



Kenai City Council - Regular Meeting

April 06, 2022 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

www.kenai.city

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED PUBLIC COMMENTS

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

1. Jeff Dolifka, Boys & Girls Club, Plans for Kenai Club

C. UNSCHEDULED PUBLIC COMMENTS

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

D. PUBLIC HEARINGS

- 1. Ordinance No. 3274-2022** – Increasing Estimated Revenues and Appropriations in the General Fund Parks, Recreation and Beautification Department, and Authorizing an Increase to the Multi-Purpose Facility Management Services Purchase Order to Red Line Sports for Additional Ice Maintenance Services. (Administration)
- 2. Ordinance No. 3275-2022** – Amending Kenai Municipal Code, Chapter 23.05 – General Provisions, to Add a New Category of Temporary Employee Titled “Program or Project Employee” and Chapter 23.40 – Benefits, to Establish Benefits for this Category and Make Housekeeping Changes. (Administration)
- 3. Ordinance No. 3276-2022** – Accepting and Appropriating a Grant Under the American Rescue Plan Act of 2021 Passed through the Alaska Community Foundation. (Administration)
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Adoption (Requires Five Affirmative Votes)
- 4. Resolution No. 2022-20** – Authorizing the City Manager to Enter into an Airline Operating Agreement and Terminal Area Lease with Kenai Aviation. (Administration)

- 5. Resolution No. 2022-21** – Approving a Sole Source Purchase through Motorola Solutions for the Phase Two Radio Upgrades to the Kenai Dispatch Center, Utilizing Appropriated Department of Homeland Security Grant Funds and City Capital Funds. (Administration)
- 6. Resolution No. 2022-22** – Authorizing a Budget Transfer in the General Fund, Police Department for Anticipated Fuel Cost Increases for the Remainder of FY22. (Administration)

E. MINUTES

- 1.** *Regular Meeting of March 16, 2022. (City Clerk)

F. UNFINISHED BUSINESS

G. NEW BUSINESS

- 1.** *Action/Approval - Bills to be Ratified. (Administration)
- 2.** *Action/Approval - Purchase Orders Over \$15,000. (Administration)
- 3.** *Action/Approval – Liquor License Renewals for The White Moose, New Peking Restaurant and Jersey Subs. (City Clerk)
- 4.** *Ordinance No. 3277-2022 – Accepting a Grant from the Federal Aviation Administration Under the Coronavirus Response and Relief Supplemental Appropriation Act, 2021 and Appropriating Funds into the Special Revenue Fund. (Administration)
- 5.** *Ordinance No. 3278-2022 – Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing a Professional Services Agreement Amendment to Complete Design Phase Services for the Kenai Municipal Airport Runway Rehabilitation Project. (Administration)
- 6.** *Ordinance No. 3279-2022 – Accepting and Appropriating a State of Alaska Grant Passed through the Southern Region EMS Council, Inc., for Three Scoop Stretchers, Three Adult Vacuum Splints and Three Pediatric Vacuum Splints. (Administration)
- 7.** *Ordinance No. 3280-2022 – Accepting and Appropriating a Volunteer Fire Assistance Grant from the United States Department of Agriculture Forest Service Passed through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment. (Administration)
- 8.** *Ordinance No. 3281-2022 – Accepting and Appropriating 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)
- 9.** *Ordinance No. 3282-2022 – Increasing Estimated Revenues and Appropriations in the Water and Sewer Special Revenue Fund and Wastewater Treatment Plant Improvements Capital Project Fund to Provide Supplemental Funding for the Sludge Press Replacement Project. (Administration)
- 10.** *Ordinance No. 3283- 2022 – Authorizing a Budget Revision in the Airport Special Revenue Fund and Increasing Estimated Revenues and Appropriations in the Terminal Improvement Capital Project Fund for Design Services for the Terminal Landscaping Project. (Administration)
- 11.** Action/Approval – Special Use Permit to State of Alaska, Department of Natural Resources, Division of Forestry for Aircraft Loading and Parking. (Administration)

- 12. Discussion/Action** – Scheduling Special Meeting(s) for Individual Council Employee Personnel Evaluations to be conducted between April 20 – April 26. (Mayor Gabriel)

H. COMMISSION / COMMITTEE REPORTS

1. Council on Aging
- [2.](#) Airport Commission
3. Harbor Commission
- [4.](#) Parks and Recreation Commission
5. Planning and Zoning Commission
- [6.](#) Beautification Committee
7. Mini-Grant Steering Committee

I. REPORT OF THE MAYOR

J. ADMINISTRATION REPORTS

1. City Manager
2. City Attorney
3. City Clerk

K. ADDITIONAL PUBLIC COMMENT

1. Citizens Comments (*Public comment limited to five (5) minutes per speaker*)
2. Council Comments

L. EXECUTIVE SESSION

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

- [1.](#) Purchase Orders Between \$2,500 and \$15,000
- [2.](#) Kenai Historical Society March Newsletter

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/89372179389>

Meeting ID: 893 7217 9389 **Passcode:** 425366

OR

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

Meeting ID: 893 7217 9389 **Passcode:** 425366



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3274-2022**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND PARKS, RECREATION AND BEAUTIFICATION DEPARTMENT, AND AUTHORIZING AN INCREASE TO THE MULTI-PURPOSE FACILITY MANAGEMENT SERVICES PURCHASE ORDER TO RED LINE SPORTS FOR ADDITIONAL ICE MAINTENANCE SERVICES.

WHEREAS, Red Line Sports was awarded a contract to provide Facility Management and Ice Machine Services for the 2021/2022 season with the expectation the contract would be adjusted, if needed, based on actual ice rental hours and required maintenance needs; and,

WHEREAS, the Kenai Multi-purpose Facility experienced a substantial increase in use this season due to affordable ice prices and increase in the number of hockey teams from the Kenai Peninsula Hockey Association; and,

WHEREAS, the Kenai Peninsula Hockey Association has scheduled use of the Kenai Multi-purpose Facility to help with hosting the AA12 State Tournament; and,

WHEREAS, the revenue generated from additional ice sales will exceed ice maintenance costs; and,

WHEREAS, increasing the compensation to Redline Sports to account for increased use of the Facility 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 Kenai City Council authorizes the City Manager to authorizes an increase to Purchase Order No.3274-2022 in the amount of \$13,000.

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

General Fund:

Increase Estimated Revenues –	
Kenai Multi-purpose Facility User Fees	<u>\$13,000</u>

Increase Appropriations – Parks, Recreation & Beautification	
Professional Services	<u>\$13,000</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 6TH DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____

Introduced: March 16, 2022
Enacted: April 6, 2022
Effective April 6, 2022



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Brad Walker, Parks & Recreation Director
DATE: March 10, 2022
SUBJECT: **Ordinance No. 3274-2022**

The purpose of this memo is to recommend adoption of Ordinance No.3274-2022 increasing the Multi-purpose Facility Management Services purchase order to Red Line Sports.

The Multi-purpose Facility has had an increase in use which was more than what was originally projected for the 2021-2022 hockey season. This is because of two factors. The first factor is last year we had a surge in traffic due to the numerous closings of other ice rinks because of COVID. This naturally increased the volume of teams wanting to use the Kenai Multi-purpose Facility for their games/events.

The second factor is Kenai Peninsula Hockey Association (KPHA) has reported that it has more teams than originally projected for the 2021/22 season, and KPHA is hosting a State Tournament which is utilizing our rink. All these factors have created an increased demand for more ice.

Originally the City had budgeted for \$130,000 in revenue for FY22. With current estimated ice sales a ten percent increase in revenue is projected.

Although the growth in sales increased expenditures for contractual services related to ice maintenance, the revenue associated with this exceeds the maintenance costs.

Council's support is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3275-2022**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AMENDING KENAI MUNICIPAL CODE, CHAPTER 23.05 – GENERAL PROVISIONS, TO ADD A NEW CATEGORY OF TEMPORARY EMPLOYEE TITLED “PROGRAM OR PROJECT EMPLOYEE” AND CHAPTER 23.40 – BENEFITS, TO ESTABLISH BENEFITS FOR THIS CATEGORY AND MAKE HOUSEKEEPING CHANGES.

WHEREAS, the City of Kenai participates in the State of Alaska Public Employees’ Retirement System (PERS), which requires eligible employees to participate unless the employee’s category or class of employment has been exempted from the City’s PERS Participation Agreement with the State of Alaska; and,

WHEREAS, the City defines temporary employees as employees hired for a pre-established period, usually during peak workloads or for vacation relief and for not more than six months; and,

WHEREAS, temporary employees are not considered eligible to participate in PERS and are not eligible for City benefits under current Code provisions; and,

WHEREAS, in certain circumstances, the City may need to extend the term of employment for a temporary employee to supplement the workforce based on a skill shortage, increased workload, or to implement a special project or assignment without adding permanent employees, which, if later terminated, would be subject to substantial termination costs under the City’s PERS participation plan unless exempted; and,

WHEREAS, amendments to KMC 23.05.070 and 23.40.010 are necessary to allow the City to hire or extend the term of employment for a temporary employee on a full or part-time basis for more than six months in situations that warrant it; and,

WHEREAS, adding a new category of temporary employee titled “Program or Project Employee” and exempting this category of employee from PERS by resolution amending the PERS Participation Agreement will allow the City the ability to add or extend temporary positions that would be eligible for City benefits without participating in PERS and incurring termination costs when the term of temporary employment ends; and,

WHEREAS, amendments to the Kenai Municipal Code to add a new category of temporary employee titled “Program or Project Employee,” establish benefits for this category, and make housekeeping changes to provide consistency in the City’s Municipal Code is in the best interests of the City of Kenai.

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

Section 1. Amendment of Section 23.05.070 of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.05.070 – Definitions, is amended as follows:

23.05.070 Definitions.

As used in this title, the following terms [SHALL] have the meanings [INDICATED] set forth in this section:

“City Attorney” means [A PERSON] an employee appointed by and directly responsible to the City Council[. HE OR SHE] who is the chief legal advisor to the Council and all other officers, departments, and agencies of the City government in matters relating to their official powers and duties.

“City Clerk” means an officer and employee of the City[,] appointed by and directly responsible to the City Council[,] for an indefinite period of time [AND SHALL] who serves as clerical officer of the Council.

“City Manager” means [a person] an officer and employee of the City directly responsible to the City Council who is authorized and directed to exercise the powers and fulfill the duties as specified in the Charter and Municipal Code of the City of Kenai.

“Classified service” means all paid employees not in the unclassified or department head service.

“Department” means the smallest functional budgetary unit of the City government established by the City Council.

Department Head Service. The department head service [SHALL] includes employees who are directly responsible to the City Manager for the administration of one (1) or more departments and who have been hired or completed a probationary period after June 1, 2018. Employees responsible to the City Manager for the administration of one (1) or more departments who have been hired and completed a probationary period before June 1, 2018, may enter the department head service by written request to the City Manager.

Full-Time. Employees regularly scheduled to work forty (40) hours per week (except certain Fire Department employees who work an average of fifty-six (56) hours per week) are considered “full time.”

“Grievance” means an employee’s oral or written expression of dissatisfaction with some aspect of [HIS OR HER] employment, a management decision affecting [HIM OR HER]the employee, or an alleged violation of [HIS OR HER] the employee’s rights for the purpose of attempting to gain an adjustment of said cause of dissatisfaction.

“Part-time” means employees regularly scheduled to work less than forty (40) hours per week.

Probationary Period. Normally six (6) months, except for Police, Communications and Fire, which is normally twelve (12) months. This period can be extended up to, but no longer than, twelve (12) months and eighteen (18) months, respectively.

“Program or project employee” means an employee who is hired for a temporary period that may exceed six (6) months and with a prior written agreement that employment in that position will continue for at most the duration of a specified program or project that is not a

regular and continuing function of a department or the City and that has an established probable date of termination.

“Promotion” means an advancement of an employee from one (1) job classification to a higher job classification within the same department.

“Public safety employee” means a person employed in the Police, Fire, or Communications Department.

“Regular” means employees who have completed the probationary period. They may be assigned to work a full-time or part-time schedule.

“Seasonal” means employees who perform seasonal work for a pre-established period of not more than six (6) months during a twelve (12) month period. Seasonal employees may be assigned a full-time or part-time schedule and are eligible for public employee retirement benefits but are ineligible for other benefits [AND], including holiday pay. Seasonal employees who have completed the probationary period may return to the seasonal position each season subject to performance evaluations, general conduct and discipline, personnel rules and policies of the City, layoff, reorganization and other business needs of the City.

“Supervisor” means [ANY PERSON] an employee who is responsible to a higher divisional or department level of authority and who directs the work of others.

“Temporary employee” means an employee[S] who [ARE]is hired for a pre-established period, usually during peak workloads or for vacation relief and for not more than six (6) months. The[Y] employee may be assigned to work a full-time or part-time schedule[. THEY ARE] and is ineligible for benefits [AND], including holiday pay.

“Transfer” means the movement of an employee from one (1) department to another department, regardless of job classification.

Unclassified Service. The unclassified service [SHALL] includes all elected officials, City Manager, City Attorney, City Clerk, seasonal [AND], temporary employees, and temporary program or project employees. Members of boards, committees, commissions, volunteers, contractors, and consultants are not employees.

Section 2. Amendment of Section 23.40.010 of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.40.010 – General, is amended as follows:

23.40.010 General.

(a) All [NONTEMPORARY,] full-time[, NONTEMPORARY] or part-time [(FIFTEEN (15) HOURS AND OVER PER WEEK)] employees in the classified [AND] or department head service [EMPLOYEES] are entitled to the following benefits[, EXCEPT FOR MEDICAL AND HOSPITAL INSURANCE WHICH SHALL BE AVAILABLE TO NONTEMPORARY EMPLOYEES WORKING NO LESS THAN TWENTY-FIVE (25) HOURS PER WEEK,] as specified in this chapter[.], except as follows:

- (1) Part-time employees regularly scheduled to work less than fifteen (15) hours per week are ineligible for benefits, notwithstanding any other provision of this chapter.

(2) Part-time employees regularly scheduled to work (15) hours or more per week but less than twenty-five (25) hours per week are eligible for benefits on a proportional basis, except for medical and hospital insurance, notwithstanding any other provision of this chapter.

(3) Temporary employees are ineligible for benefits.

(4) Program or project employees or employees in designated categories that are ineligible to participate in the State Public Employee’s Retirement System are eligible for benefits on a proportional basis, except for participation in the State Public Employees’ Retirement System.

(b) A[N EMPLOYEE HIRED] participant working under the State of Alaska’s Mature Alaskans Seeking Skills Training (MASST) program [SHALL RECEIVE ONLY SOCIAL SECURITY, MEDICARE (KMC 23.40.130), WORKERS COMPENSATION (KMC 23.40.110) AND FAMILY LEAVE (KMC 23.40.130) BENEFITS. THE OTHER BENEFITS IN THIS CHAPTER SHALL NOT APPLY TO PERSONS HIRED UNDER THE MASST PROGRAM.] is not an employee of the City and is ineligible for benefits. The hourly training wage paid a MASST [EMPLOYEE SHALL BE AS] participant is set by the State of Alaska, but not less than minimum wage.

(c) Seasonal employees are eligible to participate in the State Public Employees’ Retirement System.

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 6TH DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced: March 16, 2022
Enacted: April 6, 2022
Effective: May 6, 2022



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Christine Cunningham, Human Resource Director

DATE: March 8, 2022

SUBJECT: **Ordinance No. 3275-2022 – Amending Kenai Municipal Code to Add a New Category of Temporary Employee Titled “Program or Project Employee” and Establish Benefits for this Category and Make Housekeeping Changes**

The Kenai Municipal Code (KMC) amendments requested in this ordinance are intended to create a new category of Temporary Employee titled “Program or Project Employee” and establish benefits for this new employee category.

KMC 23.05.070 defines temporary employees as employees hired for a pre-established period, not to exceed six months. Temporary employees are ineligible for all City benefits, including retirement, health insurance, leave, and holiday pay. As a participant in the State of Alaska Public Employees’ Retirement System (PERS), if the City wished to extend temporary employment beyond six months, the City would be required to provide retirement benefits under the PERS Participation Agreement with the State unless the position is exempted by resolution. KMC 23.40.010 addresses benefits for all non-temporary employees.

This ordinance would amend these two sections of the Code to create a new category of temporary employee and establish benefits for this category, allowing the City to hire or extend the term of employment for a temporary employee on a full or part-time basis for more than six months in situations that warrant it, such as to supplement the workforce based on a skill shortage, increased workload, or to implement a special project or assignment without adding permanent employees. If enacted, this Ordinance allows for a new category of temporary employee to be hired for a period exceeding six months without subjecting the City to the substantial costs of a termination study (e.g., the requirement for a participating employer to pay for future benefits due to participating employees whose coverage is terminated in an amount calculated by the State).

The amendment to the benefits section of Code provides benefits for this new employee category on a proportional basis, except for participation in the State Public Employees’ Retirement System. A separate resolution would be prepared for public hearing at the April 6, 2022 City Council Meeting to exempt this new category of employee from PERS.

This ordinance also addresses a number of housekeeping changes to provide consistency in the City's Municipal Code as well as clarify that participants working under the State of Alaska's Mature Alaskans Seeking Skills Training (MASST) program are not City employees. The MASST training program is primarily utilized by the Senior Center, and the State of Alaska pays MASST participants as well as provides workers' compensation benefits through a U.S. Department of Labor grant.

If the City Council enacts Ordinance No. 3275-2022, the first example of how this new category of employee might be utilized would be proposed by Administration as part of the annual budget for the fiscal year 2023 to change the Temporary Grant Writer position from a 20-hour to a 40-hour-per-week position to provide the necessary support to pursue grants for the Bluff Stabilization Project as well as the funding opportunities that will be available through the Federal Infrastructure Bill for a preestablished period exceeding six months without creating a permanent position.

These amendments are anticipated to benefit the City by providing greater flexibility in recruitment while providing a just and equitable compensation structure to recruit and retain an adequate supply of competent employees.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3276-2022**

AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT UNDER THE AMERICAN RESCUE PLAN ACT OF 2021 PASSED THROUGH THE ALASKA COMMUNITY FOUNDATION.

WHEREAS, on March 11, 2021, the American Rescue Plan Act of 2021 (ARPA) was signed into law; and,

WHEREAS, the State of Alaska allocated \$20,000,000 from the ARPA to the Department of Commerce, Community, and Economic Development for distribution to the nonprofit sector (including local governments); and,

WHEREAS, the Department of Commerce, Community, and Economic Development partnered with the Alaska Community Foundation to distribute grants; and,

WHEREAS, the Kenai Senior Center applied for and has been awarded a grant for \$100,000 for services offered beginning March 3, 2021 – June 20, 2022; and,

WHEREAS, these funds will be used to help provide food and emergency kits to seniors; and,

WHEREAS, as this grant expires on June 20, 2022, it is important that the Senior Center is able to utilize these funds as soon as possible; and,

WHEREAS, pursuant to KMC 1.15.70(d) the City may introduce and finally pass on the same day, an ordinance making, repealing, transferring or otherwise changing an appropriation; and,

WHEREAS, acceptance of these funds is in the best interest of the City, its business, 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 a grant in the amount of \$ 100,000 from The Alaska Community Foundation for Kenai Senior Center expenditures in support of its response to the COVID-19 Public Health Emergency.

