

Kenai City Council - Regular Meeting April 15, 2020 – 6:00 PM Kenai City Council Chambers 210 Fidalgo Avenue, Kenai, Alaska \*Telephonic/Virtual Information Below\* www.kenai.city

# <u>Agenda</u>

# A. <u>CALL TO ORDER</u>

- 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. <u>SCHEDULED PUBLIC COMMENTS</u>

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

- 1. Tim Dillon, Kenai Peninsula Economic Development District COVID-19 Economic Impact Survey.
- C. <u>UNSCHEDULED PUBLIC COMMENTS</u> (Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)

# D. <u>PUBLIC HEARINGS</u>

- **1. Ordinance No. 3116-2020** Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing a Professional Services Agreement for the Design of the Airport Operations Sand Storage Facility Project. (Administration)
- 2. Resolution No. 2020-18 Awarding a Contract to Provide a Cybersecurity Audit. (Administration)
- 3. Resolution No. 2020-19 Recognizing the Successful Efforts of the State Leadership and Alaskan Residents to Slow the Spread of COVID-19 and Encouraging T=the Governor to Rescind or Modify COVID-19 Health Mandates 003: State Wide Closure Restaurants, Bars, Entertainment, 009: Personal Care Services and Gatherings, and 012: Intrastate Travel, as Soon as Reasonably Practical to Allow Alaskan Businesses to Resume Operations,

Employees to Return to Work and Residents to Receive Services in a Safe wanner Observing Social Distancing Requirements. (Council Member Peterkin)

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4. Resolution No. 2020-20 - Supporting H.R. 6467-Coronavirus Community Relief Act, Providing Enhanced Coronavirus Relief Funds to Units of Local Governments with a Population of 500,000 or Less. (Mayor Gabriel)

# E. <u>MINUTES</u>

- 1. \*Regular Meeting of March 18, 2020. (City Clerk)
- 2. \*Special Meeting of March 24, 2020. (City Clerk)
- 3. \*Regular Meeting of April 1, 2020. (City Clerk)

# F. <u>UNFINISHED BUSINESS</u>

# G. <u>NEW BUSINESS</u>

- **<u>1.</u>** \*Action/Approval Bills to be Ratified. (Administration)
- 2. \*Action/Approval Purchase Orders Over \$15,000. (Administration)
- 3. \*Ordinance No. 3117-2020 Appropriating Funds in the Airport Fund, Accepting a Grant from the Federal Aviation Administration and Appropriating Funds in the Airport Equipment Capital Project Fund for the Purchase of Snow Removal Equipment (SRE) Loader With Attachments. (Administration)
- **\*Ordinance No. 3118-2020** Increasing Estimated Revenues and Appropriations By \$1,287.44 in the General Fund – Police Department for State Traffic Grant Overtime Expenditures. (Administration)
- 5. \*Ordinance No. 3119-2020 Increasing General Fund Estimated Revenues and Appropriations by \$26,542 in the General Fund Parks, Recreation and Beautification Department for an Increase of a Grant from the United States Environmental Protection Agency Passed Through the State of Alaska Department of Environmental Conservation for Bacteria Level Monitoring on the City's Beaches from March 1, 2020 Through June 30, 2020.(Administration)
- 6. Discussion Schedule a Work Session to Review and Discuss the Fiscal Year 2021 City of Kenai Budget. (Mayor Gabriel)
- 7. Discussion City Response to COVID-19. (Administration)

# H. <u>COMMISSION / COMMITTEE REPORTS</u>

- 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. <u>REPORT OF THE MAYOR</u>

# 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. <u>EXECUTIVE SESSION</u>

1. Review and Discussion of the City Manager's Evaluation which may be a Subject that Tends to Prejudice the Reputation and Character of the City Manager [AS 44.62.310(C)(2)].

# M. <u>PENDING ITEMS</u>

# N. <u>ADJOURNMENT</u>

# O. INFORMATION ITEMS

<u>1.</u> Purchase Orders Between \$2,500 and \$15,000.

The agenda and supporting documents are posted on the City's website at <u>www.kenai.city</u>. 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://zoom.us/j/751823962

Meeting ID: 751 823 962

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

Meeting ID: 751 823 962

Sponsored by: Administration



## CITY OF KENAI

#### **ORDINANCE NO. 3116-2020**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT SPECIAL REVENUE AND AIRPORT IMPROVEMENTS CAPITAL PROJECT FUNDS AND AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR THE DESIGN OF THE AIRPORT OPERATIONS SAND STORAGE FACLITY PROJECT.

WHEREAS, the City of Kenai released a Request for Proposals for Architectural/Engineering & Construction Management Services for Kenai Municipal Airport Capital Improvement Projects on January 23, 2020 with Proposals Due on February 18, 2020; and

WHEREAS, an evaluation committee of three individuals selected HDL Engineering Consultants LLC as the successful proposer; and

WHEREAS, the Kenai Municipal Airport Operations Sand Storage Facility is the first project that will be performed under this new agreement as detailed within the 2020-2025 Capital Improvement Plan; and

WHEREAS, the City will be forward funding the Design Phase of this project, with these funds being eligible for reimbursement as grant funds become available and identified through the Federal Aviation Administration (FAA); and

WHEREAS, the negotiated Fee to provide these services as outlined in the Design Proposal dated March XX, 2020 is \$XXX,XXX.

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

Airport Special Revenue Fund: Increase Estimated Revenues – Appropriation of Fund Balance	\$ <u>XXX,XXX</u>
Increase Appropriations – Transfer to Other Funds	\$ <u>XXX,XXX</u>
Airport Improvement Capital Project Fund: Increase Estimated Revenues – Transfer from Other Funds	\$ <u>XXX,XXX</u>

Increase Appropriations: Engineering

#### \$<u>XXX,XXX</u>

**Section 2.** That the City Manager is authorized to execute a Professional Services Agreement with HDL Engineering Consultants LLC in the total amount of \$XXX,XXX and to issue a Purchase Order to HDL Engineering Consultants LLC in that same amount.

**Section 3.** <u>Severability</u>: 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 upon adoption.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15<sup>th</sup> day of April, 2020.

ATTEST:

BRIAN GABRIEL SR., MAYOR

Jamie Heinz, City Clerk

Approved by Finance: \_\_\_\_\_

Introduced: April 1, 2020 Enacted: April 15, 2020 Effective: April 15, 2020



"Village with a Past, City with a Future"

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# **MEMORANDUM**

SUBJECT:	Ordinance No. 3116-2020
DATE:	March 25, 2020
FROM:	Scott Curtin – Public Works Director
THROUGH:	Paul Ostrander, City Manager
TO:	Mayor Brian Gabriel and Kenai City Council

The purpose of this memo is to recommend passage of Ordinance No. 3116-2020 requesting an increase to the estimated revenue and appropriations in the Airport Special Revenue and Airport Improvements Capital Project Fund and authorizing a Professional Services Design Agreement for the Design of the Kenai Municipal Airport Sand Storage Facility.

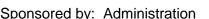
This project will be the first under the new Professional Services Term Agreement with HDL Engineering Consultants LLC. The new Sand Storage Facility is identified as Project Priority #1 within the new 2020-2025 Capital Improvement Plan for the Airport.

Sand Storage is an essential component of Airfield Operations. Without it staff is forced to break into frozen piles of sand which is harder on equipment and more difficult to distribute properly.

The new facility is anticipated to be approximately 80'x80'x26' and will be located to the north of the Airport Operations Facility on Willow Street. It will utilize the existing driveway entrances at Kenai Airport Operations Facility to minimize cost impacts.

Council's support is respectfully requested.







#### CITY OF KENAI

#### ORDINANCE NO. 3116-2020 (SUBSTITUTE)

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT SPECIAL REVENUE AND AIRPORT IMPROVEMENTS CAPITAL PROJECT FUNDS AND AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR THE DESIGN OF THE AIRPORT OPERATIONS SAND STORAGE FACLITY PROJECT.

WHEREAS, the City of Kenai released a Request for Proposals for Architectural/Engineering & Construction Management Services for Kenai Municipal Airport Capital Improvement Projects on January 23, 2020 with Proposals Due on February 18, 2020; and,

WHEREAS, an evaluation committee of three individuals selected HDL Engineering Consultants LLC as the successful proposer; and,

WHEREAS, the Kenai Municipal Airport Operations Sand Storage Facility is the first project that will be performed under this new agreement as detailed within the 2020-2025 Capital Improvement Plan; and,

WHEREAS, the City will be forward funding the Design Phase of this project, with these funds being eligible for reimbursement as grant funds become available and identified through the Federal Aviation Administration (FAA); and,

WHEREAS, the negotiated fee to provide these services as outlined in the Design Proposal dated April 6, 2020 is \$265,681: and,

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

Airport Special Revenue Fund: Increase Estimated Revenues – Appropriation of Fund Balance	\$ <u>265,681</u>
Increase Appropriations – Transfer to Other Funds	\$ <u>265,681</u>
Airport Improvement Capital Project Fund: Increase Estimated Revenues – Transfer from Other Funds	\$ <u>265,681</u>

Increase Appropriations: Engineering

\$<u>265,681</u>

**Section 2.** That the City Manager is authorized to execute a Professional Services Agreement with HDL Engineering Consultants LLC in the total amount of \$265,681 and to issue a Purchase Order to HDL Engineering Consultants LLC in that same amount.

**Section 3.** <u>Severability</u>: 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 upon adoption.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15<sup>th</sup> day of April, 2020.

ATTEST:

BRIAN GABRIEL SR., MAYOR

Jamie Heinz, City Clerk

Approved by Finance: 7. huh

Introduced: April 1, 2020 Enacted: April 15, 2020 Effective: April 15, 2020



# **MEMORANDUM**

TO:	Mayor Brian Gabriel and Kenai City Council
THROUGH:	Paul Ostrander, City Manager
FROM:	Scott Curtin – Public Works Director
DATE:	March 25, 2020
SUBJECT:	Substitute Ordinance No. 3116-2020

The purpose of this memo is to recommend passage of Ordinance No. 3116-2020 requesting an increase to the estimated revenue and appropriations in the Airport Special Revenue and Airport Improvements Capital Project Fund and authorizing a Professional Services Design Agreement for the Design of the Kenai Municipal Airport Sand Storage Facility.

This project will be the first under the new Professional Services Term Agreement with HDL Engineering Consultants LLC. The new Sand Storage Facility is identified as Project Priority #1 within the new 2020-2025 Capital Improvement Plan for the Airport.

Sand Storage is an essential component of Airfield Operations. Without it staff is forced to break into frozen piles of sand which is harder on equipment and more difficult to distribute properly.

The new facility is anticipated to be approximately 80'x80'x26' and will be located to the north of the Airport Operations Facility on Willow Street. It will utilize the existing driveway entrances at Kenai Airport Operations Facility to minimize cost impacts.

Substitute Ordinance is being provided to fill in the blank dollar amounts from the Ordinance's introduction based on the proposal received from HDL Engineering on April 6, 2020.

Council's support is respectfully requested.



Sponsored by: Administration

## CITY OF KENAI

#### **RESOLUTION NO. 2020-18**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AWARDING A CONTRACT TO PROVIDE A CYBERSECURITY AUDIT.

WHEREAS, after advertising a Request for Proposals, the following proposals were received and ranked by City Administration:

BIDDER	RANKING	TOTAL SCORE		
Securance Consulting	1	229.5		
Illumant, LLC	2	214.5		
Berry Dun McNeil & Parker, LLC	3	193.7		
Bulletproof Solutions, Inc.	4	193.4		
Global Solutions Group, Inc.	5	192.5		
Tilson Technology Management, Inc.	6	183.6		
Moss Adams, LLP	7	169.5		
Doyen Global Consulting	8	152.2		
Deeptree, Inc.	9	147.0		
True North Consulting Group, LLC	10	144.2		
BDO USA, LLP	11	133.5		
RNT Professional Services, LLP	12	132.6		
Gateway Security, LLC	13	114.7		
Clark Schaefer Consulting, LLC	14	112.8		
Resource Data		NR		
CDWG		NR		

;and,

WHEREAS, Securance Consulting will provide the best value to the City based on evaluation criteria of the proposer's experience, qualifications of key staff, available resources, methodology and approach of the work to be performed, and cost; and,

WHEREAS, the recommendation from City Administration is to award the contract to Securance Consulting; and,

WHEREAS, the City accepted and appropriated a grant from the Department of Homeland Security which included \$35,000 for a Cybersecurity audit.

