



Kenai City Council - Regular Meeting

March 16, 2022 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

www.kenai.city

Agenda

A. CALL TO ORDER

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

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

B. SCHEDULED PUBLIC COMMENTS

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

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

C. UNSCHEDULED PUBLIC COMMENTS

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

D. PUBLIC HEARINGS

1. **Resolution No. 2022-14** – Amending the Employee Classification Plan by Adjusting the Ranges of Temporary Parks and Recreation and Personal Use Fishery Positions. (Administration)
2. **Resolution No. 2022-15** – Temporarily Waiving the Gym Rental Fee at the Kenai Recreation Center for the Twin City Athletic Association. (Administration)
3. **Resolution No. 2022-16** – Supporting the Efforts of Kenai Central High School to Secure Grant Funding for the Construction of Permanent Restroom Facilities at Ed Hollier Field. (Mayor Gabriel)
4. **Resolution No. 2022-17** – Requesting and Supporting the Alaska Department of Transportation and Public Facilities Provision of Continuous Lighting Along the Kenai Spur Highway within the City of Kenai and the Sterling Highway Safety Corridor. (Administration)

- 5.** **Resolution No. 2022-18** – Adopting the City’s Capital Improvement Plan for Fiscal Years 2023-2027. (Administration)
- 6.** **Resolution No. 2022-19** – Approving the Vacation of 20’ Public Street Easements Adjoining the South Boundary and Northwest Boundary of Lot 1, Toyon Subdivision as Granted by Plat K-1592, and is Located within the SE1/4 of Section 6, Township 5 North, Range 11 West, Seward Meridian, Alaska, and Determining the Easement is Not Needed for a Public Purpose. (Administration)

E. MINUTES

- 1.** *Regular Meeting of March 2, 2022. (City Clerk)
- 2.** *Work Session of March 7, 2022. (City Clerk)

F. UNFINISHED BUSINESS

G. NEW BUSINESS

- 1.** ***Action/Approval** - Bills to be Ratified. (Administration)
- 2.** ***Action/Approval** - Non-Objection to Liquor License Renewals for Main Street Tap & Grill and Fraternal Order of Eagles #3525. (City Clerk)
- 3.** ***Ordinance No. 3274-2022** – Increasing Estimated Revenues and Appropriations in the General Fund Parks, Recreation and Beautification Department, and Authorizing an Increase to the Multi-Purpose Facility Management Services Purchase Order to Red Line Sports for Additional Ice Maintenance Services. (Administration)
- 4.** ***Ordinance No. 3275-2022** – Amending Kenai Municipal Code, Chapter 23.05 – General Provisions, to Add a New Category of Temporary Employee Titled “Program or Project Employee” and Chapter 23.40 – Benefits, to Establish Benefits for this Category and Make Housekeeping Changes. (Administration)
- 5.** **Action/Approval** - Issuing a Letter of Support for Senate Bill No. 166 – General Obligation Bonds (City Manager)

H. COMMISSION / COMMITTEE REPORTS

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

I. REPORT OF THE MAYOR**J. ADMINISTRATION REPORTS**

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

K. ADDITIONAL PUBLIC COMMENT

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

L. EXECUTIVE SESSION**M. PENDING ITEMS****N. ADJOURNMENT****O. INFORMATION ITEMS**

1. Purchase Orders Between \$2,500 and \$15,000

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

Join Zoom Meeting

<https://us02web.zoom.us/j/83592875033>

Meeting ID: 835 9287 5033 **Passcode:** 062156

OR

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

Meeting ID: 835 9287 5033 **Passcode:** 062156



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-14**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AMENDING THE EMPLOYEE CLASSIFICATION PLAN BY ADJUSTING THE RANGES OF TEMPORARY PARKS AND RECREATION AND PERSONAL USE FISHERY POSITIONS.

WHEREAS, Ordinance 3211-2021 adopted the annual budget, salary schedule, and employee classification plan for the fiscal year 2023; and,

WHEREAS, the FY2023 annual budget includes current employee classifications and ranges for multiple Parks and Recreation and Personal Use Fishery temporary summer positions, including Temporary Parks & Grounds Maintenance Worker, Temporary Parks & Grounds Maintenance Crew Leader, Temporary Parks & Grounds Gardner, Temporary Fishery Cashier, Temporary Beach Service Assistant, and Temporary Dock Worker; and,

WHEREAS, the Parks and Recreation Department has been responsible for recruiting the Temporary Parks & Grounds and Beach Service Assistant positions, the Finance Department has been responsible for recruiting Temporary Fishery Cashier positions, and the Streets Division of the Public Works Department has been responsible for recruiting the Temporary Dock Worker positions; and,

WHEREAS, not all temporary summer positions recruited for have been filled in previous years with multiple hiring teams competing for the same applicants; and,

WHEREAS, consolidation of management and supervision of the Personal Use Fishery positions under the Parks and Recreation Department would allow for a centralized recruiting process to improve efficiency, flexibility, and consistency; and,

WHEREAS, position descriptions were drafted to consolidate the six temporary summer positions into four: Temporary Parks & Recreation Maintenance Worker, Temporary Parks & Recreation Maintenance Leader, Temporary Personal Use Fishery Attendant, and Temporary Personal Use Fishery Cashier; and,

WHEREAS, based on an evaluation of the newly drafted positions, to fairly reflect the differences in duties and responsibilities related to compensation for comparable positions in other places of public employment, and to meet the City's objective to provide an appropriate compensation structure to recruit and retain an adequate supply of competent employees, an amendment to the range for these temporary positions is warranted; and,

WHEREAS, the recommended range for the Temporary Parks & Recreation Maintenance Worker would change from T1 to T5, the recommended range for the Temporary Parks & Recreation Maintenance Leader would change from T3 to T6, the recommended range for the Temporary Personal Use Fishery Attendant (formerly the Temporary Dock Worker) would change from T8 to T4, and the recommended range for the Temporary Personal Use Fishery Cashier would change from T1 to T3; and,

WHEREAS, these proposed changes would not result in an increase to the FY2023 budget; however, they would result in an increase of \$18,065 in the General Fund and \$3,119 in the Personal Use Fishery Fund beginning in FY2024; and,

WHEREAS, this amendment ensures that the employee classifications and ranges for multiple Parks and Recreation and Personal Use Fishery temporary summer positions accurately reflect the duties and responsibilities of the positions comparable to other positions within the City and is adequate to recruit and retain qualified candidates.

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

Section 1. The Council amends the Employee Classification Plan by amending the ranges of Temporary Parks and Recreation and Personal Use Fishery positions as follows:

Position Title	Range
Temporary Parks & [GROUNDS] <u>Recreation</u> Maintenance Worker	[T1] <u>I5</u>
Temporary Parks & [GROUNDS] <u>Recreation</u> Maintenance [CREW] Leader	[T3] <u>I6</u>
Temporary [DOCK WORKER] <u>Personal Use Fishery Attendant</u>	[T8] <u>I4</u>
Temporary <u>Personal Use</u> Fishery Cashier	[T1] <u>I3</u>
[TEMPORARY BEACH SERVICE ASSISTANT]	[T1]
[TEMPORARY PARKS & GROUNDS GARDNER]	[T2]

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16TH DAY OF MARCH, 2022.

Brian Gabriel, Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Christine Cunningham, Human Resources Director
Brad Walker, Parks & Recreation Director

DATE: March 7, 2022

SUBJECT: **Resolution 2022-14 – Amending Ranges of Parks and Recreation and Personal Use Fishery Temporary Summer Positions**

This resolution requests that City Council amend the City’s Classification Plan by changing the ranges of Temporary Parks and Recreation and Personal Use Fishery positions. This change would consolidate the six temporary summer positions into four positions and amend the hourly pay for these positions so that they are comparable to positions in other places of public employment on the Kenai Peninsula.

In recent years, the Parks and Rec Department, Finance Department, and the Streets Division of the Public Works Department have been responsible for recruiting the temporary summer positions for the Personal Use Fishery. In addition to the Personal Use Fishery, the Parks and Recreation Department recruits for multiple temporary summer maintenance positions, resulting in multiple recruitments posting at the same time and City departments competing for many of the same applicants.

The departments involved in the Fishery met to discuss the recruitment of temporary summer positions and the feasibility of consolidating management and supervision of these positions under the Parks and Recreation Department to allow for a centralized recruiting process and improve efficiency, flexibility, and consistency. Based on recommendations to consolidate management and supervision and reduce the number of unique positions from six to four, the position descriptions were updated to accurately reflect the essential duties, including lowering the minimum age requirement to 17 years of age for two positions to increase the potential applicant pool.

To fairly reflect the differences in duties and responsibilities related to compensation for comparable positions in other places of public employment, and to meet the City’s objective to provide an appropriate compensation structure to recruit and retain an adequate supply of competent employees, an amendment in the starting hourly range for the four consolidated positions is recommended.