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

Senior Citizen Fund:

Increase Estimated Revenues –	
Federal Grants	<u>\$100,000</u>
Increase Appropriations –	
Supplies	\$ 67,000
Equipment	<u>33,000</u>
	<u>\$100,000</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 6th DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced:	April 6, 2022
Enacted:	April 6, 2022
Effective:	April 6, 2022



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: Paul Ostrander, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: March 29, 2022

SUBJECT: **Ordinance 3276-2022 – American Rescue Plan Act of 2021**

The State of Alaska awarded \$20,000,000 from the American Rescue Plan Act (ARPA) to the Department of Commerce, Community, and Economic Development for distribution to the nonprofit sector which also included local governments. The Department of Commerce, Community, and Economic Development partnered with The Alaska Community Foundation to distribute grants to the nonprofit sector in response to the public health emergency or its negative economic impacts.

The Kenai Senior Center was eligible to apply for funding and was awarded a \$100,000 grant to continue to provide support and services for our older population. The funding from this grant is to be utilized from March 3, 2021 – to June 30, 2022. The Center's application requested funding for kitchen equipment, replacing mechanical systems for the walk-in cooler and freezer, small coolers for home-delivered meals, PPE supplies, emergency kits for local seniors, and food supplies.

Introduction and Adoption in a Single Meeting

Generally, Ordinances are introduced at one meeting and voted on at the subsequent meeting to provide public notice of the action at two separate meetings. KMC 1.15.070(d) as cited below, provides for introduction and passage of appropriating ordinances in a single meeting.

KMC 1.15.070(d)

No ordinance except an emergency ordinance or an ordinance making, repealing, transferring, or otherwise changing appropriations, may be finally passed on the same day that it is introduced. By unanimous consent of all Council Members present, such ordinances may be read a second time and then, by the required vote, be passed on the same day on which they are introduced. All persons present shall be given an opportunity to be heard before the vote on final passage.

I respectfully request utilization of the provision in KMC 1.15.070(d) for introduction and passage of Ordinance 3225-2021 at the April 6, 2022 meeting of the Kenai City Council to enable the City to utilize the funds prior to June 20, 2022.

Your support for Ordinance 3276-2022 is greatly appreciated.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-20**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AIRLINE OPERATING AGREEMENT AND TERMINAL AREA LEASE WITH KENAI AVIATION.

WHEREAS, Kenai Aviation desires to provide scheduled commuter passenger service at the Kenai Municipal Airport beginning in May 2022; and,

WHEREAS, Kenai Aviation must sign the City of Kenai’s Airline Operating Agreement and Terminal Area Lease to operate as a signatory operator at the Kenai Municipal Airport and secure terminal space; and,

WHEREAS, on March 10, 2022 the Airport Commission recommended the Council authorize the City to enter into an Airline Operating Agreement and Terminal Area Lease with Kenai Aviation.

WHEREAS, it is in the best interest of the City of Kenai and the Airport to authorize the City Manager to enter into an agreement with Kenai Aviation.

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

Section 1. That the Kenai City Manager is authorized to enter into an Airline Operating Agreement and Terminal Area Lease with Kenai Aviation using the City of Kenai’s standard form for signatory operators..

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 6TH DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Eland Conway, Airport Manager
DATE: March 1, 2022
SUBJECT: **Resolution No. 2022-20 New Air Service**

Kenai Aviation is requesting to start scheduled operations out of the Kenai Municipal Airport Terminal Building beginning May 1, 2022.

They intend to provide two roundtrip flights between Kenai and Anchorage, Monday through Friday.

To receive the significantly reduced signatory rates & fees and operate out of the terminal, Kenai Aviation must sign the City of Kenai's Airline Operating Agreement and Terminal Area Lease, just like both RAVN Alaska and Grant Aviation have.

The additional lift and flight options will benefit the airport and the entire Kenai Peninsula. The Airport Commission has reviewed and recommends the City of Kenai enter into such an agreement with Kenai Aviation.

Thank you for your consideration.



101 N Willow St., Kenai, AK 99611
(907) 283-4124
www.kenaiaviation.com

Dear Mr. Conway,

Kenai Aviation, after many years of research, hard work, and dreaming, is finally in the position to become a scheduled operator out of our home airport here in Kenai. It is our intent to begin scheduled service around the time of **May 1, 2022**. Proposing the following schedule for Monday-Friday operations:

- 0430 ENA-ANC
- 0530 ANC-HOM
- 0630 HOM-ANC
- 0730 ANC-VDZ
- 0830 VDZ-ANC
- 1200 ANC-ENA
- 1500 ENA-ANC
- 1730 ANC-HOM
- 1830 HOM-ANC
- 1930 ANC-VDZ
- 2030 VDZ-ANC
- 2230 ANC-ENA

We will be requesting the lease of Airline Tenant Space 3 in the Kenai Terminal and associated ramp and office spaces. Please forward any appropriate application and documentation for preparation of our terminal use agreement. Please contact Jacob Caldwell at 907-398-9447.

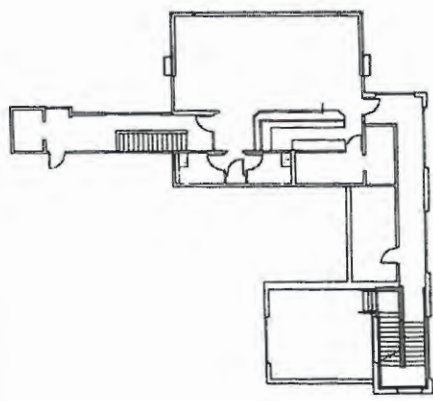
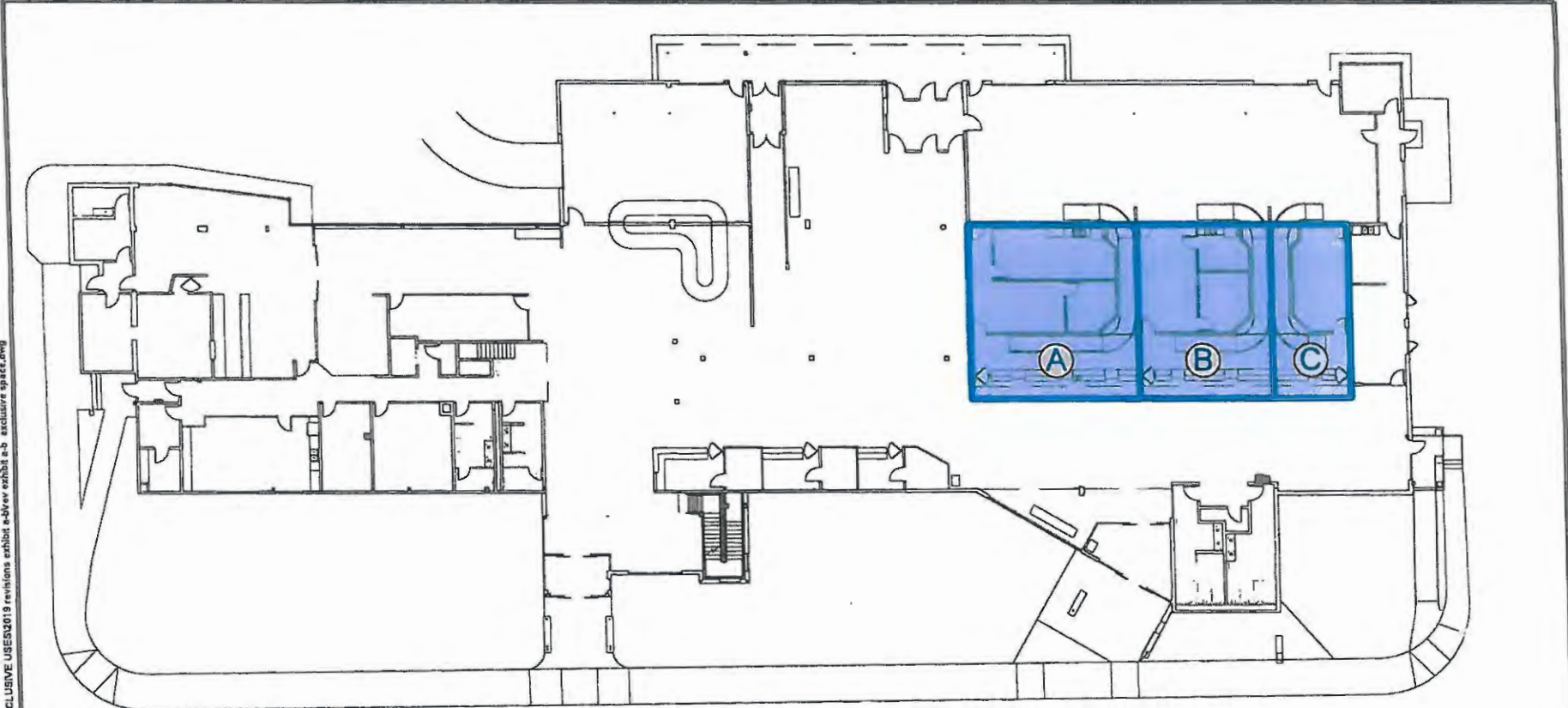
Thank you for your attention and partnership in our exciting adventure. As you know, Kenai Aviation has done business as an airline in Kenai, AK since 1961. We are the oldest running family business in the City of Kenai. It is our privilege to serve our community with the addition of this scheduled service.

Joel Caldwell

Kenai Aviation

907-252-4878

Y:\wcb\KENAI CERT MANUAL\EXHIBITS A - B EXCLUSIVE SPACE\2019 revisions exhibit a-b\view exhibit a-b exclusive space.dwg



AREA	
(A)	1,452 S.F.
(B)	1,155 S.F.
(C)	670 S.F.

THIS DRAWING IS NOT TO SCALE

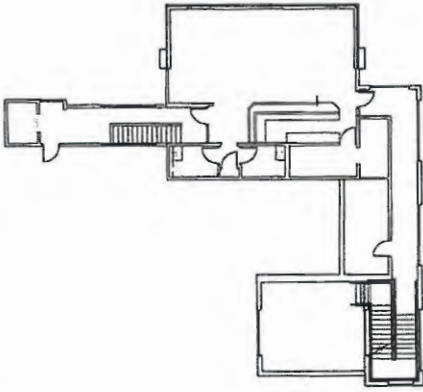
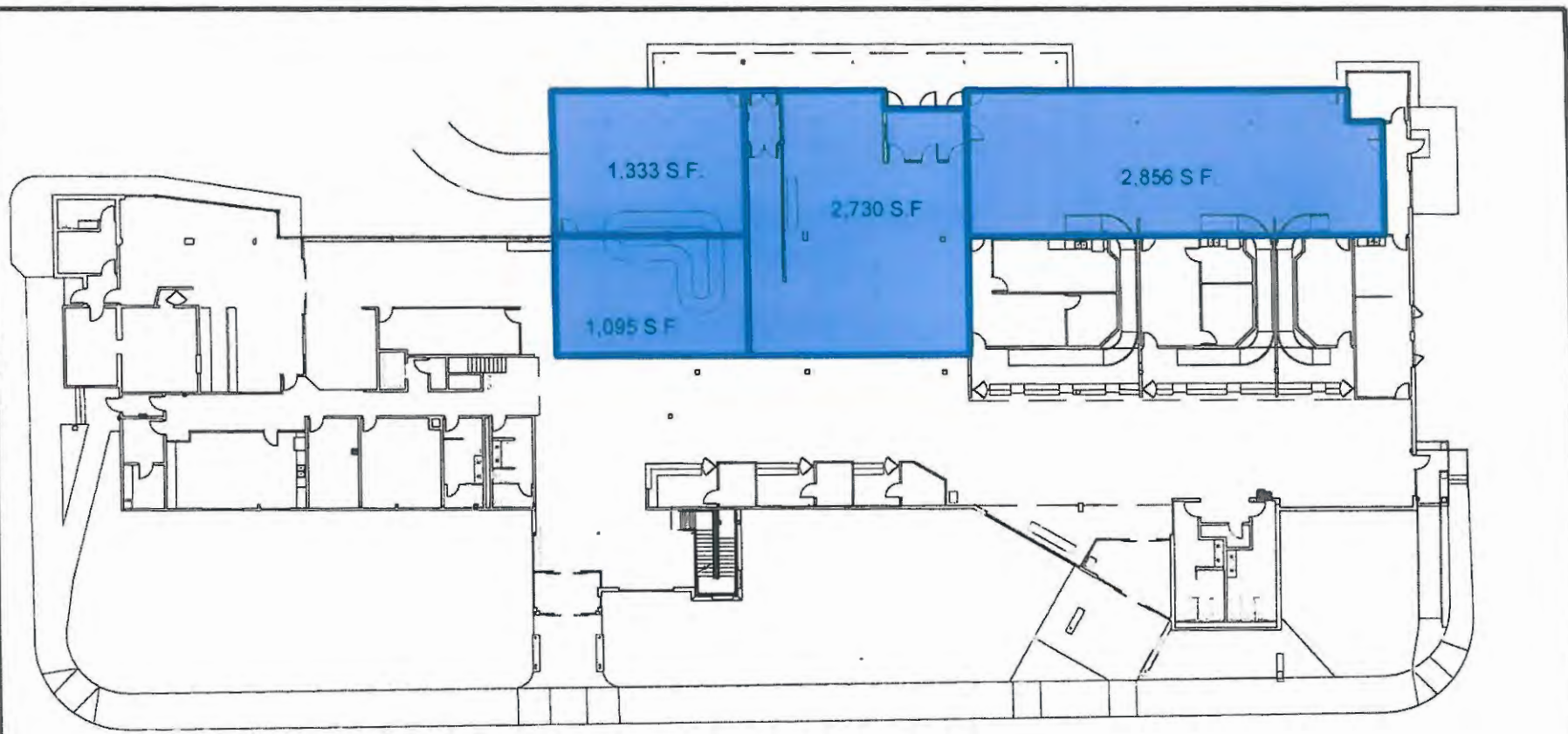
LESSOR _____
 LESSEE _____

WINCE-CORTHELL-BRYSON

JOB NO: _____ REVISED: Ploled 11/04/10

KENAI MUNICIPAL AIRPORT
EXHIBIT A EXCLUSIVE SPACE
KENAI, ALASKA

V:\KENAI\CERT MANUAL\EXHIBITS A - B EXCLUSIVE USES\1-4-2020 REV EXHIBIT B REV EXHIBIT B JOINT USE SPACE.dwg



BAGGAGE MAKE-UP AREA = 2,856 S.F.
 BAGGAGE BREAKDOWN AREA = 1,333 S.F.
 BAGGAGE CLAIM AREA = 1,095 S.F.
 ARRIVAL/DEPARTURE/WAITING AREA = 2,730 S.F.
 TOTAL JOINT USE SPACE = 8,014 S.F.

THIS DRAWING IS NOT TO SCALE

LESSOR _____
 LESSEE _____

WINCE-CORTHELL-BRYSON

JOB NO _____ REVISED Plotted 02/04/20

KENAI MUNICIPAL AIRPORT
 EXHIBIT B JOINT USE SPACE
 KENAI, ALASKA

Kenai Municipal Airport

Exclusive Space Annual Rate/Sq Ft.	\$ 35.54	Enplanements:		
Joint Use Space #2 Annual Rate/Sq Ft.	\$ 21.54	Tenant 1	45,879	61.33%
Joint Use Space #1 Annual Rate/Sq Ft.	\$ 35.54	Tenant 2	25,547	34.15%
Apron/GSE Space Rent	\$ 0.55	Tenant 3	3,380	4.52%
Signatory Landing Fee/(1,000#s)	\$ 1.79	Tenant 4	-	<u>0.00%</u>
			74,806	100.00%
Joint Rent Subsidy %	18%			

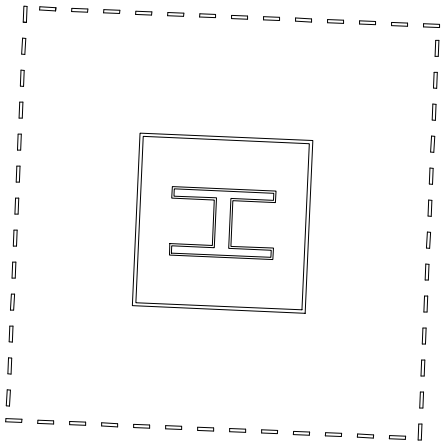
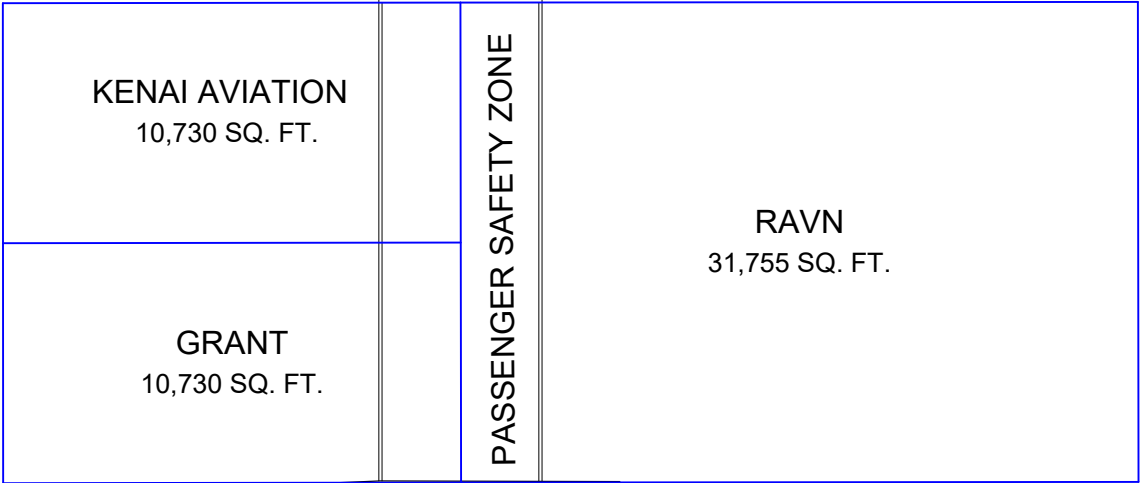
Tennant #3

Area Description	Leased / Used Space (sqft)	Base Rental Rate (psfpy)	Prior Year Enplanement %	Allocate d Joint Rental Amount	Joint Rent Subsidy Reduction	Rental Amount
Terminal Rent						
Exclusive use space:						
Room C	670	\$ 35.54	N/A	N/A	N/A	\$ 23,812
Joint use space:						
Area #1						
Baggage claim area	1,095	\$ 35.54	4.52%	\$ 1,758	\$ (316)	\$ 1,442
Passenger hold room, arrival & departure area	2,730	\$ 35.54	4.52%	\$ 4,384	\$ (789)	\$ 3,595
Total Joint Use Space Area #1						\$ 5,037
Area #2						
Baggage make-up area	2,856	\$ 21.54	4.52%	\$ 2,780	\$ (500)	\$ 2,280
Baggage breakdown area	1,333	\$ 21.54	4.52%	\$ 1,297	\$ (233)	\$ 1,064
Total Joint Use Space Area #2						\$ 3,344
Total Terminal Rent						\$ 32,193
Terminal Apron/GSE Space Rent	10,730	\$ 0.55	N/A	N/A	N/A	\$ 5,902
Total Terminal & Apron GSE Space Rent						\$ 38,095
Projected Landed Wgt Landing Fee Rate						
Landing Fees	(1,000#s)	\$ 1.79				Landing Fees \$ -
Tennant #3 - Total Rents and Fees						<u>\$ 38,095</u>