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

**Section 1.** That the contract to provide a Cybersecurity Audit is awarded to Securance Consulting for the total amount of \$34,968.

**Section 2.** That this resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15<sup>th</sup> day of April, 2020.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance: <u>1 huh</u>



# MEMORANDUM

то:	Mayor Brian Gabriel and Kenai City Council
THROUGH:	Paul Ostrander, City Manager
	Terry Eubank, Finance Director
FROM:	Dan Castimore, IT Manager
DATE:	April 9, 2020
SUBJECT:	Resolution 2020-18 – Cybersecurity Audit

The City received a grant from the Department of Homeland Security in the amount of \$35,000 to preform a Cybersecurity Audit. This grant was accepted and the money was appropriated via Ordinance 3093-2019. A request for proposals (RFP) was issued on March 13, 2020 with proposals due on April 2, 2020. A total of 16 proposals were received with two being deemed non-responsive.

The evaluation committee included Katja Wolfe, Ben Hanson (IT Director for the Borough), and myself. The committee evaluated the 14 responsive proposals and determined that Securance Consulting was the highest scoring proposer. The total cost of this proposal is \$34,968 which is within the budgeted amount. Given the current restrictions on travel due to Covid-19, this audit will be performed remotely.

I would respectfully request that council award this contract to Securance Consulting.





Sponsored by: Council Member Peterkin

#### **CITY OF KENAI**

#### **RESOLUTION NO. 2020-19**

A RESOLUTION OF THE CITY OF KENAI, ALASKA, RECOGNIZING THE SUCCESSFUL EFFORTS OF THE STATE LEADERSHIP AND ALASKAN RESIDENTS TO SLOW THE SPREAD OF COVID-19 AND ENCOURAGING THE GOVERNOR TO RESCIND OR MODIFY COVID-19 HEALTH MANDATES 003: STATE WIDE CLOSURE RESTAURANTS, BARS, ENTERTAINMENT, 009: PERSONAL CARE SERVICES AND GATHERINGS AND 012: INTRASTATE TRAVEL, AS SOON AS REASONABLY PRACTICAL TO ALLOW ALASKAN BUSINESSES TO RESUME OPERATIONS, EMPLOYEES TO RETURN TO WORK AND RESIDENTS TO RECEIVE SERVICES IN A SAFE MANNER OBSERVING SOCIAL DISTANCING REQUIREMENTS.

WHEREAS, the COVID-19 virus originated in Hubei province in China, with the first confirmed case occurring on November 17, 2019; and,

WHEREAS, on January 21, 2020, the United States of America had its first confirmed case of COVID-19; and,

WHEREAS, on January 30, 2020 the World Health Organization declared a public health emergency of international concern due the COVID-19 virus; and,

WHEREAS, on March 13, 2020, with 2,700 confirmed cases of COVID-19 in the United States, President Donald Trump declared a U.S. national emergency and,

WHEREAS, as of April 7, 2020, the United States had 400,335 confirmed cases of COVID-19; and,

WHEREAS, on March 2, 2020, the State of Alaska had its first confirmed case of COVID -19; and,

WHEREAS, in response to the confirmed presence of COVID-19 in the State of Alaska and to prevent or slow the spread of the Disease Governor Mike Dunleavy issued his first public health mandate on March 13, 2020; and,

WHEREAS, between March 16, 2020 and March 27, 2020, Governor Dunleavy issued 11 additional health mandates, all in an effort to "flatten the curve" and reduce the number of confirmed COVID-19 cases to a level that would not overwhelm the health care infrastructure of the State; and

WHEREAS, because of the early and aggressive action by the Governor and the cooperation of Alaskan residents, the number of confirmed COVID-19 cases in the State has remained low with 226 cases confirmed as of April 7, 2020, only 0.03% (3 cases per 10,000 residents) of the State's population; and,

WHEREAS, the health mandates issued by the Governor are some of the most aggressive measures limiting virus exposure amongst the states: and,

WHEREAS, 14,253 Alaskans filed for unemployment benefits during the week ended March 28, 2020, many due to the closure of businesses as a result of the Governors mandates; and,

WHEREAS, the continued closure of businesses is impacting all Alaskans, resulting in a significant loss of jobs, business failures, and the loss of important sales tax revenues to municipalities jeopardizing essential services; and,

WHEREAS, reducing intrastate travel limitations and mandatory closure of certain businesses as soon as reasonably practical will allow many businesses to reopen, employees to return to work and residents to receive services; and,

WHEREAS, reduction of these limitations can be paired with continued implementation of other health mandates as necessary to continue protecting public health and safety.

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

**Section 1.** That the City Council respectfully encourages the Governor to rescind or modify COVID-19 health mandates 003: State wide closure restaurants, bars, entertainment, 009: personal care services and gatherings and 012: intrastate travel, as soon as reasonably practical to allow Alaskan businesses to resume operations, employees to return to work and residents to receive services in a safe manner observing social distancing requirements.

**Section 2.** That this resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15<sup>th</sup> day of April, 2020.

ATTEST:

BRIAN GABRIEL, SR., MAYOR

Jamie Heinz, CMC, City Clerk

#### KENAI CITY COUNCIL – REGULAR MEETING MARCH 18, 2020 – 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 18, 2020, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

#### 1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

#### 2. Roll Call

There were present:

Brian Gabriel, Mayor Henry Knackstedt Jim Glendening Glenese Pettey (telephonic) Robert Molloy Tim Navarre (telephonic) Robert Peterkin (telephonic)

A quorum was present.

Also in attendance were:

Paul Ostrander, City Manager Scott Bloom, City Attorney Jamie Heinz, City Clerk

## 3. Agenda Approval

Mayor Gabriel noted the following revisions to the agenda and packet:

Add item G.10. to be taken up first after Unscheduled Public Comment	Action/Approval – Support the City Manager's Emergency Disaster Declaration. Emergency Declaration
Add item D.6. to be taken up second after Unscheduled Public Comment	<b>Resolution No. 2020-15</b> – Extending the Disaster Emergency Declaration for the City of Kenai Made on March 18, 2020 in Response to the COVID-19 Pandemic
Add item G.11. to be taken up third	<b>Ordinance No. 3114-2020</b> – Authorizing the Suspension and Modification of Various Sections of Kenai Municipal

after Unscheduled Public Comment	<ul> <li>Code Regarding Council Meetings and Other Public Meetings and Participation in Order to Protect the Health Safety and Welfare of Our City and Declaring an Emergency.</li> <li>Ordinance No. 3114-2020</li> <li>Supporting Memo</li> </ul>
Add item D.7.	<b>Resolution No. 2020-16</b> – Supporting the Appointment
to be taken up in	of Robert Ruffner to the Alaska Board of Fisheries
normal order of	Resolution No. 2020-16
business	Supporting Memo

#### MOTION:

Vice Mayor Molloy **MOVED** to approve the agenda with the requested additions to the agenda and packet. Council Member Knackstedt **SECONDED** the motion and requested **UNANIMOUS CONSENT**.

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

#### 4. Consent Agenda

#### MOTION:

Council Member Knackstedt **MOVED** to approve the consent agenda and requested **UNANIMOUS CONSENT.** Vice Mayor Molloy **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 councilmember 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 – None.

# C. <u>UNSCHEDULED PUBLIC COMMENTS</u> – None.

**G.10. Action/Approval** – Support the City Manager's Emergency Disaster Declaration. (City Manager)

[Clerk's Note: This item was added during approval of the agenda.]

# MOTION:

Vice Mayor Molloy **MOVED** to support the City Manager's Emergency Disaster Declaration and Council Member Knackstedt **SECONDED** the motion.

It was noted the City Manager had the authority to declare a disaster emergency and that declaration was valid for seven days, unless an extension was approved by Council. This emergency declaration would provide an opportunity for federal and state assistance and would be the mechanism that kicked off the City of Kenai Emergency Operations Plan.

# VOTE:

YEA: Glendening, Gabriel, Peterkin, Pettey, Navarre, Knackstedt, Molloy NAY:

#### MOTION PASSED UNANIMOUSLY.

## D. PUBLIC HEARINGS

 Resolution No. 2020-15 – Extending the Disaster Emergency Declaration for the City of Kenai made on March 18, 2020 in Response to the COVID-19 Pandemic. (City Manager)

[Clerk's Note: This item was added during approval of the agenda.]

#### MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2020-15 and Council Member Glendening **SECONDED** the motion.

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

It was noted the City Manager had the authority to issue an emergency declaration for seven days and because the Council was meeting so soon, it was decided to issue the declaration in concert so the declaration could be extended by Council.

## VOTE:

YEA: Glendening, Gabriel, Peterkin, Pettey, Navarre, Knackstedt, Molloy NAY:

## MOTION PASSED UNANIMOUSLY.

- Ordinance No. 3114-2020 Authorizing the Suspension and Modification of Various Sections of Kenai Municipal Code Regarding Council Meetings and Other Public Meetings and Participation in order to Protect the Health Safety and Welfare of Our City and Declaring and Emergency. (Legal)
  - 1. Motion for Introduction
  - 2. Motion for Second Reading (Requires a Unanimous Vote)
  - 3. Motion for Adoption (Requires Five Affirmative Votes)

[Clerk's Note: This item was added during approval of the agenda.]

# MOTION FOR INTRODUCTION:

Vice Mayor Molloy **MOVED** to introduce Ordinance No. 3114-2020 and Council Member Navarre **SECONDED** the motion.

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

# VOTE ON INTRODUCTION:

YEA: Glendening, Pettey, Molloy, Navarre, Knackstedt, Gabriel, Peterkin NAY:

## MOTION PASSED UNANIMOUSLY.

## MOTION FOR SECOND READING:

Vice Mayor Molloy **MOVED** to hold the second reading on Ordinance No. 3114-2020 and Council Member Glendening **SECONDED** the motion.

## VOTE ON SECOND READING:

YEA: Pettey, Molloy, Navarre, Knackstedt, Gabriel, Peterkin, Glendening NAY:

## MOTION PASSED UNANIMOUSLY.

#### MOTION FOR ENACTMENT:

Vice Mayor Molloy **MOVED** to enact Ordinance No. 3114-2020 and Council Member Glendening **SECONDED** the motion.

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

It was clarified that this would relax the regulations regarding the in-person meeting requirements, allowing flexibility with City Council and the Planning and Zoning Commission meetings to be done virtually and telephonically during this time, to slow the spread of COVID-19.

## VOTE ON MOTION TO ENACT:

YEA: Molloy, Navarre, Knackstedt, Gabriel, Peterkin, Glendening, Pettey NAY:

## MOTION PASSED UNANIMOUSLY.

**3.** Ordinance No. 3106-2020 - Amending Title 11 - Harbor and Harbor Facilities, to Remove Provisions that are No Longer Historically Relevant, Recognize Changes to Other Chapters of City Code That Now Provide for Lease and Sale of Harbor Lands

and Provide the Harbor Commission a Platform to Move Forward. (Council Members Peterkin and Glendening)

## MOTION:

Council Member Glendening **MOVED** to enact Ordinance No. 3106-2020 and Council Member Knackstedt **SECONDED** the motion.

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

It was noted the Harbor Commission had made efforts to recommend amendments to Title 11, that previous amendments to Title 22 affected Title 11, and some provisions that were time-based in nature were removed.