The table below shows the current and proposed classification and range changes in legislative format (New Text Underlined; [DELETED TEXT BRACKETED]):

Position Title	Range	Current Starting Hourly*	Proposed Starting Hourly*
Temporary Parks & [GROUNDS] <u>Recreation</u> Maintenance Worker	[T1] <u>T5</u>	\$12.75	\$15.50
Temporary Parks & [GROUNDS] <u>Recreation</u> Maintenance [CREW] Leader	[T3] <u>T6</u>	\$14.06	\$16.28
Temporary [DOCK WORKER] <u>Personal Use Fishery Attendant</u>	[T8] <u>T4</u>	\$13.39	\$14.76
Temporary <u>Personal Use</u> Fishery Cashier	[T1] <u>T3</u>	\$12.75	\$14.06
[TEMPORARY BEACH SERVICE ASSISTANT]	[T1]	\$12.75	N/A
[TEMPORARY PARKS & GROUNDS GARDNER]	[T2]	\$13.39	N/A

*Based on FY2022 Temporary Position Salary Schedule

The proposed changes would not result in an increase to the FY2023 budget; however, they would result in an increase of \$18,065 in the General Fund and \$3,119 in the Personal Use Fishery Fund beginning in FY2024.

If the City Council passes Resolution 2022-14, the Parks and Recreation Department can begin recruitment to fill its temporary summer maintenance positions as well as begin recruitment for positions in support of the Personal Use Fishery at the proposed salary ranges.

Your consideration is appreciated.





Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-15**

A RESOLUTION OF THE CITY OF KENAI, ALASKA, TEMPORARILY WAIVING THE GYM RENTAL FEE AT THE KENAI RECREATION CENTER FOR THE TWIN CITY ATHLETIC ASSOCIATION.

WHEREAS, the City of Kenai now operates the main portion of the Kenai Recreation Center; and,

WHEREAS, the City of Kenai establishes and administers rules, regulations, and fees for use of the facility; and,

WHEREAS, the City's fee Schedule of Rates, Charges and Fees provides an hourly gym rental fee of \$50/hr; and,

WHEREAS, the City of Kenai recognizes the importance of organized recreational activities for the community; and,

WHEREAS, the City of Kenai desires to support the continued mission of providing quality recreation opportunities for organizations and community members; and,

WHEREAS, Twin City Athletic Association is a new organization providing organized community basketball leagues; and,

WHEREAS, waiving the gym rental costs for the months of March and April for the Twin City Athletic Association will allow the organization to complete their city league tournament; and,

WHEREAS, this association offers a recreational opportunity consistent with the purpose of this facility.

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

Section 1. That the following Recreation Center Gym fee waiver revision is authorized.

<u>March/April</u>	
67 total games of waived fees	
67 X \$50 per game	\$3,350

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16TH DAY OF MARCH, 2022.

Brian Gabriel, Sr., Mayor

Resolution No. 2022-15
Page 2 of 2

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Brad Walker, Parks & Recreation Director

DATE: March 16, 2022

SUBJECT: Resolution 2022-15 Amending TCAA Gym Fees

Resolution 2022-15 amends the Twin City Athletic Association's (TCAA) gym fees for the months of March and April. TCAA is a 501 c (3) organization that operates the City Adult Basketball League in Kenai, and facilitates other recreation programs in the City of Kenai. The proposed resolution is to waive the gym rental fees for the remaining games in the months of March and April.

In July of 2021 the City of Kenai Parks and Recreation took over the operations of the Kenai Recreation Center. For the last eighteen years the Boys and Girls Club had operated this building and managed the popular City League Adult Basketball program commonly referred to as City League. When Parks and Recreation stepped in they started looking for a partner to help manage the league. Ryan Tunseth a local resident, business owner, and volunteer got an amazing group of people together and started the TCAA.

In their inaugural year the TCAA amassed twelve adult teams. The games bring players and spectators from all over the borough to the City of Kenai. One way the TCAA has improved City League is providing online scheduling and competitive pricing for referees. Acquiring referees has become a struggle across the nation as the number of referees is decreasing and the demand for referees are increasing, which in turn makes it difficult in recruiting and appropriately paying referees.

TCAA managed to organize the inaugural year of the City Adult Basketball League in an extremely short time frame just prior to the League beginning. They are hopeful that with a year of experience and an opportunity to fundraise they will be able to cover all gym rental fees for upcoming years.

While the TCAA's first project was to oversee City League, this is not the only service they provide. Since their inception in November, they have talked about providing more recreation opportunities for adults and youth in Kenai. In the beginning of 2022 they successfully started and operated a middle school basketball league which had three boy teams and three girl teams. This league started after the Middle School Leagues ended, and provided a great opportunity for our local kids

to play and hone their skills. This organization has hit the ground running and has provided the community of Kenai with exceptional recreation opportunities for all ages that do not exist anywhere else on the Kenai Peninsula. TCAA has already provided great services to the community that align with the City of Kenai's Parks and Recreation goals and values.

Your consideration is appreciated.





Sponsored by: Mayor Gabriel

**CITY OF KENAI
RESOLUTION NO. 2022-16**

A RESOLUTION OF THE CITY OF KENAI, ALASKA, SUPPORTING THE EFFORTS OF KENAI CENTRAL HIGH SCHOOL TO SECURE GRANT FUNDING FOR THE CONSTRUCTION OF PERMANENT RESTROOM FACILITIES AT ED HOLLIER FIELD.

WHEREAS, the Ed Hollier field at Kenai Central High School has been without permanent restroom facilities for spectators since the school opened in the early 1960's; and,

WHEREAS, Ed Hollier field provides valuable outdoor track and field facilities for numerous school and community sporting events and activities; and,

WHEREAS, due to the lack of permanent restroom facilities the user groups rent porta-potties which are expensive, unsightly and unpleasant to use; and,

WHEREAS, every year thousands of spectators, parents, community members and athletes use the field; and,

WHEREAS, it is in the best interest of the City of Kenai to support the Kenai Central High School's efforts to secure grant funding for the purpose of constructing permanent restroom facilities.

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

Section 1. That the Kenai City Council supports the efforts of Kenai Central High School to secure grant funding for the purpose of constructing permanent restroom facilities at the Ed Hollier Field.

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

ADOPTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16TH DAY OF MARCH, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI CENTRAL HIGH SCHOOL

Kenai Peninsula Borough School District
 9583 Kenai Spur Highway
 Kenai, Alaska 99611
 (907) 283-2100
 Fax: (907) 283-3230



Dan Beck
Principal

Will Chervenak
Assistant Principal

Jesse Settlemyer
Athletic Director

Brittany Stevens
Activities Director

To whom it may concern,

Ed Hollier field at Kenai Central High School has been without restroom facilities for spectators since the school opened in the early 1960's. The lack of permanent restroom facilities has forced all user groups to rent and use porta-potties to facilitate this need. The porta-potties are expensive (\$6,000+ per season!), unsightly, smelly, and unpleasant to use.

Additionally, the Kenai community deserves a facility that they will be proud of when hosting home events.

Kenai Central High School (KCHS) and Kenai Middle School (KMS) have fourteen programs that utilize the track and field for various purposes, some of those programs include:

- KCHS boys and girls cross-country running
- KCHS football
- KCHS and KMS drum-line and marching band
- KCHS football cheer
- KCHS boys and girls soccer
- KCHS boys and girls track
- KMS cross-country running
- KMS boys and girls soccer
- KMS boys and girls track
- KCHS and KMS physical education classes

On a typical spring day, it is not unusual for over two hundred KCHS and KMS student athletes to be using the field. Currently, there is no running water or plumbed bathrooms for these student athletes. Throughout the year, thousands of spectators, parents and community members will also use the KCHS track and field. In addition, numerous local and community groups like Pop Warner and Kenai Peninsula Soccer Club are using the facility. Each user group must resort to renting port-a-potties to provide bathroom facilities.

In a typical year, we approach \$7,000 in rental costs. With ongoing concerns surrounding Covid-19 and the health and safety of our students and communities, we believe the construction of this facility makes sense now more than ever.

The concept of the bathroom project is to have two bathrooms, concessions, and storage housed in the same facility. The estimated cost from the school district for the project is \$250k. The school district has already created a financial account that could have matching funds attached to it as well. The goal is to raise \$250k to pay for the materials and equipment needed for this project.



HOME OF THE KARDINALS

The project has the potential to facilitate an academic goal as well. Students have already contributed to finalizing the design of the building in their computer-aided drafting class. The hope is to involve the construction students with building the facility based on the blueprints they developed. This will give our kids the opportunity to develop real-world hands-on skills as well as instill a sense of pride that “they built that.”

Any donation that your organization is willing to offer is appreciated!

Thank you for your time in consideration of this project.

Sincerely,

Will Chervenak

Kenai Central high school

School Administrator



HOME OF THE KARDINALS



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-17**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, REQUESTING AND SUPPORTING THE ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES PROVISION OF CONTINUOUS LIGHTING ALONG THE KENAI SPUR HIGHWAY WITHIN THE CITY OF KENAI AND THE STERLING HIGHWAY SAFETY CORRIDOR.

WHEREAS, lighting along roadways greatly reduces the risk of vehicle collisions with wildlife and other vehicles at night; and,

WHEREAS, continuous lighting along the Kenai Spur Highway within the City of Kenai will improve safety for motorist and is in the best interest of the City; and,

WHEREAS, many City residents and visitors travel the Sterling Highway which provides a vital link between Kenai and other communities and continuous lighting along the Sterling Highway Safety Corridor improving motorist's safety is in the best interest of the City.

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

Section 1. That the Council requests and supports the Alaska Department of Transportation and Public Facilities (DOT&PF) providing continuous lighting along the Kenai Spur Highway and Sterling Highway Safety Corridor from Sterling to Soldotna. The Council prioritizes improved lighting along the Kenai Spur Road.

Section 2. That a copy of this Resolution will be provided to DOT&PF.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16TH DAY OF MARCH, 2022.

