$20,000 from Marathon Petroleum in November of 2022 to purchase an inclusive piece of playground equipment; and,

WHEREAS, at the end of the Fiscal Year of 2023, these funds became fund balance in the General Fund; and,

WHEREAS, appropriation of \$20,000 in General Fund, fund balance in FY23 represents these previously received grant funds; and,

WHEREAS, the funds will be used to purchase a piece of playground equipment called an Inclusive Seesaw and surfacing designed to be fully inclusive for kids of all ages and abilities; and,

WHEREAS, the equipment will be placed at Municipal Park at the location where a large beetle killed tree was removed in the middle of the playground.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That estimated revenues and appropriations be increased as follows:

General Fund:

Increase revenues –	
Appropriation of Fund Balance	<u>\$20,000</u>

Increase expenditures – Parks & Recreation	
Machinery & Equipment	<u>\$20,000</u>

Section 2. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1st DAY OF NOVEMBER, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: DS

Introduced: October 19, 2023
Enacted: November 1, 2023
Effective: November 1, 2023



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Tyler Best, Parks and Recreation Director
DATE: October 12, 2023
SUBJECT: **Ordinance No. 3376-2023**

During the summer of 2022, a large tree was removed from Municipal Park. This tree had died due to a spruce bark beetle infestation. It was featured in the middle of the playground and looked visually appealing until it died when it became unsightly and unsafe.

Over the last decade, there has been a rise in the popularity of inclusive playground equipment so children of all ages and abilities can enjoy playgrounds. The Parks and Recreation Director wrote and applied for a grant for an inclusive piece of playground equipment installed where this tree used to be from Marathon Petroleum.

The piece of equipment selected was an Inclusive Seesaw. This equipment provides a form of inclusive play for various ages and abilities. Its access point is off a paved path, which is not provided in any other playground in Kenai, and there is no seesaw feature currently at this playground.

In November of 2022, Parks and Recreation was awarded the grant, and the money was donated to the City and recognized as revenue in the General Fund. This funding now resides in General Fund balance and appropriation now, in FY24, is consistent with utilizing the grant for its intended purpose. We want to thank Marathon for their support in purchasing this equipment.

Your consideration is appreciated.



Inclusive Seesaw

Bring your community together with GameTime's Inclusive SeeSaw! Our adaptive seats allow four children to rock back and forth as a team. Our unique spring design creates a soothing rocking motion and prevents sudden movements. This seesaw also includes a central pod at transfer height that includes Braille and tactile sensory elements.

FEATURES AND BENEFITS:

- Central Pod w/ finger trace and sensory play opportunities
- Ergonomically designed seats with high back for additional support
- Gentle rocking system that provides soothing, vestibular feedback
- Builds strength and coordination
- Helps instill an inclusive mindset in children

SPECIFICATIONS

Model Number: 6299

Fall Height: 3" (m)

Age Group: 2 to 5 Years, 5 to 12 Years, 2 to 5 or 5 to 12 Years

Number of Children: 6

GameTime offers a limited lifetime warranty on uprights, hardware, and connections. Visit gametime.com/warranty for full warranty information.



Sponsored by: City Clerk

**CITY OF KENAI
RESOLUTION NO. 2023-62**

A RESOLUTION ESTABLISHING THE 2024 CITY COUNCIL REGULAR MEETING SCHEDULE.

WHEREAS, Kenai Municipal Code (KMC) 1.10.040(a) establishes that regular meetings of the Council will be on the first and third Wednesday of every month at a time set by resolution of the Council; and,

WHEREAS, Kenai Municipal Code 1.10.040(b) provides that on or before the last meeting in December the City Clerk shall introduce a resolution, on behalf of the Council to establish the dates for the subsequent year's Council meetings; and,

WHEREAS, pursuant to Kenai Municipal Charter 2-6 City Council meetings may be canceled by the mayor due to lack of quorum or for an emergency, or by a majority of the Council members for any reason as long as there is at least one regular meeting each month and at least twenty regular meetings each calendar year; and,

WHEREAS, providing advanced notice of the meeting schedule to the public and administration by timely adoption of a calendar of meeting dates to include any canceled meetings is in the best interest of the City; and,

WHEREAS, canceling the second regular meeting of the City Council in July allows for Council, administration, and residents to participate in the personal use fishery and other seasonal activities.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the City Council regular meeting schedule for 2024 as attached is hereby adopted, to include the exception that there will not be a second meeting in July.

Section 2. That this Calendar may be further amended by Council in accordance with the City Charter and Kenai Municipal Code.

Section 3. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF NOVEMBER, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Shellie Saner, City Clerk
DATE: October 13, 2023
SUBJECT: **Resolution No. 2023-62 – Setting the 2024 Council Meeting Calendar**

This Resolution is intended to establish a calendar for the regular meetings of the City Council in 2024, in accordance with KMC 1.10.040(b).

City Charter, allows that a meeting may be cancelled by the Mayor due to a lack of a quorum, for an emergency, or by a majority of council members for any reason as long as at least twenty regular meetings are held each year and at least one each month. The 2024 proposed meeting schedule includes at least one regular meeting each month and more than the minimum requirement of twenty regular meetings each year.

The proposes meeting scheduling sets meetings every first and third Wednesday of each month, except for the month of July, when the second meeting would be canceled. The second meeting of July coincides with the peak season of the personal use dipnet fishery which consumes the full attention of the administration and is a busy time of year for other residents.

The second meeting in November or the first meeting in December may be cancelled as it could coincide with the Alaska Municipal League conferences in Anchorage.

Your consideration is appreciated.

2024 City Council Meeting Schedule

Key
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #0070C0; color: white; padding: 5px 10px; border: 1px solid black;">CITY COUNCIL</div> <div style="background-color: #D3D3D3; padding: 5px 10px; border: 1px solid black;">HOLIDAY - CITY OFFICES CLOSED</div> </div>

January						
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Sponsored by: Knackstedt

**CITY OF KENAI
RESOLUTION NO. 2023-63**

A RESOLUTION REQUESTING THE GOVERNOR OF THE STATE OF ALASKA DESIGNATE BY PROCLAMATION AN ECONOMIC DISASTER FOR 2023 FOR THE UPPER COOK INLET EAST SIDE SET NET FISHERY AND SUPPORTING A RECOVERY PLAN.