#### MOTION TO AMEND:

Council Member Glendening **MOVED** to amend the last whereas clause to indicate in the blanks that the Harbor Commission considered the ordinance on March 9, 2020 and recommended passage. Vice Mayor Molloy **SECONDED** the motion and requested **UNANIMOUS CONSENT**.

**VOTE ON THE AMENDMENT:** There being no objections, **SO ORDERED.** 

It was noted this approach would allow synchronization between Title 11 and Title 22 regarding land management in the City. The work of the sub-committee and Harbor Commission was recognized and appreciated. Staff and Council Members Glendening and Peterkin were thanked for their work on the ordinance.

It was noted some parts of the code were outdated and the Harbor Commission has wanted this code to be changed for many years and with the amendment of Title 22, it was a suitable time to do so.

A history of the plat was provided.

## VOTE ON THE MAIN MOTION AS AMENDED:

YEA: Glendening, Gabriel, Peterkin, Pettey, Navarre, Knackstedt, Molloy NAY:

#### MOTION PASSED UNANIMOUSLY.

4. Ordinance No. 3110-2020 - Amending Kenai Municipal Code Section 23.55.030 -Qualification Pay, to Add Additional Qualification Pay Items to the List of Those for Which Employees Continue to Receive While on Annual Leave or When Receiving Holiday Pay. (Administration)

# MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3110-2020 and Vice Mayor Molloy **SECONDED** the motion.

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

Clarification was provided the ordinance was housekeeping after Ordinance 3098-2019 was passed as it was discovered leave calculations should be accrued at the same rate.

# VOTE:

YEA: Glendening, Gabriel, Peterkin, Pettey, Navarre, Knackstedt, Molloy NAY:

# MOTION PASSED UNANIMOUSLY.

**5.** Ordinance No. 3111-2020 - Increasing Estimated Revenues and Appropriations in the Terminal Improvements Capital Fund, and Authorizing an Increase to the Construction Purchase Order to Blazy Construction, Inc. (Administration)

## **MOTION:**

Council Member Knackstedt **MOVED** to enact Ordinance No. 3111-2020 and Council Member Glendening **SECONDED** the motion.

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

Clarification was provided administration was hopeful that the boiler replacement could be covered with the existing contingency as well as the furniture for the terminal. City contingency left in the project would be \$369,354.71 of the \$500,000 contingency funds Council authorized. This Ordinance would be an appropriation of FAA grant funds to support the change orders.

## VOTE:

YEA: Gabriel, Peterkin, Glendening, Pettey, Molloy, Navarre, Knackstedt NAY:

## MOTION PASSED UNANIMOUSLY.

6. Ordinance No. 3112-2020 - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Fund, and Authorizing an Increase to the Construction Purchase Order to Kirila Fire, Inc. (Administration)

## **MOTION:**

Council Member Knackstedt **MOVED** to enact Ordinance No. 3112-2020 and Council Member Glendening **SECONDED** the motion.

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

Staff was thanked for management of the project.

# VOTE:

YEA: Glendening, Gabriel, Peterkin, Pettey, Navarre, Knackstedt, Molloy NAY:

# MOTION PASSED UNANIMOUSLY.

7. Resolution No. 2020-14 - Approving the Execution of a Lease of Airport Reserve Lands Using the Standard Lease Form Between the City of Kenai and Schilling Rentals, LLC for Lot 5A, Block 1, FBO Subdivision 2018 Replat. (Administration)

## MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2020-14 and Council Member Glendening **SECONDED** the motion.

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

Appreciation was expressed for the investment in the City.

# VOTE:

YEA: Glendening, Gabriel, Peterkin, Pettey, Navarre, Knackstedt, Molloy NAY:

## MOTION PASSED UNANIMOUSLY.

8. Resolution No. 2020-16 - Supporting the Appointment of Robert Ruffner to the Alaska Board of Fisheries. (Mayor Gabriel)

[Clerk's Note: This item was added during approval of the agenda.]

## MOTION:

Vice Mayor Molloy **MOVED** to adopt Resolution No. 2020-16 and Council Member Glendening **SECONDED** the motion.

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

It was noted correspondence was received after the packet was produced that Mr. Ruffner was reapplying to the Board of Fisheries. Mr. Ruffner's qualifications and values were discussed.

The Mayor was thanked for bringing the Resolution forward.

## MOTION TO AMEND:

Council Member Knackstedt **MOVED** to amend by adding a new fourth whereas clause to read, "the Kenai Peninsula and particularly the Kenai River receives the majority of fishing pressure in South Central Alaska, necessitating the need for a Board of Fish Representative from that area; and," and Vice Mayor Molloy **SECONDED** the motion. **UNANIMOUS CONSENT** was requested.

**VOTE ON THE AMENDMENT:** There being no objections, **SO ORDERED.** 

## MOTION TO AMEND:

Council Member Knackstedt **MOVED** to amend by inserting a new fifth whereas clause to read, "the Board of Fish does not currently have a member from that area; and," and Vice Mayor Molloy **SECONDED** the motion. **UNANIMOUS CONSENT** was requested.

**VOTE ON THE AMENDMENT:** There being no objections, **SO ORDERED.** 

**UNANIMOUS CONSENT** was requested on the main motion.

**VOTE ON THE MAIN MOTION AS AMENDED:** There being no objections, **SO ORDERED.** 

## E. <u>MINUTES</u>

1. \*Regular Meeting of March 4, 2020. (City Clerk)

Approved by the consent agenda.

## F. <u>UNFINISHED BUSINESS</u> – None.

## G. <u>NEW BUSINESS</u>

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. \*Action/Approval - Non-Objection to the Renewal of the Liquor License for American Legion Post #20. (City Clerk)

Approved by the consent agenda.

4. **\*Ordinance No. 3113-2020** - Increasing Estimated Revenues and Appropriations in the Terminal Improvements Capital Fund, and Authorizing an Increase to the Design Agreement with Wince Corthell Bryson. (Administration)

Introduced by the consent agenda and public hearing set for April 1, 2020.

5. **Action/Approval** - Special Use Permit to State of Alaska Department of Natural Resources - Forestry Division, for Aircraft Loading and Parking. (Administration)

## **MOTION:**

Council Member Knackstedt **MOVED** to approve the Special Use Permit to State of Alaska Department of Natural Resources – Forestry Division, for Aircraft Loading and Parking. Vice Mayor Molloy **SECONDED** the motion and requested **UNANIMOUS CONSENT**.

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

6. Action/Approval - Adopt a New City Logo. (City Manager)

#### MOTION:

Council Member Knackstedt **MOVED** to adopt a new City logo and Vice Mayor Molloy **SECONDED** the motion.

Clarification was provided there were other logos provided by the marketing firm, Divining Point through the development process; however, the presented logo was the only one provided in the final delivery.

**UNANIMOUS CONSENT** was requested.

- **VOTE:** There being no objections, **SO ORDERED.** 
  - 7. **Discussion** Set Dates for Council Employee Evaluations. (Mayor Gabriel)

It was decided the City Manager's evaluation would be an Executive Session on April 15 and the Clerk's and Attorney's evaluations would be a Special Meeting on April 16 at 5pm

8. **Discussion** - Parks and Recreation Commission and City Council Student Representative Policies. (Vice Mayor Molloy)

It was noted the change would open the pool of applicants for student representatives and, dependent on the outcome of the formal change to the Parks and Recreation Student Representative Policy, it might be considered to change the City Council Student Representative policy.

There was general support for a resolution amending the policy being brought forth. It was suggested the representative should be from a larger school that is selected from the body of students.

9. **Discussion** - Public Official Financial Disclosure Statements. (Vice Mayor Molloy)

There was general support for a resolution amending the statement. It was suggested that going through the form annually made one think about each item critically. It was also suggested the form could be required at nomination for election to ensure proper updating.

## H. <u>COMMISSION/COMMITTEE REPORTS</u>

1. Council on Aging – The regular meeting of March and the March for Meals event were canceled; next meeting April 9.

- 2. Airport Commission Met on March 12 and recommended lease to Schillings Rental, LLC; also briefed by the Airport Manager on the Coronavirus. Next meeting April 9.
- 3. Harbor Commission Met on March 9 and recommended approval of Title 11 Ordinance; also discussed the cranes and operating lease at the City Dock. Next meeting April 6.
- 4. Parks and Recreation Commission No report; next meeting April 2.
- 5. Planning and Zoning Commission It was reported that at their March 11 meeting the Commission recommended approving the lease to Schillings Rental, LLC and approval of Title 11 Ordinance; next meeting April 8.
- 6. Beautification Committee No report; next meeting April 14.
- 7. Mini-Grant Steering Committee No report.

# I. <u>REPORT OF THE MAYOR</u>

Mayor Gabriel reported on the following:

- Attended budget presentation at the Senior Center; and
- Noted the major impacts caused by COVID-19; encouraged following best practices from CDC and the state to prevent inundating the healthcare facilities.

# J. ADMINISTRATION REPORTS

- 1. City Manager City Manager P. Ostrander reported on the following:
  - Presented the State of the City address with Mayor Gabriel and the Invest in Kenai event at the Senior Center;
  - Preparations and actions taken in response to COVID-19; and
  - The Federal Office of Management and Budget signed off on the Bluff Erosion Project and sent it back to the Corps of Engineers; the Federal delegation was engaged.
- City Attorney City Attorney S. Bloom noted that decisions would likely have to be made outside of City code as decisions needed to be made quickly in response to COVID-19 and necessary adjustments would be made at a later date. It was assured that the City Manager would continue to keep Council updated.
- 3. City Clerk City Clerk J. Heinz noted she was keeping informed on bills moving through the legislature affecting elections and also that the Public Official Financial Disclosure forms would be sent out soon. She added the findings of a feasibility study on elections by mail would be presented to the Kenai Peninsula Borough Assembly on May 5 and she would provide an update to Council.

## K. ADDITIONAL PUBLIC COMMENT

- 1. Citizens Comments (Public comment limited to five (5) minutes per speaker) None.
- 2. Council Comments

Council Member Navarre thanked City administration, staff and residents for reacting favorably in the COVID-19 pandemic, recommending putting a more positive perspective when talking to youth about it.

Council Member Peterkin echoed Navarre; keep things in perspective and accept stepping back and staying home.

Council Member Pettey encouraged all to be safe, calm, and thankful for all the plans put in place; all would be in her thoughts and prayers.

Council Member Glendening noted history showed something positive, when times are challenging, the best in people come out. He added the Borough ordinance regarding gated subdivisions was postponed as the Assembly was asking for a legislative intent statement.

Vice Mayor Molloy commended the City Manager and Incident Management Team for developing policies related to pandemic and also the supporting legislative body; noted the good attitudes people had to the quick adjustments; need for public health to ensure economic future; and appreciated that the public was responding well.

Council Member Knackstedt noted the country has been through difficult times in the past; at this point public knows what to do – keeping mindful and doing what is necessary to do to get through and then there will be optimism and more investment in the City.

# L. <u>EXECUTIVE SESSION</u>

1. Discussion of Facility Management Agreement for the Kenai Visitor and Cultural Center, pursuant to AS 44.32.310(c)(1)(3) a matter of which the immediate knowledge may have an adverse effect upon the finances of the City, and a matter by which law, municipal charter, or ordinance are required to be confidential.

## MOTION:

Vice Mayor Molloy **MOVED** to enter into executive session to discuss the Facility Management Agreement for the Kenai Visitor and Cultural Center pursuant to AS 44.32.310(c)(1)(3) is a matter of which the immediate knowledge may have an adverse effect upon the finances of the City, and a matter by which law, municipal charter, or ordinance are required to be confidential and requested the presence, as needed, of the City Manager and the City Attorney. Council Member Knackstedt **SECONDED** the motion.

## VOTE:

YEA: Gabriel, Peterkin, Glendening, Pettey, Molloy, Navarre, Knackstedt NAY:

# MOTION PASSED UNANIMOUSLY.

Council reconvened in open session and it was noted for the record that Council met in Executive Session and reviewed and discussed the Visitor and Cultural Center Management Agreement and provided the City Manager direction.