Brian Gabriel, Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Paul Ostrander, City Manager

DATE: March 10, 2022

SUBJECT: **Resolution 2022 – 17 Kenai Spur Highway and Sterling Highway Safety Corridor**

The State of Alaska Department of Transportation and Public Facilities (DOT) has notified the City that there are potential funding opportunities to complete lighting projects for the Kenai Spur Highway and Sterling Highway Safety Corridor. DOT has requested the City to pass legislation supporting the lighting projects to improve the chances for funding and completion. Lighting along these highways improves drivers safety and is in the City's best interest.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022 - 18**

A RESOLUTION OF THE CITY OF KENAI, ALASKA, ADOPTING THE CITY'S CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2023-2027.

WHEREAS, the City adopts a five-year capital plan annually as a part of the budget preparation process; and,

WHEREAS, the Capital Improvement Plan included with this Resolution represents the capital needs of the City for the years 2023-2027; and,

WHEREAS, at their meeting on February 7, 2022, the Harbor Commission recommended approval of the Plan with a request that dredging of the Kenai River be considered for inclusion for fiscal year 2025; and,

WHEREAS, at their meeting on February 9, 2022, the Planning and Zoning Commission recommended approval of the Plan with a recommendation that the Softball Field Shelters / Dugouts Replacement be prioritized over the Kenai Nordic Trail Lighting Project; and,

WHEREAS, at their meeting on February 10, 2022, the Council on Aging recommended approval of the Plan with no additional recommendations; and,

WHEREAS, at their meeting on February 10, 2022, the Airport Commission recommended approval of the Plan with no additional recommendations; and,

WHEREAS, at their meeting on February 15, 2022, the Beautification Commission recommended approval of the Plan with no additional recommendations; and,

WHEREAS, at their meeting on February 17, 2022, the Parks and Recreation Commission recommended approval of the Plan with a recommendation that the Softball Field Shelters / Dugouts Replacement project be moved to fiscal year 2023, and splitting the Kenai Nordic Trail Lighting project with design in fiscal year 2023 and implementation in fiscal year 2025; and,

WHEREAS, based on the recommendation from the Planning and Zoning Commission, Parks and Recreation Commission, and an inspection of the softball field shelters by Parks and Recreation Department personnel, the Capital Improvement Plan included with this Resolution places the Softball Field Shelters / Dugouts Replacement project into fiscal year 2023; and,

WHEREAS, Administration is in support of and recommends adoption of the Plan; and,

WHEREAS, adoption of this Plan is in the best interest of the City; and,

WHEREAS, the Capital Improvement Plan is intended to be a living document that will be adjusted periodically to meet the ongoing needs of the City.

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

Resolution No. 2022-18
Page 2 of 2

Section 1. That the Kenai City Council adopts the attached Capital Improvement Plan FY2023-2027

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

ADOPTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16TH DAY OF MARCH, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Paul Ostrander, City Manager
DATE: March 10, 2022
SUBJECT: Resolution 2022-18 – Five-Year Capital Plan

The purpose of this memo is to request Council's support of Resolution 2022-18 and the adoption of the FY2023-2027 Capital Improvement Plan. The Plan is a collective effort with input received from City staff and the community. Projects were provided by Department Heads starting last fall, and brought forth for discussion at the City's various commission meetings in February. The document before you today is the result of those efforts.

Beyond the recommended changes cited in the body of the Resolution, the Beautification Commission, while their motion recommended adoption of the FY2023-2027 Capital Improvement Plan with no additional recommendations, did provide a list of considerations that they wanted passed on to Council. Those included moving the Street Lighting Improvements project to an earlier year, leaving the Nordic Trail Lighting project where it is, adding the Leif Hanson Fountain repair to the Plan, and moving the Softball Field Shelters / Dugouts Replacement to fiscal year 2023. They also suggested utilizing any unspent funds from the Nordic Trail Lighting project into the Softball Field Shelters / Dugouts Replacement project.

Based on the recommendations from multiple commissions and an inspection of the softball dugouts by Parks and Recreation personnel, the Softball Field Shelters / Dugouts Replacement project was moved to fiscal year 2023. Because the Nordic Trail Lighting project is grant dependent no changes were made to that project. The City does not have an estimate of the cost to dredge the Kenai River or the cost to fix the Leif Hanson Fountain so those were not included in the plan. The Street Lighting Improvement project was not moved and is still scheduled for design in fiscal year 2026.

I would like to thank everyone that participated in the development of this document.

Council's support is respectfully requested.



Capital Improvement Plan

FISCAL YEARS 2023 – 2027

**CITY OF KENAI
CITY HALL
210 FIDALGO AVENUE
KENAI, AK 99611**

**PAUL OSTRANDER
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KENAI

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DRAFT

INTRODUCTION

The City of Kenai's five-year Capital Improvement Plan (CIP) is developed by the Public Works Department in coordination with City departments, Administration, Boards and Commissions, and the City Council for the purpose of long-range capital improvement planning and budgeting. A capital improvement project is typically a one-time expenditure, usually, in excess of \$35,000, that has a useful life exceeding one year or is a major project such as a comprehensive or master plan. Capital projects on existing assets are included in the CIP, provided they meet the definition of a capital project. Projects can focus on immediate needs or anticipate future needs before critical failures and are developed based on an internal process that determines funding availability and infrastructure needs.

The CIP is divided into six parts based on the City Fund in which the project would be accounted for. These include the Airport Fund, General Fund, Water & Sewer Fund, Senior Citizens Fund, Congregate Housing Enterprise Fund, and Personal Use Fishery Fund. Projects are not necessarily listed in priority order for each Fund by fiscal year. Active projects that have been funded in prior years are not included in the Plan.

Projects that are identified in the CIP are included for planning purposes and to recognize a need. Not all projects receive the necessary funding to accomplish them in a projected year, which is why the list is updated annually. Many projects are dependent on non-City funding sources, which the City can expect to seek, but are not guaranteed. The availability of outside funds can vary with local, state, and federal economies, and the City's needs can, and do, change frequently.

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AIRPORT FUND

FY2023

Project Name	Project No.	Total Project Cost	Airport Funding	Grant Funding	Description
Runway Rehabilitation Project Design	1	\$1,550,000	\$96,875	\$1,453,125	Design Project to Rehabilitate Runway 2L/20R and Taxiways A, C, K, L to Current Standards
ENA Broom Replacement	2	\$1,000,000	\$62,500	\$937,500	Runway Snow Removal Equipment
Terminal Landscaping	3	\$100,000	\$100,000		Exterior Improvements to Terminal
Terminal Surveillance Camera/Ops Access Control	4	\$150,000	\$150,000		Airport Security
Apron Crack Seal and Seal Coating	5	\$300,000	\$18,750	\$281,250	Within Areas not planned for upcoming rehabilitation
Totals		\$3,100,000	\$428,125	\$2,671,875	

FY2024

Project Name	Project No.	Total Project Cost	Airport Funding	Grant Funding	Description
Runway Rehabilitation Project Construction	6	\$22,790,000	\$1,424,375	\$21,365,625	Project to Rehabilitate Runway 2L/20R to Current Standards
Terminal Elevator Major Maintenance	7	\$50,000	\$3,125	\$46,875	Major Maintenance on Existing Elevator at the Airport Terminal
ARFT Elevator Major Maintenance	8	\$50,000	\$3,125	\$46,875	Major Maintenance on Existing Elevator at the ARFT Facility
Totals		\$22,890,000	\$1,430,625	\$21,459,375	

FY2025

Project Name	Project No.	Total Project Cost	Airport Funding	Grant Funding	Description
Rehabilitate Taxiways A,C, K & L	9	\$12,867,000	\$804,188	\$12,062,812	Design and Construct Project to Rehabilitate Taxiways A, C, K, L to Current Standards
Airfield Firefighting Vehicle Replacement	10	\$1,000,000	\$62,500	\$937,500	Replace Airfield Firefighting Vehicle
Totals		\$13,867,000	\$866,688	\$13,000,312	

FY2026

Project Name	Project No.	Total Project Cost	Airport Funding	Grant Funding	Description
Apron and Willow Street Extension	11	\$2,350,000	\$146,875	\$2,203,125	Extend Apron Taxiway for Lease Lots and Road and Utilities on Willow Street
Terminal Road & Parking Improvements	12	\$1,750,000	\$875,000	\$875,000	Concrete curb, asphalt, and marking improvements to road and parking areas
Totals		\$4,100,000	\$1,021,875	\$3,078,125	

FY2027

Project Name	Project No.	Total Project Cost	Airport Funding	Grant Funding	Description
ENA Broom Replacement	13	\$1,000,000	\$62,500	\$937,500	Runway Snow Removal Equipment
ARFT Fire Training Apparatus Repairs	14	\$100,000	\$100,000	\$0	The planned replacement of Fire Trainer apparatus parts
Totals		\$1,100,000	\$162,500	\$937,500	

AIRPORT FUND PROJECTS

RUNWAY REHABILITATION PROJECT DESIGN

Department: Airport
 Total Project Cost: \$1,550,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): Grant Dependent
 Potential Grant Identified: Federal Aviation Admin
 Operating Budget Impact: Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$1,550,000				

Details: This project consists of design services to provide bid-ready construction documents to rehabilitate Runway 2L/20R and taxiways A, C, K, and L to current standards. The project will reduce crack sealing maintenance costs and bring the oldest pavement on the Airport up to the recommended Pavement Condition Index.