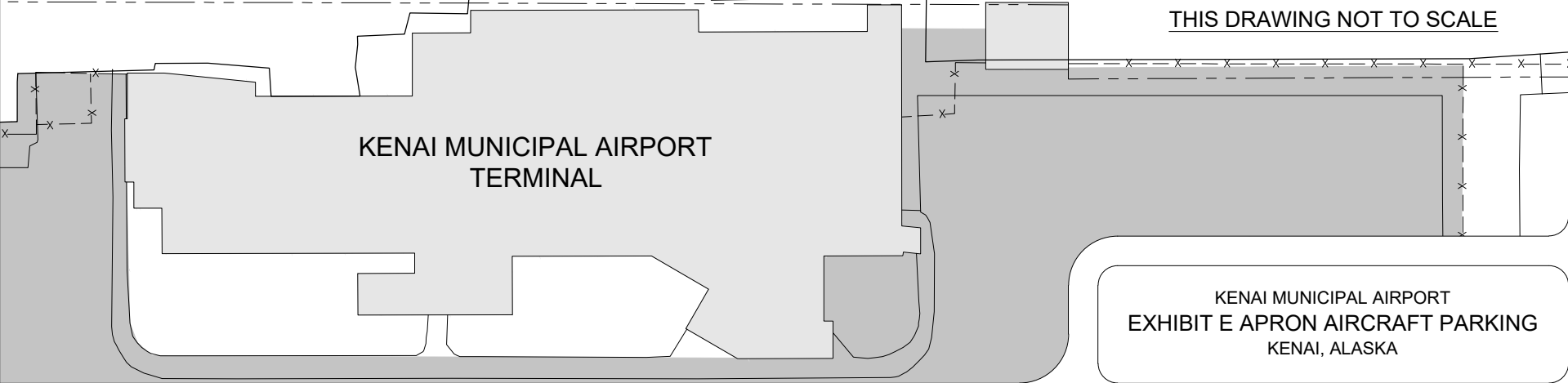
Exhibit C
Airline Rate Schedule

LESSOR _____

LESSEE _____



THIS DRAWING NOT TO SCALE



KENAI MUNICIPAL AIRPORT
EXHIBIT E APRON AIRCRAFT PARKING
KENAI, ALASKA



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-21**

A RESOLUTION APPROVING A SOLE SOURCE PURCHASE THROUGH MOTOROLA SOLUTIONS FOR THE PHASE TWO RADIO UPGRADES TO THE KENAI DISPATCH CENTER, UTILIZING APPROPRIATED DEPARTMENT OF HOMELAND SECURITY GRANT FUNDS AND CITY CAPITAL FUNDS.

WHEREAS, the City of Kenai dispatch center completed the first phase of a two phase base station radio upgrade project in early 2021 and near the end of 2021 received additional grant funds from the Department of Homeland Security to move forward with phase two of the project; and,

WHEREAS, the first phase of the project was completed by Motorola Solutions and ProComm Alaska, replacing dispatch radio consoles with new Motorola consoles; and,

WHEREAS, the second phase will replace older Motorola radios, consolleles, cabling and antennas to complete the system upgrade; and,

WHEREAS, Motorola Solutions has provided a quote for the second phase of the project at \$251,813, and an approximate 7% contingency will be included, bringing the project estimate to \$270,000 which will be funded with a combination of grant funds and City capital funds; and,

WHEREAS, no additional appropriation is necessary since the City has already appropriated more than adequate funds for this project; including \$175,000 in City capital funds and \$175,000 in Department of Homeland Security grant funds; and,

WHEREAS, Motorola Solutions is the only source of Motorola dispatch radio equipment and was selected as the vendor for phase one of the project; and,

WHEREAS, authorizing a sole source purchase through Motorola Solutions for this second phase of the project is necessary for seamless integration with phase one; and,

WHEREAS, the Kenai dispatch center has long utilized Motorola radios with very few problems that have always been able to be addressed in a timely manner by an in-State vendor, ProComm Alaska; and,

WHEREAS, the equipment portion of the cost is determined by the Cooperative Purchasing Program of the Houston-Galveston Area Council of Governments; and,

WHEREAS, a "Sole Source Procurement Method" for this project has been approved by the granting authority for this project; and,

WHEREAS, KMC 7.15.070(b)(1) allows the City of Kenai to purchase equipment without giving an opportunity for competitive bidding if the equipment can only be furnished by a single dealer or which has a uniform price wherever bought.

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

Section 1. That pursuant to KMC 7.15.070(b)(1) the City Manager is authorized to execute a sole-source purchase agreement and issue a purchase order to Motorola Solutions for the purchase and installation of dispatch center radio upgrades in an amount up to \$270,000.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 6TH DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Dave Ross, Police Chief
DATE: March 23, 2022
SUBJECT: **Resolution 2022-21, Dispatch Radio Project**

The dispatch base station radio upgrade project was divided into two projects based on grant funding. In 2019 the City was awarded a Department of Homeland Security Grant for \$393,000 and an additional \$9,269 in City Funds were utilized to complete phase one of the project in early 2021. That phase of the project replaced all the dispatch radio consoles in addition to some upgrades to the infrastructure to support the new system. Since adequate funds were not available to complete the project, a second phase was created and this project was included in the City Capital Projects plan while additional grant funds were sought. In late 2021 the Department of Homeland Security awarded the City \$175,000 for the second phase of the project, in addition to the \$175,000 that the City had appropriated for the capital project.

Motorola Solutions was the primary contractor on the first phase of the project that installed Motorola consoles and they are the sole source of the Motorola radios and consoles that will be incorporated into the second phase of the project. The Motorola Solutions quote for the project is \$251,813 and a small contingency is requested for the project, for a total anticipated project budget of \$270,000. This is less than the \$350,000 currently appropriated for this purpose.

This will complete a replacement project of vital public safety equipment, which has become very dated, not serviced by the manufacture, and problematic to find parts for. When complete, the system will be updated from the dispatcher headset all the way to the antennas on top the tower.

The funds for this project are already appropriated, this resolution would simply authorize the sole source purchase through Motorola Solutions, which has been approved by the Department of Homeland Security for purposes of spending the grant funds.

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-22**

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE GENERAL FUND, POLICE DEPARTMENT FOR ANTICIPATED FUEL COST INCREASES FOR THE REMAINDER OF FY22.

WHEREAS, there has been an unanticipated rise in local fuel prices since the police department budget was prepared in early 2021; and,

WHEREAS, there are adequate funds within the police department budget to cover the shortfall as budgeted amounts for police salaries contains surplus funds due to officer vacancies during the course of FY22; and,

WHEREAS, it is anticipated that a transfer of \$15,000 from the Salaries portion of the police budget to the Operating Supplies portion of the police budget will be adequate to cover the increased cost of fuel through the end of FY22; 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 budget transfer in the amount of \$15,000 within the General Fund, to cover the unanticipated high cost of fuel in the Police Department.

General Fund:

Decrease Expenditures:

Police, Salaries

\$15,000

Increase Expenditures:

Police, Operating Supplies

\$15,000

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 6TH DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Dave Ross, Police Chief

DATE: March 23, 2022

SUBJECT: **Resolution 2022-22 - Budget Transfer For Police Fuel**

There has been an extreme rise in the price of fuel since the FY22 budget was prepared that was not anticipated at that time.

A large percentage of the police budget line-item for Operating Supplies is devoted to the purchase of fuel for police vehicles and additional funds will be required in the budget line-item for the remainder of FY22. It is currently anticipated that \$15,000 in additional funding for fuel will provide adequate funding until the end of FY22.

An additional appropriation of funds is not necessary, as there are adequate funds available in the Police budget that were intended for Salaries. Officer vacancies that occurred in FY22 left additional funds available in that budget item.

This resolution would authorize the transfer of funds within the General Fund, Police Department.

Thank you for your consideration.

**KENAI CITY COUNCIL – REGULAR MEETING
MARCH 16, 2022 – 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 March 16, 2022, 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	James Baisden
Teea Winger	Deborah Sounart
Glenese Pettey	Jim Glendering
Henry Knackstedt	

A quorum was present.

Also in attendance were:

**Silas Thibodeau, Student Representative (*video conference*)
Paul Ostrander, City Manager
Scott Bloom, City Attorney
Terry Eubank, Finance Director
Scott Curtin, Public Works Director
Dave Ross, Police Chief
Christine Cunningham, Human Resources Director
Brad Walker, Parks and Recreation Director
Shellie Saner, City Clerk

3. Agenda Approval

MOTION:

Council Member Knackstedt **MOVED** to approve the agenda as presented and requested **UNANIMOUS CONSENT**. Council Member Pettey **SECONDED** the motion.

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

4. Consent Agenda

MOTION:

Council Member Knackstedt **MOVED** to approve the consent agenda and requested **UNANIMOUS CONSENT**. Council Member Pettet **SECONDED** the motion.

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

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

VOTE: There being no objections, **SO ORDERED**.

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED PUBLIC COMMENTS

1. **Katie Cowgill** - Kenai Peninsula Re-Entry Coalition and Alaska Department of Corrections Re-Entry Simulation.

Ms. Cowgill provided an overview of the Re-Entry Coalition, the goals and the services provided to the Community; she reviewed statistical information on released inmates and the barriers they encounter when re-entering the community; and explained the Re-Entry Simulation event and encouraged Council members and the public attend to learn more about the experience.

There was discussion related to the coalitions focus toward continued education, a previous work release programs and additional programs to related to housing and employer incentives for released inmates.

C. UNSCHEDULED PUBLIC COMMENTS

Lyman Winger provided an update on a fundraiser to reduce fees for students to attend sixth grade camp and noted that he was selling Krispy Cream Donuts for the fundraiser.

David Haeg requested that Council introduce and pass a resolution supporting the constitutional rights for Alaskan Grand Juries to investigate and make recommendations on public welfare and safety concerns. He provided information related to the important role of the grand jury; the Alaska Grand Jury Handbook; and noted concerns related to public welfare and safety.

David Carey provided a summary of his background working with inmates; working with the Alpha Prison re-entry program; noted the number people from our community who are working with inmates; and reminded everyone that the inmates are our brothers, sisters, mothers, fathers, and members of our community.

Marion Nelson invited everyone to the Kenai Art Center, Annual Kenai Peninsula Borough School District Student show opening on Thursday, April 7, 2022.

D. PUBLIC HEARINGS

- 1. Resolution No. 2022-14** – Amending the Employee Classification Plan by Adjusting the Ranges of Temporary Parks and Recreation and Personal Use Fishery Positions. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-14. Council Member Winger **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.

City Manager Ostrander clarified positions previously managed by multiple departments would now be managed by the Parks and Recreation Department; this change would not reduce the number of employees; and noted the increase to the wages would allow the City to be competitive in the job market.

MOTION TO AMEND:

Council Member Knackstedt **MOVED** to amend the ninth whereas clause by changing FY2023 to FY2022; and changing FY2024 to FY2023. Council Member Pettey **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the amendment.

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

There was discussion on how the increased hourly wages would provide a better opportunity of filling all summer positions.

UNANIMOUS CONSENT was requested on the main motion as amended.

VOTE ON MAIN MOTION AS AMENDED: There being no objection; **SO ORDERED.**

- 2. Resolution No. 2022-15** – Temporarily Waiving the Gym Rental Fee at the Kenai Recreation Center for the Twin City Athletic Association. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-15. Council Member Pettey **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.

City Manager Ostrander clarified that the organization was formed late last year and their budget did not cover the full costs; he stated that the organization had very good participation, they are reorganizing and planning their budget accordingly.

MOTION TO AMEND:

Council Member Knackstedt **MOVED** to amend Section 1 to include 2022 after March/April. Council Member Pettey **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the amendment.

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

UNANIMOUS CONSENT was requested on the main motion as amended.

VOTE ON MAIN MOTION AS AMENDED: There being no objection; **SO ORDERED.**

3. **Resolution No. 2022-16** – Supporting the Efforts of Kenai Central High School to Secure Grant Funding for the Construction of Permanent Restroom Facilities at Ed Hollier Field. (Mayor Gabriel)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-16. Council Member Pettey **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.

There was discussion on the need for field bathrooms; the resolution showed Council support for the project; the possibility of a smaller aspect of the project being eligible for Mini-Grant Steering Committee funding; the City's previous in-kind service of project management on the sod to turf conversion at the field; encouraging the School District to classify this project as a priority and include it in the Kenai Peninsula Borough School bond package.

Additional discussing regarding that if the Council determined it was appropriate to utilize City funds for a Borough facility they could do so through budgetary legislation; the Daubenspeck Fund and if the intent of the fund aligned with funding a Borough facility; and if the current partnership with the School and the City owned Multipurpose facility.

MOTION TO AMEND:

Council Member Knackstedt **MOVED** to add to the end of the paragraph in section 1, after "Ed Hollier Field": the following: "and include the project in any current or future school district bond proposition."; and

Insert a new Section 2 to read: "That a copy of this Resolution be sent to the Kenai Peninsula Borough School District Superintendent and School Board, the Kenai Peninsula Borough Mayor and Assembly Members, the Kenai Central High School Principal, and the City's legislative delegation."; and

Renumber remaining Sections accordingly.

Council Member Winger **SECONDED** the motion to amend.

UNANIMOUS CONSENT was requested on the amendment.

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

VOTE ON MAIN MOTION AS AMENDED:

YEA: Baisden, Sounart, Pettey, Winger, Knackstedt, Mayor Gabriel, Vice Mayor Glendening

NAY: None.

MOTION PASSED UNANIMOUSLY.

4. **Resolution No. 2022-17** – Requesting and Supporting the Alaska Department of Transportation and Public Facilities Provision of Continuous Lighting Along the Kenai Spur Highway within the City of Kenai and the Sterling Highway Safety Corridor. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-17. Council Member Winger **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment.

Marion Nelson spoke in support of the Resolution and requested Council take steps to ensure the curve near Candlelight Drive is included.

There being no one else wishing to be heard, the public comment period was closed.

There was discussion regarding the dangers on the Kenai Spur Highway during the dark winter months; the risk for moose accidents; and requesting that the type of lights used will reduce light pollution.

UNANIMOUS CONSENT was requested.

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

5. **Resolution No. 2022-18** – Adopting the City’s Capital Improvement Plan for Fiscal Years 2023-2027. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-18. Council Member Baisden **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.

City Manager Ostrander reported on the Bluff Stabilization Project identifying the Federal, State and City portions of funding for each year identified in the Capital Improvement Plan “CIP”; he noted that if the project comes in less than expected the City portion would be lower; and outlined the obligation of the City to fulfill the required match portion of the project cost.

There was discussion regarding needed repairs to the fountain at the Leif Hansen Memorial Park; the requirement for the City establish a need for dredging beyond the City Dock which would include showing a benefit to the City of Kenai as well as the benefit to other organizations; the number of Police and Fire radios that have been replaced so far and continued grant funding opportunities to complete the project.

Concerns were noted about the Kenai Nordic Trail Lighting being in the FY2023 projects and committing to the Outdoor Event Park Design and Feasibility project at this time by moving forward with the design.

MOTION TO AMEND:

Council Member Winger **MOVED** to amend the Plan by moving the Kenai Nordic Trail Lighting Project from FY2023 to FY2024 and to move the Outdoor Event Park Design and Feasibility Project from FY2023 to FY2026. Vice Mayor Glendening **SECONDED** the motion to amend.

Mayor Gabriel requested to divide the question, voting first on moving the Kenai Nordic Trail Lighting Project from FY2023 to FY2024, and voting second on moving the Outdoor Event Park Design and Feasibility Project from FY2023 to FY2026.

VOTE ON MOTION TO AMEND BY MOVING THE KENAI NORDIC TRAIL LIGHTING PROJECT FROM FY2023 TO FY2024:

YEA: Winger, Baisden, Vice Mayor Glendening

NAY: Sounart, Pettey, Knackstedt, Mayor Gabriel

MOTION TO AMEND FAILED TO PASS: 3 Yea, 4 Nay

SECONDARY MOTION TO AMEND:

Council Member Winger **MOVED** to amend the primary amendment to move the Outdoor Park Design and Feasibility Project from FY2023 to FY2026 by changing FY2026 to FY2024. Vice Mayor Glendening **SECONDED** the secondary amendment.

UNANIMOUS CONSENT was requested on the secondary amendment.

VOTE ON SECONDARY AMENDMENT: There being no objection; **SO ORDERED.**

VOTE ON MOTION TO AMEND, AS AMENDED BY MOVING THE OUTDOOR EVENT PARK DESIGN AND FEASIBILITY PROJECT FROM FY2023 TO FY2024:

YEA: Pettey, Winger, Knackstedt, Mayor Gabriel, Baisden, Vice Mayor Glendening, Sounart

NAY: None.

MOTION TO AMEND, AS AMENDED PASSED UNANIMOUSLY.

VOTE ON MAIN MOTION AS AMENDED:

YEA: Winger, Knackstedt, Mayor Gabriel, Baisden, Vice Mayor Glendening, Sounart, Pettey

NAY: None.

MOTION PASSED UNANIMOUSLY.

6. **Resolution No. 2022-19** – Approving the Vacation of 20' Public Street Easements Adjoining the South Boundary and Northwest Boundary of Lot 1, Toyon Subdivision as Granted by Plat K-1592, and is Located within the SE1/4 of Section 6, Township 5 North, Range 11 West, Seward Meridian, Alaska, and Determining the Easement is Not Needed for a Public Purpose. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-19. Council Member Pettey **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.

UNANIMOUS CONSENT was requested.

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

E. MINUTES

1. *Regular Meeting of March 2, 2022. (City Clerk)

Approved by the consent agenda.

2. *Work Session of March 7, 2022. (City Clerk)

Approved by the consent agenda.

F. UNFINISHED BUSINESS – None.

G. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Action/Approval** - Purchase Orders Over \$15,000. (Administration)

Approved by the consent agenda.

3. ***Ordinance No. 3274-2022** – Increasing Estimated Revenues and Appropriations in the General Fund Parks, Recreation and Beautification Department, and Authorizing an Increase to the Multi-Purpose Facility Management Services Purchase Order to Red Line Sports for Additional Ice Maintenance Services. (Administration)

Introduced by the consent agenda and Public Hearing set for April 6, 2022.

4. ***Ordinance No. 3275-2022** – Amending Kenai Municipal Code, Chapter 23.05 – General Provisions, to Add a New Category of Temporary Employee Titled “Program or Project Employee” and Chapter 23.40 – Benefits, to Establish Benefits for this Category and Make Housekeeping Changes. (Administration)

Introduced by the consent agenda and Public Hearing set for April 6, 2022.

5. **Action/Approval** - Issuing a Letter of Support for Senate Bill No. 166 – General Obligation Bonds (City Manager)

MOTION:

Council Member Knackstedt **MOVED** to approve issuing a letter of support for Senate Bill No. 166 and House Bill No. 285 – General Obligation Bonds. Council Member Pettey **SECONDED** the motion.