# M. <u>PENDING ITEMS</u> – None.

# N. <u>ADJOURNMENT</u>

There being no further business before the Council, the meeting was adjourned at 9:30 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of March 18, 2020.

Jamie Heinz, CMC City Clerk

#### KENAI CITY COUNCIL – SPECIAL MEETING MARCH 24, 2020 – 6:00 P.M. KENAI CITY COUNCIL CHAMBERS 210 FIDALGO AVE., KENAI, AK 99611 MAYOR BRIAN GABRIEL, PRESIDING

# **MINUTES**

# A. CALL TO ORDER

A Special Meeting of the Kenai City Council was held on March 24, 2020, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at 6:00 p.m.

## 1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

#### 2. Roll Call

There were present:

Brian Gabriel, Mayor Henry Knackstedt Jim Glendening Robert Peterkin Robert Molloy Tim Navarre Glenese Pettey

A quorum was present.

Also in attendance were:

Paul Ostrander, City Manager Scott Bloom, City Attorney Jamie Heinz, City Clerk

## 3. Agenda Approval

#### MOTION:

Vice Mayor Molloy **MOVED** to approve the agenda and requested **UNANIMOUS CONSENT**. Council Member Glendening **SECONDED** the motion.

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

## B. <u>NEW BUSINESS</u>

- 1. **Ordinance No. 3115-2020** Granting the City Manager Emergency Powers, Ratifying Temporary Leave for Employees, and Declaring an Emergency.
  - a. Motion for Introduction
  - b. Motion for Second Reading (Requires a Unanimous Vote)
  - c. Motion for Adoption (Requires Five Affirmative Votes)

#### MOTION FOR INTRODUCTION:

Vice Mayor Molloy **MOVED** to introduce Ordinance No. 3115-2020 and Council Member Glendening **SECONDED** the motion.

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

#### VOTE ON INTRODUCTION:

YEA: Gabriel, Peterkin, Glendening, Pettey, Molloy, Navarre, Knackstedt NAY:

#### MOTION PASSED UNANIMOUSLY.

#### MOTION FOR SECOND READING:

Vice Mayor Molloy **MOVED** to hold the second reading on Ordinance No. 3115-2020 and requested **UNANIMOUS CONSENT**. Council Member Glendening **SECONDED** the motion.

**VOTE ON SECOND READING:** There being no objections, **SO ORDERED.** 

#### MOTION FOR ENACTMENT:

Vice Mayor Molloy **MOVED** to enact Ordinance No. 3115-2020 and Council Member Knackstedt **SECONDED** the motion.

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

#### MOTION TO AMEND:

Vice Mayor Molloy **MOVED** to amend by adding a new whereas clause as the fourth whereas clause on page 2 to read, "the City Manager's Disaster Emergency declaration initiated implementation of the City's Emergency Operations Plan, but the current Plan does not provide the City Manager with sufficient authority to take emergency actions that may be necessary to protect the critical functions of the City, the health and safety of City employees and the public in a disaster involving potential transmission of a disease; and," and Council Member Glendening **SECONDED** the motion.

It was clarified that section 7 of the ordinance had a sunset date and provided that the authority given to the City Manager would terminate when the City disaster declaration terminated. It was noted code would be reviewed to determine a permanent plan for future emergencies.

#### VOTE ON MOTION TO AMEND:

YEA: Peterkin, Glendening, Pettey, Molloy, Navarre, Knackstedt, Gabriel NAY:

## MOTION PASSED UNANIMOUSLY.

Clarification was provided on cross training between departments, working from home options, and temporary leave options.

It was noted Kenai, Soldotna and the Borough were working together to provide a unified front and, if Peninsula-wide restrictions were necessary, the intent would be to approach the Governor.

It was further clarified that this ordinance would only give authority to the City Manager to take emergency action or time sensitive steps and he would inform Council as soon as practicable of emergency decisions and that emergency orders would be issued.

## VOTE ON MOTION TO ENACT AS AMENDED:

YEA: Pettey, Molloy, Navarre, Knackstedt, Gabriel, Peterkin, Glendening NAY:

## MOTION PASSED UNANIMOUSLY.

## C. <u>PUBLIC COMMENT</u>

None.

## D. <u>ADJOURNMENT</u>

There being no further business before the Council, the meeting was adjourned at 6:46 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of March 24, 2020.

Jamie Heinz, CMC City Clerk

#### KENAI CITY COUNCIL – REGULAR MEETING APRIL 1, 2020 – 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 April 1, 2020, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

#### 1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

#### 2. Roll Call

There were present:

Brian Gabriel, Mayor Henry Knackstedt Jim Glendening Glenese Pettey Robert Molloy Tim Navarre Robert Peterkin

A quorum was present.

Also in attendance were:

Paul Ostrander, City Manager Scott Bloom, City Attorney Jamie Heinz, City Clerk

#### 3. Agenda Approval

#### MOTION:

Vice Mayor Molloy **MOVED** to approve the agenda and requested **UNANIMOUS CONSENT**; Council Member Knackstedt **SECONDED** the motion.

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

## 4. Consent Agenda

#### MOTION:

Council Member Knackstedt **MOVED** to approve the consent agenda and requested **UNANIMOUS CONSENT.** Council Member Navarre **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 councilmember 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.** <u>SCHEDULED PUBLIC COMMENTS</u> – None.

## C. <u>UNSCHEDULED PUBLIC COMMENTS</u> – None.

## D. <u>PUBLIC HEARINGS</u>

1. **Ordinance No. 3113-2020** - Increasing Estimated Revenues and Appropriations in the Terminal Improvements Capital Fund, and Authorizing an Increase to the Design Agreement with Wince Corthell Bryson. (Administration)

#### **MOTION:**

Council Member Knackstedt **MOVED** to enact Ordinance No. 3113-2020 and Council Member Molloy **SECONDED** the motion.

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

Clarification was provided that because of COVID-19, part of the project was delayed by 60 days. It was further clarified that a portion of the funds would be for Wince Corthell Bryson and the remainder would fund an additional scope of work not previously included within the agreement such as furniture design and replacement boiler design services.

## VOTE:

YEA: Gabriel, Peterkin, Glendening, Pettey, Molloy, Navarre, Knackstedt NAY:

## MOTION PASSED UNANIMOUSLY.

2. **Resolution No. 2020-17** - Authorizing the Use of Funds Remaining After Completion of the Kenai Senior Center Solarium, Roof Repair, Dining Room and Administrative Office Carpet Replacement Projects for a New Project to Create an Alternate Entrance into the Center's Computer Lab. (Administration)

## **MOTION:**

Council Member Navarre **MOVED** to adopt Resolution No. 2020-17 and Council Member Glendening **SECONDED** the motion. **UNANIMOUS CONSENT** was requested.

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

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

# MOTION PASSED UNANIMOUSLY.

- E. <u>MINUTES</u> None.
- F. UNFINISHED BUSINESS None.

## G. <u>NEW BUSINESS</u>

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.

 \*Action/Approval - Non-Objection to the Renewal of the Liquor Licenses for George's Nightclub, Uptown Motel/Back Door Lounge, Uptown Motel/Louie's, and Kenai Elks Lodge #2425. (City Clerk)

Approved by the consent agenda.

4. **\*Ordinance No. 3116-2020** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds and Authorizing a Professional Services Agreement for the Design of the Airport Operations Sand Storage Facility Project. (Administration)

Introduced by the consent agenda and public hearing set for April 15, 2020.

5. **Discussion** – City Response to COVID-19. (Administration)

The City Manager noted that an incident management team was formed within the City and has met daily since mid-March. He added that employees were receiving continual information regarding COVID-19, were issued two weeks of temporary leave on March 16 to encourage sick employees to stay home, recommendations for how to get tested were provided, and travel restrictions were put in place. It was further noted that administration was tracking and documenting any expenses associated with COVID-19 to determine federal funding available for eligible reimbursement. The City Manager clarified that in response to the Governor's mandate on March 28, 32 employees were directed to not return to work and most of them were approved to some form of telework. He added that two additional weeks of paid leave was provided under federal mandate to all employees and it was not anticipated that those employees would return to the workplace in April.

The City Manager clarified he was in contact with the Borough and City of Soldotna regularly and very closely aligned before decisions were made. He added he continually participated in statewide teleconferences.

Further discussion included concerns of the Personal Use Fisheries, homelessness, effects on the City's sales tax revenue, the City budget, and a potential temporary hiring freeze.

It was asked to continue having this discussion item on the agenda.

## H. COMMISSION/COMMITTEE REPORTS

- 1. Council on Aging No report; next meeting May 14.
- 2. Airport Commission It was reported the card-reader at the float plane dock does not accept all cards while other areas on the Peninsula accept them; Administration was looking into options; next meeting May 14.
- 3. Harbor Commission It was reported that bids came back for interest in the dock and Administration was looking at possibility of getting fuel at the City Dock; next meeting May 11.
- 4. Parks and Recreation Commission No report; next meeting May 7.
- 5. Planning and Zoning Commission No report; next meeting April 8.
- 6. Beautification Committee No report; next meeting May 12.
- 7. Mini-Grant Steering Committee No report.

## I. <u>REPORT OF THE MAYOR</u>

Mayor Gabriel reported on the following:

- Several events canceled due to the high risk of the virus and it was a serious issue of people losing their jobs; and
- He was working with City Manager to get a letter to the editor for the newspaper with recommendations to the community to alleviate overloading healthcare, doing individual part to get ahead of it and reduce the risk of making a surge on the resources available, urging citizens to follow the mandates of the Governor.

## J. ADMINISTRATION REPORTS

- 1. City Manager City Manager P. Ostrander reported on the following:
  - An update on COVID 19 and on the City Budget was previously noted; and
  - The Bluff Erosion documents were still with the Army Corps of Engineers.
- 2. City Attorney No report.
- 3. City Clerk City Clerk J. Heinz noted her time was dominated by COVID-19 response.

## K. ADDITIONAL PUBLIC COMMENT

- 1. Citizens Comments (Public comment limited to five (5) minutes per speaker) None.
- 2. Council Comments

Council members expressed gratitude to the City Clerk for her efforts and assistance in setting up virtual meeting capabilities for the City Council meetings, and they wished everyone safety and good health through this time.

Council Member Pettey thanked administration at the City during the continued challenges ahead.

Council Member Navarre noted the significant changes in the community from public school kids, to the City of Kenai, to all families, and hopes everyone does their part, following the Governor's mandates to stay healthy.

Council Member Glendening noted he was pleased to see two bids for the City Dock.

Council Member Knackstedt expressed appreciation for all the employees during this time as well and advised being cognizant as to what information out there is accurate versus social media.

Vice Mayor Molloy additionally thanked the critical incident management team for their efforts and attentiveness, and that his two items for the agenda previously planned for this meeting were not time sensitive and would wait.

Council Member Peterkin noted this storm would pass hopefully sooner than later, and the need to be thinking about how to take care of our employees. He expressed gratitude for a successful and contributing meeting.

## L. <u>EXECUTIVE SESSION</u> – None.

M. <u>PENDING ITEMS</u> – None.

## N. <u>ADJOURNMENT</u>

There being no further business before the Council, the meeting was adjourned at 7:19 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of April 1, 2020.