ENA BROOM REPLACEMENT

Department: Airport
 Total Project Cost: \$1,000,000
 Project Phased: No
 Project Type: Equipment
 Funding Source(s): Grant Dependent
 Potential Grant Identified: Federal Aviation Admin
 Operating Budget Impact: Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$1,000,000				\$1,000,000

Details: This purchase will replace existing equipment as it reaches the end of useful life. The 2023 purchase will replace an existing 2000 model year piece of equipment. The 2027 purchase will replace an existing 2012 model year piece of equipment. Modernization of the Airport’s Fleet allows for continued efficient airfield operations.

AIRPORT FUND PROJECTS

TERMINAL LANDSCAPING

Department: Airport
 Total Project Cost: \$100,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): Airport Fund
 Potential Grant Identified: None
 Operating Budget Impact: Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$100,000				

Details: This project will finalize exterior improvements to the Terminal Rehabilitation Project. Work will include plantings and sprinklers that were not grant eligible.

TERMINAL SURVEILLANCE CAMERA/OPS ACCESS CONTROL

Department: Airport
 Total Project Cost: \$150,000
 Project Phased: Yes
 Project Type: Technology
 Funding Source(s): Airport Fund
 Potential Grant Identified: None
 Operating Budget Impact: Slight Increase



YEAR:	2023	2024	2025	2026	2027
COST:	\$150,000				

Details: This project will provide for security improvements at the terminal that were not grant eligible during the Terminal Rehab project. Work includes upgrades and replacements related to various access controls and security cameras.

AIRPORT FUND PROJECTS

APRON CRACK SEAL AND SEAL COATING

Department: Airport
 Total Project Cost: \$300,000
 Project Phased: No
 Project Type: Infrastructure
 Funding Source(s): Grant Dependent
 Potential Grant Identified: Federal Aviation Admin
 Operating Budget Impact: None



YEAR:	2023	2024	2025	2026	2027
COST:	\$300,000				

Details: This project will provide for major maintenance on apron areas, to extend the life of the existing asphalt. Work areas proposed are outside of the Runway and Taxiway Rehab areas included in this plan for replacement.

RUNWAY REHABILITATION PROJECT CONSTRUCTION

Department: Airport
 Total Project Cost: \$22,790,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): Grant Dependent
 Potential Grant Identified: Federal Aviation Administration
 Operating Budget Impact: Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:		\$22,790,000			

Details: This project will rehabilitate Runway 2L/20R to current standards. The project will reduce crack sealing maintenance costs and bring the oldest pavement on the Airport up to the recommended Pavement Condition Index.

AIRPORT FUND PROJECTS

TERMINAL ELEVATOR MAJOR MAINTENANCE

Department: Airport
 Total Project Cost: \$50,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): Grant Dependent
 Potential Grant Identified: Federal Aviation Admin
 Operating Budget Impact: Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:		\$50,000			

Details: Provide major maintenance on the existing Airport Terminal Elevator. This maintenance will replace 30-plus-year-old components for safety reasons while providing minor cosmetic improvements.

ARFT ELEVATOR MAJOR MAINTENANCE

Department: Airport
 Total Project Cost: \$50,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): Airport Fund
 Potential Grant Identified: None
 Operating Budget Impact: Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:		\$50,000			

Details: Provide major maintenance on the existing Alaska Regional Fire Training Facility's elevator. The facility is currently primarily occupied by Beacon. The facility was constructed in 1997, and while the elevator sees relatively minimal use, this project will provide for the continued safe operation of the unit.

AIRPORT FUND PROJECTS

REHABILITATE TAXIWAYS A,C,K, & L

Department: Airport
 Total Project Cost: \$3,500,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): Grant Dependent
 Potential Grant Identified: Federal Aviation Admin
 Operating Budget Impact: Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:			\$12,867,000		

Details: This project will rehabilitate Runway taxiways A, C, K, and L to current standards. The project will reduce crack sealing maintenance costs and bring the oldest pavement on the Airport up to the recommended Pavement Condition Index.

AIRFIELD FIREFIGHTING VEHICLE REPLACEMENT

Department: Airport
 Total Project Cost: \$1,000,000
 Project Phased: No
 Project Type: Equipment
 Funding Source(s): Grant Dependent
 Potential Grant Identified: Federal Aviation Admin
 Operating Budget Impact: Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:			\$1,000,000		

Details: This project will replace an existing 1992 model year Oshkosh TA1500 unit to allow for continued efficient airfield operations and safety standards.

AIRPORT FUND PROJECTS

APRON AND WILLOW STREET EXTENSION

Department: Airport
 Total Project Cost: \$2,350,000
 Project Phased: No
 Project Type: Land Improvement/ Infrastructure
 Funding Source(s): Grant Dependent
 Potential Grant Identified: Federal Aviation Administration
 Operating Budget Impact: Slight Increase



YEAR:	2023	2024	2025	2026	2027
COST:				\$2,350,000	

Details: This project would extend the apron taxiway 600 feet for lease lots and Willow Street Extension (road and utilities) as well as provide for lease lot development (five acres). Lease lot development is assumed to be 100% City-funded. The City General Fund portion of the project is reflected in the General Fund section.

TERMINAL ROAD AND PARKING LOT IMPROVEMENTS

Department: Airport
 Total Project Cost: \$1,750,000
 Project Phased: No
 Project Type: Infrastructure
 Funding Source(s): Grant Dependent
 Potential Grant Identified: Federal Aviation Admin
 Operating Budget Impact: Slight Increase



YEAR:	2023	2024	2025	2026	2027
COST:				\$1,750,000	

Details: This project rehabilitates the access road, provides for parking lot expansion to the south, and installs new lighting poles at the Kenai Municipal Airport Terminal parking lot.

AIRPORT FUND PROJECTS

ARFT FIRE TRAINING APPARATUS REPAIRS

Department: Airport
Total Project Cost: \$100,000
Project Phased: No
Project Type: Technology
Funding Source(s): Airport Fund
Potential Grant Identified: None
Operating Budget Impact: Minimal



YEAR:	2023	2024	2025	2026	2027
COST:					\$100,000

Details: Planned maintenance to provide for the continued operation of the trainers. This equipment resides in very volatile conditions, with exposures to extreme cold and heat. As a result, many components require preventive maintenance to provide for reliable use.

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GENERAL FUND

FY2023

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Kenai Bluff Stabilization *Multi-year Project	1	\$17,500,000	\$0	\$17,500,000	Stabilize a one-mile area on the northern bank of the Kenai River
Repair of Inground Water Tank	2	\$60,000	\$60,000	\$0	Repairs to storage tank used in functional testing of apparatus
Phase II Willow Street Rehabilitation	3	\$420,000	\$420,000	\$0	Milling & resurfacing of roadway from Kenai Spur to Airport Way
Rec Center RTU HVAC Replacements Supplemental Funding	4	\$280,000	\$280,000	\$0	Replacement of mechanical units beyond their useful life
Fire Department Apparatus Bay Painting	5	\$45,000	\$45,000	\$0	Strip and paint apparatus bays at Fire Department
Kenai Nordic Trail Lighting	6	\$200,000	\$0	\$200,000	Design and construct lighted Nordic trail at the golf course
Outdoor Event Park Design and Feasibility	7	\$35,000	\$35,000	\$0	Provide engineered drawings to construct an event park
Facility Assessments Phase 2	8	\$80,000	\$80,000	\$0	Engineering & Contracting services to identify and prioritize facility maintenance projects
Lilac Street Repairs	9	\$393,000	\$393,000	\$0	Replace failed concrete curb and provide new asphalt surface
Softball Field Shelters/Dugouts Replacement	10	\$120,000	\$120,000	\$0	Replacement of existing structures with new
Total		\$19,133,000	\$1,433,000	\$17,700,000	

FY2024

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Kenai Bluff Stabilization *Multi-year Project	11	\$17,500,000	\$2,550,000	\$14,950,000	Stabilize a one-mile area on the northern bank of the Kenai River
Police/Fire Mobile Radios	12	\$100,000	\$100,000	\$0	Replacement of outdated equipment with new Motorola radios
City Hall Elevator Major Maintenance	13	\$50,000	\$50,000	\$0	Replace 30-plus year-old components in the elevator
Softball Green Strip Play Equipment Replacement	14	\$85,000	\$85,000	\$0	Replace children's playground equipment
Aliak Storm Water and Paving Repair	15	\$400,000	\$400,000	\$0	Replacement of failed storm line causing roadway damages
Trail Development at Municipal Park	16	\$75,000	\$75,000	\$0	Trail Improvements
Police In-Car Cameras	17	\$100,000	\$100,000	\$0	Safety & Security Improvements
Facility Improvements to be Identified	18	\$500,000	\$500,000	\$0	Projects based on priority need to be identified through condition assessments
Total		\$18,810,000	\$3,860,000	\$14,950,000	

FY2025

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Storm Water CCTV Inspections	19	\$80,000	\$80,000	\$0	Maintenance repairs to the stormwater conveyance system
Future Stormwater Improvements	20	\$120,000	\$120,000	\$0	Maintenance repairs to the stormwater conveyance system
Kenai Multi-Purpose Facility Perm. Locker-Rooms	21	\$1,250,000	\$0	\$1,250,000	Construction of 5,000 square-foot locker room
Flight Services RTU Replacements	22	\$350,000	\$350,000	\$0	Replace roof-top unit at the Flight Service Station
Old Town Playground Equipment Replacement	23	\$100,000	\$100,000	\$0	Replacement of aging equipment with new
Future Road Repairs	24	\$450,000	\$450,000	\$0	Roadway Improvements based on condition assessments
Total		\$2,350,000	\$1,100,000	\$1,250,000	