WHEREAS, the City of Kenai recognizes the positive economic and cultural impact of commercial fisheries in the Upper Cook Inlet Region; and,

WHEREAS, the City supports the Upper Cook Inlet salmon fishery and City residents, families and businesses that participate in the salmon fishery along with other users of this fishery's resource; and,

WHEREAS, for the first time in the history of the East Side Set Net Fishery, no fishing time or harvest was allowed for the East Side Set Net Fishery resulting in a 100% loss of traditional income; and,

WHEREAS, it is conservatively estimated that for 2023 the East Side Set Net fishery lost out on approximately \$7,500,000 in harvest, or more than \$17,000 per permit; and,

WHEREAS, the dramatic complete loss of the fishery threatens the livelihood of the individuals, families, and businesses participating in the fishery, and jeopardizes the continued viability of the commercial fishing industry in the Upper Cook Inlet Region; and,

WHEREAS, at the same time the Set Net fishery was closed, both the Kenai and Kasilof Rivers far exceeded the midpoint of their Sustainable Escapement Goals for sockeye; and,

WHEREAS, a Governor's State of Alaska disaster declaration creates a means for financial assistance for those involved in the fishery and could also provide assistance for science and resource management benefiting all users; and,

WHEREAS, it is in the best interest of the City of Kenai to request that Governor Mike Dunleavy proclaim an Economic Disaster in the Upper Cook Inlet Fisheries Region, and support a recovery plan that directly assists fisheries participants and benefits all users of this important natural resource.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the City Council respectfully requests that Commissioner Julie Sande, Department of Commerce, Community and Economic Development, recommend to Governor Dunleavy to designate, by proclamation, the areas of the Kenai Peninsula Borough affected by the 2023 Upper Cook Inlet East Side Set Net Fishery closure as area impacted by an economic disaster.

Section 2. That the City Council respectfully requests that Governor Dunleavy designate by proclamation, as described in AS 44.33.285, the area of the Upper Cooke Inlet East Side Set Net Fishery as an area impacted by an economic disaster and that the State of Alaska implement a recovery plan that provides private assistance and takes other actions that benefit commercial fisheries participants and others that rely on this important fishery resource.

Section 3. The City Council also respectfully requests that the State of Alaska urge the Federal Department of Commerce and all other applicable federal agencies to render private and public

assistance to all affected persons and entities as provided under the Magnuson-Stevens Fishery Conservation and Management Act and the Interjurisdictional Fisheries Act.

Section 4. That a copy of this Resolution will be provided to Commissioner Julie Sande, Department of Commerce, Community and Economic Development, and to the Office of Governor Mike Dunleavy.

Section 5. That a copy of this Resolution will be provided to State Senator Jesse Bjorkman and State Senator Gary Stevens, State Representative Ben Carpenter, State Representative Justin Ruffridge, State Representative Louise Stutes, and State Representative Sarah Vance.

Section 6. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF NOVEMBER, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Henry Knackstedt, Council Member

DATE: October 24, 2023

SUBJECT: **Resolution 2023 – 63 Economic Disaster for 2023 for Upper Cook Inlet East Side Set Net Fishery**

This Resolution request the governor to proclaim a local economic disaster for the East Side Setnet Fishery that had no harvest due to complete closure for the first time in history. This Resolution also requests federal aid for the fishery. The Kenai Peninsula Borough Assembly had a similar resolution before them at their October 24th meeting. I welcome any council members that would like to co-sponsor this Resolution with me.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2023-64**

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT AND CORRESPONDING PURCHASE ORDER FOR THE 2024 APRON CRACK SEAL, MARKING AND SEAL COAT PROJECT FOR THE KENAI MUNICIPAL AIRPORT.

WHEREAS, the 2024 Apron Crack Seal, Marking and Seal Coat Project is a planned project in coordination with the Federal Aviation Administration and the Kenai Municipal Airport’s Capital Improvement Program; and,

WHEREAS, HDL Engineering Consultants working under their current term services agreement has provided a proposal dated September 21, 2023 in the not to exceed amount of \$121,730; and,

WHEREAS, this agreement will provide for completion of an environmental assessment and design documents; and,

WHEREAS, sufficient funding for the City share and to cover the initial costs of design for this project was provided through approval of the fiscal year 2022 annual budget; and,

WHEREAS, this work will be grant eligible under the normal cost share of 93.75% Federal Aviation Administration and 6.25% City; and,

WHEREAS, design work will continue into the winter with the intentions of bidding in time for a spring 2024 construction start, dependent upon timing of a Federal Aviation Administration grant award; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the City Manager is authorized to execute a contract award and corresponding purchase order to HDL Engineering Consultants in the amount of \$121,730.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF NOVEMBER, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Scott Curtin, Public Works Director
DATE: October 24, 2023
SUBJECT: Resolution – KMA Apron Crack Seal, Marking, and Seal Coat

The purpose of this memo is to request Council’s approval to award a Professional Services agreement to HDL Engineering Consultants to evaluate the current apron asphalt site conditions, complete an environmental assessment, develop bid ready construction documents, assist with grant application and submittal, all through bid phase of the project per HDL Engineering Consultants proposal dated September 21, 2023 in the not to exceed amount of \$121,730.

Construction administration services are not included in the dollar amount above and are intended to be added in coordination with a construction contract award next year. All costs associated with the project are grant eligible with the Federal Aviation Administration under our typical project cost share agreements. Total project estimated costs will not be known until completion of the site assessment. Only areas in need of maintenance will be addressed at this time.

Completion of this work is a priority for the Airport and will ensure the asphalt and markings in the affected areas remain in good condition for years to come. Council’s support is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2023-65**

A RESOLUTION AUTHORIZING A CONTRACT FOR EMPLOYEE HEALTH CARE AND BASIC LIFE INSURANCE EFFECTIVE JANUARY 1, 2024.