Jamie Heinz, CMC City Clerk

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# PAYMENTS OVER \$15,000.00 WHICH NEED COUNCIL RATIFICATION COUNCIL MEETING OF: APRIL 15, 2020

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	93,488.62
PREMERA BLUE CROSS	APRIL PREMIUM	VARIOUS	INSURANCE	205,664.89

#### INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.

PURCHASE ORDERS OVER \$15,000.00 WHICH NEED COUNCIL APPROVAL

FY20 CHEMICALS

# COUNCIL MEETING OF: APRIL 15, 2020

NALCO COMPANY

VENDOR	DESCRIPTION	DEPT.	ACCOUNT		AMOUNT
ž					
INCREASE OF EXISTING PUR	RCHASE ORDER	V			
VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
			INCREASE FOR REMAINING		
CROWLEY PETROLEUM	FY20 FUEL	118381 - AIRPORT	SEASON	5,000.00	55,000.00

118248 - WATER

INCREASE FOR

**REMAINING FY** 

5,000.00

75,000.00

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то:	Mayor Brian Gabriel and Kenai City Council
THROUGH:	Paul Ostrander, City Manager
FROM:	Mary L. Bondurant – Airport Manager
DATE:	April 3, 2020
SUBJECT:	Purchase Order over \$15,000- Increase to Crowley Fuel

Due to a winter of heavy snowfall, it is necessary to increase the purchase order for equipment fuel to Crowley Fuel by \$5,000. The original purchase order issued in July 2019 was for \$50,000.

Thank you for your consideration.

Please contact me if you have any questions.



то:	Mayor Brian Gabriel and Kenai City Council
THROUGH:	Paul Ostrander, City Manager
FROM:	Scott Curtin – Public Works Director
DATE:	April 8, 2020
SUBJECT:	Purchase Order Increase to Nalco Company LLC

The purpose of this memo is to request an increase to the existing purchase order for Nalco Company LLC which supplies various chemicals to the City's Water Treatment Facility. This increase will ensure the Department has a sufficient supply of materials on hand to avoid any potential short term delivery delays resulting from the COVID-19 restrictions.

While depletion of these chemicals is dependent upon overall water usage, it is anticipated that this purchase will secure our chemicals through the end of the fiscal year.

Council's support is respectfully requested.

PO118248 to Nalco Company LLC increased from \$70,000 to \$75,000



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Sponsored by: Administration

### CITY OF KENAI

#### **ORDINANCE NO. 3117-2020**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, APPROPRIATING FUNDS IN THE AIRPORT FUND, ACCEPTING A GRANT FROM THE FEDERAL AVIATION ADMINISTRATION AND APPROPRIATING FUNDS IN THE AIRPORT EQUIPMENT CAPITAL PROJECT FUND FOR THE PURCHASE OF SNOW REMOVAL EQUIPMENT (SRE) – LOADER WITH ATTACHMENTS.

WHEREAS, the 2002 521D Case loader at the airport is starting to require excessive and costly repairs; and,

WHEREAS, new, upgraded and reliable equipment ensures the Airport's capability to effectively perform snow and ice control with dependable equipment; and,

WHEREAS, snow removal equipment is FAA eligible and grant funds are available and the City has been awarded a grant totaling \$ xxx,xxx comprised of 93.75% FAA \$ xxx,xxx and requiring a 6.25% local share of \$xx,xxx; and,

WHEREAS, the City advertised an Invitation to Bid on April 8, 2020 with bids due on April 21, 2020; and,

WHEREAS, the following bids were received:

Bidder	Price
XXXXXXXXXXXX	\$ xxx,xxx
XXXXXXXXXXXX	\$ xxx,xxx

WHEREAS, xx bids were received and xxxxxxxxxxxxx was the lowest responsive bid; and,

WHEREAS, award of the bid to xxxxxxxxxxxxxx is in the best interest of the City; and,

WHEREAS, the recommendation from City Administration is to award the contract to xxxxxxxxx for the total cost of \$ xxx,xxx.

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 grant funding for \$xxx,xxx from the Federal Aviation Administration and to execute a grant agreement and to expend grant funds to fulfill the purpose and intent of this ordinance.

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

# Airport Capital Equipment Fund: Increase Estimated Revenues – Federal Grant

Increase Appropriations – Equipment \$<u>XXX,XXX</u>

### \$<u>XXX,XXX</u>

**Section 3.** That the City Manager is authorized to execute a purchase order to xxxxxxxxx for \$xxx,xxx.

**Section 4.** <u>Severability</u>: 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.** <u>Effective Date</u>: 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 May, 2020.

ATTEST:

BRIAN GABRIEL SR., MAYOR

Jamie Heinz, CMC, City Clerk

Approved by Finance: \_\_\_\_\_

Introduced: April 15, 2020 Enacted: May 6, 2020 Effective: May 6, 2020



TO:	Mayor Brian Gabriel and Kenai City Council
THROUGH:	Paul Ostrander, City Manager
FROM:	Mary Bondurant, Airport Manager
DATE:	April 6, 2020
SUBJECT:	Ordinance No. 3117-2020 – Acquire Snow Removal Equipment (SRE)

The 2002 521D Case loader is 18 years old with maintenance issues on the rise. A new loader is grant eligible. Federal guidance requests a grant application based on hard bids by May 18, 2020.

In order to meet the deadline, the City issued the Invitation to Bid on April 8, 2020 with bids due on April 21, 2020. The City will review the bids and Airport Administration will submit a grant application with the lowest responsive bid by the FAA deadline.

A substitute ordinance will be included in the May 6, 2020 Council packet with the results of the Invitation to Bid filling in the blanks on this ordinance.

Thank you for your consideration.



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Sponsored by: Administration

### CITY OF KENAI

#### **ORDINANCE NO. 3118-2020**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS BY \$1,287.44 IN THE GENERAL FUND – POLICE DEPARTMENT FOR STATE TRAFFIC GRANT OVERTIME EXPENDITURES.

WHEREAS, the Kenai Police Department joins with other law enforcement agencies statewide to support Alaska Highway Safety Office (AHSO) traffic safety programs to reduce fatalities and injuries on roadways; and,

WHEREAS, AHSO traffic-related overtime funds require no local match and allow the department to provide specific traffic safety patrols; and,

WHEREAS, actual AHSO overtime expenditures for traffic safety patrols totaled \$1,287.44 from December 11, 2019 through January 1, 2020; and,

WHEREAS, overtime for these additional traffic safety patrols was not budgeted and the department is requesting appropriation into the overtime budget equal to the amount of the AHSO grant funding received.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

**Section 1.** That the City Manager is authorized to accept these grant funds from the State of Alaska in the amount of \$1,287.44 and to expend 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 –	
State Grants - Police	\$ <u>1,127.44</u>
Increase Appropriations –	• • • • • • • •
Police - Overtime	\$ <u>1,127.44</u>

**Section 3.** <u>Severability</u>: 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 6<sup>th</sup> day of May, 2020.

ATTEST:

BRIAN GABRIEL SR., MAYOR

Jamie Heinz, City Clerk

Approved by Finance: <u>7. http://www.approved.com/</u>

Introduced: April 15, 2020 Enacted: May 6, 2020 Effective: May 6, 2020



TO:	Mayor Brian Gabriel and Kenai City Council
THROUGH:	Paul Ostrander, City Manager
FROM:	David Ross, Police Chief
DATE:	April 6, 2020
SUBJECT:	Ordinance No. 3118-2020, Accepting AHSO Grant Funds

The Kenai Police Department continues to participate in traffic enforcement overtime patrols, reimbursed to the City of Kenai through a grant by the Alaska Highway Safety Office (AHSO).

Actual overtime costs for traffic enforcement between December 11, 2019 and January 1, 2020, which qualified for AHSO reimbursement, was \$1,287.44.

AHSO overtime reimbursements are deposited into the general fund. I would respectfully request consideration of the ordinance accepting and appropriating the grant amount to the police overtime account.



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Sponsored by: Administration

### CITY OF KENAI

#### **ORDINANCE NO. 3119-2020**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING GENERAL FUND ESTIMATED REVENUES AND APPROPRIATIONS BY \$26,542 IN THE GENERAL FUND PARKS, RECREATION AND BEAUTIFICATION DEPARTMENT FOR AN INCREASE OF A GRANT FROM THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY PASSED THROUGH THE STATE OF ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION FOR BACTERIA LEVEL MONITORING ON THE CITY'S BEACHES FROM MARCH 1, 2020 THROUGH JUNE 30, 2020.

WHEREAS, the City of Kenai has a current Beach Grant Agreement in place with the Alaska Department of Environmental Conservation for 2020 bacteria level monitoring; and,

WHEREAS, the State of Alaska Department of Environmental Conservation is amending the grant amount to allow for additional sampling at the mouth of the Kenai river which is required to build an adequate database for future modeling efforts and will be provided through a cooperative agreement with the Kenai Watershed Forum; and,

WHEREAS, bacteria levels during the testing period in the past have exceeded water recreation standards as established by the State of Alaska Department of Environmental Conservation in Register 226 that could pose a health risk to the fishery participants and City residents utilizing the beach; and,

WHEREAS, it is in the best interest of the City to monitor the bacteria level on its beaches.

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 Environmental Protection Agency passed through the State of Alaska Department of Environmental Conservation and to expend the funds to fulfill the purpose the grant and of this Ordinance.

**Section 2.** That FY2020 estimated revenues and appropriations be increased as follows:

#### General Fund:

Increase Estimated Revenues: Federal Grants - Other	<u>\$26,542</u>
Increase Appropriations: Parks, Recreation & Beautification – Professional Services	<u>\$26,542</u>

**Section 3.** <u>Severability</u>: 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.** <u>Effective Date</u>: That pursuant to KMC 1.15.070(f), Section 1 of this ordinance shall take effect upon adoption.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 6th day of May, 2020.

ATTEST:

BRIAN GABRIEL SR., MAYOR

Jamie Heinz, CMC, City Clerk

Approved by Finance:

Introduced: April 15, 2020 Enacted: May 6, 2020 Effective: May 6, 2020



то:	Mayor Brian Gabriel and Kenai City Council
THROUGH:	Paul Ostrander, City Manager
FROM:	Robert J. Frates, Parks & Recreation Director
DATE:	April 7, 2020
SUBJECT:	Ordinance No. 3119-2020

The purpose of this memorandum is to recommend passage of Ordinance No. 3119-2020 requesting an increase to the estimated revenue and appropriations in the Parks, Recreation & Beautification Professional Services account to allow for additional water quality sampling on the City's beaches.

The State of Alaska Department of Environmental Conservation wishes to amend the current Kenai Beach Monitoring and MST (Microbial Source Tracking) Grant to allow for additional sampling to be performed through June 30, 2020. The additional parameters have not been regularly collected in the past but are required for using predicative models developed by the Environmental Protection Agency.

Approval of Ordinance No. 3119-2020 will add an additional \$26,542 to the existing ACWA-19-B11 grant and the new amended grant total will be \$87,319.

Council's support and approval is respectfully requested.



44129 Sterling Highway | Soldotna, AK 99669 | 907-260-5449 | <u>www.kenaiwatershed.org</u> Working Together for Healthy Watersheds on the Kenai Peninsula

#### Amending ACWA-19-B11 Grant: Kenai Beach Monitoring and MST Assessment

#### Prepared for: Kenai City Council members

Prepared by: Maggie Harings and Branden Bornemann, Kenai Watershed Forum

#### Summary

The Kenai Watershed Forum (KWF) was contracted by the City of Kenai in 2019 to sample for bacteria and microbial source tracking (MST) throughout the lower Kenai River and its beaches. It was recently brought to light that DEC seeks a continuation of sampling through 2020 which would require the following:

- Passing an ordinance at the City Council meeting on May 6, 2020 to amend this grant, thereby accepting an additional \$26,542 from DEC for FY20. The amended grant *total* would then be \$87,319.
- Passing an additional ordinance at a later date, thereby accepting funds from DEC for FY21 to cover sampling throughout the second half of the summer.
  - KWF will work with DEC to include a budget line item in the FY21 amendment for administrative costs incurred while facilitating this grant

#### Intended outcome of 2020 Sampling

DEC reportedly intends to phase out of intensive summer sampling following 2020 data collected. In the future, predictive modeling will replace previous sampling schedules and will only require occasional sampling "spot checks" to confirm that the model is working correctly.