There was discussion regarding the importance of showing City support for the GO Bond and the benefit of the current low interest rates.

UNANIMOUS CONSENT was requested.

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

H. COMMISSION / COMMITTEE REPORTS

1. Council on Aging – No Report. Next meeting April 14, 2022.

2. Airport Commission – No Report. Next meeting April 14, 2022.
3. Harbor Commission – No Report. Next meeting April 11, 2022.
4. Parks and Recreation Commission – No Report. Next meeting April 7, 2022.
5. Planning and Zoning Commission – No Report. Next meeting March 23, 2022.
6. Beautification Committee – No Report. Next meeting May 10, 2022.
7. Mini-Grant Steering Committee – No Report.

I. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- The March 9, 2022 Bycatch Review Task Force Meeting.
- The March 10, 2022 Alaska Municipal League Electric Vehicle Discussion.
- Reminded everyone about March 25, 2022 March for Meals Pie Auction.
- Will be in Juneau with City Manager Ostrander on March 22-23, 2022.
- Summarized the role of Council Members when acting as a Liaison to Boards and Commissions of the City.

J. ADMINISTRATION REPORTS

1. City Manager – City Manager Ostrander reported on the following:
 - Dog Park Memo and Visitor Center Annual Report as provided in the packet.
 - Meeting with the Kenai Watershed Forum to improvements to the river bank with funds raised from the Kenai Silver Salmon Derby.
 - Ongoing discussions for the Bluff Erosion Project and timeline of the project.
2. City Attorney – No Report.
3. City Clerk – No Report.

K. ADDITIONAL PUBLIC COMMENT

1. Citizens Comments (*Public comment limited to five (5) minutes per speaker*)

David Haeg continued his comments regarding the importance of the Alaska Grand Jury.

2. Council Comments

Council Member Pettay thanked the administration and staff for the 5-Year Capital Improvement Plan.

Council Member Sounart wished everyone a happy spring and noted she was looking forward to the March for Meals Pie Auction.

Vice Mayor Glendening thanked City Manager Ostrander for the clarification on the Dog Park and noted that he was looking forward to the March for Meals Pie Auction.

Council Member Winger wished everyone a Happy St. Patrick's Day; noted she was looking forward to the March for Meals Pie Auction and that there was still time to donate auction item.

Council Member Baisden noted that there were great happenings at Kenai Central High School and reported on the how well the Cross-Country teams and the Basket Ball teams are doing this year.

L. **EXECUTIVE SESSION** – None.

M. **PENDING ITEMS** – None.

N. **ADJOURNMENT**

O. **INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000
2. Kenai Dog Park Brochure – Summer 2022

There being no further business before the Council, the meeting was adjourned at 9:58 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of March 16, 2022.

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 \$15,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: APRIL 6, 2022**

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	94,525.90
ENSTAR NATURAL GAS	GAS USAGE	VARIOUS	UTILITIES	38,281.64
REBORN AGAIN JANITORIAL	FEBRUARY SERVICES	AIRPORT	REPAIR & MAINTENANCE	4,231.25

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
---------------	--------------------	----------------------	---------------	---------------------

**PURCHASE ORDERS OVER \$15,000.00 WHICH NEED COUNCIL APPROVAL
 COUNCIL MEETING OF: APRIL 6, 2022**

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
NAPA AUTO	POR-15 RUST PREVENTATIVE	MULTI-PURPOSE FACILITY	CONSTRUCTION	26,800.80

INCREASE OF EXISTING PURCHASE ORDER

VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
---------------	--------------------	-----------------------	---------------	---------------	---------------------



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Director of Public Works
DATE: March 29, 2022
SUBJECT: Purchase Order – Multipurpose Facility Coatings

The purpose of this memo is request approval for the purchase of coating materials for the Multipurpose Facility (Ice Rink). The Buildings Maintenance Department is currently sourcing equipment and materials to complete this work utilizing in house labor.

This Purchase shall cover 200 gallons of POR15 from Napa Auto Parts of Anchorage at a total cost of \$26,800. POR15 is a rust preventative coating suitable for coating various metal surfaces.

As Council is well aware, this project is essential to safeguard the facility from the damages that have been caused to date due to excess humidity within the facility. Work is anticipated to begin the first week of May and Continue through June.

Additionally, for informational purposes, Staff has secured an aerial lift which will be on site May through June as well as the purchase of 100 gallons of Ospho. Ospho is a product which chemically converts rust into a paintable surface. The Work is intended to begin with an initial power wash, application of Ospho, fresh water rinse and dry, application of POR15 in silver color as the final surface coat.

With the completion of this purchase and all prior expenditures, approximately \$36K of the original \$80K budget will remain.

Completion of this work is in the best interest of the City. Council’s approval is respectfully requested.





KENAI

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

MEMORANDUM


TO: Mayor Brian Gabriel and Kenai City Council
FROM: Shellie Saner, City Clerk
DATE: March 16, 2022
SUBJECT: **Liquor License Renewal**

The following establishments submitted an application to the Alcohol and Marijuana Control Office for renewal of their liquor licenses:

- G&P Inc. D/B/A The White Moose
- Jennifer Lee D/B/A New Peking Restaurant
- Jersey Subs, Inc. D/B/A Jersey Subs

Pursuant to KMC 2.40, a review of City accounts has been completed on the applicants and they have satisfied all obligations to the City. With the approval of Council, letters of non-objection to the liquor license renewals will be forwarded to the ABC Board and the applicants.

Your consideration is appreciated.

- Submit** by Shellie Saner 2/25/2022 2:51:53 PM (Form Submission)
- Approve** by Jeremy Hamilton 2/28/2022 12:19:04 PM (Fire Marshall Review)
- The task was assigned to Jeremy Hamilton. The due date is: March 8, 2022 5:00 PM 2/25/2022 2:51 PM
- Approve** by Scott Curtin 3/15/2022 10:22:58 AM (Building Official Review)
- The task was assigned to Scott Curtin. The due date is: March 8, 2022 5:00 PM 2/25/2022 2:51 PM
- Approve** by Dave Ross 3/7/2022 4:10:46 PM (Police Department Review)
- The task was assigned to Dave Ross. The due date is: March 8, 2022 5:00 PM 2/25/2022 2:51 PM
- Approve** by Tina Williamson 2/25/2022 3:07:44 PM (Finance Asst Review)
- The task was assigned to Tina Williamson. The due date is: March 8, 2022 5:00 PM 2/25/2022 2:51 PM
- Approve** by Cindy Herr 2/25/2022 2:55:49 PM (Legal Asst Review)
-  *No monies owed in traffic fines or restitutions.*
 - The task was assigned to Cindy Herr. The due date is: March 8, 2022 5:00 PM 2/25/2022 2:51 PM
- Approve** by Ryan Foster 3/3/2022 9:20:49 AM (Lands Review)
- The task was assigned to Ryan Foster. The due date is: March 8, 2022 5:00 PM 2/25/2022 2:51 PM
- Approve** by Terry Eubank 3/9/2022 7:54:45 AM (Finance Review)
- The task was assigned to Terry Eubank. The due date is: March 14, 2022 5:00 PM 3/3/2022 9:20 AM
- Approve** by Scott Bloom 3/3/2022 9:33:17 AM (Legal Review)
- The task was assigned to Scott Bloom. The due date is: March 14, 2022 5:00 PM 3/3/2022 9:20 AM
- Approve** by Ryan Foster 3/3/2022 9:21:37 AM (P&Z Department Review)
- The task was assigned to Ryan Foster. The due date is: March 14, 2022 5:00 PM 3/3/2022 9:20 AM

Date

2/25/2022

Establishment Information

License Type

Beverage Dispensary

Licensee

G&P Inc.

Doing Business As

The White Moose

Premises Address

815 Frontage Rd.

City, State

Kenai, AK

Contact Information

Contact Licensee

George Pitsilionis

Contact Phone No.

907-283-2222

Contact Email

loriw@acsalaska.net

Additional Contact Information

Name

Lori Woitel

Phone No.

907-953-2021

Email

loriw@acsalaska.net

Documents

File Upload

#204 Complete Renewal Packet w Temp_LGB.pdf

4.76MB



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development ALCOHOL & MARIJUANA CONTROL OFFICE 550 West 7th Avenue, Suite 1600 Anchorage, AK 99501 Main: 907.269.0350

February 23, 2022

Kenai Peninsula Borough/ City of Homer ViaEmail:mjenkins@kpb.us;jvanhooose@kpb.us;jshewell@kpb.us;cjackinsky@kpb.us;maldridge@kpb.us;ncarver@kpb.us;slopez@kpb.us;jblankenship@kpb.us;assemblyclerk@kpb.us; mjacobsen@ci.homer.ak.us; clerk@cityofhomer-ak.gov

Re: Notice of 2022/2023 Liquor License Renewal Application

Table with 4 columns: License Type, Licensee, Doing Business As, License. Row 1: Beverage Dispensary, G & P, Inc, The White Moose, 204

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

[Handwritten signature of Glen Klinkhart]

Glen Klinkhart, Director amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

LIQUOR LICENSE

204

ISSUED

2/23/2022

ABC BOARD

2022 - 2023

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

TEMPORARY

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispens

[Empty box for license details]

LICENSE FEE: \$2,500.00

1104

CITY / BOROUGH: Kenai
Kenai Peninsula Borough

D/B/A: The White Moose
815 Frontage Road
Mail Address:
G & P, Inc.
PO Box 2917
Kenai, AK 99611

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

[Signature]

DIRECTOR

04-900 (REV 7/21)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

LIQUOR LICENSE

204

ISSUED

2/23/2022

ABC BOARD

2022 - 2023

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

TEMPORARY

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispens

[Empty box for license details]

LICENSE FEE: \$2,500.00

CITY / BOROUGH: Kenai
Kenai Peninsula Borough

D/B/A: The White Moose
815 Frontage Road
Mailing Address:
G & P, Inc.
PO Box 2917
Kenai, AK 99611

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 7/21)



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	G & P Inc	License #:	204
License Type:	Beverage Dispensary		
Doing Business As:	The White Moose		
Premises Address:	815 Frontage Rd Kenai AK 99611		
Local Governing Body:	City of Kenai, KPB		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:	PO Box 2917				
City:	Kenai	State:	AK	ZIP:	99611

Section 1 - Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	George Pitsilions	Contact Phone:	907 283 2222
Contact Email:	Loriw@ACSALASKA.net		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Lori Waitel	Contact Phone:	907 953 2021
Contact Email:	Loriw@ACSALASKA.net		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			



Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	64845 D
-----------------------	---------

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- **Corporations** of any type including non-profit must list ONLY the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- **Limited Liability Corporations**, of any type must list ONLY the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- **Partnerships** of any type, including Limited Partnerships must list ONLY the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	George Pitsillionis				
Title(s):	VP	President	Phone:	907 283 2222	% Owned: 100%
Mailing Address:	Po Box 2917				
City:	Kenai	State:	AK	ZIP:	99611

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

AMCO

DEC 2 2 2021



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an:		<input type="checkbox"/> Applicant	<input type="checkbox"/> Affiliate
Name:		Contact Phone:	
Mailing Address:			
City:		State:	ZIP:
Email:			

This individual is an:		<input type="checkbox"/> Applicant	<input type="checkbox"/> Affiliate
Name:		Contact Phone:	
Mailing Address:			
City:		State:	ZIP:
Email:			

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | 2020 | 2021 |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

Have **ANY** Notices of Violation been issued for this license **OR** has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021? Yes No

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

AMCO

DEC 2 2 2021



Form AB-17: 2022/2023 License Renewal Application

Section 6 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

[Handwritten Signature]

[Handwritten Signature]

Signature of licensee

Signature of Notary Public

George Pitsillionis
Printed name of licensee

Notary Public in and for the State of: ALASKA

My commission expires: 4/30/2024

Subscribed and sworn to before me this 19 day of October, 2021.

- Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site applications must include a completed Recreational Site Statement
- Tourism applications must include a completed Tourism Statement
- Wholesale applications must include a completed AB-25: Supplier Certification
- Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$ 2500	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ 2800

AMCO

DEC 2 2 2021

Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	G & P, INC.

Entity Type: Business Corporation

Entity #: 64845D

Status: Non-Compliant

AK Formed Date: 9/24/1998

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2022 [File Biennial Report](#)

Entity Mailing Address: PO BOX 2917, KENAI, AK 99611

Entity Physical Address: 811 MAIN ST, KENAI, AK 99611

Registered Agent

Agent Name: George Pitsilionis

Registered Mailing Address: PO BOX 2917, KENAI, AK 99611

Registered Physical Address: 11387 KENAI SPUR HWY, KENAI, AK 99611

Officials

Show Former

AK Entity #	Name	Titles	Owned
	George Pitsilionis	Director, President, Shareholder, Secretary, Treasurer, Vice President	100.00

Filed Documents

Date Filed	Type	Filing	Certificate
9/24/1998	Creation Filing	Click to View	
9/25/1998	Biennial Report		
6/06/2000	Biennial Report	Click to View	
2/04/2002	Biennial Report	Click to View	
6/10/2004	Biennial Report	Click to View	
7/10/2006	Change of Officials	Click to View	
4/19/2007	Biennial Report	Click to View	
7/06/2012	Biennial Report	Click to View	
7/06/2012	Biennial Report	Click to View	
7/06/2012	Biennial Report	Click to View	

Date Filed	Type	Filing	Certificate
4/16/2014	Biennial Report	Click to View	
2/29/2016	Biennial Report	Click to View	
2/23/2018	Biennial Report	Click to View	
8/20/2020	Biennial Report	Click to View	
2/25/2021	Change of Officials	Click to View	

[Close Details](#)

[Print Friendly Version](#)

License Detail

LICENSE DETAILS

License #: 2124218[Print Business License](#)**Business Name:** The White Moose**Status:** Active**Issue Date:** 02/09/2021**Expiration Date:** 12/31/2022**Mailing Address:** PO Box 2917
Kenai, AK 99611**Physical Address:** 815 Frontage Rd
Kenai, AK 99611

Owners

G & P, INC.

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722410 - DRINKING PLACES (ALCOHOLIC BEVERAGES)	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)[Print Friendly Version](#)



Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Johni Blankenship, MMC
Borough Clerk

2/24/2022

Sent via email: cityclerk@kenai.city

Kenai City Hall
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	G & P, Inc.
Business Name	:	The White Moose
License Type	:	Beverage Dispensary
License Location	:	815 Frontage Road, Kenai, AK 99611, City of Kenai
License No.	:	204
Application Type	:	License Renewal

Dear Ms. Saner,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Johni Blankenship, MMC
Borough Clerk

JB/JS

Encl.

cc: loriw@acsalaska.net;


- Submit** by Meghan Thibodeau 2/28/2022 12:52:11 PM (Form Submission)
- Approve** by Jeremy Hamilton 2/28/2022 12:52:32 PM (Fire Marshall Review)

 - The task was assigned to Jeremy Hamilton. The due date is: March 9, 2022 5:00 PM 2/28/2022 12:52 PM
- Approve** by Scott Curtin 3/15/2022 10:23:04 AM (Building Official Review)

 - The task was assigned to Scott Curtin. The due date is: March 9, 2022 5:00 PM 2/28/2022 12:52 PM
- Approve** by Dave Ross 3/7/2022 4:09:38 PM (Police Department Review)

 - The task was assigned to Dave Ross. The due date is: March 9, 2022 5:00 PM 2/28/2022 12:52 PM
- Approve** by Tina Williamson 2/28/2022 4:59:17 PM (Finance Asst Review)

 - The task was assigned to Tina Williamson. The due date is: March 9, 2022 5:00 PM 2/28/2022 12:52 PM
- Approve** by Cindy Herr 2/28/2022 1:44:40 PM (Legal Asst Review)

 -  *There are no monies owed in traffic fines or restitution.*
 - The task was assigned to Cindy Herr. The due date is: March 9, 2022 5:00 PM 2/28/2022 12:52 PM
- Approve** by Ryan Foster 3/3/2022 9:21:01 AM (Lands Review)

 - The task was assigned to Ryan Foster. The due date is: March 9, 2022 5:00 PM 2/28/2022 12:52 PM
- Approve** by Terry Eubank 3/9/2022 7:55:16 AM (Finance Review)

 - The task was assigned to Terry Eubank. The due date is: March 14, 2022 5:00 PM 3/3/2022 9:21 AM
- Approve** by Scott Bloom 3/3/2022 9:33:08 AM (Legal Review)

 - The task was assigned to Scott Bloom. The due date is: March 14, 2022 5:00 PM 3/3/2022 9:21 AM
- Approve** by Ryan Foster 3/3/2022 9:21:46 AM (P&Z Department Review)

 - The task was assigned to Ryan Foster. The due date is: March 14, 2022 5:00 PM 3/3/2022 9:21 AM

AMCO License Application

Date

2/28/2022

Establishment Information

License Type

Restaurant/Eating Place

Licensee

Jennifer Lee

Doing Business As

New Peking Restaurant

Premises Address

145 S. Willow Street

City, State

Kenai, AK

Contact Information

Contact Licensee

Jennifer Lee

Contact Phone No.

907-252-9221

Contact Email

jnjoolee@yahoo.com

Additional Contact Information

Name

Phone No.

Email

Documents

File Upload

#3239 LGB Renewal Notice.pdf

258.74KB

#3239 Complete Renewal Packet w Temp LGB.pdf

4.3MB



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

February 28, 2022

Kenai Peninsula Borough/ City of Homer

Via Email: jshewell@kpb.us; cjackinsky@kpb.us; maldridge@kpb.us; ncarver@kpb.us;
slopez@kpb.us; jblankenship@kpb.us; assemblyclerk@kpb.us; cityclerk@kenai.city

Re: Notice of 2022/2023 Liquor License Renewal Application

License Type:	Restaurant Eating Place	License	3239
Licensee:	Jennifer Lee		
Doing Business As:	New Peking Restaurant		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

LIQUOR LICENSE

3239

ISSUED

2022 - 2023

2/28/2022

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

ABC BOARD

TEMPORARY

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating

[Empty box for license type details]

LICENSE FEE: \$600.00

1130

CITY / BOROUGH: Kenai
Kenai Peninsula Borough

D/B/A: New Peking Restaurant
145 S Willow Street

Mail Address:
Jennifer Lee
145 S. Willow St
Kenai, AK 99611

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

[Signature]

DIRECTOR

04-900 (REV 7/21)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

LIQUOR LICENSE

3239

ISSUED

2022 - 2023

2/28/2022

LICENSE RENEWAL APPLICATION DUE
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Kenai Peninsula Borough

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Mailing Address:
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ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 7/21)



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Jennifer Lee	License #:	3239
License Type:	Restaurant / Eating place		
Doing Business As:	New Peking Restaurant		
Premises Address:	145 S. Willow St.		
Local Governing Body:	City of Kenai (Kenai Peninsula Borough)		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 1 - Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Jennifer Lee	Contact Phone:	(907) 252-9224
Contact Email:	jnyoolee@yahoo.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			



Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.
<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	
-----------------------	--

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- **Corporations of any type including non-profit** must list ONLY the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- **Limited Liability Corporations, of any type** must list ONLY the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- **Partnerships of any type, including Limited Partnerships** must list ONLY the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: Applicant Affiliate

Name:	Jennifer Lee		Contact Phone:	907) 252-9224	
Mailing Address:	145 S. Willow St				
City:	Kenai	State:	AK	ZIP:	99611
Email:	jnyxoollee@yahoo.com				

This individual is an: Applicant Affiliate

Name:			Contact Phone:		
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | | |
|---|-------------------------------------|-------------------------------------|
| | 2020 | 2021 |
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

Have ANY Notices of Violation been issued for this license OR has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021? Yes No

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

AMCO

DEC 2 2021



Form AB-17: 2022/2023 License Renewal Application

Section 6 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Signature of licensee: [Signature]
 Printed name of licensee: Jennifer Lee

Signature of Notary Public: [Signature]
 My Commission Expires: July 29, 2023

CHRISTEL A. BRITO
 Notary Public
 State of Alaska
 My Commission Expires: July 29, 2023

Notary Public in and for the State of: Alaska
 My commission expires: July 29, 2023

Subscribed and sworn to before me this 22nd day of December, 2021.