WHEREAS, as part of a comprehensive employee benefit package and pursuant to KMC 23.40.120 the City provides group life, medical, dental, and vision insurance to its employees; and,

WHEREAS, the City's current provider for group medical, dental, and vision is PREMIERA Blue Cross Blue Shield of Alaska; and,

WHEREAS, the City's current provider for group life and supplemental life insurance is UNUM; and,

WHEREAS, the City obtained renewal quotes and worked with the City's health care insurance broker to consider alternative quotes as well as plan changes to improve the benefit value to employees that would be effective on January 1, 2024; and,

WHEREAS, PREMIERA Blue Cross Blue Shield of Alaska has provided a renewal quote for continuing group medical and vision coverage at a premium increase of 8.5% and dental coverage at a premium increase of 4.5%; and,

WHEREAS, Lincoln Financial Group has provided a quote for life and supplemental insurance effective July 1, 2024; and,

WHEREAS, the administration recommends the City enter into a contract with PREMIERA Blue Cross Blue Shield of Alaska to provide group medical, dental, and vision insurance to the employees of the City of Kenai effective January 1, 2024, for an estimated annual premium of \$2,596,016; and,

WHEREAS, the administration recommends the City enter into a contract with Lincoln Financial Group to provide group life and supplemental insurance to the employees of the City of Kenai effective January 1, 2024, for an estimated annual premium of \$11,562; and,

WHEREAS, sufficient funds are budgeted in the FY24 annual budget through June 30, 2024, and an amount sufficient to maintain the contract will be proposed in the FY25 annual budget; and,

WHEREAS, providing quality life, medical, dental, and vision insurance is a component of a comprehensive compensation package that allows the City to recruit and retain quality employees to provide the services of the City for its residents is in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the City Manager is authorized to execute a contract with PREMIERA Blue Cross Blue Shield of Alaska to provide group medical, dental, and vision insurance to the employees of the City of Kenai, effective January 1, 2024, for an estimated annual premium of \$2,596,016.

Section 2. That the City Manager is authorized to execute a contract with Lincoln Financial Group to provide group life and supplemental insurance to the employees of the City of Kenai effective January 1, 2024, in the amount of \$11,562.

Section 3. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 1ST DAY OF NOVEMBER, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: DS



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Stephanie Randall Human Resources Director
DATE: October 26, 2023
SUBJECT: Resolution 2023-65 – Employee Health Care and Basic Life Insurance

Resolution 2023-65 authorizes a contract for the City’s employee group medical, dental, and vision insurance and basic life insurance pursuant to KMC23.40.120 effective January 1, 2024.

The City currently provides health insurance coverage to employees through Premera Blue Cross Blue Shield of Alaska for an estimated annual premium of \$2,783,821. The current plan is a level-funded plan which offers flexibility and potential cost-savings – the City is eligible for a 50% refund of any premium amount in excess of actual claims, after the payment of preset plan administration costs, if the City renews the plan. The plan provides two options for employees, who may choose between a \$2,000 and a \$3,000 deductible. The current plan became effective on January 1, 2023 and expires on December 31, 2023, with an option for renewal. Basic life and supplemental insurance are provided through Unum Insurance for an estimated annual premium of \$22,706.

During the FY24 budget process, the Council had a goal to improve sustainability and to maintain the quality of employee medical, dental, and life insurance while continuing toward an employee cost share of 15%. This process began in FY21, and the employee cost share increased by 1% each year until FY23. However, due to the significant cost savings achieved during FY23 and to maintain the City’s competitiveness for recruitment and retention of employees, the plan to continue the 1% increase in the employee’s cost share was temporarily paused. The employee’s cost share of the current plan remains at 13%.

Administration worked with Marsh & McLennan, the City’s health insurance broker, to obtain proposals and analyze options to find cost-sustainable quality employee group basic life, medical, dental, and vision insurance coverage for employees. The initial renewal quote from Premera showed a 19% increase to current rates, and the administration worked through Marsh & McLennan to request additional proposals from other providers. Aetna and United Healthcare did not respond, and Cigna formally declined to propose. The City received a competitive proposal from Moda Health with a comparable plan design that showed a 7% increase over the City’s current rates, but the proposal did not include vision. Premera provided an updated renewal proposal that showed an 8.5% increase to current rates, with a 4.5% increase to dental rates.

The administration evaluated two competitive proposals. While the Moda Health proposal would result in cost savings, it could have a noticeable impact on employee experience, including differences in the Network and Prescription Formulary. Employees would need to seek (non-emergent) care at Alaska Regional in Anchorage, compared to Premera, which utilizes Providence for this service, for the highest benefit. If the City transitioned to another provider, any potential shared surplus from Premera would be forfeited under the Premera Level-Funded contract. In order to receive a portion of the surplus in a level-funded arrangement, a group must renew with the carrier for the following year. Based on the cost increases proposed by both providers, the administration considered plan design changes to only offer one plan with a medical deductible of \$3,000, which would be consistent with inflation. Moving from a \$2,000 deductible plan to a \$3,000 deductible plan would result in a lower estimated premium for employees and the City.

The administration recommends renewal with Premera to offer a \$3,000 Medical Deductible Plan for an estimated annual premium of \$2,596,016 for the calendar year beginning January 1, 2024. This results in a slight increase in premiums for employees. The employee share of the premium would remain at 13%, with the City's share at 87%. No changes are proposed to the Health Reimbursement Arrangement (HRA), which reimburses employees for eligible health and vision costs. Employees may use the HRA to offset the cost of the deductible. An employee would only pay the first \$500 of deductible expenses, and the HRA would reimburse the employee up to \$3,150 for eligible medical and vision expenses. Employees with dependents would be eligible to receive additional reimbursement for deductible expenses.

The administration reviewed proposals from Unum, MetLife, and Lincoln Financial Group for basic life and supplemental insurance. Lincoln's rates are overall significantly lower, and a transition to Lincoln is estimated to cost the City 49% less annually for the same coverage as currently provided by Unum. Lincoln offers an employer navigator program to assist employees with enrollment at no cost to the employee and provides a dedicated account manager to assist employees with claims and other questions. The administration recommends the City enter into a contract with Lincoln Financial Group to provide group life and supplemental insurance to the employees of the City of Kenai effective January 1, 2024, for an estimated annual premium of \$11,562.

If the Council approves Resolution 2023-65, the administration can move forward with benefits open enrollment for employees.

Your consideration is appreciated.



**KENAI CITY COUNCIL – REGULAR MEETING
 OCTOBER 19, 2023 – 6:00 P.M.
 KENAI CITY COUNCIL CHAMBERS
 210 FIDALGO AVE., KENAI, AK 99611
 MAYOR BRIAN GABRIEL, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on Thursday, October 19, 2023, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

- | | |
|--|------------------|
| Brian Gabriel, Mayor | Henry Knackstedt |
| Deborah Sounart | Alex Douthit |
| Victoria Askin (<i>remote participation</i>) | |

A quorum was present.