#### Background

- Bacteria monitoring was initiated in Kenai in 2010
- Bacteria grab samples describe "health" of river, providing *snapshosts* of bacteria concentrations at a single moment in time once/week at each sampling location
- Bacteria is present in the lower Kenai River + its beaches throughout the summer due to the presence of gulls
  - North, South Kenai Beaches generally see their highest bacteria concentrations of the summer during the dipnet PUF
  - Warren Ames Memorial Bridge sampling site serves as the "control" and results in fewto-no bacteria exceedances each summer
- Illness has never been linked publically to exposure from participating in the dipnet PUF

#### Positive outcomes of sampling

- 2010-2014 sampling results led to cooperative efforts between City of Kenai, DEC and KWF resulting in:
  - o drastically improved best management practices (dumpsters, raking).
  - thousands of fishermen educated about the importance of implementing proper washing, filleting, storage techniques for their catch.
- Ability to use predictive modeling in future years.
- Higher bacteria spikes during dipnet PUF could be used to argue reduction or elimination of PUF (should the city ever need to do so).

Should members of the Kenai City Council wish to seek more information regarding this topic, they may access DEC reports published online here: https://dec.alaska.gov/water/water-quality/beach-program/ or reach out to Sarah Apsens of DEC.

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# Kenai BEACH Monitoring Program Frequently Asked Questions

Alaska Department of Environmental Conservation

### • What is the BEACH Program?

The Beaches Environmental Assessment and Coastal Health (BEACH) Act was passed by the U.S. Congress in 2002 in response to increased occurrences of water-borne illnesses. The U.S. Environmental Protection Agency (EPA) administers grant funds to states, tribes and territories under the Act to establish monitoring and public notification programs. The BEACH program has established national marine water quality monitoring and reporting standards for fecal waste contamination and notifies the public when levels exceed state standards. The Department of Environmental Conservation (DEC) has been implementing the BEACH program since 2002, and at Kenai Beaches since 2010.

### • What Services Does the BEACH Program provide?

- o DEC works with local partners to conduct sanitary surveys and water quality sampling
- o DEC provides weekly updates on water quality to key stakeholders and members of the public
- DEC conducts outreach to inform beach users on how they can minimize bacteria level by keeping the beach clean and how to keep themselves healthy while recreating

#### • Where does the funding come from?

The State of Alaska BEACH program receives funding from the EPA.

The 2020 BEACH sampling will be funded by two amendments, one for State Fiscal Year 2020 and one for State Fiscal Year 2021 (the State Fiscal Year starts on July 1<sup>st</sup>). Ideally, we'd approve the two amendments together, but the SFY21 BEACH funding is not yet available.

Unlike other DEC grants, no funding match is required for BEACH program grants.

#### • What is the plan for the 2020 recreation season?

In 2020 DEC plans to:

- 1) Continue to monitor bacteria at the north and south Kenai beaches, the gull rookery sites, and the Warren Ames Memorial Bridge
- 2) Issue a general notification (press release) at the start of the recreation season
- 3) Provide weekly updates to stakeholders via listserv during the recreation season, and update the Alaska Beach Monitoring webpage with monitoring results

Notifications are posted on the Alaska BEACH Monitoring webpage. Weekly results are distributed to stakeholders.

• What do these advisories look like? Who can view advisories and monitoring results? Past advisories can be found here: <u>https://dec.alaska.gov/beaches/</u>

DEC will post a general advisory at the start of the recreation season. Weekly monitoring results will be posted on the Alaska Beach Program website <u>https://dec.alaska.gov/beaches/</u>. Weekly updates will be forward weekly to Beach listserv participants and posted on DEC social media.

The City and Borough may post an advisory sign at the affected beach.

The Alaska Beach Program website also will have a new interactive map showing advisories at specific beaches, monitoring reports, press releases, and other project resources.

#### • How was the current sampling plan designed?

The monitoring locations on the north and south Kenai River beaches are used for recreation during the personal use fishery season. The Warren Ames bridge location is a reference location, upstream of the area most likely to be impacted by human activities on the Kenai Beaches. The monitoring locations by the gull rookery serve as reference locations to determine fecal contamination close to area where the gulls are nesting.

#### What are the water quality criteria for Kenai Beaches?

DEC revised the water quality standards for bacteria for all state waters in 2016. DEC adopted revised numeric values (i.e., criteria) based on EPA-recommended recreational criteria issued on a national basis in 2012.

Exceedances are determined in two ways: statistical threshold value (STV) and geometric mean. The STV value is used to determine if an <u>individual sample</u> exceeds criteria. The geometric mean is used to determine if average bacteria levels over a 30-day period exceeds criteria.

These recreational water quality criteria were determined by the EPA to protect the public from exposure to harmful levels of pathogens.

Water recreation, contact	In a 30-day period, the geometric mean of samples may not exceed 35 enterococci colony forming units (CFU) /100 ml, and not more than 10% of the samples may exceed a statistical threshold value of 130 CFU/100 ml.
Water recreation, secondary	In a 30-day period, the geometric mean of samples may not exceed 200 fecal coliform/100 ml, and not more than 10% of the samples may exceed 400 fecal coliform/100 ml.
Harvest for consumption of raw mollusks or other raw seafood	The geometric mean of samples may not exceed 14 fecal coliform/100 ml; and not more than 10% of the samples may exceed 31 CFU per 100 ml for a membrane filtration test.

Figure 1. Water quality standards for bacteria in recreational waters.

#### • What are the bacteria levels on our beaches?

You can see past results on the DEC Beach Webpage: <u>https://dec.alaska.gov/water/water-quality/beach-program/</u>

A final report for the 2019 season is available on the BEACH webpage.

#### • What are the sources of bacteria on Kenai Beaches?

<u>Seagulls and other birds</u> are a significant source of fecal waste on Kenai River beaches. We know this because of Microbial Source Tracking (MST) used during the 2011, 2014, and 2019 seasons.

DEC's key message to the public is to reduce attractants to birds by properly disposing of fish waste and picking up trash off the beach.

MST sampling from past years indicated that dogs, an ungulate, and some human source bacteria were also present. Beachgoers are highly encouraged to use provided outhouses and pick up after their pets.

#### • What is the plan for future seasons?

<u>DEC intends to phase out active monitoring starting in 2021.</u> Instead of weekly sampling events, DEC will use predictive modeling to forecast bacteria levels. Occasional sampling will take place to spot check the model.

Data collected during the 2020 season will be <u>essential</u> in developing a robust predictive modeling tool.

DEC updated the Kenai BEACH communication plan for 2020. The BEACH Program webpage is being updated as well, and will include an interactive map of sampling sites and recent bacteria levels.

#### • Where else does BEACH Monitoring occur?

There is an active beach program in Ketchikan Alaska. Communities with past programs include: Anchor Point, Anchorage, Dillingham, Douglas Island, Haines, Homer, Juneau, Kasilof, King Salmon, Naknek, Nome, Petersburg, and Wrangell. Outside of Alaska, there are beach programs in Wisconsin, Washington, Florida, and other coastal and Great Lakes states. The websites for some of these programs are provided below:

- The State of Washington Beach webpage: <u>https://ecology.wa.gov/Water-Shorelines/Water-quality/Saltwater/BEACH-program</u>
- The State of Wisconsin Beach Health webpage: <u>https://www.wibeaches.us/apex/f?p=BEACH:HOME</u>
- The State of California Beach Report Card: <u>https://beachreportcard.org/33.91029999999999/</u> <u>118.51929100000001/11</u>

# ALASKA

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Alaska Department of Environmental Conservation OFFICE OF THE COMMISSIONER

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# DEC LIFTS ADVISORY FOR KENAI NORTH BEACH

#### FOR IMMEDIATE RELEASE - June 20, 2019

CONTACT: Nancy Sonafrank, Division of Water, 907-451-2726

SOLDOTNA, AK — The Alaska Department of Environmental Conservation (DEC) has lifted the beach advisory issued on June 6 for the Kenai North Beach due to elevated levels of enterococci found in the marine water. Two consecutive weekly samples have shown enterococci levels at safe levels.

Water samples were collected on June 11 and 18. All five of the monitoring locations met water quality criteria for enterococci bacteria. These levels indicate that contact recreation, such as wading and swimming are safe.

Fecal coliform bacteria results were above state limits of 31 cfu/100ml set to protect humans from consumption of raw fish and shellfish at three monitoring locations (North Kenai Beach, South Kenai Beach and Kenai River Gull Rookery 1) with levels ranging from 46 to 84 cfu/100ml. DEC continues to advise that people take precautionary measures when fishing along the Kenai River Beaches by rinsing fish with clean water after harvesting from the area. As always, people should cook seafood to a minimum internal temperature of 145 degrees Fahrenheit to destroy pathogens.

Water quality samples were collected at the following locations:

- North Kenai Beach
- South Kenai Beach
- Kenai River Gull Rookery 1 (60.53660N, -151.25400W)
- Kenai River Gull Rookery 2 (60.55180N, -151.24400W)
- Warren Ames Bridge

As part of a statewide recreational beach monitoring program, marine water samples will be collected at the listed coastal areas to evaluate enterococci bacteria and fecal coliform levels weekly from May to September 2019. Monitoring locations maps and sampling information are shown on the Alaska BEACH Grant Program website.

Enterococci bacteria can come from any warm blooded animal, including birds, seals, and dogs, as well as humans. Based on microbial source testing for bacteria genetic identification, the primary source of this bacteria on Kenai beaches is gulls. Contact with water impacted by enterococci bacteria may cause stomach aches, diarrhea, or ear, eye, and skin infections.

The BEACH sampling program is funded and implemented by DEC. It is part of a nationwide effort to decrease the incidence of water-borne illness at public beaches under the federal Beaches Environmental Assessment and Coastal Health (BEACH) Act. Water samples have been collected periodically at Kenai River beaches since 2010. For more information about the Alaska BEACH monitoring program, visit the Alaska BEACH Grant Program website.

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Figure 1. Example of a public advisory from the 2019 monitoring season. Past advisories can be found on the DEC BEACH Program webpage: <a href="https://dec.alaska.gov/water/water-quality/beach-program/">https://dec.alaska.gov/water/water-quality/beach-program/</a>

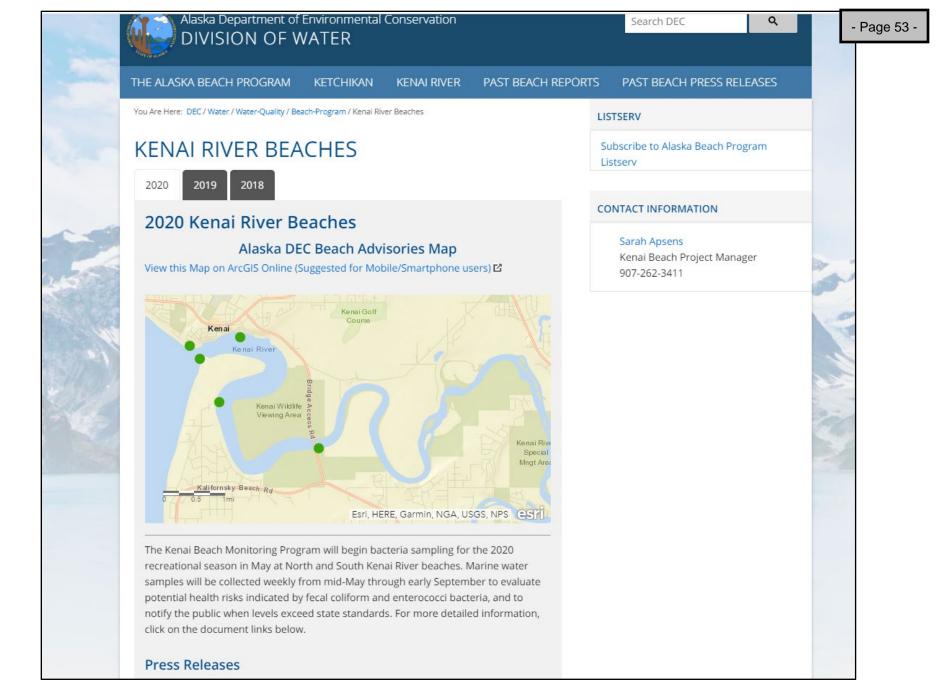


Figure 2. A screen clip of the updated Kenai River Beaches monitoring page. The color coded map will be updated weekly (green = low bacteria, red = exceedances). Members of the public can view past bacteria levels and learn about the BEACH program.