FY2026

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Future Stormwater Improvements	25	\$120,000	\$120,000	\$0	Maintenance repairs to the stormwater conveyance system
Emergency Service Facility Improvement	26	\$750,000	\$0	\$750,000	Asbestos Removal and various improvements to facility layout
Street Lighting Improvements – Design	27	\$80,000	\$80,000	\$0	Assessment of existing systems

FY2026 Continued

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Future Road Repairs	28	\$450,000	\$450,000	\$0	Roadway Improvements based on condition assessments
Facility Improvements to be Identified	29	\$500,000	\$500,000	\$0	Projects based on priority need to be identified through condition assessments
Total		\$1,900,000	\$1,150,000	\$750,000	

FY2027

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Future Stormwater Improvements	30	\$120,000	\$120,000	\$0	Maintenance repairs to the stormwater conveyance system
Future Road Repairs	31	\$450,000	\$450,000	\$0	Roadway Improvements based on condition assessments
Street Lighting Improvements – Construction	32	\$400,000	\$400,000	\$0	Implementation of Improvements through previous years' assessments
Facility Improvements to be Identified	33	\$500,000	\$500,000	\$0	Projects based on priority need to be identified through condition assessments
Total		\$1,470,000	\$1,470,000	\$0	

GENERAL FUND PROJECTS

BLUFF STABILIZATION

Department: Administration | Public Works
 Total Project Cost: \$35,000,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): Grant Dependent | Bonding
 Potential Grant Identified: State Capital Project
 Submission and Federal Grants To Be Identified
 Operating Budget Impact: Slight Increase



YEAR:	2023	2024	2025	2026	2027
COST:	\$17,500,000	\$17,500,000			

Details: The City of Kenai in coordination with the Army Corp of Engineers Bluff Erosion Control Project is intended to stabilize an area on the northern bank of the Kenai River from near the river's mouth below Historic Old Town extending upriver approximately one mile toward the first cannery just below Bluff Overlook Park at the end of Spur View Drive.

REPAIR OF INGROUND WATER TANK

Department: Fire
 Total Project Cost: \$60,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact: Minimal



YEAR:	2023	2024	2025	2026	2027
COST:	\$60,000				

Details: The Fire Department conducts its NFPA required Fire Engine Pump testing using the in-ground water tank located in the back parking lot of the Fire Department. Upon examination of the tank, it was discovered parts of the tank had rusted through exposing gravel and soil material that could be drafted into an engine's fire pump, causing major damage. This project will provide repairs to the existing tank.

GENERAL FUND PROJECTS

Phase II WILLOW STREET REHABILITATION

Department: Public Works
 Total Project Cost: \$420,000
 Project Phased: No
 Project Type: Infrastructure
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$420,000				

Details: This project includes milling and repaving of asphalt roadway approximately 40 feet in width and 1,950 feet in length between the Kenai Spur Highway and Airport Way.

KENAI RECREATION CENTER RTU HVAC REPLACEMENTS

Department: Public Works
 Total Project Cost: \$280,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Minimal or No Impact



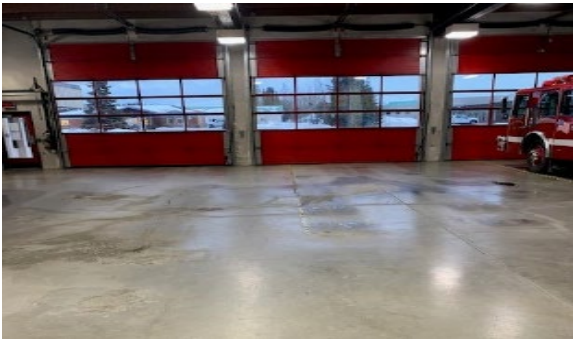
YEAR:	2023	2024	2025	2026	2027
COST:	\$280,000				

Details: This project will replace the oldest equipment first, including air handlers, control valves, and thermostats. The Kenai Recreation Center was constructed in 1980 with an addition added in 1982. Many of the mechanical systems are now 40 years old and require extensive maintenance to maintain operation.

GENERAL FUND PROJECTS

FIRE DEPARTMENT APPARATUS BAY PAINTING

Department: Fire Department
 Total Project Cost: \$45,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:	\$45,000				

Details: This project strips the remaining finish from the floor in the Fire Department apparatus bays and repaints it with a durable paint designed for the fire department apparatus. The Apparatus bays of the Fire Department have not been refinished since the building was built in the early 1970s.

KENAI NORDIC TRAIL LIGHTING - DESIGN & CONSTRUCTION

Department: Parks & Recreation
 Total Project Cost: \$200,000
 Project Phased: No
 Project Type: Infrastructure
 Funding Source(s): Grant Dependent
 Potential Grant Identified: Land Water Conservation Fund
 Operating Budget Impact: Slight Increase



YEAR:	2023	2024	2025	2026	2027
COST:	\$200,000				

Details: This project includes the design and construction of a lighted Nordic trail system at the Kenai Municipal Golf Course. The design will dictate future phases and feasibility, but it is anticipated that the first phase of trail lighting would focus on the driving range and central bowl area near the clubhouse.

GENERAL FUND PROJECTS

OUTDOOR EVENT PARK DESIGN AND FEASIBILITY

Department: Parks & Recreation
 Total Project Cost: \$35,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Slight Increase

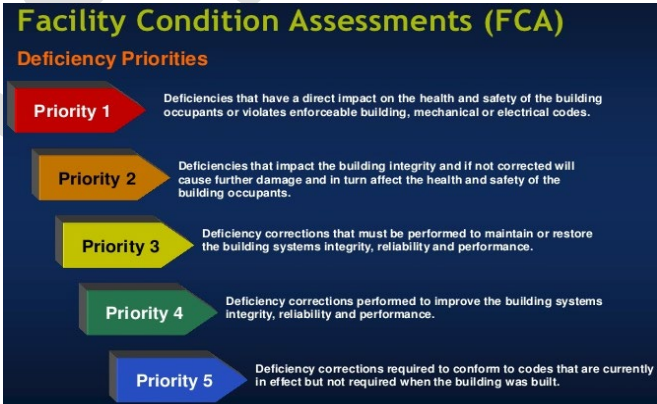


YEAR:	2023	2024	2025	2026	2027
COST:	\$35,000				

Details: This project will provide engineered drawings to construct an event park to include a stage, restrooms, parking lot, and utilities. The phased project would construct an elevated stage with future phases of the project to include the construction of a permanent restroom with utilities, spectator area, event area, vendor area, and parking lot.

FACILITY ASSESSMENTS PHASE 2

Department: Public Works
 Total Project Cost: \$80,000
 Project Phased:
 Project Type:
 Funding Source(s):
 Potential Grant Identified:
 Operating Budget Impact:



YEAR:	2023	2024	2025	2026	2027
COST:	\$80,000				

Details: These funds will assist the Building Maintenance and Public Works Department in identifying priority-related issues within our facilities. Funding will be used to conduct sampling for hazardous materials and hiring of professional services to assist with the development of Scopes of Work for problem areas.

GENERAL FUND PROJECTS

LILAC STREET REPAIRS

Department: Public Works
 Total Project Cost: \$393,000
 Project Phased: No
 Project Type: Infrastructure
 Funding Source(s): General fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$393,000				

Details: This project replaces the failed concrete curb in affected areas, re-stabilizes settled subbase areas, and provides a new asphalt surface course along approximately 1600 linear feet of 30-foot wide roadway. Lilac Lane is located off the Spur Highway and Cook Inlet View Drive on the north side of Kenai. The roadway and concrete curb and gutter are suffering from severe settlement in multiple areas.

SOFTBALL FIELD SHELTERS/DUGOUTS REPLACEMENT

Department: Parks and Recreation
 Total Project Cost: \$120,000
 Project Phased: No
 Project Type: Facility Improvement
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact: Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$120,000				

Details: This project will replace existing facilities that are falling into disrepair with new ones. There are four fields in total located between Coral St. and Main St. Loop, and they are widely used by the community throughout the summer months.

GENERAL FUND PROJECTS

POLICE/FIRE MOBILE RADIOS

Department: Police Department/Fire Department

Total Project Cost: \$100,000

Project Phased:

Project Type: Technology

Funding Source(s): Grant Depen

Potential Grant Identified:

Operating Budget Impact:



YEAR:	2023	2024	2025	2026	2027
COST:		\$100,000			

Details: Replacement of existing radio equipment with new.

CITY HALL ELEVATOR MAINTENANCE

Department: Public Works

Total Project Cost: \$50,000

Project Phased: No

Project Type: Building Improvement

Funding Source(s): General Fund

Potential Grant Identified: None

Operating Budget Impact:

Minimal or No Impact

YEAR:	2023	2024	2025	2026	2027
COST:		\$50,000			

Details: This project provides major maintenance on the existing City Hall Elevator. This will replace 30+-year-old components for safety purposes while providing minor cosmetic improvements.

GENERAL FUND PROJECTS

SOFTBALL GREEN STRIP PLAY EQUIPMENT REPLACEMENT

Department: Parks & Recreation
 Total Project Cost: \$85,000
 Project Phased: No
 Project Type: Equipment
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:		\$85,000			

Details: This project replaces an aging and obsolete children's playground located at one of the most heavily used outdoor locations. This area is near the adult softball fields and adjacent to a large green strip with a shelter and restrooms.