- Restaurant/Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site** applications must include a completed Recreational Site Statement
- Tourism** applications must include a completed Tourism Statement
- Wholesale** applications must include a completed AB-25: Supplier Certification
- Common Carrier** applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$ <u>600</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ <u>900</u>

License Detail

LICENSE DETAILS

License #: 1105645

[Print Business License](#)

Business Name: NEW PEKING

Status: Active

Issue Date: 12/31/2018

Expiration Date: 12/31/2023

Mailing Address: 145 S. WILLOW ST.
KENAI, AK 99611

Physical Address: 145 s willow st
kenai, AK 99611

Owners

JENNIFER LEE

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722110 - FULL-SERVICE RESTAURANTS	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)

[Print Friendly Version](#)



Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Johni Blankenship, MMC
Borough Clerk

2/28/2022

Sent via email: cityclerk@kenai.city

Kenai City Hall
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	L&K Enterprises LLC
Business Name	:	New Peking and Sushi
License Type	:	Restaurant/Eating Places
License Location	:	145 S Willow Street, City of Kenai
License No.	:	3239
Application Type	:	License Renewal

Dear Ms. Saner,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Johni Blankenship, MMC
Borough Clerk

JB/JS

Encl.

cc: jnjyoolee@yahoo.com;


- Submit** by Meghan Thibodeau 3/15/2022 2:21:43 PM (Form Submission)
- Approve** by Jeremy Hamilton 3/15/2022 3:12:38 PM (Fire Marshall Review)

 - The task was assigned to Jeremy Hamilton. The due date is: March 24, 2022 5:00 PM 3/15/2022 2:21 PM
- Approve** by Scott Curtin 3/15/2022 2:58:27 PM (Building Official Review)

 - The task was assigned to Scott Curtin. The due date is: March 24, 2022 5:00 PM 3/15/2022 2:21 PM
- Approve** by Dave Ross 3/15/2022 2:43:02 PM (Police Department Review)

 - The task was assigned to Dave Ross. The due date is: March 24, 2022 5:00 PM 3/15/2022 2:21 PM
- Approve** by Tina Williamson 3/15/2022 2:59:30 PM (Finance Asst Review)

 - The task was assigned to Tina Williamson. The due date is: March 24, 2022 5:00 PM 3/15/2022 2:21 PM
- Approve** by Cindy Herr 3/15/2022 2:56:03 PM (Legal Asst Review)

 -  *There are no monies owed in traffic fines or restitution*
 - The task was assigned to Cindy Herr. The due date is: March 24, 2022 5:00 PM 3/15/2022 2:21 PM
- Approve** by Ryan Foster 3/15/2022 2:29:44 PM (Lands Review)

 - The task was assigned to Ryan Foster. The due date is: March 24, 2022 5:00 PM 3/15/2022 2:21 PM
- Approve** by Terry Eubank 3/16/2022 9:03:36 AM (Finance Review)

 - The task was assigned to Terry Eubank. The due date is: March 24, 2022 5:00 PM 3/15/2022 2:59 PM
- Approve** by Scott Bloom 3/15/2022 3:03:08 PM (Legal Review)

 - The task was assigned to Scott Bloom. The due date is: March 24, 2022 5:00 PM 3/15/2022 2:59 PM
- Approve** by Ryan Foster 3/15/2022 3:00:01 PM (P&Z Department Review)

 - The task was assigned to Ryan Foster. The due date is: March 24, 2022 5:00 PM 3/15/2022 2:59 PM

AMCO License Application

Date

3/15/2022

Establishment Information

License Type

Restaurant/Eating Place

Licensee

Jersey Subs, Inc.

Doing Business As

Jersey Subs

Premises Address

106 S. Willow St #3

City, State

Kenai, AK

Contact Information

Contact Licensee

Chris Fallon

Contact Phone No.

9072839898

Contact Email

jerseysubsak@gmail.com

Additional Contact Information

Name

Kathy Musick

Phone No.

9072524414

Email

jerseysubsak2@icloud.com

Documents

File Upload

5900 2022-2023 Complete Renewal Application.pdf

4.76MB

5900 LGB Renewal Notice.pdf

197.49KB



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development ALCOHOL & MARIJUANA CONTROL OFFICE 550 West 7th Avenue, Suite 1600 Anchorage, AK 99501 Main: 907.269.0350

March 15, 2022

City of Kenai, Kenai Peninsula Borough Via Email: cityclerk@kenai.city; mjenkins@kpb.us; jvanhooose@kpb.us; cjackinsky@kpb.us; maldridge@kpb.us; ncarver@kpb.us; slopez@kpb.us; jblankenship@kpb.us; assemblyclerk@kpb.us

Re: Notice of 2022/2023 Liquor License Renewal Application

Table with 4 columns: License Type, Licensee, Doing Business As, License Number. License Type: Restaurant/Eating Place, License Number: 5900.

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

[Handwritten signature of Glen Klinkhart]

Glen Klinkhart, Director amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

2022-2023 Master Checklist: Renewal License Application

Doing Business As:	Jersey Subs	License Number:	5900
License Type:	Restaurant/Eating Place		
Examiner:	Carrie	Transaction #:	100307554

Document	Received	Completed	Notes
AB-17: Renewal Application	11/9	3/14/22	
App and License Fees	11/30	11/30/21	Pending

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit	11/9	3/14/22	
COI / COC / 5 Star / FAA Cert			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No	N/A
CBPL Entity Printout included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business License Copy included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Background(s) Completed & Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Consideration: _____			Board Meeting Date: <u>4/12/22</u>
LGB Sent Date: <u>3/15/22</u>			LGB Deadline Date: <u>6/11/2022</u>
LGB 1 Name: <u>City of Kenai</u>			LGB 2 Name: <u>KPB</u>
<input type="checkbox"/> Waive	<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive
<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive	<input type="checkbox"/> Protest
<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive	<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed



550 W 7th Avenue,
Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov

https://www.commerce.alaska.gov/web/amco

Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Jersey Subs Inc	License #:	260825 5900
License Type:	restaurant eating place		
Doing Business As:	Jersey Subs		
Premises Address:	106, S. Willow #3		
Local Governing Body:	city of Kenai		
Community Council:	Kenai City Council		

If your mailing address has changed, write the NEW address below:

Mailing Address:	P.O Box 242		
City:	Kasilof	State:	AK
		ZIP:	99610

Section 1 - Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Chris Fallon	Contact Phone:	(907) 283-9898
Contact Email:	jerseysubsak@gmail.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Kathy Musick	Contact Phone:	(907) 252-4414
Contact Email:	jerseysubsak2@icloud.com		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			



Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	9201160115 665510
-----------------------	------------------------------

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

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DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

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 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of any type must list ONLY the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of any type, including Limited Partnerships must list ONLY the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	Chris Fallon			
Title(s):	President	Phone:	(907)3945266	% Owned: 50
Mailing Address:	P.O. Box 24			
City:	Kasilof	State:	AK	ZIP: 99610

Name of Official:	Kathys Musick			
Title(s):	Treasurer Vice President	Phone:	(907)55-4414	% Owned: 50
Mailing Address:	P.O. Box 24			
City:	Kasilof	State:	AK	ZIP: 99610

Name of Official:				
Title(s):		Phone:		% Owned:
Mailing Address:				
City:		State:		ZIP:

AMCO

AMCO NOV 09 2021

MAR 14 2022



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within **10 days** of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an:	<input checked="" type="checkbox"/> Applicant	<input type="checkbox"/> Affiliate
Name:		
Contact Phone:		
Mailing Address:		
City:	State:	ZIP:
Email:		
This individual is an:	<input checked="" type="checkbox"/> Applicant	<input type="checkbox"/> Affiliate
Name:		
Contact Phone:		
Mailing Address:		
City:	State:	ZIP:
Email:		

Section 4 – License Operation

Check **ONE BOX** for **EACH CALENDAR YEAR** that best describes how this liquor license was operated:

- | | | |
|--|-------------------------------------|-------------------------------------|
| | 2020 | 2021 |
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i>
<u>If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.</u> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 5 – Violations and Convictions

Have ANY Notices of Violation been issued for this license OR has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021? Yes No

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.



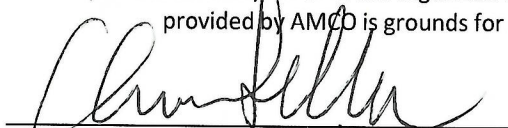
Form AB-17: 2022/2023 License Renewal Application

Section 6 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.


 Signature of licensee
 Chris Fallon
 Printed name of licensee


 Signature of Notary Public

Notary Public in and for the State of: Alaska

My commission expires: 7-29-2025

Subscribed and sworn to before me this 5 day of November, 2021.



- Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site applications must include a completed Recreational Site Statement
- Tourism applications must include a completed Tourism Statement
- Wholesale applications must include a completed AB-25: Supplier Certification
- Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$ <u>1000</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ <u>900</u>



ENTITY DETAILS

Name(s)

Type	Name
Legal Name	JERSEY SUBS, INC.

Entity Type: Business Corporation

Entity #: 66551D

Status: Good Standing

AK Formed Date: 4/13/1999

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2023

Entity Mailing Address: PO BOX 242, KASILOF, AK 99610

Entity Physical Address: 44224 STERLING HWY, SOLDONTA, AK 99669

Registered Agent

Agent Name: Chris Fallon

Registered Mailing Address: PO BOX 242, KASILOF, AK 99610

Registered Physical Address: 44224 STERLING HWY, SOLDOTNA, AK 99669

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Chris Fallon	President, Director, Shareholder	50.00
	Kathleen Musick	Vice President, Treasurer, Director, Secretary, Shareholder	50.00

Filed Documents

Date Filed	Type	Filing	Certificate
4/13/1999	Creation Filing		
5/20/1999	Biennial Report		
9/05/2001	Biennial Report	Click to View	
6/12/2003	Election or Resolution to Dissolve	Click to View	
7/24/2003	Biennial Report	Click to View	
1/03/2005	Biennial Report	Click to View	
12/29/2006	Biennial Report	Click to View	
5/13/2010	Biennial Report	Click to View	
4/01/2011	Biennial Report	Click to View	

Date Filed	Type	Filing	Certificate
12/11/2012	Biennial Report	Click to View	
2/13/2015	Biennial Report	Click to View	
12/13/2016	Biennial Report	Click to View	
9/02/2019	Biennial Report	Click to View	
4/27/2021	Biennial Report	Click to View	

[Close Details](#)

[Print Friendly Version](#)

LICENSE DETAILS

License #: 260825

[Print Business License](#)

Business Name: JERSEY SUBS, INC.

Status: Active

Issue Date: 01/04/1999

Expiration Date: 12/31/2023

Mailing Address: PO BOX 242
KASILOF, AK 99610

Physical Address: 44224 STERLING HWY
SOLDOTNA, AK 99669

Owners

JERSEY SUBS, INC.

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722110 - FULL-SERVICE RESTAURANTS	
72 - Accommodation and Food Services	722330 - MOBILE FOOD SERVICES	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

Start Date	End Date
1/1/2018	2/8/2018

[Close License Detail](#)

[Print Friendly Version](#)



Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Johi Blankenship, MMC
Borough Clerk

3/15/2022

Sent via email: cityclerk@kenai.city

Kenai City Hall
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	Jersey Subs, Inc.
Business Name	:	Jersey Subs
License Type	:	Restaurant/Eating Places - Public Convenience
License Location	:	106 S. Willow Street, Suite #3, Kenai, AK 99611, City of Kenai
License No.	:	5900
Application Type	:	License Renewal

Dear Ms. Saner,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Johi Blankenship, MMC
Borough Clerk

cc: jerseysubsak@gmail.com;



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3277-2022**

AN ORDINANCE ACCEPTING A GRANT FROM THE FEDERAL AVIATION ADMINISTRATION UNDER THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATION ACT, 2021 AND APPROPRIATING FUNDS INTO THE SPECIAL REVENUE FUND.

WHEREAS, on March 17, 2021 Ordinance 3195-2021 authorized the City Manager to execute grant 3-02-0142-066-2021 accepting Federal Aviation Administration (FAA) grant funds in the amount of \$1,282,840; and,

WHEREAS, under the provisions of the Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act, the FAA has calculated a reallocation of CRRSA Act funds to primary U.S. airports based on the amount of funds remaining after eligible U.S. airports declined or failed to claim their funds; and,

WHEREAS, the result of the reallocation has caused the FAA to amend the Airport Coronavirus Relief Grant Program (ACRGP) Grant Agreement, referenced above, to increase the maximum obligation of the ACRGP grant to the Kenai Municipal Airport; and,

WHEREAS, this amendment commits the FAA, acting for and on behalf of the United States of America, to increase the maximum obligation of the United States by \$137 (from \$1,282,840.00 to \$1,282,977.00); and,

WHEREAS, this constitutes Amendment No. 1 to the above-referenced ACRGP Grant Agreement; and,

WHEREAS, all other terms and conditions of the CRRSA Grant Agreement remain in full force and effect; and,

WHEREAS, keeping the Airport in reliable, safe operation 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 additional grant money in the amount of \$137 for operational expenses.

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

Airport Fund:

Increase Estimated Revenues - Federal Grants	<u>\$137</u>
Increase Appropriations - Administration – Contingency	<u>\$137</u>

Section 3. That the City Manager is authorized to accept grant funding for \$137 from the Federal Aviation Administration and to execute grant agreements and to expend grant funds to fulfill the purpose and intent of this ordinance.

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 20TH DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: April 6, 2022
Enacted: April 20, 2022
Effective: April 20, 2022



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Eland Conway, Airport Manager
DATE: March 23, 2022
SUBJECT: **Ordinance 3277-2022 – Additional Kenai Airport CRRSA Grant Funds**

On March 17, 2021 Ordinance 3195-2021 provided legislative action designating authority for execution of Federal Assistance in the Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act:

FAA Grant 3-02-0142-066-2021 in the amount of \$1,282,840 to provide funding for operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.

On August 17, 2021 Grant 3-02-0142-066-2021 was amended, Amendment No.1, by the FAA on behalf of the United States of America, to increase the maximum obligation of the United States by \$137.00 (from \$1,282,840.00 to \$1,282,977.00).

Ordinance 3277-2022 provides legislative action designating authority to accept the additional \$137.00.

The additional \$137.00 is a result of a reallocation of CRRSA Act funds to primary U.S. airports based on the amount of funds remaining after eligible U.S. airports declined or failed to claim their funds.

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3278-2022**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT SPECIAL REVENUE AND AIRPORT IMPROVEMENTS CAPITAL PROJECT FUNDS AND AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT AMENDMENT TO COMPLETE DESIGN PHASE SERVICES FOR THE KENAI MUNICIPAL AIRPORT RUNWAY REHABILITATION PROJECT.

WHEREAS, on March 16, 2020 HDL Engineering was awarded a term service agreement for Professional Engineering Services on Kenai Municipal Airport Capital Improvement Projects; and,

WHEREAS, on May 13, 2021 an agreement was executed with HDL Engineering to provide services identified as Task 4, in the amount of \$250,000, to perform preliminary Engineering services on the assessment of the current runway conditions, performed in coordination with the Federal Aviation Administration (FAA); and,

WHEREAS, the condition assessment determined that moving forward with formal design to provide for the complete rehabilitation of the runway was appropriate at this time; and,

WHEREAS, this Ordinance covers Task 8 under HDL Engineering’s agreement which takes the preliminary assessment and associated design work to date from a 35% conceptual design to completed bid ready construction documents for the proposed fee of \$781,833; and,

WHEREAS, the total proposed design fee will be \$1,031,833 and shall cover all work from initial inception through the bid phase; and,

WHEREAS, current construction cost estimates for the project as detailed within the current Capital Improvement Plan total \$22,790,000; and,

WHEREAS, additional funding of \$25,000 to cover City Administrative Services as well as \$25,000 in contingency to cover any additional unanticipated costs are also requested with this Ordinance; and,

WHEREAS, all of the costs associated with this Ordinance are anticipated to be grant eligible from the FAA with the normal 93.75% FAA / 6.25% City share cost split, to be included within one grant once construction documents and refined cost estimates have been completed; and,

WHEREAS, approval of this Ordinance 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 estimated revenues and appropriations be increased as follows:

Airport Special Revenue Fund:

Increase Estimated Revenues –
Appropriation of Fund Balance \$831,833

Increase Appropriations –
Transfer to Airport Improvement Capital Project Fund \$831,833

Airport Improvement Capital Project Fund:

Increase Estimated Revenues –
Transfer from Airport Special Revenue Fund \$831,833

Increase Appropriations:
KMA Runway Rehabilitation Project \$831,833

Section 2. That the City Manager is authorized to execute a Contract Amendment with HDL Engineering in the amount of \$806,833 and increase their existing Purchase Order 122479 by that same amount.

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 20TH DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: April 6, 2022
Enacted: April 20, 2022
Effective: April 20, 2022



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Director of Public Works
DATE: March 30, 2022
SUBJECT: Ordinance 3278-2022

Ordinance 3278-2022 provides for the continued Design progression to bid ready construction documents for the rehabilitation of the Kenai Municipal Airport Runway. The runway, originally constructed in 1965 at a length of 5000', was extended to 7500' in 1968. In 1988 geotextile fabric was installed and the runway was overlaid with 2" of Hot Mix Asphalt. In 2007 the runway underwent a 2" mill and overlay of the runway surface with the application of surface grooving, it was also extended by another 280 feet to the north at this time.

Since 2007, through normal wear and tear and multiple Alaska winters, the existing pavement is experiencing extensive transverse and longitudinal cracking. Rehab projects typical to the 2007 project are expected to provide 10 years of useful life and we are well beyond that today.

The runway and airport is integral to the City of Kenai and the Kenai Peninsula Borough at large. The facility is a City owned public use 14 CFR Part 139 Class 1 Airport receiving more than 100k+ enplanements per year. Completion of this work will allow this asset to continue to operate for years to come.

The project will provide a new runway surface, drainage improvements, modernized lighting as well as updated markings. Completion of this work is in the best interest of the City. Council's support is respectfully requested.





**CITY OF KENAI
ORDINANCE NO. 3279-2022**

AN ORDINANCE ACCEPTING AND APPROPRIATING A STATE OF ALASKA GRANT PASSED THROUGH THE SOUTHERN REGION EMS COUNCIL, INC., FOR THREE SCOOP STRETCHERS, THREE ADULT VACUUM SPLINTS AND THREE PEDIATRIC VACUUM SPLINTS.