SUBJECT:	April Mid-month Report
DATE:	April 6, 2020
FROM:	Mary Bondurant, Airport Manager
THROUGH:	Paul Ostrander, City Manager
TO:	Mayor Brian Gabriel and Kenai City Council

<u>2018 Terminal Rehabilitation Project – Construction:</u> The project is shut-down due to CORVID-19.

2019 Alaska Fire Training Facility Rehabilitation & Acquire Aircraft Rescue and Firefighting Trucks (ARFF) – Progress has slowed-down due to the CORVID-19 virus.

<u>2020 Acquire SRE (Loader)</u> – The Invitation to Bid for a loader with attachments will start advertising on April 8, 2020. This currently is the only Airport Improvement Project scheduled for FY20.

In-house Activities:

<u>Airport Operations</u> – Operations crew continues to plow snow due to the long winter season and are preparing to start summer clean-up activities.

<u>Airport Administration</u> – The office is closed. The Airport Manager is working and the Administrative Assistant has been assigned telework from home. If you need assistance please send an email to <u>mbondurant@kenai.city</u> or call 907.283.7951. The terminal building is closed from Friday night at 12 midnight until 3:00am on Sundays due to the airline and car rental companies' schedules along; the lounge and café already closed.

<u>March 16 & 17, 2020</u> – The TSA inspection was conducted and there were no findings of noncompliance identified.

<u>May 13 & 14, 2020</u> – Cancelled due to the CORVID -19 virus. 2020 Alaskan Region Airports Division Workshop.

<u>April 7, 2020</u> – The USDA required initial and recurrent Wildlife Hazing training has been postponed due to the CORVID-19 virus. The FAA has granted a 90-day extension.

June 13, 2020 – 20<sup>th</sup> Annual Kenai Peninsula Air Fair, Saturday! This event has been cancelled due to the CORVID-19 virus.

<u>April 6, 2020 RAVN Shutdown</u> – RAVN has shut down the Kenai flight and cargo operations at the Airport due to the CORVID-19 virus. This action lays off twenty-five local RAVN employees. Grant continues to fly a limited schedule six-days a week.



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то:	Mayor Brian Gabriel and Kenai City Council	
THROUGH:	Paul Ostrander, City Manager	
THROUGH:	Dave Ross, Police Chief	
FROM:	Jessica "JJ" Hendrickson, Animal Control Chief	
DATE:	April 1, 2020	
SUBJECT:	March 2020 Monthly Report	

This month the Kenai Animal Shelter took in **70** animals. Animal intake and disposition:

DOGS:			
INTAKE	28	DISPOSITION	29
Waiver	6	Adopted	13
Stray	18	Euthanized	1
Impound	1	Claimed	14
Protective Custody	3	Field Release	0
Quarantine	0	Transferred	1
Other Intakes	0	Other Dispositions	0
CATS:	I		
INTAKE	12	DISPOSITION	19
Waiver	7	Adopted	11
Stray	5	Euthanized	1
Impound	0	Claimed	2
Protective Custody	0	Field Release	0
Quarantine	0	Transferred	5
Other Intakes	0	Other Dispositions	0

OTHER ANIMALS:			
INTAKE	30	DISPOSITION	59
Goat	7	Bird	12
Rabbit	22	Rabbit	24
Guinea Pig	1	Chicken	15
		Goat	7
		Guinea Pig	1
DOA:	7	OTHER STATISTICS:	
Dog	3	Licenses (City of Kenai Dog Licenses)	22
Cat	4	Microchips (Dog and Cat)	2

1 Animal dropped with After Hours (days we are closed but cleaning and with KPD)

- Animals are known borough animals
- Animals are known City of Kenai
- Animals are known City of Soldotna
- 16 36 5 0 14 Animals from unknown location
  - Field Investigations & patrols
- 29.40 1 1 Volunteer Hours Logged
  - Citations
  - **Educational Outreach**

Statistical Data:

159 2018 YTD Intake	s
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- 2019 YTD Intakes
- 178 275 2020 YTD Intakes



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

## MEMORANDUM

SUBJECT:	Finance Department, April Mid-month Report
DATE:	April 7, 2020
FROM:	Terry Eubank, Finance Director
THROUGH:	Paul Ostrander, City Manager
TO:	Mayor Brian Gabriel and Kenai City Council

For the last few months much of the department's focus on the preparation of the City's FY2021 Budget. Due to the COVID-19 Pandemic Emergency distribution of the draft budget has been delayed from April 1<sup>st</sup> to April 15<sup>th</sup>. The delay is providing time for the administration to review its revenue projections and make appropriate adjustments to expenditures in response to the COVID-19 Pandemic Emergency. Budget Ordinance introduction is scheduled for the May 6th Council meeting and Budget adoption on May 20th. City code requires adoption by June 10th. The Resolution establishing the 2020 mill rate will be included in the packet for adoption May 20th to coincide with adoption of the FY2021 Budget.

The department in conjunction with Stormy in Human Resources and Marsh & McLennan Agency, the City's new health and life insurance broker, is working on a renewal plan for employee medical and life insurance benefits. A resolution authorizing renewal will be before Council for passage once the plan is complete.

The department is completing its property, liability and workers' compensaton insurance premium credit application for the upcoming renewal year. The premium credit application is a large document that takes cooperation from all departments. Special thanks is owed to Ms. Feltman of Public Works for her assistance in putting the document together. APEI's premium credit program has reduced the City's insurance costs by an average of \$40,000 per year. Participation in the program shows the City's and its employees commitment to safety, training and education.

A resolution authorizing a contract for insurance coverage for FY2021 will be before Council after the renewal process is completed. The City is currently under a three-year agreement, expiring on June 30 2020, with Alaska Public Entity Insurance for general liability, workers' compensation, property, airport and other ancilary insurance coverages.





то:	Mayor Brian Gabriel and City Council
THROUGH:	Paul Ostrander, City Manger
FROM:	Tony Prior, Fire Chief
DATE:	April 7, 2020
SUBJECT:	Fire Department Mid-Month Report - March

I am honored to be taking over as the new Chief of Kenai Fire, even if it's in the middle of a pandemic. COVID-19 has dominated our thoughts and operations here at the fire department over the last month and it seems we are changing operations daily, or at least every time a new mandate comes out or updated information from CDC. Here are a few of the changes we have implemented over the last month:

- Dispatch has begun pre-screening all EMS calls for COVID-19 with additional screening from our personnel upon arrival.
- Response PPE has changed to N-95's on every call and gowns on any suspected COVID-19 patient.
- Increased cleaning of our station and apparatus.
- Screening of our personnel upon arrival on shift, mid-shift, and at the end of shift.
- Increased decontamination of ambulances at CPH before returning to service.
- Changed protocol for treatment of Respiratory Patients.

KFD responded to 89 calls for service in March 2020, down from 107 calls for service in March 2019. From January 1 – March 31, 2020, we have an 18% decrease in call volume from the same time period in 2019.

In the midst of all this, we have hired Stephen Turkington to fill our vacant position and we are excited to have him join our department. Stephen brings 4 years of experience as a Firefighter and EMT 2 with Girdwood Fire Department and will be a great asset/addition to KFD.

We conducted an internal posting for the Deputy Chief position that closed on April 3rd.



SUBJECT:	Library Mid-Month Report March 2020
DATE:	April 4, 2020
FROM:	Katja Wolfe, Library Director
THROUGH:	Paul Ostrander, City Manager
то:	Brian Gabriel and Kenai City Council

The Kenai Community Library has been closed to the public since March 16, 2020 in response to the COVID-19 pandemic.

### March at a Glance

<b>Checkouts</b> Physical Digital		<b>Mar-19</b> 7,908 1,121	<b>Mar-20</b> 5,209 1,320	>	<b>2020 YTD</b> 22,014 3,591
Visits Number of Visitors New Library Cards Room Use		8,315 46 163	n/a 17 66		13,508 105 395
<b>Programs</b> Number of Programs Program Attendance Volunteer Hours		31 488 34	13 215 12		77 1,021 105
Technology Sessions Computer Sessions iPad Sessions Early Literacy Station S	Ϋ́ς	824 186 459	341 30 144		1,030 203 786

### **Programming highlights**

- Special Dr. Seuss Day, 25 participants
- Saturday Morning Cartoons, 9 participants
- Retro Video Game Bash, 35 participants
- Totem Tracers, 17 participants
- •

### Income

Fines	\$303.55
Copies/Prints	\$233.75
Fees (e.g., replacement costs)	\$88.09
Proctoring	\$20
Total	\$645.39

## Impact of COVID-19 on Library Services

- 34% decrease in physical checkouts and 17% increase in digital checkouts as compared to March 2019
- 33 programs canceled in March 2020 and a 56% decrease in attendance as compared to March 2019
- Temporarily enabled online card registration and removed blocks from patron accounts to allow access to our digital resources
- Automatically extended all due dates to May 15, 2020
- Automatically extended library cards that expired in March or will expire in April and May





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то:	Mayor Brian Gabriel and Kenai City Council
THROUGH:	Paul Ostrander, City Manager
FROM:	Robert J. Frates, Parks & Recreation Director
DATE:	April 6, 2020
SUBJECT:	Monthly Activity Report – March 2020

Ice activities at the MPF came to a close at the end of the day on March 15 with a total of 30 hours of ice reserved for the month of March.

Staff members Frates and Thurman completed an online course that included 1.5 hours of Playground Inspection and Maintenance training.

A total of 44.75 hours were logged performing sidewalk maintenance, including 11 hours removing snow from various parking lots, including the cemetery, golf course, Municipal Park, Daubenspeck Family Park.

A total of 29 hours were spent grooming the cross-country trails at the golf course (Kenai Nordic Trails). This equated to 148.30 miles of grooming. March provided some of the best skiing of the season due to decent weather and sufficient snow coverage. Eight (8) hours were spent maintaining the ice at Daubenspeck Family Park.

Heat in the greenhouse was turned on in late February with some cleaning and seeding occurring early March. The department's flower plugs were received mid-March. A total of 28.25 hours were logged in March mostly comprising of watering, transplanting and some seeding.

A few of the supervisors with the Boys & Girls Club have been working at the recreation center painting and performing some extra cleaning tasks. A new treadmill has been ordered and should arrive sometime the first part of May.

With respect to the Covid-19 pandemic, Director Frates continues to work daily from the office and Administrative Assistant Bannock is teleworking 15 hours per week. Trails and open space areas remain open, but all playgrounds, shelters and outdoor restrooms have been closed. The Nordic trails were groomed three times last week by Operator Dodge with a handful of folks using the trails and practicing social distancing.



TO:	Kenai City Council
THROUGH:	Paul Ostrander, City Manager
FROM:	Elizabeth Appleby, City Planner
DATE:	April 7, 2020
SUBJECT:	Planning and Zoning March 2020 Report

While City Hall is not open to the public, the Planning and Zoning Department continues to provide services to residents. Below are a summary of activity in March 2020 for the Planning and Zoning Department.

### Planning and Zoning Commission Agenda Items and Resolutions

- Action/Approval Application for Lease of City-owned Land Within the Airport Reserve described as Lot 5A, Block 1, FBO Subdivision 2018 Replat and located at 413 N. Willow Street. The application was submitted by Schilling Alaska, LLC, P.O. Box 3426, Kenai, AK 99611.
- Discussion Ordinance No. 3106-2020 Amending Title 11 Harbor and Harbor Facilities, to Remove Provisions that are No Longer Historically Relevant, Recognize Changes to Other Chapters of City Code That Now Provide for Lease and Sale of Harbor Lands and Provide the Harbor Commission a Platform to Move Forward

### Code Enforcement

1 case was opened in March 2020 for an Abandoned Vehicle. 1 case had additional steps taken for Debris and Junk.