ALIAK STORMWATER AND PAVING REPAIR

Department: Public Works
 Total Project Cost: \$400,000
 Project Phased:
 Project Type: Infrastructure
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact: Moderate Decrease



YEAR:	2023	2024	2025	2026	2027
COST:		\$400,000			

Details: This project will begin to address a failed stormwater line on Aliak Dr. between Candlelight Dr. and Highbush Ln. The galvanized piping has collapsed in several locations which cause the occasional sinkhole to surface after significant runoff. The photo above is from April 2021 shortly after the breakup. The staff has been filling these in with gravel and then patching the asphalt as short-term solutions. This project will require the removal of sections of roadway and the replacement of existing stormwater piping with new and then resurfacing of the roadway.

GENERAL FUND PROJECTS

TRAIL DEVELOPMENT AT MUNICIPAL PARK

Department: Parks and Recreation
 Total Project Cost: \$75,000
 Project Phased:
 Project Type:
 Funding Source(s):
 Potential Grant Identified:
 Operating Budget Impact:



YEAR:	2023	2024	2025	2026	2027
COST:		\$75,000			

Details: This project is intended to enhance the widely used trails located at Municipal Park. The Trail system goes from the park down to the beach, and this work will make the area more accessible to all users.

POLICE IN-CAR CAMERAS

Department: Police Department
 Total Project Cost: \$100,000
 Project Phased: No
 Project Type: Technology
 Funding Source(s): Grant Dependent
 Potential Grant Identified: Department of Homeland Security
 Operating Budget Impact: Slight Increase



YEAR:	2023	2024	2025	2026	2027
COST:		\$100,000			

Details: This project will expand on the Kenai Police Department’s purchase of In-Car Cameras. Several of the new recently purchased vehicles are being up-fitted with this equipment installed, this project will provide cameras within other vehicles within the fleet. Currently, there are a total of 18 police vehicles to be equipped

GENERAL FUND PROJECTS

STORMWATER CCTV INSPECTIONS

Department: Public Works
 Total Project Cost: \$80,000
 Project Phased: No
 Project Type: Infrastructure
 Funding Source(s): Water Sewer Fund
 Potential Grant Identified: None
 Operating Budget Impact: Minimal



YEAR:	2023	2024	2025	2026	2027
COST:			\$80,000		

Details: This project is intended to provide insight into the existing condition of forty-fifty-year-old stormwater conveyance piping. The system is currently poorly mapped and multiple areas within the city have experienced issues with rusting and deteriorating piping and pipe connections which result in sinkholes and pipe failures. Information gathered will be used to direct future repair projects.

FUTURE STORMWATER IMPROVEMENTS

Department: Public Works
 Total Project Cost: \$360,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): General fund
 Potential Grant Identified: None
 Operating Budget Impact:



YEAR:	2023	2024	2025	2026	2027
COST:			\$120,000	\$120,000	\$120,000

Details: This project will allow Public Works to continue to address stormwater runoff, culvert, and catch basin issues as they continue to deteriorate throughout the City.

GENERAL FUND PROJECTS

KENAI MULTI-PURPOSE FACILITY PERMANENT LOCKER ROOMS

Department: Parks & Recreation
 Total Project Cost: \$1,250,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): Grant Dependent
 Potential Grant Identified: State of Alaska
 Operating Budget Impact:
 Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:			\$1,250,000		

Details: This project constructs six locker rooms at the Kenai Multi-purpose Facility. This would include utilities, bathrooms, shower rooms, and related appurtenances. Approx. 5,000 SF. The Facility was designed to an ultimate "build-out" which included locker rooms, enhanced seating, building insulation, heating systems, etc. Without locker rooms which include showers and other appurtenances, use of the Facility is limited.

FLIGHT SERVICES RTU REPLACEMENT

Department: Public Works
 Total Project Cost: \$350,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): General Fund
 Potential Grant Identified:
 Operating Budget Impact:
 Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:			\$350,000		

Details: This project will replace the HVAC roof-top units that have reached the end of their useful life at the Flight Service Station. The facility owned by the City has a long-term tenant in the Federal Aviation Administration leasing the building. The reliability of these units is integral in supporting their operations.

GENERAL FUND PROJECTS

OLD TOWN PLAYGROUND EQUIPMENT REPLACEMENT

Department: Parks and Recreation
 Total Project Cost: \$100,000
 Project Phased:
 Project Type:
 Funding Source(s):
 Potential Grant Identified:
 Operating Budget Impact:



YEAR:	2023	2024	2025	2026	2027
COST:			\$100,000		

Details: This project will replace aging equipment at the Park on Peninsula Ave adjacent to the Fine Arts Center. The area of Old Town attracts numerous visitors every year. The park is located two blocks from the Visitor’s Center and is in close proximity to several large housing complexes providing plenty of children to utilize the park.

FUTURE ROAD REPAIRS

Department: Public Works
 Total Project Cost: \$1,350,000
 Project Phased: No
 Project Type: Infrastructure
 Funding Source(s): General Fund
 Potential Grant Identified: TBD
 Operating Budget Impact: TBD



YEAR:	2023	2024	2025	2026	2027
COST:			\$450,000	\$450,000	\$450,000

Details: The Public Works Department continues to monitor roadways. Staff continues to utilize the 2009 Roadway Improvement Survey that reviewed and graded all City Roads at that time. Roadway conditions and traffic demand determine which roads receive priority. Funding may be used for capping of existing gravel roadways, replacement of existing asphalt through milling and paving, as well as point repairs for specific smaller areas experiencing sub-base failures.

GENERAL FUND PROJECTS

EMERGENCY SERVICES FACILITY IMPROVEMENT

Department: Police Department/Fire Department
 Total Project Cost: \$750,000
 Project Phased: No
 Project Type: Facility Improvement
 Funding Source(s):
 Potential Grant Identified: Dept. of Homeland Security
 Operating Budget Impact: Minimal



YEAR:	2023	2024	2025	2026	2027
COST:				\$750,000	

Details: This project will provide much-needed renovations to the facility. The building is known to have asbestos which has limited opportunities for smaller renovations. This project will identify hazards, provide a code assessment of the facility, and make modifications as appropriate.

STREET LIGHTING IMPROVEMENTS - DESIGN

Department: Public Works
 Total Project Cost: \$80,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact: Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:				\$80,000	

Details: This project will identify underserved and problem locations for street lighting to improve safety and security for citizens. New lighting will be LED to reduce energy and maintenance costs. This first project will provide for the design and identification of locations to be served.

GENERAL FUND PROJECTS

STREET LIGHTING IMPROVEMENTS - CONSTRUCTION

Department: Public Works
 Total Project Cost: \$400,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact: Slight Decrease



YEAR:	2023	2024	2025	2026	2027
COST:					\$400,000

Details: This project will implement the lighting needs identified in the previous years' effort. The first phase provided bid-ready construction documents, this phase will provide for construction implementation.

FACILITY IMPROVEMENTS TO BE IDENTIFIED

Department: Public Works
 Total Project Cost: \$1,500,000
 Project Phased: Yes
 Project Type: Building Improvements
 Funding Source(s): General Fund
 Potential Grant Identified: TBD
 Operating Budget Impact: TBD



YEAR:	2023	2024	2025	2026	2027
COST:		\$500,000		\$500,000	\$500,000

Details: This project provides facility improvements to be identified and based on a facility assessment for City buildings that looks at each part of a building's infrastructure and reports system conditions, code deficiencies, and functional effectiveness.

WATER & SEWER FUND

FY2023

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
WTP Pump House Construction	1	\$1,500,000	\$1,500,000	\$0	Construct water treatment pump house.
Lift Station Renovations – Phase II	2	\$400,000	\$0	\$400,000	Continuing with replacement of Lift Station Pumps & Controls
WWTP - Digester Blowers Construction	3	\$2,800,000	\$0	\$2,800,000	Replacement of 40-year-old equipment, piping, and controls
WWTP, W&S Electronic Access Gate & Controls	4	\$100,000	\$100,000	\$0	Provide restricted electronic access for security
Total		\$4,800,000	\$1,600,000	\$3,200,000	

FY2024

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Major lift Station Renovations – Broad Station	5	\$600,000	\$600,000	\$0	Complete Renovation of the Broad Street Lift Station – new wet well, pumps, controls, and backup generator
Airport Reservoir Pump House Improvements	6	\$1,500,000	\$150,000	\$1,350,000	Replacement of pumps, controls, and valves including pressure monitoring
WWTP Ops Building Renovations	7	\$2,580,000	\$250,000	\$2,230,000	Facility improvements include exterior finishes and roofing, insulation, floorplan modifications to modernize the facility
Total		\$4,680,000	\$1,000,000	\$3,580,000	

WATER & SEWER FUND

FY2025

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Lift Station Renovations – Phase III	8	\$400,000	\$0	\$400,000	Continuing with replacement of Lift Station Pumps & Controls
Standby Power Upgrades	9	\$200,000	\$200,000	\$0	Lift Station Backup Power Generators at select locations
WWTP Rotary Screen Replacement with Combination Screens	10	\$1,750,000	\$0	\$1,750,000	Replace 40-year-old equipment and controls with more modern technology
Total		\$2,350,000	\$200,000	\$2,150,000	

FY2026

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Water, Sewer, WWTP, Facility Fencing Improvements	11	\$200,000	\$200,000	\$0	Security Improvements
SCADA Integration Waste Water	12	\$500,000	\$500,000	\$0	Major Controls project for the Wastewater Plant to provide remote monitoring of newly installed equipment
WWTP Effluent Flow Monitoring/Automated Dosing	13	\$225,000	\$0	\$225,000	Environmental upgrades to remain in compliance with Discharge Permitting requirements
Total		\$925,000	\$700,000	\$225,000	

WATER & SEWER FUND

FY2027

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
WWTP Influent Pump Station	14	\$1,000,000	\$0	\$1,000,000	Infrastructure / Process improvements to provide influent surge protection as well as grease and grit control
Total		\$1,000,000	\$0	\$1,000,000	

DRAFT

WATER & SEWER PROJECTS

WTP PUMP HOUSE - CONSTRUCTION

Department: Public Works – Water & Sewer
 Total Project Cost: \$1,500,000
 Project Phased:
 Project Type:
 Funding Source(s):
 Potential Grant Identified:
 Operating Budget Impact:



YEAR:	2023	2024	2025	2026	2027
COST:	\$1,500,000				

Details: This Project is the next step in the development of the City’s Water System. In 2011 the Water Treatment Facility located at the intersection of Shotgun Drive and the Kenai Spur Highway was developed. In 2015/2016 Well Field Improvements were completed. This project will update the distribution pumps that transport water from the water plant to all end users. Completion of this work will improve system reliability while increasing our ability to meet system demand.