WHEREAS, the Kenai Fire Department has been awarded a Code Blue Phase 22 Grant from the Southern Region EMS Council (EMS Council), Inc.; and,

WHEREAS, the EMS Council will provide the City with three scoop stretchers, three adult vacuum splints and three pediatric vacuum splints; and,

WHEREAS, the cost for the scoop stretchers are \$2,951, the adult vacuum splits are \$1,122 and the pediatric vacuum splits are \$1,149, of which the Fire Department will provide 10% matching funds from its operating budget to the EMS Council; and,

WHEREAS, the Fire Department has within its budget, the funds available to meet the required 10% matching funds: and,

WHEREAS, it is in the best interest of the City to accept grant funding to purchase this equipment.

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 in the amount of \$4,699.80 from the State of Alaska passed through the Southern Regions EMS Council, Inc. for three scoop stretchers, three adult vacuum splints and three pediatric vacuum splints.

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

General Fund:

Increase Estimated Revenues – State Grants - Fire	<u>\$4,699.80</u>
--	-------------------

Increase Appropriations – Fire Department Small Tools	<u>\$4,699.80</u>
--	-------------------

Section 3. That the City Manager is authorized to execute a grant agreement and to expend the grant in compliance with grant conditions and this ordinance.

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 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 20th DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced: April 6, 2022
Enacted: April 20, 2022
Effective: April 20, 2022



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: Paul Ostrander, City Manager

FROM: Tony Prior, Fire Chief

DATE: March 31, 2022

SUBJECT: **Ordinance 3279-2022 Southern Region EMS Council Code Blue Grant**

The City of Kenai Fire Department was successful in receiving a grant from the State of Alaska Southern Region EMS Council for their Code Blue, Phase 22 cycle. We applied for a grant to purchase immobilization equipment to be placed on our ambulances for medical treatment of patients suffering trauma. The items approved in our grant submission were items we identified as needing to be replaced from our current inventory of equipment.

The grant total was for \$4,699.80, with a 10% match requirement for a total expenditure of \$5,222.00. We have within our budget the funds available to provide the 10% match to purchase these items, and we are requesting approval to accept this grant.

Your consideration of accepting this grant is greatly appreciated.



1010 W Northern Lights Blvd, Anchorage, AK 99503
 (907) 562-6449 FAX: (907) 562-9893 www.sremsc.org

March 21, 2022

Mark Andersen
 Kenai Fire Department
 105 S Willow St.,
 Kenai, AK 99611

RE: Code Blue Phase 22

Dear Mr. Andersen:

The Code Blue Phase 22 equipment request submitted by your agency for consideration has gone through a rigorous review process. There have been multiple review steps along the way, which include Southern Region staff, Board of Directors Equipment Review Committee, the Southern Region Board of Directors, and finally the Statewide Code Blue Steering Committee.

During these steps, items have been considered based on many established criteria, including whether they are essential EMS equipment as defined in the statewide Code Blue manual (e.g., items for patient care/transport, EMS education, etc.), whether they meet minimum criteria, the reasonableness of the request, application to the community setting, documentation of need, costs, how they fit into regional and statewide priorities, medical direction, and a host of others. In addition, there are always more requests than can ultimately be funded, so some simply do not make the list, or their funding is capped.

The portion of funding we receive from the State via the Governor's Capital Equipment bill is currently pending in the legislative process. Once we have been notified, we will be contacting you to see if you still need the items and if you still have the community match available.

If your item is listed below as **Approved**, your project(s) are on the State Code Blue Equipment list and pending grant processes. If it is **Changed**, it was altered within the review process and an explanation will be detailed below. If it is listed as **Not Funded**, it will not be considered in this Code Blue phase and an explanation will be detailed below.

Item	Status	Local Match	STATE	UNMET	Total
Scoop Stretcher (3ea.)	Approved	\$295.10	\$2,655.90	\$0*	\$2,951
Vacuum Splint (3ea.)	Approved	\$112.20	\$1,009.80	\$0*	\$1,122
Vacuum Splint – Peds (3ea.)	Approved	\$114.90	\$1,034.10	\$0*	\$1,149

*Your service is responsible for both the local match and any unmet funds.

Thank you for all you do for EMS in Alaska. At Southern Region, we are working hard to support you in every way that we can.

Sincerely,

Michael M. Forcier, CEO

CC: Ryon Turley, Subregional Coordinator



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3280-2022**

AN ORDINANCE ACCEPTING AND APPROPRIATING A VOLUNTEER FIRE ASSISTANCE GRANT FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE PASSED THROUGH THE STATE OF ALASKA DIVISION OF FORESTRY FOR THE PURCHASE OF FORESTRY FIREFIGHTING EQUIPMENT.

WHEREAS, the City of Kenai Fire Department is a cooperator with Division of Forestry and has contracted personnel and equipment on major fire incidents on the Kenai Peninsula; and,

WHEREAS, grant funding will be used to purchase personal protective equipment (PPE) for our personnel, to be used while responding to Forest Fire Incidents; and,

WHEREAS, additional equipment will be purchased to improve response capabilities in our service area to assist the Division of Forestry on incidents as a cooperator; and,

WHEREAS, the State of Alaska Division of Forestry has provided a grant in the amount of \$4,864.50 to assist the City of Kenai Fire Department in purchasing forestry firefighting gear, and,

WHEREAS, appropriation of this grant for its intended purpose 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. That the City Manager is authorized to accept a grant from the United States Department of Agriculture Forest Service passed through the State of Alaska Division of Forestry in the amount of \$4,864.50 for the purchase of forestry firefighting equipment and is authorized to execute a grant agreement and to expend the grant funds to fulfill the purpose and intent of this Ordinance.

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

General Fund:

Increase Estimated Revenues –	
Federal Grant – Fire	<u>\$4,864.50</u>
Increase Appropriations –	
Fire – Small Tools/Minor Equipment	<u>\$4,864.50</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 20TH DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced: April 6, 2022
Enacted: April 20, 2022
Effective: April 20, 2022



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: Paul Ostrander, City Manager

FROM: Tony Prior, Fire Chief

DATE: March 23, 2022

SUBJECT: **Ordinance 3280-2022 – Volunteer Fire Assistance Grant**

The City of Kenai Fire Department has been awarded a Volunteer Fire Assistance (VFA) grant in the amount of \$4,864.50 for the purchase of forestry firefighting gear from the United States Department of Agriculture Forest Service through State of Alaska Division of Forestry. The grant will fund the purchase of forestry firefighting Personal Protective Equipment (PPE), along with equipment to place on our designated forestry response apparatus. This gear and equipment will enable us to respond appropriately with tools needed on forestry incidents.

Your consideration is appreciated.



Division of Forestry

550 West 7th Avenue, Suite 1450
Anchorage, AK 99501-3561
Main: 907.269-8463
Fax: 907-269-8931

March 15, 2022

Dear Volunteer Fire Department:

Thank you for applying for the 2022 Volunteer Fire Assistance (VFA) grants. Forty (40) volunteer fire departments applied for a VFA grant requesting a total of \$188,493 in assistance. All forty (40) VFDs will receive some level of funding. A total of \$186,091 was awarded. This letter is the official notification.

The enclosed spreadsheet lists all applicants and amount requested/amount awarded. If a fire department was awarded a grant, the amount awarded will be listed in the column titled "Amount Awarded". If a VFD did not receive any funding or will be receiving a partial award, please contact your respective DOF Fire Management Officer with any questions you may have.

- Checks will be distributed electronically by association with the VFD's SOA vendor number and the SOA electronic payment agreement. Electronic disbursements are expected by May 2022.
- To be eligible for a 2023 VFA grant, compliance documentation, such as copies of receipts for 2022 grant expenditures, must be submitted to your nearest Forestry office at the time of, or prior to, submitting a 2022 application.
- Volunteer Fire Assistance is an award of Federal Financial Assistance with funding from the USDA Forest Service. Prime and sub-recipients to this award are subject to OMB guidance in sub-parts A through F of 2 CFR Part 200 as adapted and supplemented by the USDA in 2 CFR Part 400. Adaption by USDS of the OMB guidance in 2 CFR 400 gives regulatory effect to OMB guidance in 2 CFR 200 where full text may be found.
- The brochure, Complying with Civil Rights, FS-850, can be found at:
www.fs.usda.gov/internet/fse_documents/fseprd526908.pdf
- The OMB Circulars are available on the internet at www.ecfr.gov.

If an application was not fully successful do not be discouraged and continue to apply every year by submitting a completed online application package by the deadline.

Sincerely,

Sarah Saarloos, Fire Staff Officer

2022 VFA Grant Awards

Fire Department	Amount Requested	Amount Awarded	Division of Forestry Office
Delta Junction VFD	\$4,454.59	\$4,454.59	Delta Area Office
Rural Deltana VFD	\$5,000.00	\$5,000.00	Delta Area Office
Chena-Goldstream Fire & Rescue	\$5,000.00	\$5,000.00	Fairbanks Area Office
City of Anderson	\$5,000.00	\$5,000.00	Fairbanks Area Office
McKinley VFD	\$4,599.00	\$4,599.00	Fairbanks Area Office
North Pole FD	\$5,000.00	\$5,000.00	Fairbanks Area Office
North Star VFD	\$4,431.60	\$4,431.60	Fairbanks Area Office
Salcha Fire & Rescue	\$4,297.50	\$4,297.50	Fairbanks Area Office
Steese Area VFD	\$5,000.00	\$5,000.00	Fairbanks Area Office
Tri-Valley VFD	\$4,976.00	\$4,976.00	Fairbanks Area Office
Bear Creek Fire/EMS Department	\$4,370.76	\$4,370.76	Kenai Kodiak Area Office
Central Emergency Services	\$4,209.57	\$4,209.57	Kenai Kodiak Area Office
Cooper Landing VFD	\$4,968.00	\$4,968.00	Kenai Kodiak Area Office
Homer VFD	\$4,717.80	\$4,717.80	Kenai Kodiak Area Office
Kachemak Emerg. Services	\$4,981.50	\$4,981.50	Kenai Kodiak Area Office
Kenai FD	\$4,864.50	\$4,864.50	Kenai Kodiak Area Office
Lowell Point VFD	\$5,000.00	\$5,000.00	Kenai Kodiak Area Office
Nikiski FD	\$4,406.40	\$4,406.40	Kenai Kodiak Area Office
Seward FD	\$4,765.80	\$4,765.80	Kenai Kodiak Area Office
Western Emergency Services Area	\$5,000.00	\$5,000.00	Kenai Kodiak Area Office
Womens Bay VFD	\$4,170.95	\$4,170.95	Kenai Kodiak Area Office
Caswell Lakes FSA #135	\$4,999.99	\$4,999.99	Mat Su Area
Chickaloon Fire Service, Inc.	\$4,995.00	\$4,995.00	Mat Su Area
Girdwood Vol. Fire & Rescue, Inc.	\$4,755.98	\$4,755.98	Mat Su Area
Houston FD	\$4,815.00	\$4,815.00	Mat Su Area
Mat-Su Borough-West Lakes FSA	\$3,910.77	\$3,910.77	Mat Su Area
Palmer Fire and Rescue	\$5,000.00	\$5,000.00	Mat Su Area
Talkeetna VFD	\$5,000.00	\$5,000.00	Mat Su Area
Willow VFD	\$4,999.99	\$4,999.99	Mat Su Area
Gustavus VFD	\$4,778.44	\$3,946.14	Southeast Alaska
Ketchikan International Airport FD	\$5,000.00	\$5,000.00	Southeast Alaska
Sitka FD	\$3,384.00	\$3,384.00	Southeast Alaska
Thorne Bay VFD	\$4,547.25	\$4,547.25	Southeast Alaska
Yakutat VFD	\$4,905.65	\$4,905.65	Southeast Alaska
Tok VFD	\$4,066.64	\$2,496.59	Tok Area Office
Gakona VFD	\$4,905.00	\$4,905.00	Valdez-Copper River Area Office
GlennRich Fire Rescue	\$5,000.00	\$5,000.00	Valdez-Copper River Area Office
Kennicott/McCarthy VFD	\$4,973.00	\$4,973.00	Valdez-Copper River Area Office
Kenny Lake VFD	\$4,743.00	\$4,743.00	Valdez-Copper River Area Office
Valdez FD	\$4,499.99	\$4,499.99	Valdez-Copper River Area Office
GRAND TOTAL	\$188,493.67	\$186,091.32	



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3281-2022**

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

WHEREAS, as the Kenai Senior Center is a current grantee under the State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services, it has been awarded a \$45,721.74 amendment to the FY22 Nutrition, Transportation, and Services (NTS) grant for services offered beginning March 1, 2022 – June 30, 2022; 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 a grant in the amount of \$ 45,721.74 from the State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services for Kenai Senior Center expenditures in support of its response to the COVID-19 Public Health Emergency.

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

Senior Citizen Fund:

Increase Estimated Revenues –
Federal Grants \$45,721.74

Increase Appropriations –
Operating and Repair Supplies \$45,721.74

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 20TH DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced:	April 6, 2022
Enacted:	April 20, 2022
Effective:	April 20, 2022



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Kathy Romain, Senior Center Director
DATE: March 29, 2022
SUBJECT: Ordinance 3281-2022 – NTS Grant Amendment

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.

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 additional amount of \$45,721.74 for FY22. These funds will be utilized to provide additional operating supplies for home and congregate meals.

Your support for Ordinance 3276-2022 is greatly appreciated.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3282-2022**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE WATER AND SEWER SPECIAL REVENUE FUND AND WASTEWATER TREATMENT PLANT IMPROVEMENTS CAPITAL PROJECT FUND TO PROVIDE SUPPLEMENTAL FUNDING FOR THE SLUDGE PRESS REPLACEMENT PROJECT.

WHEREAS, the Design Phase for the Sludge Press Replacement Project is nearing completion with an anticipated Invitation to Bid for Construction planned for June 2022; and,

WHEREAS, this is the priority one project for the Department to replace a 40+ year old piece of equipment which staff continues to regularly perform excess maintenance on to ensure its continued operation; and,

WHEREAS, during the design phase, the engineering team identified multiple code required issues which need to be addressed to allow for the equipment replacement to take place; and,

WHEREAS, these additional issues require additional funding in the amount of \$840,000, bringing the total funding to date for the project to \$2,040,000; and,

WHEREAS, completion of this work is essential for the continued safe operation of the facility within regulatory requirements.

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

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

Water and Sewer Special Revenue Fund:

Increase Estimated Revenues –		
Appropriation of Fund Balance		<u>\$840,000</u>

Increase Appropriations –		
Transfer to Wastewater Treatment Plant Improvements Capital Project Fund		<u>\$840,000</u>

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

Wastewater Treatment Plant Improvements Capital Project Fund:

Increase Estimated Revenues –		
Transfer from Water and Sewer Fund		<u>\$840,000</u>

Increase Appropriations –		
Construction		<u>\$840,000</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 20TH DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced: April 6, 2022
Enacted: April 20, 2022
Effective: April 20, 2022



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Director of Public Works
DATE: March 30, 2022
SUBJECT: **Ordinance 3282-2022 – Sludge Press Supplemental Funding**

Ordinance 3282-2022 provides supplemental funding for the Wastewater Treatment Plant Sludge Press Replacement Project. The Public Works Department separated the press equipment procurement from the Construction Bid. The new Andritz screw press is currently scheduled to be delivered to Kenai in July 2022. We are anticipating an early June 2022 release for Construction bids to complete the installation along with the other required work for a successful installation. This Ordinance is in preparation for the upcoming bid release to ensure sufficient funding is available to comply with our purchasing requirements.

During the design process several other problem areas came to light that we are required to address now. The largest being the WWTP Process Room is not in compliance with the National Electrical Code (NEC). Without upgrades to the building's ventilation system, all new equipment located in the process room would need to comply with NEC Class 1, Division 1 requirements. This would require extensive additional costs to make sure all equipment and connections within the area are essentially explosion proof from the threat of sewer gas.

Working with the design team to find a cost effective solution that complies with code requirements, it was determined that installation of new ventilation equipment to increase the number of air exchanges per hour, within the space, was the most cost effective and practical solution.

Additional items also being addressed now include replacement of two existing Sludge Feed Pumps, modifications to the polymer feed system, and installation of a new wash water booster pump. All of the above are to ensure the successful operation of the new press, and are replacing 40+ year old pieces of process equipment.

In order to account for these additional expenditures, the Public Works Department is requesting to alter the current Capital Improvement slightly by modifying the upcoming requested Pump House project for the Water Treatment Plant by phasing the project from \$1,500,000 in FY23 to \$400,000 for Design in FY23 and \$1,100,000 for Construction in FY24. This will allow the Department to continue to effectively manage the fund balance while completing our highest

priority project for the Utility. Finance and Administration is in support of this change. Council's support and approval is respectfully requested.





Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3283-2022**

AN ORDINANCE AUTHORIZING A BUDGET REVISION IN THE AIRPORT SPECIAL REVENUE FUND AND INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE TERMINAL IMPROVEMENT CAPITAL PROJECT FUND FOR DESIGN SERVICES FOR THE TERMINAL LANDSCAPING PROJECT.

WHEREAS, Ordinance 3037-2018 authorized the City Manager to accept Federal Aviation Administration Grant 3-02-0142-060-2018 to rehabilitate the Kenai Municipal Airport terminal; and,

WHEREAS, the Terminal Rehabilitation Project could not be completed without removing all existing landscaping and irrigation systems; and,

WHEREAS, per 49 USC § 47110(f), planting can only be funded to the extent that it is a cost associated with an Airport Improvement Project (AIP) and required for erosion control, state and/or local construction practices or for noise mitigation; and,

WHEREAS, any ineligible AIP work, where the sponsor desires to include landscaping for aesthetic effect with a project, the costs must be broken-out from the grant funded part of the project; and,

WHEREAS, annually as many as 180,000 passengers may pass through the Kenai Municipal Airport; and,

WHEREAS, the Kenai Municipal Airport is the Kenai Peninsula's primary air transportation hub; and,

WHEREAS, the Kenai Municipal Airport is the first and last impression visitors have of the City of Kenai; and,

WHEREAS, to appropriately bid the landscaping project in fiscal year 2023 a professional landscaping scope and design is required, 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 following budget revision is authorized:

Airport Special Revenue Fund	
Decrease expenditures –	
Airfield - utilities	<u>\$(15,000)</u>
Increase expenditures –	
Terminal – transfer to other funds	<u>\$15,000</u>

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

Terminal Improvement Capital Project Fund:	
Increase Estimated Revenues –	
Transfer from Airport Special Revenue Fund	<u>\$15,000</u>

Increase Appropriations –
Terminal landscaping - construction

\$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 20TH DAY OF APRIL, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: April 6, 2022
Enacted: April 20, 2022
Effective: April 20, 2022



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Eland Conway, Airport Manager
DATE: March 1, 2022
SUBJECT: **Ordinance 3283-2022 Airport Terminal Landscaping Design Services**

The FAA grant funded, Kenai Municipal Airport – Terminal Rehabilitation Project completed in 2020 removed all previous landscaping and irrigation.

This Ordinance will appropriate \$15,000 to hire a professional landscape architect to design the landscaping plan in FY22, allowing construction on the project in early FY23 with completion before the next winter.

Landscaping is not eligible for FAA grant funding and was therefore deferred.