Absent:

- James Baisden, Vice Mayor
- Teea Winger

Also in attendance were:

- **Xinlan Tanner, Student Representative
- Terry Eubank, City Manager
- Scott Bloom, City Attorney
- David Swarner, Finance Director
- Dave Ross, Police Chief
- Tyler Best, Parks and Recreation Director
- Mary Bondurant, Interim Airport Manager
- Shellie Saner, City Clerk

3. Certification of the October 3, 2023 Election Results

The City Clerk read the results of the October 3, 2023 election as follow:

FOR CITY COUNCIL, TWO THREE-YEAR TERMS

Candidates	Polls	Absentee / Questioned	Total Votes
KNACKSTEDT, Henry H.	318	119	437
DANIEL, Phillip D. (Phil)	256	70	326
WINGER, Teea M.	262	59	321
PETTEY, Glenese	238	74	312
Write-In	5	2	7

MOTION:

Council Member Knackstedt **MOVED** to certify the results of the October 3, 2023 Election as presented. Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

VOTE: Motion **APPROVED**; without objection.

[Clerk's Note: Reelected Council Member Knackstedt and newly elected Council Member Daniel were administered their oath of office for a term beginning on October 23, 2023.]

4. Agenda Approval**MOTION:**

Council Member Knackstedt **MOVED** to approve the agenda and consent agenda. Council Member Sounart **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Mayor Gabriel opened the floor for public comment on consent agenda items; there being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.

VOTE: Motion **APPROVED**; without objection.

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 - None.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS

Marion Nelson, Kenai Fine Art Center Board President addressed the Council noting the Harvest Auction went well and provided an update regarding the current show and the upcoming shows; and the process involved with large murals.

Tim Navarre addressed the Council regarding the development of a citizens review board for actions of the police; and options for the public when they have a complaint against the police.

E. PUBLIC HEARINGS

- 1. Ordinance No. 3374-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund for the Purchase of Aviation Fuel Due to Fuel Sales at the Kenai Municipal Airport Float Plane Basin Being in Excess of Budgeted Amounts. (Administration)

MOTION:

Council Member Sounart **MOVED** to enact Ordinance No. 3374-2023. Council Member Knackstedt **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

VOTE:

YEA: Douthit, Askin, Gabriel, Sounart, Knackstedt

NAY: None

ABSENT: Baisden, Winger

**Student Representative Tanner: Yea

MOTION PASSED.**F. MINUTES**

1. *Regular Meeting of October 4, 2023. (City Clerk)

G. UNFINISHED BUSINESS – None.**H. NEW BUSINESS**

1. ***Action/Approval** - Bills to be Ratified. (Administration)

Approved by the consent agenda.

2. ***Action/Approval** - Non-Objection to the Renewal of a Retail Marijuana Store License for Cook Inlet Cannabis Co., DBA East Rip - License No. 13382. (City Clerk)

Approved by the consent agenda.

3. ***Action/Approval** - Non-Objection to the Renewal of a Retail Marijuana Store License KRC LLC, DBA Kenai River Cannabis - License No. 17808. (City Clerk)

Approved by the consent agenda.

4. ***Ordinance No. 3375-2023** - Accepting and Appropriating Donations from the Kenaitze Indian Tribe to Both the Animal Shelter and the Senior Center. (Administration)

Introduced by the consent agenda and Public Hearing set for November 1, 2023.

5. ***Ordinance No. 3376-2023** - Increasing Estimated Revenues and Appropriations in the General Fund, Parks and Recreation Department for the Purchase of Playground Equipment Utilizing a Grant from Marathon Petroleum. (Administration)

Introduced by the consent agenda and Public Hearing set for November 1, 2023.

6. **Action/Approval** - Airport Terminal Landscaping Project Revision - Bronze Bear Project. (Administration)

It was reported that during the Airport Terminal Rehabilitation Project the landscaping and irrigation systems were removed; landscaping and irrigation were included in the City Capital Improvement Plan as they were not eligible to be funded in the rehabilitation project; an individual from the US Fish and Wildlife services contacted the City regarding the creation of a bronze statute for the Airport; these bronze statutes are becoming very popular; the estimated cost of the statute is \$200,000; and the administration is looking for general direction to move forward on this project by looking for community partners, sponsorships and other opportunities to bring the bronze statutes to the Airport.

There was general consensus to proceed with the project prioritizing landscaping at this time; and, to pursue grant funding opportunities and working with community partners for the statue funding.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging

No report, next meeting November 9, 2023.

2. Airport Commission

Council Member Askin reported on the October 12, 2023 meeting, next meeting November 9, 2023.

3. Harbor Commission

No report, next meeting November 6, 2023.

4. Parks and Recreation Commission

Council Member Knackstedt reported on the October 5, 2023 joint work session held with the Beautification Committee.

5. Planning and Zoning Commission

No report, next meeting October 25, 2023.

6. Beautification Committee

No report, next meeting January 10, 2024.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Attending the Kenai Fine Art Center Harvest Auction
- Thanked Vice Mayor Baisden for filling in for him at the last meeting; thanked Council Member Knackstedt for filling in for him at the Alaska Historical Society meeting; and thanked Council Member Douthit for filling in for him at the Pumpkin Festival's Pumpkin Drop.
- He congratulated newly elected Council Member Daniel and re-elected Council Member Knackstedt.
- Thanked all of the candidates who ran for office.
- The Kenai Post Office was eligible for an award based on customer feedback and was competing against a town from Idaho for the award.

K. ADMINISTRATION REPORTS

1. City Manager – City Manager Eubank reported on the following:

- Three Public Safety Life Saver Awards were awarded to City Emergency Services employees.
- Provided an update on the Bluff Stabilization Project noting the Authorization for Construction was signed today.
- Employee benefits renewals and classification study was currently in process.
- Attendance at the International City Manager Association Conference (ICMA).
- The City was given no notice from Ravn that they were ceasing operations at the Kenai Airport, the City received notification when the Ravn employees were notified.

2. City Attorney - No report.

3. City Clerk – City Clerk Saner reported on the following:

- Commission and Committee requirement is now open, with an application deadline set early enough so that appointments can take place prior to January 1, 2024 when the new terms begin.

L. ADDITIONAL PUBLIC COMMENTS

1. Citizen Comments (*Public comments limited to (5) minutes per speaker*) - None.
2. Council Comments

Council Member Askin congratulated Council Members Knackstedt and Daniel on their election; noted she had attended the HAVA Alaska fundraiser; and volunteering in the cemetery imaging project.

Council Member Douthit reported that the Pumpkin Festival was a lot of fun, the pumpkin drop target was expanded, there were 1,500 attendees; and reported that the Board of Fish did not schedule a meeting on the Kenai Peninsula.