LIFT STATION RENOVATIONS – Phase II

Department: Public Works -
 Water & Sewer
 Total Project Cost: \$400,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): Water & Sewer Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Moderate Savings



YEAR:	2023	2024	2025	2026	2027
COST:	\$400,000				

Details: This project provides for major maintenance on existing lift stations to include access, structural, security, and safety upgrades.

WATER & SEWER PROJECTS

WWTP - DIGESTER BLOWERS CONSTRUCTION

Department: Public Works - Water & Sewer
 Total Project Cost: \$2,800,000
 Project Phased: No
 Project Type: New Building & Equipment
 Funding Source(s): Grant Dependent
 Potential Grant Identified: None
 Operating Budget Impact: Significant Decrease



YEAR:	2023	2024	2025	2026	2027
COST:	\$2,800,000				

Details: This project will replace two 40-year-old blowers with new and installation of the new blowers in a new approximately 24 x 24 square foot prefab metal building located adjacent to the existing digester tank. This project is anticipated to provide significant operational and energy savings for the department.

WWTP ELECTRONIC ACCESS GATE & CONTROLS

Department: Public Works - Water & Sewer
 Total Project Cost: \$100,000
 Project Phased: No
 Project Type: Technology
 Funding Source(s): Water & Sewer Fund
 Potential Grant Identified: None
 Operating Budget Impact: Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:	\$100,000				

Details: This project will provide restricted electronic access control to the Wastewater Treatment Plant entrance for safety and security.

WATER & SEWER PROJECTS

MAJOR LIFT STATION RENOVATIONS – BROAD STREET

Department: Public Works – Water & Sewer
 Total Project Cost: \$600,000
 Project Phased: No
 Project Type: Infrastructure
 Funding Source(s): Water & Sewer Fund
 Potential Grant Identified: None
 Operating Budget Impact: Significant Decrease



YEAR:	2023	2024	2025	2026	2027
COST:		\$600,000			

Details: This project will provide much-needed major improvements to the Broad Street Lift Station. This is a major collection site with all connections east of Broad St. running through this site before proceeding to the Waste Water Plant. This project will increase the capacity of the existing site, provide emergency backup power generation, and replacement of pumps and controls with new ones.

AIRPORT RESERVOIR PUMP HOUSE IMPROVEMENTS

Department: Public Works – Water & Sewer
 Total Project Cost: \$1,500,000
 Project Phased: No
 Project Type: Infrastructure
 Funding Source(s): Water & Sewer Fund / Grant
 Potential Grant Identified: Federal & State Options
 Operating Budget Impact: Moderate Decrease



YEAR:	2023	2024	2025	2026	2027
COST:		\$1,500,000			

Details: This project will provide for equipment replacements at the Airport Reservoir Pump House. This site has a three million gallon storage tank which provides the majority of water for the City during daytime hours. This work will utilize the existing building, but modify pumps and controls to provide a more robust and reliable system.

WATER & SEWER PROJECTS

WWTP OPS BUILDING RENOVATIONS

Department: Public Works - WWTP
 Total Project Cost: \$2,580,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): Water Sewer Fund / Grant
 Potential Grant Identified: Federal & State Options
 Operating Budget Impact: Significant Decrease



YEAR:	2023	2024	2025	2026	2027
COST:		\$2,580,000			

Details: This project will provide much-needed improvements to the main operations building at the Waste Water Plant which was originally constructed in 1974 with improvements completed in 1982. The Facility is on the shore of Cook Inlet and subject to the constant presence of salt air. As a result, much of the facility doors, windows, siding, hardware, etc. have rusted beyond repair. This project will provide a much-needed facelift with improvements anticipated to help with improved energy savings.

LIFT STATION RENOVATIONS – PHASE III

Department: Public Works - Water & Sewer
 Total Project Cost: \$400,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): Water & Sewer Fund
 Potential Grant Identified: None
 Operating Budget Impact: Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:			\$400,000		

Details: This project provides for major maintenance on existing lift stations to include access, structural, security, and safety upgrades.

WATER & SEWER PROJECTS

STANDBY POWER UPGRADES

Department: Public Works – Water & Sewer Total
 Project Cost: \$200,000
 Project Phased: No
 Project Type: Technology / Infrastructure
 Funding Source(s): Water & Sewer Fund
 Potential Grant Identified: None
 Operating Budget Impact: Slight Increase



YEAR:	2023	2024	2025	2026	2027
COST:			\$200,000		

Details: This project will provide emergency backup power generation for several lift station sites.

WWTP ROTARY SCREEN REPLACEMENT

Department: Public Works - Water & Sewer
 Total Project Cost: \$1,750,000
 Project Phased: Yes
 Project Type: Equipment
 Funding Source(s): Grant Dependent
 Potential Grant Identified: None
 Operating Budget Impact: Moderate Decrease



YEAR:	2023	2024	2025	2026	2027
COST:			\$1,750,000		

Details: This project will replace 40-year old equipment with new technology and controls. This is an integral part of the treatment process. Effectively screening the influent safeguards pumps and controls downstream, allowing operators the ability to manage the treatment process.

WATER & SEWER PROJECTS

FACILITY FENCING IMPROVEMENTS

Department: Public Works – Water & Sewer/WWTP
 Total Project Cost: \$200,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): Water & Sewer Fund
 Potential Grant Identified: None
 Operating Budget Impact: Minimal



YEAR:	2023	2024	2025	2026	2027
COST:				\$200,000	

Details: This project will replace 40-year-old fencing and improve site security at several locations.

SCADA INTEGRATION WASTEWATER

Department: Public Works - WWTP
 Total Project Cost: \$500,000
 Project Phased: No
 Project Type: Technology
 Funding Source(s): Water & Sewer Fund
 Potential Grant Identified: None
 Operating Budget Impact: Minimal



YEAR:	2023	2024	2025	2026	2027
COST:				\$500,000	

Details: This project will provide major components to get all of the new equipment installed over the last several years tied back to one SCADA system to improve operator response time and troubleshooting abilities.

WATER & SEWER PROJECTS

WWTP EFFLUENT FLOW MONITORING/AUTOMATED DOSING

Department: Public Works - WWTP
 Total Project Cost: \$225,000
 Project Phased: No
 Project Type: Technology
 Funding Source(s): Grant
 Potential Grant Identified: Federal & State Options
 Operating Budget Impact: Moderate Decrease



YEAR:	2023	2024	2025	2026	2027
COST:				\$225,000	

Details: This project will provide equipment to provide more accurate dosing of chemicals in the treatment of wastewater effluent which will result in savings on Sodium Hypochlorite and Sodium Bisulfate. Chemical feed will vary based on the flow of effluent leaving the plant.

WWTP INFLUENT PUMP STATION

Department: Public Works - Water & Sewer
 Total Project Cost: \$1,000,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): Grant Dependent
 Potential Grant Identified: None
 Operating Budget Impact: Moderate Increase



YEAR:	2023	2024	2025	2026	2027
COST:					\$1,000,000

Details: This project will replace the existing influent station and install a new pump station to provide surge protection storage and grit capture. This will allow for more balanced incoming flows into the plant and reduce staff time on recovering from surges.

SENIOR CITIZENS FUND

FY2023

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
No Data					
Total					

FY2024

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Emergency Backup Power Generation	1	\$125,000	\$0	\$125,000	
Total		\$125,000	\$0	\$125,000	

FY2025

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Senior Center Landscaping Project Phase I	2	\$40,000	\$0	\$40,000	Landscape the south lawn of the Senior Center to a level area
Total		\$40,000	\$0	\$40,000	

SENIOR CITIZENS FUND

FY2026

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Senior Center Landscaping Project Phase II	3	\$35,000	\$0	\$35,000	Create a community fire pit area with memorial benches
Total		\$35,000	\$0	\$35,000	

FY2027

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
No Data					
Total					

SENIOR CITIZENS FUND PROJECTS

EMERGENCY BACKUP POWER GENERATION

Department: Senior Center
 Total Project Cost: \$125,000
 Project Phased: Yes
 Project Type: Building Improvement
 Funding Source(s): Grant/ Donation
 Dependent
 Potential Grant Identified: State
 Operating Budget Impact: Slight Increase



	2023	2024	2025	2026	2027
COST:		\$125,000			

Details: This project would provide emergency backup power to the Senior Center. The facility is a gathering place for the community and provides needed meal services to the elderly. In the event of a major weather event, earthquake, etc., the ability to provide for the continued operation of the facility is an intricate resource for the City.