Thank you for your consideration.



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Eland Conway, Airport Manager
DATE: March 8, 2022
SUBJECT: **Action/Approval – Special Use Permit State of Alaska DNR/Forestry**

The State of Alaska, Department of Natural Resources/Division of Forestry is requesting a Special Use Permit for a three-month term from May 1, 2022 through July 31, 2022.

The Permit is for aircraft loading and parking on approximately 30,000 square foot of the apron adjacent to their lease lot for firefighting related activity.

The State of Alaska is current on all fees owed and we have a current Certificate of Insurance.

Airport Commission reviewed the request at the March 10, 2022 Commission meeting and recommends Council approval.

Does Council authorize the City Manager to approve a Special Use Permit to the State of Alaska DNR/Division of Forestry?

Thank you for your consideration.

attachments



**City of Kenai
Special Use Permit
Application**

Application Date: **2/15/2022**

Applicant Information

Name of Applicant:	State of Alaska, Department of Natural Resources, Division of Forestry						
Mailing Address:	550 W. 7th Ave	City:	Anchorage	State:	AK	Zip Code:	99501
Phone Number(s):	Home Phone: () 269-8461		Work/ Message Phone: () 269-8461				
E-mail: (Optional)	michael.burkhead@alaska.gov						
Name to Appear on Permit:	State of Alaska, Department of Natural Resources, Division of Forestry						
Mailing Address:	550 W. 7th Ave	City:	Anchorage	State:	AK	Zip Code:	99501
Phone Number(s):	Home Phone: () 269-8461		Work/ Message Phone: () 269-8461				
E-mail: (Optional)	michael.burkhead@alaska.gov						
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Government <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other _____						

Property Information

Legal or physical description of the property:
Apron Space immediately adjacent to Lease lot 2545

Description of the proposed business or activity intended: **Conduct aeronautical and/or aviation-related activities at the Kenai Municipal Airport.**

Is the area to be used in front of or immediately adjacent to any established business offering the same or similar products or services upon a fixed location? YES NO

Would the use under this permit interfere with other businesses through excessive noise, odor, or other nuisances? YES NO

If you answered yes to any of the above questions, please explain:

What is the term requested (not to exceed one year)? **3 months**

Requested Starting Date: **May 1, 2022**

Signature:	Michael Burkhead 337217	<small>Digitally signed by Michael Burkhead 337217 Date: 2022.02.24 14:11:21 -09'00'</small>	Date:	2.24.22
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Print Name:	Michael Burkhead	Title:	Procurement Specialist III
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For City Use Only:	Date Application Fee Received: _____
<input type="checkbox"/> General Fund <input type="checkbox"/> Airport Reserve Land	City Council Action/Resolution: _____
<input type="checkbox"/> Airport Fund <input type="checkbox"/> Outside Airport Reserve	Account Number: _____

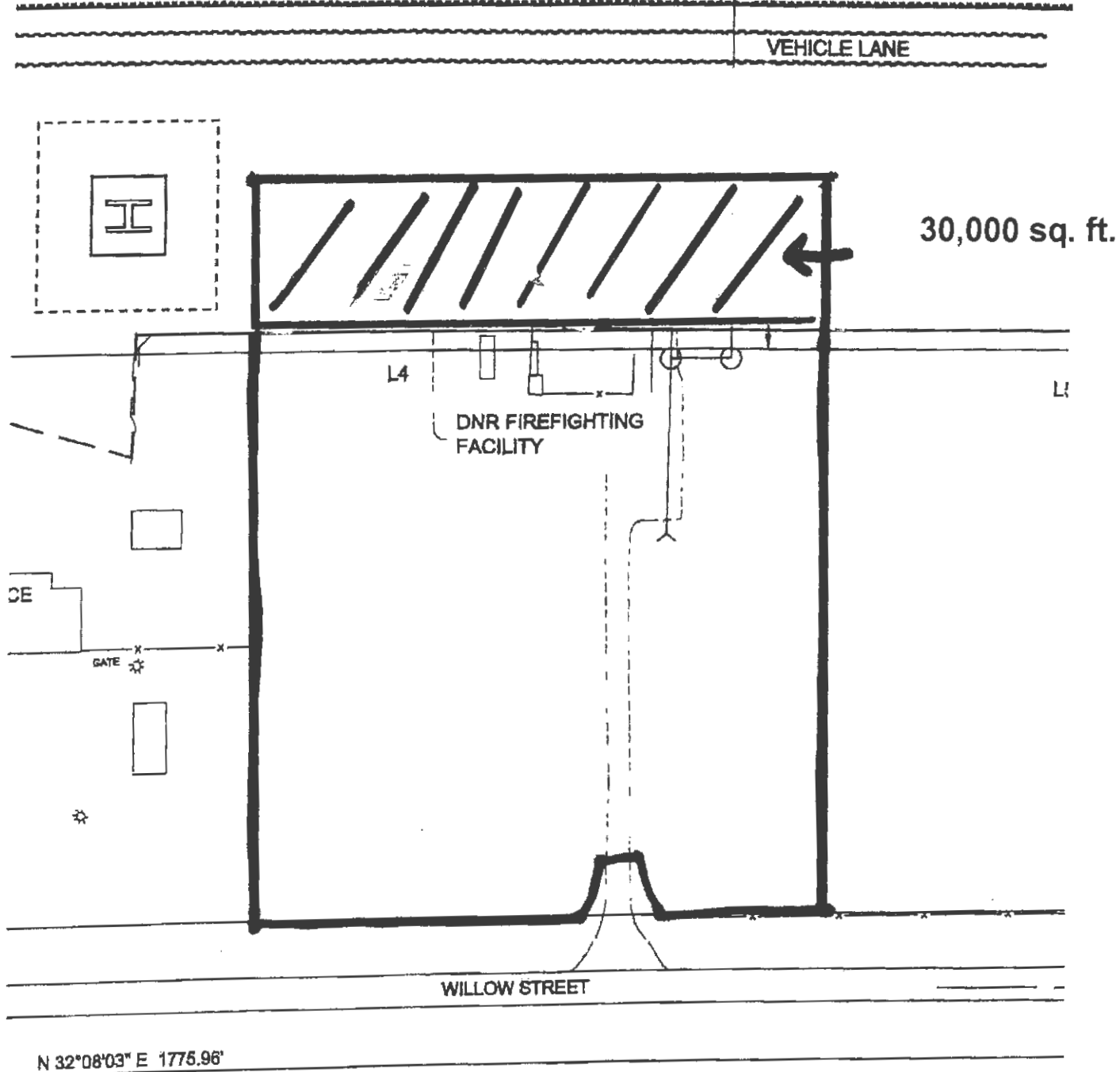


Exhibit A

SPECIAL USE PERMIT 2022

The CITY OF KENAI (City) grants to STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES/DIVISION OF FORESTRY (Permittee), whose address is 550 W. Seventh Avenue, Suite 1450, Anchorage, AK 99501-3566, a Special Use Permit to conduct aeronautical and/or aviation-related activities at the Kenai Municipal Airport subject to the requirements and the conditions set forth below.

- 1. **Premises.** Permittee shall have the non-exclusive right to use 30,000 square feet as described in the attached diagram shown in the attached Exhibit A for the uses identified in this Permit.
- 2. **Term.** The term of this Permit shall be for three months commencing on May 1, 2022, and ending on July 31, 2022. Regardless of the date of signature, this Permit shall be effective as of May 1, 2022.
- 3. **Permit Fees.** Permittee shall pay the following fees for the privileges extended to Permittee under this Permit:

A. **Permit:** Permittee shall pay a monthly fee plus applicable sales tax as follows:

May	\$3,025.00
June	\$3,025.00
July	\$3,115.75

B. **Proximity Card for Gate Access:** In addition to the general permit fee, Permittee shall pay a deposit of One Hundred Dollars (\$100.00) for the use of each proximity card issued to Permittee by City to allow for gate access to the Airport to conduct the uses permitted hereunder. City shall refund this deposit to Permittee when the card is returned to City. City may exercise a right of offset to apply the deposit to any outstanding balance due to City from Permittee at the termination of this Permit.

C. **Other Fees:** City may assess additional fees for aviation or aviation support activities and uses not defined in this Permit. If a fee has not been established for those activities or services, a fee will be established by the Airport Manager.

Payment shall be directed to City of Kenai, ATTN: Finance Department, 210 Fidalgo Avenue, Kenai, AK 99611 and a courtesy notice of payment provided to Airport Administration at 305 North Willow Street, Suite 200, Kenai, AK 99611. All permit fees are payable in advance of each month unless otherwise provided. In the event of delinquency, interest at the rate of 10% per annum, and penalty of 10% shall also be due (KMC 1.75.010). Interest shall accrue from the date due until the date paid in full. Failure

to timely make payments is grounds for termination of this Permit. (See ¶ 22, Termination).

4. Use. City authorizes Permittee's non-exclusive use of the Premises for the following purpose(s):

Aircraft loading and parking. NOTE: This permit does not guarantee the exclusive use of the area identified in Exhibit A. City reserves the right to re-assign Permittee, upon reasonable notice, to other areas as airport needs may require.

Permittee shall have the right of ingress and egress to the Airport using only designated gate access locations (which may require a proximity card) for the use of the Premises. This Permit, and any access rights allowed hereunder, are for Permittee's use only and may not be transferred or assigned.

Use of the Premises by Permittee is subject to the reasonable administrative actions of the City of Kenai for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities and is further subject to the following conditions:

Permittee acknowledges that the use granted herein is subject to the Kenai Municipal Code and municipal regulations governing the Kenai Municipal Airport and as those laws and regulations may be amended from time to time.

Solicitation of donations or operation of a business or other commercial enterprise not contemplated by this Permit is prohibited without the written consent of City.

No person may repair an aircraft, aircraft engine, propeller, or apparatus in an area of the Airport other than that specifically designated for that purpose by the Airport Manager or designated representative. The Airport Manager or designated representative reserves the right to designate reasonable areas where aircraft owners may perform services on their own aircraft.

5. Airport Operations. Permittee shall ensure that the Permittee, its employees, and guests, and anyone else acting by, on behalf of, or under the authority of Permittee on the Airport, that perform any repairs or activities authorized under this Permit act in a manner that ensures the safety of people and the Airport, the protection of public health and the environment, and the safety and integrity of the Airport and any premises on the Airport. Permittee shall employ qualified personnel and maintain equipment sufficient for the purposes of this provision. The Permittee shall immediately notify City of any condition, problem, malfunction, or other occurrence that threatens the safety of the Airport, the safety of persons using the Airport, the public health or the environment, or the safety or integrity of any premises on the Airport.

6. Inspection. The Federal Aviation Administration (FAA) and/or City shall have the right and authority to inspect, at any time for any purpose whatsoever, the Premises as well as any and all equipment used by the Permittee under this Permit.

7. Coordination with Airport Management. Permittee shall coordinate all activities on the Airport with Airport Management, or a designated representative, and shall abide by all reasonable decisions and directives of the Airport Management regarding general use of the Airport by Permittee.

8. Radio Transmitting Equipment. Permittee shall discontinue the use of any machine or device which interferes with any government-operated transmitter, receiver, or navigation aid until the cause of the interference is eliminated.

9. Insurance. Permittee shall secure and keep in force adequate insurance, as stated below, to protect City and Permittee. Where specific limits are stated, the limits are the minimum acceptable limits. If Permittee's insurance policy contains higher limits, City is entitled to coverage to the extent of the higher limits.

A. Commercial General Liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than \$1,000,000 combined single limit. The policy must include an endorsement under which the insurer extends coverage to Permittee's fuel handling activities. The policy must name the City as an additional insured.

B. Worker's compensation insurance with coverage for all employees engaged in work under this Permit or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide worker's compensation insurance for any subcontractor who directly or indirectly provides services to Permittee under this Permit.

C. Commercial Automobile Coverage with not less than \$1,000,000 combined single limit per occurrence. This insurance must cover all owned, hired, and non-owned motor vehicles the Permittee uses on the Airport. The policy must name the City as an additional insured.

D. All insurance required must meet the following additional requirements:

- i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
- ii. Permittee shall submit to the City proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements,

or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.

- iii. Permittee shall request a waiver of subrogation against City from Permittee’s insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.
- iv. Provide the City with notification at least 30 days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
- v. Evidence of insurance coverage must be submitted to City by May 1, 2022. The effective date of the insurance shall be no later than May 1, 2022.

City may increase the amount or revise the type of required insurance on written demand without requiring amendments to this Permit. City will base any increase or revision on reasonable and justifiable grounds. Within two weeks of the written demand, Permittee shall submit to City evidence of insurance coverage that meets the requirements of the City.

10. Assumption of Risk. Permittee assumes full control and sole responsibility as between Permittee and City for the activities of Permittee, its personnel, employees, and persons acting on behalf of or under the authority of the Permittee anywhere on the Airport. Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on and access to the Kenai Municipal Airport and its exercise of the privileges granted in this Permit.

11. Indemnity, Defend, and Hold Harmless Agreement. Permittee agrees to fully indemnify, defend, and hold harmless, the City of Kenai, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description, including any fees and/or costs reasonably incurred by the City’s staff attorneys and outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as “Liabilities”), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Permittee in connection with or arising from or out of Permittee’s activities on or use of the Premises, Permittee’s access to the Kenai Municipal Airport, and/or Permittee’s exercise of the privileges granted in this Permit. This shall be a continuing obligation and shall remain in effect after termination of this Permit.

12. Fuel Spill Prevention and Response Plan. Areas of the apron have been seal coated to protect asphalt from adverse effects of petroleum product spills. The City requires that

Permittee provide adequate absorbent materials and tools available on the Premises and at the airport in order to maintain a fuel spill and response capability. Permittee shall be liable for any damage caused by and costs associated with any spill, the cleanup of any spill, or the discharge of petroleum products or hazardous materials due to Permittee's use of the apron and/or use of the Airport.

Permittee shall provide to City an acceptable fuel spill prevention and response plan and will maintain fuel spill and response capability. Permittee further agrees to have a copy of the fuel spill prevention and response plan located in the Permittee's fuel dispensing equipment at all times. Permittee must comply with the Airport's Storm Water Pollution Prevention Plan as appropriate to Permittee's activities.

Permittee shall not store any personal property, solid waste, petroleum products, Hazardous Material as defined by 14 CFR § 171.8, hazardous waste (ignitable, corrosive, reactive, or toxic) or any hazardous substance on any portion of the Airport. Permittee is aware that there are significant penalties for improperly disposing of the Hazardous Materials and other waste and for submitting false information regarding Hazardous Materials, including the possibility of fine and imprisonment for knowing violations.

Permittee shall immediately remove the material in the event of spillage or dripping of gasoline, oil, grease, or any other material which may be unsightly or detrimental to the pavement or surface in or on any area of the Airport.

Permittee may not construct or install any above-ground or underground fuel storage tanks or dispensing systems at the Airport.

No person shall smoke on an aircraft-parking ramp, inside an aircraft hangar, or within 50' of any aircraft fuel facility or fuel truck.

Permittee is subject to FAA Advisory Circular 150/5230-4 Aircraft Fuel Storage, Handling, and Dispensing on Airports, the National Fire Protection Associations' "Standard for Aircraft Fueling Servicing" in NFPA 407 (1996 version), and the current version of the International Fire Codes. All inspections of fuel facilities, by City or other regulating entities to which Permittee is subject, shall be conducted to assure compliance with the fire safety practices listed in these referenced documents.

13. Hazardous Substances and Materials. Permittee shall conform and be subject to the requirements of 14 CFR § 139.321 regarding the handling and storage of hazardous substances and materials.

14. No Discrimination. Permittee shall not discriminate against any person because of the person's race, creed, color national origin, sex, age, or handicap. Permittee recognizes

the right of City to take any action necessary to enforce this requirement of the Permit. Permittee will furnish services provided under this Permit on a reasonable, and not unjustly discriminatory, basis to all users of the Airport and shall charge reasonable, and not unjustly discriminatory, prices for each product or service provided at the Airport.

15. Licenses and Permits. Permittee shall obtain and maintain all required federal, state, and local licenses, certificates, and other documents required for its operations under the Permit. Permittee shall provide proof of compliance to City upon request by the City.

16. Compliance with Law/Grant Assurances. This Permit, and Permittee's activities conducted under this Permit, is subject to all executive orders, policies and operational guidelines and all applicable requirements of federal, state, and City statutes, ordinances, and regulations in effect during the term of this Permit. Further, Permittee shall comply with all applicable requirements imposed on the Airport by federal law to ensure that the Airport's eligibility for federal money or for participation in federal aviation programs is not jeopardized. This Permit is subordinate to the City's grant assurances and federal obligations.

17. No Exclusivity. The privileges granted under this Permit are not exclusive to Permittee. City has the right to grant to others any right or privilege on the Airport.

18. Assignment. The privileges granted under this Permit are personal to Permittee and may not be assigned by Permittee.

19. No Joint Venture. City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises or elsewhere at the Kenai Municipal Airport.

20. No Waiver. Failure to insist upon a strict compliance with the terms, conditions, and requirements herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.

21. Personality. Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit (or any renewal thereof). Personal property placed or used upon the Premises will be removed and/or impounded by the City, if not removed upon termination of this Permit and when so removed and/or impounded, such property may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus storage charges of \$25.00 per day. The City of Kenai is not responsible for any damage to or theft of any personality of Permittee or of its customers.

22. Termination; Default. This Permit may be terminated by either party hereto by giving 30 days advance written notice to the other party. City may terminate the Permit immediately, or upon notice shorter than 30 days, to protect public health and safety or due to a failure of Permittee to comply with condition or term of this Permit which failure remains uncured after notice by City to Permittee providing Permittee with a reasonable time period under the circumstances to correct the violation or breach.

23. Landing Fees; Fee Schedule. Timely payment of landing fees and other required Airport fees is a condition of this Permit and, as such, failure to timely pay landing and other airport fees is grounds for termination. Without limiting the foregoing, Permittee shall pay landing fees for aircraft landings as set out in the City’s comprehensive schedule of rates, charges and fees. Permittee shall make payment within 30 days following the end of each month and without demand or invoicing from City. Permittee shall also provide Airport Administration with monthly certified gross take-off weight reports within ten days following the end of each month for landings for the preceding month. Airport landing fees shall be paid at the Airport Administration Building, 305 North Willow Street, Suite 200, Kenai, AK 99611.

24. Impoundment. At the discretion of the Airport Manager, City may impound any aircraft parked on the Premises after termination of this Permit. Impoundment may be accomplished by affixing a seal to the door of the aircraft or the moving of the aircraft for impoundment purposes. Inconvenience or damage that may result from such movement will be at the risk of Permittee. An impoundment fee plus a towage fee shall be charged on each aircraft impounded. In addition, a daily storage fee shall be charged for each day the aircraft remains impounded. Any impounded aircraft that is not redeemed within 90 days after impoundment shall be considered abandoned and shall be subject to sale at public auction. Notice of any auction shall be published. Publication shall be in a newspaper of general circulation in that area for at least once during each of three consecutive weeks not more than 30 days nor less than seven days before the time of the auction.

25. Definitions. As used in this Permit, “Permittee” means State, Department of Natural Resources, Division of Forestry, and where the context reasonably indicates, its officers, agents, and employees. “Airport” means the Kenai Municipal Airport.