Student Representative Tanner reported on Connection Home School Activities: attending the Kenai Peninsula Borough Home School Program Meeting; PSAT testing; community service opportunities; and Civil Air Patrol activities. Kenai Central High School: update on athletic competitions; volunteered at the annual Ski Swap event; and the Kenai Central High School Football Team won the Division III Championship.

Council Member Sounart stated she had heard Mr. Navarre's comments; congratulated Student Representative Tanner for being selected as a student flutist who was selected for the Alaska All State Band.

Council Member Knackstedt reported attending the Alaska State Historical meeting; the Kenai Peninsula Borough meeting hosted by Mayor Micciche that include representatives from the State of Alaska Department of Transportation to discuss the use of brine on our roads, noting there was a lot of testimony and that apparently brine was not being used in Anchorage or Palmer.

M. EXECUTIVE SESSION - None.**N. PENDING ITEMS****O. ADJOURNMENT****P. INFORMATIONAL ITEMS - None.**

There being no further business before the Council, the meeting was adjourned at 7:05 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of October 19, 2023.

Michelle M. Saner, MMC
City Clerk

*** The student representative may cast advisory votes on all matters except those subject to executive session discussion. Advisory votes shall be cast in the rotation of the official council vote and shall not affect the outcome of the official council vote. Advisory votes shall be recorded in the minutes. A student representative may not move or second items during a council meeting.*

**PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: NOVEMBER 1, 2023**

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	105,531.70

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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**PURCHASE ORDERS OVER \$35,000.00 WHICH NEED COUNCIL APPROVAL
 COUNCIL MEETING OF: NOVEMBER 1, 2023**

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
---------------	--------------------	--------------	----------------	---------------

INCREASE OF EXISTING PURCHASE ORDER

VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
HDL ENGINEERING CONSULTANTS	RUNWAY REHABILITATION PROJECT	122479 - AP IMPS.	COMPLETE ENVIRONMENTAL SITE INVESTIGATION WORK PLAN	51,297.00	1,132,886.00



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Scott Curtin, Public Works Director
DATE: October 24, 2023
SUBJECT: **Purchase Order Increase**

The purpose of this memo is to request an increase to Purchase Order 122479 to HDL Engineering Consultants in support of the Kenai Municipal Airport Runway Rehabilitation Project. If approved, the current PO amount of \$1,081,589 will be increased by \$51,297 to cover costs associated with completion of work identified within the Environmental Site Investigation Work Plan. Total Purchase Order would then be \$1,132,886.

On May 21, 2023 this PO was increased by \$49,756 for the Engineers to develop, submit and coordinate approval of an Environmental Site Investigation Work Plan with Alaska's Department of Environmental Conservation. That work was completed and approval of the work plan was received by ADEC on October 6, 2023. The costs associated with this PO increase request, will be for the implementation of the work identified within the work plan.

Shannon & Wilson, working out of the Anchorage, AK office is the firm that will be performing much of the investigative work. Soil borings within 14 different locations within the project area are included, samplings of soil, asphalt and ground water are also included. Work will take place over the next few months in support of the continuing design efforts of the runway and taxiway project.

This work is a compliance requirement in order to receive Federal Aviation Administration Grant funding assistance. All of the costs to date are eligible for reimbursement under the normal cost share of 93.75% FAA, 6.25% City share. The grant for this project is anticipated to be executed once hard bid construction numbers have been determined. Construction is currently programmed for the summer of 2025 in coordination with the FAA.

Council's approval is respectfully requested.



MEMORANDUM

TO: Council Members
THROUGH: Shellie Saner, City Clerk
FROM: Meghan Thibodeau, Deputy City Clerk
DATE: October 25, 2023
SUBJECT: Harbor Commission Appointment

The Harbor Commission currently has two vacancies; two applications have been received and are attached for consideration.

Pursuant to Kenai Municipal Code 1.90.010 members are nominated by the Mayor and confirmed by the City Council. Mayor Gabriel has requested Council confirmation of the following appointment to the Harbor Commission:

Jeanne Reveal - Partial Term Ending December 31, 2023

Matthew Moffis - Partial Term Ending December 31, 2025

Your consideration is appreciated.

From: [Jeanne C. Reveal](#)
To: [City Clerk](#)
Subject: Form submission from: Commission/Committee Application (Webform)
Date: Thursday, September 21, 2023 1:28:11 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Thursday, September 21, 2023 - 1:28pm

Submitted by anonymous user: 24.237.255.156

Submitted values are:

Date: Thu, 09/21/2023

Name: Jeanne C Reveal

Resident of City of Kenai?: Yes

If resident, how long?: 3 years

Residence Address:

Mailing Address:

Home Telephone: 907-513-7547

Home Fax: NA

Business Telephone: NA

Business Fax: NA

Email address:

May we include your contact information on our website?: Yes, but not all (specify below)

If not all, what may we include?: Phone

Employer: The Odom Corporation

Job Title: Truck Driver Delivery

Name of Spouse: Widowed

Current Membership Organization: None

Past organizational memberships: Cowlitz County Sheriff's Reserve, Cowlitz County District 1 VFD

Committees or commissions in which you are interested: Harbor Commission

Why do you want to be involved with this commission or committee?:

The Harbor Commission is vital to community growth, jobs and industry. I have experience in government.

What background, experience, or credentials do you possess to bring the board, commission, or committee membership?:

I was a City and County employee for over 20 years. I am familiar with community development, block grants, and impact on public safety. I feel I can bring objective analysis and experience to the community.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/11112>

From: [Matthew Moffis](#)
To: [City Clerk](#)
Subject: Form submission from: Commission/Committee Application (Webform)
Date: Saturday, October 7, 2023 2:24:15 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Saturday, October 7, 2023 - 2:23pm

Submitted by anonymous user: 206.174.125.24

Submitted values are:

Date: Sat, 10/07/2023

Name: Matthew Moffis

Resident of City of Kenai?: Yes

If resident, how long?: 31 years

Residence Address: 1304 Lawton Dr, Kenai,AK, 99611

Mailing Address: 1304 Lawton Dr, Kenai,AK, 99611

Home Telephone: 9073987537

Home Fax:

Business Telephone:

Business Fax:

Email address: matt@portofkenai.com

May we include your contact information on our website?: Yes

If not all, what may we include?:

Employer: Riverfront Investments, Moore's Landscaping

Job Title: Owner/Partner, Superintendent

Name of Spouse:

Current Membership Organization: None

Past organizational memberships: None

Committees or commissions in which you are interested: Harbor Commission

Why do you want to be involved with this commission or committee?:

I believe the Harbor Commission would be a good fit for my present and future ambitions as well as the City's. I along with my business partner recently purchased the Port of Kenai property located at 810 Childs Ave which is adjacent to the City docks. I am a life-long resident of the City and my being apart of this commission could help ensure collaboration between my property as well as the City's for future development plans as well as any the City has. I see it as a great opportunity to give my input as well as serve the community that I am apart of. Thank you for your consideration

What background, experience, or credentials do you possess to bring the board, commission, or committee membership?:

I have been working in habitat restoration and erosion control for the past 11 years, during this period I have worked with state and federal agencies across a wide range of river and coastal erosion projects. I also have considerable experience in concrete construction as well as being certified in FRP seawall and piling repairs.