## <u>Plans</u>

The Hazard Mitigation Plan adopted by the Kenai City Council by resolution has been approved by FEMA and the State of Alaska. It will be before the Kenai Peninsula Borough Planning Commission on April 13, 2020 (rescheduled from March 23, 2020). The plan will be considered for adoption as an annex to the Kenai Peninsula Borough Plan (to replace the 2010 document that is currently the annexed document for the City in the Kenai Peninsula Borough Hazard Mitigation Plan).

### Lands

Letter to lessees advising them of their new lease rates effective July 2020 were mailed. Lease rates are either adjusted annually or every five years (with 2020 as a year of adjustment for the five-year interval leases).

### Planning Forms

Planning and Zoning forms have been updated are available at <u>https://www.kenai.city/planning/page/planning-and-zoning-forms</u>. The new forms use the new logo, can accept typed text, and contain a succinct checklist of steps for applicants. Content was not be changed on the forms, but communication of content was streamlined.



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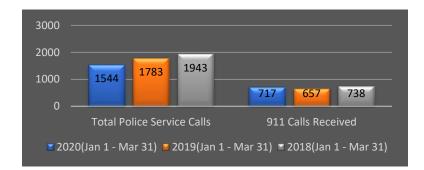


то:	Mayor Brian Gabriel and Kenai City Council
THROUGH:	Paul Ostrander, City Manager
FROM:	David Ross, Police Chief
DATE:	April 3, 2020
SUBJECT:	Police & Communications Department Activity – March 2020

Police handled 475 calls for service in March. Dispatch received 220 9-1-1 calls. Officers made 44 arrests. Traffic enforcement resulted in 160 traffic contacts and 40 traffic citations. There were 5 DUI arrests. Officers investigated 13 motor vehicle crashes. There were 4 collisions involving moose. There were no collisions involving drugs or alcohol.

March training included: All officers participated in a less-lethal training conducted in Kenai. Three officers participated in a one day 'Cyber Boot Camp' training in Anchorage. All other external police and dispatch training was cancelled for the month of March.

The police department has instituted a number of COVID-19 pandemic related changes, including many procedures that have been adjusted in order help maintain the safety of the public and that of the public safety work force. Police Officers and Dispatchers have been moved to 12 hours shifts working three days one week and four days the following in order to create distinct non-overlapping teams. Interactions with the public have been reduced wherever possible, including closing the lobby. Initially call volume has significantly dipped in the month of March, but it is difficult to predict how that might progress as current adjustments are made within the criminal justice system to potentially release more prisoners from incarceration and to limit those that may be incarcerated during the pandemic.







"Village with a Past, City with a Future"

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# MEMORANDUM

TO:	Mayor Brian Gabriel and Kenai City Council
THROUGH:	Paul Ostrander, City Manager
FROM:	Scott Curtin, Public Works Director
DATE:	April 2020
SUBJECT:	Mid-Month Report; Public Works / Capital Projects

- <u>Terminal Building Rehabilitation Project</u> Blazy Construction was issued a Notice to Proceed on October 1, 2018. The project reached Substantial Completion on March 27, 2020! The Contractor has been provided a punch list and depending on how long the COVID-19 restrictions last we anticipate a Final Completion in approximately 60 days. The Contractor is currently standing down, no work is currently taking place at this time. The exterior metal panels are 95% complete and would all be installed if not for the shutdown, all of the pieces are on site. The interior finishes are now all complete. The A/E Team and Contractor have processed roughly 98% of the required submittals, as well as responding to 238 RFIs; 170 Change Requests have been processed with Eight Change Orders executed to date; Original Contract amount of \$10,985,994.00, Change Orders 1-8 total \$1,143,503.59, approximately 10.4% of Original Contract. We are anticipating a Change Order 9 for some additional Owner Requested Work, and we are awaiting Design Documents from MBA Consulting for Blazy to provide a quote on possible Boiler Replacements due to the ongoing problems we have had with the existing units this winter. The Project is set to closeout well, Contractor and Engineering team continue to work together well.
- <u>Alaska Regional Fire Training Facility Building Rehabilitation Project</u> A Notice to Proceed was issued to Orion Construction on October 4, 2019. The Original Contract is for \$1,938,755, which is 95% complete to date. The Design Team and contractor have processed about 98% of required submittals, and have responded to 21 RFIs. The Project is Proceeding Well. The interior finishes including carpeting and lighting are now complete. Final mechanical system connections are underway. One change order has been processed for a small unit heater replacement in the effluent building which was not operational, cost is \$8,242.73. Change Order 2 is pending with eight Change Requests approved totaling \$9,826.51. Owner is negotiating an additional change request for a mechanical air damper which is currently priced



at \$15,604.91 we are awaiting cost breakdown. Change Order 2 once processed is anticipated being \$20K-\$25K. Total Change Orders will then be approximately 1.7% of total project costs. Substantial Completion is anticipated for April 24<sup>th</sup> with Final Completion expected 60 Days later. Beacon has canceled their regularly scheduled training for April and is hoping for a June restart.

- Alaska Regional Fire Training Facility Equipment Rehabilitation Project A Notice to Proceed was issued to Kirila Fire on October 4, 2019. The Original Contract is for \$1,993,000, 93.75% of which is funded by an FAA Grant. On March 5<sup>th</sup>-7<sup>th</sup> the Contractor successfully completed startup of the main trainer as indicated in the photos below. On March 9<sup>th</sup> the SAFT Trainer successfully conducted training with assistance from the Kenai Fire Department, big thank you to Chief Tucker and his staff for their help. The project reached Substantial Completion on March 13, 2020. One change order has been executed to date for \$120,000 which added additional fire places to the SAFT Trainer. Change Order 2 is pending for \$22,764.37. Total Change Orders to date will be \$142,764.37, approximately 7.2% of total project costs. As a reminder we are getting a credit back on AE Fees as a result of Change Order 1, this will lower the total change orders to 2.8% of total project costs.
- <u>Kenai Municipal Airport Wheeled Loader Replacement</u> Bid Documents were finalized on April 2, 2020. Documents are currently being reviewed by FAA and a Bid Release is anticipated within the next two weeks.
- <u>Dock repair</u> The City Dock received damages as a result of the November 30, 2018 Earthquake. Council approved an amendment to Nelson Engineering at the March 18, 2020 Council Meeting to revise the existing Construction Documents. Final revised documents were received from Nelson Engineering on April 6, 2020. Engineer's revised estimate came in higher than our existing funds for this work. Working with Finance and the Administration to determine if it makes sense to Bid this work at this time.
- <u>Recreation Center Improvements</u> Grant extension was requested to allow additional time to coordinate with other projects, grant now expires June 30, 2020. Hansen Roofing completed hot mop and cap sheet repairs to specific areas of the building for a contracted cost of \$9,315. Work was successful as areas that had been leaking are no longer. Bid documents for painting of the facilities exterior and grading / drainage modifications are being assembled now.
- <u>Kenai Cemetery Expansion 2018</u> Project Documents were recently finalized. The Public Works Department is completing a majority of this work in house. Storm Water Protection Plan has been developed and submitted with the state. Clearing of the site is now complete, installation of parking lot base is now complete. Project will continue to be on hold until spring when fencing, HEA Power, and asphalt work will be completed.



- <u>Peninsula Avenue Bluff Erosion 2018</u> Design Documents are now 100% complete. Invitation to Bid is pending, awaiting for some of the area to thaw so contractors can inspect site during the bidding.
- <u>USACE Bluff Erosion</u> See City Manager's report. Director's Report from the Army Corp of Engineers was signed April 10, 2019.
- <u>DOT KSH Rehabilitation (Widening to 5 lanes) Phase 1 Swires Rd. to Eagle Rock Dr.</u> was bid on March 30, 2018. City of Kenai water main replacement crossing KSH at Shotgun/Beaver Loop designed, funded, and will be bid with DOT project. The 16" new water main associated with this project has now been installed under the Highway. Wolverine continues with the project, the roadway has now been paved, ditch work final grading and bike path work are taking place as well. Project is shut down for winter, side street approaches were not paved with the Spur and will require maintenance throughout the winter as potholes in the gravel areas are already starting to appear.
- <u>DOT KSH Rehabilitation (Widening to 5 lanes) Phase 2 Eagle Rock Dr. to Sports Lake</u> ADOT advises this project will may have some right of way clearing taking place before winter with the majority of the work taking place next year.
- <u>DOT Beaver Loop Road and Pedestrian Pathway Project</u> QAP was awarded the project. Signage was posted the week of June 10<sup>th</sup>, clearing of the right of ways and directional boring of utilities is actively underway. DOT advises final asphalt for both the new road and bike path will not be until May/June 2020. Update: Contractor is starting back up week of April 13<sup>th</sup>.
- Staff has also been working on Procurement documents for the following projects:
  - Kenai Fire Department SCBA Equipment released on 11/15/19, contract award approved at the January 15<sup>th</sup> council meeting. Contract has now been executed with MES and we are awaiting delivery of Equipment. They have been delayed as a result of the COVID-19 restrictions.
  - 2) Kenai Fire Department new Fire Engine was delivered to Tacoma Tote Shipping yard on 4/7/20 and is making its way to Alaska!
  - 3) Contract to use Cranes, Offices & Operating Area at the Boating Facility released on 2/12/20 with bids originally due on 3/4/20, and is being extended to 3/23/20. No bids were received however the City has been in discussions with a Vendor since Bids closed and we anticipate negotiating a contract with this Vendor
  - 4) Water, Sewer, Waste Water Professional Engineering Services Term Contract 5 years released on March 9, 2020 with proposals due on March 31, 2020. Three proposals were received and they are being reviewed by Staff.





TO:	Mayor Brian Gabriel and Kenai City Cour	ncil

THROUGH: Paul Ostrander, City Manager

FROM: Kathy Romain, Senior Center Director

**DATE:** April 6, 2020

SUBJECT: March 2020 Monthly Report

Congregate Meals Served (Dining Room)	550
Home Delivered Meals	2108
Volunteer Hours	(19 individuals) = 119
Unassisted Transportation Rides	173
Assisted Transportation Rides	61
Social Security Video Service	15 individuals
Senior Center Rentals	0
Total Event Sign-Ins (through MySeniorCenter)	1155
Total Unduplicated Participants (through MySeniorCenter)	263

Though closed to the public, the Senior Center continues to provide services to our senior population. During this crisis we have been able to offer the following:

- 1. Home delivered meals, served Monday Friday to over 100 individuals in the greater Kenai area.
- 2. Shopping and delivery assistance through Country Foods.
- 3. Prescription pickups and delivery.
- 4. Low income food box delivery.
- 5. Telephone support and wellness checks.
- 6. Finding creative ways to still provide supportive services such as faxing, notary, technological assistance while following safety protocols and COVID19 mandates.
- 7. Information on COVID19, State of Alaska benefits, IRS Economic Impact payments, and the newest scams surrounding the current crisis.

We often hear from seniors how thankful they are to the State of Alaska and to the City of Kenai for their protection and support of their residents during this time. Even though we are in the midst of a crisis, the collaboration and support of area agencies and community members to work together on behalf of our senior population has been outstanding.

## PURCHASE ORDERS BETWEEN \$2,500.00 AND \$15,000.00 FOR COUNCIL REVIEW COUNCIL MEETING OF: APRIL 15, 2020

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
OUTLAW BODY & PAINT	BODY REPAIR	SHOP	<b>REPAIR &amp; MAINTENANCE</b>	3,986.03
CASELLE	ONLINE PAYSTUBS SOFTWARE	FINANCE	SOFTWARE	3,000.00