DEPARTMENT OF NATURAL RESOURCES, DIVISION OF FORESTRY

By: _____
 Paul Ostrander Date
 City Manager

By: _____
 Timothy Dabney Date
 Deputy Director,
 Division of Forestry

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss.
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2022, the foregoing instrument was acknowledged before me by Paul Ostrander, City Manager, of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

 Notary Public for Alaska
 My Commission Expires: _____

STATE OF ALASKA)
) ss.
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2022, the foregoing instrument was acknowledged before me by Timothy Dabney, Deputy Director, DNR/Division of Forestry, on behalf of the State of Alaska.

 Notary Public for Alaska
 My Commission Expires: _____

ATTEST:

Shellie Saner, City Clerk

SEAL:

APPROVED AS TO FORM:

Scott M. Bloom, City Attorney

**KENAI AIRPORT COMMISSION
REGULAR MEETING
MARCH 10, 2022 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
CHAIR GLENDA FEEKEN, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Feeken called the meeting to order at 6:00 p.m.

a. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners Present: G. Feeken, D. Pitts, P. Minelga, J. Bielefeld, J. Caldwell, J. Daily

Commissioners Absent: J. Zirul

Staff/Council Liaison Present: Airport Manager E. Conway, Administrative Assistant E. Brincefield, Council Liaison Baisden

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda and Vice Chair Minelga **SECONDED** the motion. There were no objections; **SO ORDERED**.

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. February 10, 2022

MOTION:

Vice Chair Minelga **MOVED** to approve the meeting summary of February 10, 2022 with the requested revision. Commissioner Daily **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS** – None

- a. **Discussion/Recommendation** – Authorizing the City Manager to Enter into an Airline Operating Agreement and Terminal Area Lease with Kenai Aviation

MOTION:

Commissioner Bielefeld **MOVED** to recommend Council authorize the City Manager to enter into an Airline Operating Agreement and Terminal Area Lease with Kenai Aviation. Commissioner Daily **SECONDED** the motion.

Commissioner Caldwell declared a conflict of interest, stating that he is the owner of the business. Chair Feeken ruled that Commissioner Caldwell had a conflict and excused him from voting.

Airport Manager Conway noted that there is monetary value with a third tenant, and it is a benefit to have another air carrier.

UNANIMOUS CONSENT was requested.

VOTE: There were no objections; **SO ORDERED.**

- b. **Discussion/Recommendation** – Special Use Permit to State of Alaska Department of Natural Resources/Division of Forestry

MOTION:

Vice Chair Minelga **MOVED** to recommend Council approve the Special Use Permit to the State of Alaska DNR/Forestry. Commissioner Bielefeld **SECONDED** the motion.

Airport Manager Conway noted that this is an annual agreement for 30,000 square feet of apron parking.

The commission discussed the water main extension for Forestry during the Willow Street rehabilitation.

UNANIMOUS CONSENT was requested.

VOTE: There were no objections; **SO ORDERED.**

7. **REPORTS**

- a. **Airport Manager** – Airport Manager Conway reported on the following:
- Trajectory of passenger enplanements continues to grow;
 - Alaska Geographic has installed vending machine in terminal;
 - Noted that two other commissions recommended Lawton parcel be retained instead of disposed when they made their Land Management Plan recommendations to Council.

- b. **City Council Liaison** – Council Member Baisden reported on the City Council Work Session on March 7, 2022. He noted that he met with Crowley foreman about snow removal issues on airfield and the cost of moving snow. Airport Manager Conway noted that the City will work with our tenants to minimize impacts to operations.

8. NEXT MEETING ATTENDANCE NOTIFICATION – April 14, 2022

9. COMMISSIONER COMMENTS AND QUESTIONS

Commissioners congratulated Kenai Aviation, and wished them great success moving forward.

Commissioner Bielefeld reported that maintenance is outstanding.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS

- a. January 2022 Enplanement Report

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 6:29 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

**KENAI PARKS & RECREATION COMMISSION
SPECIAL MEETING
FEBRUARY 17, 2022 – 5:30 PM
KENAI CITY COUNCIL CHAMBERS
CHAIR T. GRANT WISNIEWSKI, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Vice Chair Wisniewski called the meeting to order at 6:00 p.m.

a. Pledge of Allegiance

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

b. Roll was confirmed as follows:

Commissioners present: D. Rigall, S. Kisena, T. Wisniewski, C. Stephens

Commissioners absent: M. Bernard, J. Joanis, J. Dennis

Staff/Council Liaison present: Parks & Recreation Director B. Walker, Administrative Assistant T. Best, Council Liaison T. Winger

A quorum was present.

c. Agenda Approval

MOTION:

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

d. Election of Chair and Vice Chair

MOTION:

Commissioner Rigall **MOVED** to elect Chair Wisniewski. Commissioner Kisena **SECONDED** the motion. There being no objections, **SO ORDERED**.

MOTION:

Commissioner Stephens **MOVED** to elect Vice Chair Kisena. Chair Wisniewski **SECONDED** the motion. There being no objections, **SO ORDERED**.

2. UNSCHEDULED PUBLIC COMMENT – None.

3. APPROVAL OF MEETING SUMMARY

- a. Regular Meeting of October 7, 2021
- b. Joint Special Meeting of November 4, 2021
- c. Joint Special Meeting of January 6, 2022

MOTION:

Vice Chair Kisena **MOVED** to approve the meeting summaries of October 7, 2021; November 4, 2021 and January 6, 2022 and Commissioner Rigall **SECONDED** the motion. There were no objections; **SO ORDERED**.

4. NEW BUSINESS

- a. **Discussion/Recommendation** – City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan

MOTION:

Vice Chair Kisena **MOVED** to recommend approval of the City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan. Chair Wisniewski **SECONDED** the motion.

Public Works Director Curtin provided a background on the development of the FY2023-2027 Capital Improvement Plan (CIP), noting that there are approximately \$100 million worth of projects identified within it. He noted that every City department and some commissions participated in the development of the CIP, and that it will be a great asset for our City to help direct funding towards our highest priorities. He discussed the FY2023 Kenai Nordic Trail Lighting project and the FY2026 Softball Field Shelters/Dugouts Replacement project.

The commission considered the current condition, potential designs and funding for the dugout project. They discussed how a master trails plan would help and noted the previous work of the KOOL committee.

MOTION:

Vice Chair Kisena **MOVED** to make the following amendment to the Parks & Recreation Commission’s recommendation to approve the City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan: move the Softball Field Shelters/Dugouts Replacement project to FY2023, and split the Kenai Nordic Trail Lighting project between FY2023 (Design Phase) and FY2025 (Implementation Phase). Commissioner Rigall **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

VOTE ON AMENDMENT: There were no objections; **SO ORDERED**.

UNANIMOUS CONSENT was requested.

VOTE ON MAIN MOTION: There were no objections; **SO ORDERED**.

5. COMMISSION QUESTIONS & COMMENTS – None.

6. REPORTS

- a. **Parks and Recreation Director** – Director Walker introduced himself and noted that he is excited to work on a Parks & Recreation Plan in the future.
- b. **Commission Chair** – No report.

- c. **City Council Liaison** – Council Member Winger discussed the Kenai Waterfront Revitalization Study and encouraged participation from the community.

7. ADDITIONAL PUBLIC COMMENT – None.

8. INFORMATIONAL ITEMS

- a. February Ice Schedule

9. ADJOURNMENT

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

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

**KENAI BEAUTIFICATION COMMITTEE
SPECIAL MEETING
FEBRUARY 15, 2022 – 5:30 P.M.
KENAI CITY HALL
CHAIR LISA GABRIEL, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

Chair Gabriel called the meeting to order at 5:30 p.m.

a. Pledge of Allegiance

Chair Gabriel led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Committee Members present: L. Gabriel, C. Warner, J. Phillips, S. Douthit

Committee Members absent: T. Wilson, E. Heale, B. Roland

Staff/Council Liaison present: Parks and Recreation Director B. Walker, Administrative Assistant T. Best, Public Works Director S. Curtin, Council Liaison D. Sounart

A quorum was present.

c. Agenda Approval

MOTION:

Committee Member Douthit **MOVED** to approve the agenda and Committee Member Phillips **SECONDED** the motion. There were no objections; **SO ORDERED.**

d. Election of Chair and Vice Chair

MOTION:

Committee Member Warner **MOVED** to elect Chair Douthit. There being no objections, **SO ORDERED.**

MOTION:

Chair Douthit **MOVED** to elect Vice Chair Gabriel. Committee Member Warner **SECONDED** the motion. There being no objections, **SO ORDERED.**

2. UNSCHEDULED PUBLIC COMMENT – None.

3. APPROVAL OF MEETING SUMMARY

a. Regular Meeting of October 12, 2021

- b. Joint Special Meeting of November 4, 2021
- c. Special Meeting of December 14, 2021
- d. Joint Special Meeting of January 6, 2022

MOTION:

Committee Member Warner **MOVED** to approve the meeting summaries of October 12, 2021; November 4, 2021; December 14, 2021 and January 6, 2022. Committee Member Phillips **SECONDED** the motion. There were no objections; **SO ORDERED**.

4. NEW BUSINESS

- a. **Discussion/Recommendation** – City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan

MOTION:

Chair Douthit **MOVED** to recommend approval of the City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan. Committee Member Warner **SECONDED** the motion.

Public Works Director Curtin provided a background on the development of the FY2023-2027 Capital Improvement Plan (CIP), noting that there are approximately \$100 million worth of projects identified within it. He noted that every City department and some commissions participated in the development of the CIP, and that it will be a great asset for our City to help direct funding towards our highest priorities. He discussed the FY2023 Kenai Nordic Trail Lighting project and the FY2026 Softball Field Shelters/Dugouts Replacement project.

The committee discussed the benefits of lighting the ski trails, an outdoor event park, the plan of the softball dugout project, Municipal Park trails project, old playground equipment on the greenstrip. It was suggested that a fountain replacement at Leif Hansen Memorial Park be added to the CIP. Preference was expressed for the Softball Field Shelters/Dugouts Replacement project to be moved up in priority if it didn't interfere with any current projects.

UNANIMOUS CONSENT was requested.

VOTE: There were no objections; **SO ORDERED**.

- b. **Discussion** – Little Free Libraries

Administrative Assistant Best explained how the Parks and Recreation Department has been working with Friends of the Library to install Free Little Libraries, noting that there are currently three Little Free Libraries with a plan of installing seven more.

The committee discussed potential locations including the Field of Flowers gazebo, Municipal Park, and trails.

5. COMMITTEE MEMBER QUESTIONS AND COMMENTS

Chair Douthit thanked everyone for her nomination as Chair

Committee Member Warner expressed excitement for the Little Free Libraries.

Council Liaison Sounart noted an error in the list of potential Little Free Libraries, that Linwood Lane is not called Linwood Road.

Vice Chair Gabriel noted that she wants to take a Garden Tour early in the spring, and suggested May 10th.

6. ADDITIONAL PUBLIC COMMENT – None.

7. INFORMATION ITEMS – None.

8. ADJOURNMENT

There being no further business before the Committee, the meeting was adjourned at 6:30 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

PURCHASE ORDERS BETWEEN \$2,500.00 AND \$15,000.00 FOR COUNCIL REVIEW
COUNCIL MEETING OF: APRIL 6, 2022

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
CDW GOVERNMENT	ADOBE ACROBAT LICENSES	VARIOUS	SOFTWARE	4,759.83
ARCTIC REFRIGERATION	MPF REFRIGERATION REPAIRS	BUILDINGS	REPAIR & MAINTENANCE	5,220.63
BROTHERS CAFÉ	EMPLOYEE APPRECIATION CATERING	NON-DEPARTMENTAL	MISCELLANEOUS	3,900.00
NC MACHINERY	CUTTING EDGES	AIRPORT	OPERATING SUPPLIES	4,328.92
PENINSULA PLUMBING	REPAIR GAS LINE	WWTP	REPAIR & MAINTENANCE	2,540.00
DERO	BIKE REPAIR STATION	LIBRARY	SMALL TOOLS	2,543.75



March 2022 Newsletter

Kenai Historical Society
 P.O. Box 1348
 Kenai, Alaska 99611

Officers:

President—June Harris
 Vice President—Virginia Walters
 Secretary—Sharon Fisher
 Treasurer—Ron Fullinck

Board of Directors:

Jim Glendenning	Joe Harris
Henry Knackstedt	Bill Nelson
Marion Nickelson	Frosty Walters

Preserving History

When I first met Jettie “Jettie” Ione Petersen, it was because of a small story in the Peninsula Clarion about a book on the history of Kenai that was being written through the Kenai Historical Society. Mrs. Peterson was the contact person for the proposed book. I was new to the area and thought this would be a good way to learn more about my new home. I called, she invited me over, and encourage me to get involved. Soon I was talking to folks about the potential of the book, encouraging people to contribute stories, re-writing some of these stories, typing up recorded stories, and conducting interviews to assist people in telling their stories of experiences in the Central Peninsula area. Since they had all been here far longer than I, it truly was an education in the history of my “new home”. From the phone call I had made to Jettie, until the publication of the book , she encouraged, gently prodded, and kept myself and all the other volunteers moving forward. With the very able contribution of Mary Ford, Once Upon the Kenai was published after about two years of work. We got our books, attended a signing party in the gym of the last Territorial School, and took the finished product home to read. That was my first realization and the importance and the scope of our efforts. We’d never have gotten there without the continued energies of Jettie and Mary. Thanks to Jettie, I’m still interested in learning more about Kenai—35 years after I met her.

INSIDE THIS ISSUE:

- PRESERVING HISTORY
- JETRET IONE PETERSEN—
A Force of Nature
- ANNOUNCEMENTS

KENAI HISTORICAL SOCIETY NEWSLETTER

Written by Sharon Fisher

If you would like to contribute ideas and information to the newsletter, please contact me at 776-8254. I welcome and would entertain any ideas you may have for articles, and would appreciate being contacted if you see errors in the information contained in the newsletter.

THE ALASKA LEGISLATURE



In Memoriam

JETRET "JETTIE" PETERSEN

The Seventeenth Alaska State Legislature joins with the family and friends of Jetret "Jettie" Petersen in honoring her life and accomplishments.

Born March 24, 1895, in Redmond, Washington, Jettie first came to Alaska in 1915. She began her teaching career in Seldovia in 1918 with a class of more than 50 students in the first through ninth grades. She met her future husband, Allan Petersen, while teaching here.

They were married in 1920. Two years later they tried fox farming, first on an island in Kachemak Bay and then in Kasilof where their son, James, was born. The Petersen family returned to Seldovia; where daughter Peggy was born.

The Petersens moved to Unga in 1934, where Jettie continued her teaching career for 13 years. Allen was Deputy US Marshal and in 1946 transferred to Kenai and later served in the First Alaska State Legislature. Mrs. Peterson taught in Kenai until her retirement in 1951.

Jetret was very active in her community, wherever she lived. She helped establish libraries in Seldovia, Unga and Kenai and was active in the start up of Cub Scouts and Girl Scouts. She was one of the organizers and first president of the State Retired Teachers Association. She belonged to the American Association of Retired Persons, Pioneers of Alaska, Veterans Auxiliary, Navy Mothers, Homemakers Club, Federated Women's Club, Eastern Star and the Kenai Chamber of Commerce.

Her endeavors have been recognized with a number of citations from Governor Sheffield, Mayor John Steinbeck, and the Kenai Chamber of Commerce, among others. She also received the "Woman of the Year" award from the Business and Professional Women and is on the list of "Outstanding Civic Leaders of America" and "Who's Who of American Women."

She was also instrumental in the development of "Once Upon The Kenai", a collection of first-person stories published by the Kenai Historical Society. Jettie passed away at the Anchorage Pioneers Home just 10 days before her 97th birthday.

The members of the Seventeenth Alaska Legislature extend their condolences to her daughter and son-in-law, Peggy and Jim Arness; grandsons, Jim Arness and Joe Arness, and their families.

The document was signed on April 6, 1992 and signed by the Speaker of the House and the President of the Senate.

Mrs. Allan L. Petersen

UNGA, ALASKA

RECORD OF TEACHING POSITIONS as listed on TEACHERS' RETIREMENT APPLICATION

1917-1918	Tolt Grade School-Carnation West	2nd Grade	9 months
1918-1919	Seldovia Terr.—Seldovia, Aaa	All Grades (Prin)	9
1919-1920	“ “ “	Primary (1-4)	9
1920-1921	“ “ “	Primary (1-4)	9
1921-1922	“ “ “	Primary (1-4)	9
1929-1930	“ “ “	Int (4-6) (Prin)	9
1930-1931	“ “ “	Int (4-6) (Prin)	9
1931-1932	“ “ “	Primary (1-2)	9
1932-1933	“ “ “	Primary (1-2)	9
1935-1936	Unga “ Unga, Alaska	Primary	7
1936-1937	“ “ “	Primary + Music	9
1937-1938	“ “ “	Primary + Music	9
1938-1939	“ “ “	Primary + Music	9
1939-1940	“ “ “	Primary + Music	9
1940-1941	“ “ “	Primary + Music	9
1941-1942	“ “ “	_____	9
1942-1943	“ “ “	Upper Grades (Prin)	9
1943-1944	“ “ “	Upper Grades (Prin)	9
1944-1945	“ “ “	Primary + Music	9
1945-1946	“ “ “	Primary + Music	9
1946-1947	“ “ “	Primary (1,2,3)	9
1947-1848	Kenai	Primary	
1948-1949	“	Primary (1,2) music	9
1949-1950	“	Primary (1,2) music	9
1950-1951	“	Primary (1,2) music	9

Jettie taught in Kenai for 5 years—1947-1951.

Pictured here with the students in 1948. Jettie is at top right; daughter Peggy Arness is shown top left.



Jettie retired from teaching in 1951—shown here with husband Allan Petersen at her retirement party.



After retirement, Jettie continued to work as hard as ever, volunteering in numerous organizations and leading many of them. She received various awards over the years, including the Alaska Governor's Award for Volunteerism.

KENAI HISTORIC SOCIETY

Our Organization

There has been a Historic Society since the days before Kenai becoming a city. The Society was formed a few years before Statehood in 1959, and then went inactive in the early 60's. It restarted in the latter part of the 60's and has met regularly since. The Society had a museum in Fort Kenai for some years, and then continued to meet after that closed. The non-profit Society implemented and operates the Kenai Historic Cabins Park, open for tours in the summer months. We have office space at the Moosemeat John cabin, but are not open to the public in that building. Our member meetings are Sept., Nov., Dec., Jan., Feb., Mar., and April at the Kenai Visitor Center. For Oct. and May, we meet with the Kenai Peninsula Historical Association. Please check the Meetings and Announcements section on this page for date information.

MEETINGS AND ANNOUNCEMENTS

Kenai Historical Society Monthly Meeting

April 4, 2022—1:30 p.m.

Kenai Visitor Center

**Guests Pamela Christenson, Henry Knacksteadt,
Ryan Tunseth sharing stories of their lives growing
up in the local area.**

**Kenai Historic Society
P.O. Box 1348
Kenai, AK 99611**

**Phone: 283-1946
Phone: 776-8254
E-mail: ak.kyaker@yahoo.com**

**www.facebook.com/Kenai-
Historical-Society**

PLEASE
PLACE
STAMP
HERE