The results of this submission may be viewed at:



KENAI

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

November 1, 2023

To Whom It May Concern,

I am writing to express support on behalf of the City of Kenai for the Kenai Peninsula Housing Initiatives, Inc. grant application to develop Senior Housing and Low-income housing on a parcel of land donated by the City of Kenai.

The City is aware of the growing need for affordable housing, particularly for seniors and low-income individuals. The City of Kenai recognizes the importance of providing affordable housing options to our residents, and we believe that the proposed housing project would be a valuable asset in meeting the needs of our community.

The City's conditional donation of a parcel of land for the development of restricted income and senior housing demonstrates our commitment to this project and our desire to see it succeed. KPHI has successfully developed projects serving low-income individuals, including two senior projects and two multi-family projects on land donated by the City of Kenai.

Again, the City of Kenai supports the Kenai Peninsula Housing Initiative's grant application, which will provide the necessary funding to make this project a reality. With your support, KPHI can continue positively impacting the lives of many seniors and low-income individuals in our community.

Thank you for your time and consideration.

Sincerely,

Terry Eubank
City Manager



**CITY OF KENAI
ORDINANCE NO. 3377-2023**

AN ORDINANCE ACCEPTING AND APPROPRIATING AN INCREASE IN THE TITLE III GRANT FROM THE STATE OF ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES FOR NUTRITION, TRANSPORTATION AND SUPPORT SERVICES AND AN AMERICAN RESCUE PLAN ACT GRANT PASSED THROUGH THE STATE OF ALASKA DEPARTMENT OF HEALTH AND SOCIAL SERVICES FOR KENAI SENIOR CENTER EXPENDITURES IN SUPPORT OF ITS RESPONSE TO THE COVID-19 PUBLIC HEALTH EMERGENCY.

WHEREAS, on March 11, 2021, the American Rescue Plan Act of 2021 (ARPA) was signed into law to provide additional support services to older adults and people with disabilities in the community affected by the COVID-19 Public Health Emergency; and,

WHEREAS, annually the City receives a grant from the State of Alaska Department of Health and Social Services to provide the Senior Citizen Nutrition, Transportation, and Support Services (NTS); and,

WHEREAS, the State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services received ARPA funds to provide support for costs incurred due to the increased demand for services from the impacts of the COVID-19 Public Health Emergency on elders and care provider services; and,

WHEREAS, funding in the amount of \$9,971.08 was received from the United States Treasury, American Rescue Plan Act, passed through the State of Alaska Department of Health and Social Services for the Kenai Senior Center’s response to the COVID-19 Public Health Emergency; and,

WHEREAS, in addition, the Kenai Senior Center was awarded an additional \$9,241.31 increase to the FY24 NTS grant for services offered beginning July 1, 2023 through June 30, 2024; and,

WHEREAS, acceptance of these funds is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to accept an increase in the amount of \$19,212.39 to the FY24 NTS grant from the State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities for the Kenai Senior Center.

Section 2. That the estimated revenues and appropriations be increased as follows:

Senior Citizen Fund:

Increase Estimated Revenues	
Federal Grants	<u>\$19,212.39</u>
Increase Appropriations	
Congregate Meals – Operating & Repair Supplies	\$ 9,606.20
Home Meals – Operating & Repair Supplies	<u>9,606.19</u>
	<u>\$19,212.39</u>

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF NOVEMBER, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: DS

Introduced: November 1, 2023
Enacted: November 15, 2032
Effective: November 15, 2023



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: October 23, 2023

SUBJECT: **Ordinance 3377-2023 – Senior Citizen Nutrition, Transportation, And Support Services Grant**

The Kenai Senior Center receives a yearly grant from the State of Alaska, under the Title III Nutrition, Transportation, and Services (NTS) Program. We have been given an increase of \$9,241.31 for FY24 for services from July 1, 2023 - June 30, 2024.

In addition, the State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services received American Rescue Plan Act (ARPA) funds to provide additional support for costs incurred due to the increased demand for services as a result of the COVID-19 Public Health Emergency. We were recently awarded an additional \$9,971.08 from ARPA funds through the NTS grant for FY24.

These funds will be utilized to provide additional operating supplies for home and congregate meals.

That the estimated revenues and appropriations be increased as follows:

Senior Citizen Fund:

Increase Estimated Revenues –	
Federal Grants	<u>\$19,212.39</u>
 Increase Appropriations	
Congregate Meals Operating Supplies	\$ 9,606.20
Home Meals Operating Supplies	<u>9,606.19</u>
Total	<u>\$19,212.39</u>

Your support for Ordinance 3377-2023 is greatly appreciated.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3378-2023**

AN ORDINANCE ACCEPTING AND APPROPRIATING A DONATION FROM HILCORP ENERGY COMPANY TO ASSIST WITH THE ANNUAL AREA-WIDE SENIOR THANKSGIVING DINNER.

WHEREAS, annually the Kenai Senior Center hosts a Thanksgiving Dinner that is open to seniors from all over the Central Peninsula; and,

WHEREAS, the City received a donation from Hilcorp Energy Services in the amount of \$3,500 for the purchase of food and supplies for the dinner; and,

WHEREAS, it is in the best interest of the City of Kenai to accept and appropriate this donation for the purposes described above.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to accept a donation from Hilcorp Energy Company in the amount of \$3,500 and to expend the donated funds to fulfill the purpose and intent of the donation and this ordinance.

Section 2. That the estimated revenues and appropriations be increased as follows:

Senior Citizen Special Revenue Fund:	
Increase Estimated Revenues –	
Donations	<u>\$3,500</u>
Increase Appropriations –	
Congregate Meals – Operating Supplies	<u>\$3,500</u>

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.


Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF NOVEMBER, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:  _____

Introduced:	November 1, 2023
Enacted:	November 15, 2023
Effective:	November 15, 2023



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Kathy Romain, Senior Center Director
DATE: October 20, 2023
SUBJECT: Ordinance No. 3378-2023 – Hilcorp Energy Services Donation

Hilcorp Energy Services has donated \$3,500 for the annual Areawide Senior Thanksgiving Dinner which will be held on Friday, November 17, 2023. This is the tenth year Hilcorp has provided funding for this event and seniors around our community enjoy coming together for a holiday meal alongside those Hilcorp employees who volunteer their time to serve.

The Areawide Senior Thanksgiving Dinner is a tradition that began in 1976. A Homemakers Club provided and served the first meal. From there it grew and has been passed on through Unocal, Agrium, and Marathon Oil and since 2012, Hilcorp has continued the tradition by providing the funding and the volunteers. We are fortunate to live in a community that celebrates the elders who helped make Alaska what it is today.

The donation will be used as follows:

Congregate Meals – Operating Supplies	\$3,500
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Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3379-2023**

AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT FROM THE U.S. DEPARTMENT OF HOMELAND SECURITY PASSED THROUGH THE STATE OF ALASKA DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS FOR THE PURCHASE OF TRAUMA CARE SUPPLIES.

WHEREAS, the City of Kenai received a notice from the State of Alaska Department of Military and Veterans' Affairs that it was awarded \$15,000 for a grant project under the 2023 State Homeland Security Program; and,

WHEREAS, the City of Kenai project that was awarded funding was for the purchase of trauma care supplies for law enforcement critical incident response kits; and,

WHEREAS, one component of law enforcement's preparedness for critical incidents is to have emergency medical supplies readily available for quick deployment at an incident, including such things as tourniquets, chest seals and wound packing; and,

WHEREAS, the acceptance of these grant funds does not require matching funds and is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to accept a grant from the U.S. Department of Homeland Security passed through the State of Alaska Department of Military and Veterans' Affairs in the amount of \$15,000.

Section 2. That the estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues –
Federal Grants \$15,000

Increase Appropriations –
Police – Operating Supplies \$15,000

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF NOVEMBER, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: DS

Introduced:	November 1, 2023
Enacted:	November 15, 2023
Effective:	November 15, 2023



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: David Ross, Police Chief

DATE: October 19, 2023

SUBJECT: **Ordinance No. 3379-2023, Accepting and Appropriating DHS Grant**

Grants were applied for by the City of Kenai, under the 2023 Homeland Security Program, and one of those grant requests was funded in the amount of \$15,000. The City received a notice of award of the \$15,000 for trauma care supplies for law enforcement response to critical incidents. This would include emergency care supplies such as tourniquets, chest seals, wound packing, etc.

I am respectfully requesting consideration of the ordinance accepting and appropriating the grant funds for the purposes they were intended.



Sponsored by: Baisden

**CITY OF KENAI
ORDINANCE NO. 3380-2023**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE 22.05.095 - METHODS OF SALE OR DISPOSAL, TO PROVIDE A VETERANS LAND PURCHASE PRICE DISCOUNT FOR CERTAIN RESIDENTIAL LAND PURCHASES.

WHEREAS, the City Council is appreciative of the service of veterans in the United States Armed Forces and Alaska National Guard; and,

WHEREAS, offering a once in a lifetime discount to veterans on the purchase of certain City owned land for the intended use as a single-family dwelling demonstrates this appreciation and is intended to encourage veterans to make the City their home; and,

WHEREAS, the City has significant resources of undeveloped land and recognizes current challenges in the local housing market; and,

WHEREAS, this discount is similar to land purchase discounts offered by the State of Alaska to veterans and is in the best interest of the City and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. Amendment of Section 22.05.095 of Kenai Municipal Code: That Kenai Municipal Code, Section 22.05.095.Methods of sale or disposal, is hereby amended as follows:

22.05.095 Methods of sale or disposal.

- (a) Lands to which the City of Kenai holds title which are not restricted from sale by the deed of conveyance to the City or which have been released from such restrictions and that the City Council has determined are not required for a public purpose may be listed for sale by the City Manager. The decision whether or not to sell the land rests in the sole discretion of the City Council.
- (b) The City Council may by ordinance authorize the City Manager to dispose of such properties in accordance with the intent of this chapter as follows:
 - (1) *Noncompetitive Process.*
 - (i) Conveyance to encourage new enterprises where it is found that encouragement of a new commercial or industrial enterprise would be in the best interest of the City; one (1) or more parcels of City land may be sold upon such terms as to price, conditions of conveyance, and with such contingencies as may be set forth in the ordinance.
 - (ii) Property sale to adjacent owners for the conveyance of a parcel of City property at fair market value to the owner of adjacent land whenever, in the judgment of the City Council, the parcel of land is of such small size, shape, or location that it could not be put to practical use by any other party.
 - (iii) Grant or devotion of real property to the United States, the State of Alaska, a local political subdivision of the State of Alaska, or any agency of any of these governments

or a nonprofit corporation, for a consideration agreed upon between the City and grantee without a public sale if the grant, devotion or lease is in the best interest of the City.

(iv) Conveyance of land to resolve a land use conflict.

(2) *Competitive Process.*

(i) Public outcry auction to the highest responsible bidder.

(ii) Sealed bid to the highest responsible bidder.

(iii) Over-the-counter sale after a public outcry auction or sealed bid process on a first-come basis, provided minimum development requirements are met within two (2) years of sale and the land is sold for fair market value. An appraisal to determine fair market value must be completed within a one (1) year period prior to the date of sale.

(iv) Leased land in which the lease was subject to competition through the lease application review process and which contains an option to purchase once the minimum development requirements have been met for the fair market value of the land excluding permanent improvements made by the lessee. An appraisal to determine fair market value must be completed within a one (1) year period prior to the sale.

(3) *Property Exchange.* Property exchanges for the conveyance and exchange of a parcel of City-owned property, including lands held for the use and benefit of the airport for property owned by another individual or legal entity subject to such conditions as Council may impose on the exchange, whenever the City Council makes findings it is in the best interest of the City to make the property exchange.

(c) Any sale of land owned by the City of Kenai and held by it for the use or benefit of the Kenai Municipal Airport must include in any instrument conveying title to the property restrictions accepted by the City under the terms of the 1963 Quitclaim Deed from the United States of America recorded at Book 27, Page 303, at the Kenai Recording District, Kenai, Alaska, or any other land owned by the City and acquired with airport funds which may include similar restrictions. Additionally, any sale or disposal of the aforementioned lands for less than fair market value or exchange for less than equal value shall require a deposit in the amount of the difference to the Airport Land Sale Permanent Fund for the benefit of the Kenai Municipal Airport.

(d) An eligible veteran is entitled to a discount of 25% off the purchase price of certain City land intended for the principal use as a single-family dwelling.

1. The City Manager or City Council must designate land prior to offer as available for this discount and the discount cannot result in costs incurred by the City due to restrictions on the property, including but not limited to properties restricted in use or sale by the federal government.

2. To be eligible for a discount, a veteran must submit proof that the veteran is at least 18 years old, has been a state resident for a period of not less than one year immediately preceding the date of sale and has served in the Alaska Territorial Guard for at least 90 days unless the service was shortened due to a service connected disability or the on active duty in the U.S. Armed forces at least 90 days, unless the tenure was shortened due to a service connected disability or due to receiving an early separation upon return from a tour of duty overseas, and has received an honorable discharge of a general discharge under honorable conditions.

3. A veteran is only entitled to one discount under this section during the veteran's lifetime.

Section 2. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF NOVEMBER, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	November 1, 2023
Enacted:	November 15, 2023
Effective:	December 15, 2023



KENAI

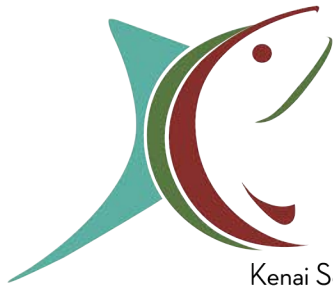
City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: James Baisden, Council Member
DATE: October 24, 2023
SUBJECT: **Veterans Land Purchase Price Discount**

This Ordinance is intended to allow certain veterans a once in a lifetime opportunity to buy designated City owned land for residential uses at a 25% discount in recognition of their service to our Country. The Ordinance is modeled after a state program that allows veterans to purchase certain state land at a similar discount. Land available for purchase at a discount would need to be designated by the City Manager or Council for such purchase. The sale discount would not apply to commercially zoned properties, or properties restricted by federal or state grants or deed restrictions. It is anticipated at some point in the future, City land intended for residential use will be made available for purchase and this potential discount would be available to verterans.

Your consideration is appreciated.



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Kenai Senior Center | 361 Senior Ct., Kenai, AK 99611 | 907.283.4156 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Shellie Saner, City Clerk

DATE: October 27, 2023

SUBJECT: **Liaison Nominations**

Pursuant to KMC 1.90.010, “...*At the organizational meeting of Council, or as soon thereafter as practicable, the Mayor, after consultation with Council, shall nominate Council Members as a council liaison to any board, commission or committee.*”

The following individuals are being nominated pursuant to KMC 1.90.010. Your consideration is appreciated.

Council on Aging	Council Member James Baisden
Airport Commission	Council Member Henry Knackstedt
Harbor Commission	Council Member Victoria Askin
Parks and Recreation Commission	Council Member Deborah Sounart
Planning and Zoning Commission	Council Member Alex Douthit
Beautification Committee	Council Member Phil Daniel
Supervisory Sub-Committee	TBA



MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Shellie Saner, City Clerk
DATE: October 25, 2023
SUBJECT: Virtual Meeting Participation

I recently attended a virtual meeting with the Clerk’s Associations of Washington in response to the significantly upsetting speech and image that interrupted the Council Meeting of October 19, 2023. There were Clerk’s from California, Oregon and Alaska also in attendance.

These coordinated attacks are often referred to as “Zoom Bombings” and are increasing in frequency; as a result, many smaller municipalities in other states have discontinued allowing virtual attendance by the public. Virtual attendance in some municipalities has been reserved for elected / appointed officials or staff who have an obligation to be in attendance.

Virtual participation in meeting initially began in response to the COVID-19 Pandemic, prior to the pandemic, persons who wanted to participate in City meetings who could not attend the meeting would submit written comments prior to the meeting. Kenai Municipal Code (KMC) 1.15.130 allows for remote electronic participation by Council Members; however, KMC does not include regulations related to virtual participation by the public.

The following list includes some measures that have been taken at other municipalities to prevent these coordinated attacks:

- Smaller City’s have eliminated virtual participation by the public. The meetings remain live streamed or viewable by the public virtually; however, there is no virtual public participation.
- Larger City’s are keeping it; however, virtual participants must sign up in advance of the meeting to participate virtually. Some have implemented a two-factor authentication pre-sign up process to confirm it is a real person and not a bot (*software program that operates on the internet and performs repetitive tasks*).
- Webinars, those that have implemented webinars instead of meetings are setting the webinars up to require passwords and restricting comments to those who signed up in advance of the meeting.

In an effort to prevent upcoming City meetings from interruption the current Zoom account has been upgraded to include Webinars. This is a temporary upgrade until the Council provides direction on how to move forward with virtual participation. This is a change on how the public attend City meetings virtually and requires additional administration by the staff person taking notes and administering the virtual meeting.

Some of the noticeable changes in webinars include:

- Members of the public are no longer able to interact with the meeting unless recognized by the Council and the staff person administering the virtual meeting. This will require additional explanations, communication and instruction to the public regarding how to raise their hands and unmute themselves.
 - Note 1: This will not prevent the possibility of hate speech getting through; however, it should be easier for staff to stop the speech.
 - Note 2: It is not the role of the Clerk's or staff member administering the virtual meeting to stop a person from speaking, direction to stop hate speech must come from the Presiding Officer.
- When a public attendee is given speaking permissions only the name will be shown on the screen, the speakers video feed or icon will not be shown.
- If we have Council, staff or individuals who have an obligation to attend the meeting they can be admitted to the meeting as "participants" which will allow them to interact with the meeting in the same manner as previously done. People in chambers will see their video stream or icon and they will have the ability to speak without obtaining permission.
- A waiting room is no longer available. This means that we cannot put public attendees in separate room during executive sessions. If an executive session is needed with virtual participation for staff or council, it will require a separate virtual meeting from the conference room.

To move forward with Webinars instead of Meeting, there will be an annual subscription increase of approximately \$1,000 to the existing subscription amount of \$1,999 for a total subscription amount of \$2,999 per year. If the Council wishes to move forward with Webinars a motion to upgrade the annual subscription to include webinars would be in order.

If the Council wishes to make other or additional changes in how the City utilizes virtual meeting platforms a motion giving specific direction would be in order.