SENIOR CENTER LANDSCAPING - PHASE I

Department: Senior Center
 Total Project Cost: \$40,000
 Project Phased: Yes
 Project Type: Land Improvement
 Funding Source(s): Grant/ Donation
 Dependent
 Potential Grant Identified: State
 Operating Budget Impact: Minimal or No Impact



	2023	2024	2025	2026	2027
COST:			\$40,000		

Details: This project would landscape the south lawn of the Senior Center to level the area, which now contains sunken areas which prohibit safe access and replant grass and trees as well as construct walkways for easy and safe maneuvering. This would improve lost access to the perimeter of the building, yard, and bluff areas for private rentals and the public, including wheelchair access. The project would be contingent on the construction of the Bluff Stabilization Project.

SENIOR CITIZENS FUND PROJECTS

SENIOR CENTER LANDSCAPING - PHASE II

Department: Senior Center
 Total Project Cost: \$35,000
 Project Phased: Yes
 Project Type: Land Improvement
 Funding Source(s): Grant/ Donation
 Dependent
 Potential Grant Identified: State
 Operating Budget Impact: Minimal or No Impact



	2023	2024	2025	2026	2027
COST:				\$35,000	

Details: This project would create a community fire pit area with wooden all-weather park benches for easy access for seniors and private rentals. Memorial benches and greenery provide an opportunity to generate revenue and celebrate individuals in the community. The project would be contingent on the construction of the Bluff Stabilization Project.

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CONGREGATE HOUSING FUND

FY2023

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Apartment Kitchen and Bathroom Remodel	1	\$100,000	\$100,000	\$0	Remodel the kitchen and bathrooms in 3-6 apartments
Total		\$100,000	\$100,000	\$0	

FY2024

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Apartment Kitchen and Bathroom Remodel	2	\$100,000	\$100,000	\$0	Remodel the kitchen and bathrooms in 3-6 apartments
Vintage Pointe Elevator Major Maintenance	3	\$50,000	\$50,000	\$0	Major elevator maintenance to allow for continued safe operation
Total		\$150,000	\$150,000	\$0	

FY2025

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Apartment Kitchen and Bathroom Remodel	4	\$100,000	\$100,000	\$0	Remodel the kitchen and bathrooms in 3-6 apartments
Total		\$100,000	\$100,000	\$0	

CONGREGATE HOUSING FUND

FY2026

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Apartment Kitchen and Bathroom Remodel	5	\$100,000	\$100,000	\$0	Remodel the kitchen and bathrooms in 3-6 apartments
Total		\$100,000	\$100,000	\$0	

FY2027

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
No Data					
Total					

CONGREGATE HOUSING FUND PROJECTS

APARTMENT KITCHEN AND BATHROOM REMODEL

Department: Senior Center
 Total Project Cost: \$500,000
 Project Phased: Yes
 Project Type: Building Improvement
 Funding Source(s): Congregate Housing Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Minimal or No Impact

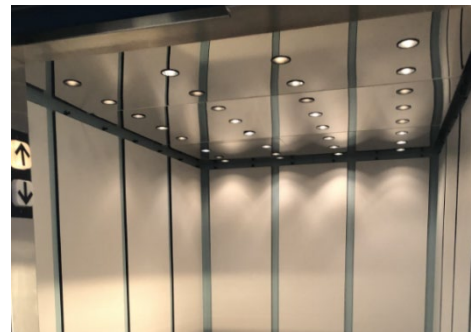


YEAR:	2023	2024	2025	2026	2027
COST:	\$100,000	\$100,000	\$100,000	\$100,000	

Details: This project remodels the kitchen and bathrooms in three to six apartments each year at Vintage Pointe. The project would replace original (1993) tile flooring, cabinetry, countertops, and fixtures in kitchens and bathrooms to bring apartments into compliance with the Americans with Disabilities Act. This project is not eligible for low-income housing grants.

VINTAGE POINTE ELEVATOR MAJOR MAINTENANCE

Department: Public Works
 Total Project Cost: \$50,000
 Project Phased: Yes
 Project Type: Building Improvement
 Funding Source(s): Congregate Housing Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:		\$50,000			

Details: This project will provide for major maintenance of the Vintage Pointe elevator to allow for the continued safe operation of the City's most used elevator. The Vintage Pointe Senior Housing was constructed in 1993 and is approximately 40,450 square feet.

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DRAFT

PERSONAL USE FISHERY FUND

FY2023

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Personal Use Fishery Float Replacements		\$50,000	\$50,000	\$0	Purchase ten new floats at the City Dock
Total		\$50,000	\$50,000	\$0	

FY2024

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
No Data					

FY2025

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
Boat Ramp Concrete Repairs		\$135,000	\$0	\$135,000	Replace concrete ramps at the City Dock
Total		\$135,000	\$0	\$135,000	

PERSONAL USE FISHERY FUND

FY2026

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
No Data					

Total

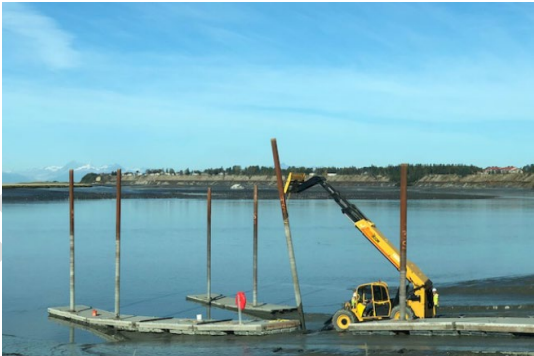
FY2027

Project Name	Project No.	Total Project Cost	City Funding	Grant Funding	Description
No Data					

PERSONAL USE FISHERY FUND PROJECTS

PERSONAL USE FISHERY FLOAT REPLACEMENT

Department: Public Works
 Total Project Cost: \$50,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): Personal Use Fishery Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:	\$50,000				

Details: This project, which began in FY2021 purchases ten new floats at the City Dock and Boat Ramp to replace existing floats. There are currently 22 float sections in total for the ramp and another eight for the front of the trestle.

CITY DOCK BOAT RAMP CONCRETE REPAIRS

Department: Public Works
 Total Project Cost: \$135,000
 Project Phased: Yes
 Project Type: Infrastructure
 Funding Source(s): Personal Use Fishery Fund/
 State Grant
 Potential Grant Identified: State
 Operating Budget Impact: Minimal or No Impact



YEAR:	2023	2024	2025	2026	2027
COST:			\$135,000		

Details: This project will replace the concrete ramps at the City Dock in FY2022 and FY2025. The FY2022 portion of the project will be funded with the State of Alaska North and South Beach Improvement Grant.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2022-19**

A RESOLUTION OF THE CITY OF KENAI, ALASKA, APPROVING THE VACATION OF 20' PUBLIC STREET EASEMENTS ADJOINING THE SOUTH BOUNDARY AND NORTHWEST BOUNDARY OF LOT 1, TOYON SUBDIVISION AS GRANTED BY PLAT K-1592, AND IS LOCATED WITHIN THE SE1/4 OF SECTION 6, TOWNSHIP 5 NORTH, RANGE 11 WEST, SEWARD MERIDIAN, ALASKA, AND DETERMINING THE EASEMENT IS NOT NEEDED FOR A PUBLIC PURPOSE.

WHEREAS, on January 26, 2022, by Resolution No. PZ2022-03 the Kenai Planning and Zoning Commission recommended that the Kenai Peninsula Borough Planning Commission approve of the preliminary plat of Toyon Subdivision 2021 Replat with a vacation of the twenty-foot (20') public street easements as dedicated on the plat of Lot 1, Toyon Subdivision; and,

WHEREAS, on February 28, 2022, the Kenai Peninsula Borough Planning Commission consented to the vacation of the easements dedicated on the plat for Toyon Subdivision; and,

WHEREAS, there is no needed public use for the twenty-foot (20') public street easements; and,

WHEREAS, on March 2, 2022, the Kenai Peninsula Borough submitted a letter to the Kenai City Council requesting consideration of the vacation in accordance with Alaska Statutes 29.40.140 that requires the consent of the City Council prior to vacation of city easements; and,

WHEREAS, Kenai Municipal Code 22.05.110 - Determination as to need for public use, states City Council may vacate rights-of-way or easements by resolution.

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

Section 1. The 20' public street easements adjoining the south boundary and northwest boundary of Lot 1, Toyon Subdivision as granted by Plat K-1592, and is located within the SE1/4 of section 6, Township 5 North, Range 11 West, Seward Meridian, Alaska is not needed for a public purpose and the Council of the City of Kenai consents to the vacation of the twenty-foot (20') public street easements.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16TH DAY OF MARCH, 2022.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Ryan Foster, Planning Director

DATE: March 9, 2022

SUBJECT: **Resolution No. 2022-19 – Approving Vacation of 20’ Public Street Easements for Toyon Subdivision 2021 Replat**

On January 26, 2022, the Planning and Zoning Commission passed Resolution PZ2022-03 recommending the approval of the Toyon Subdivision 2021 Replat subject to the following condition: 2. The Kenai City Council must declare that the two 20’ public street easements to be vacated are not needed for a public purpose and approve the vacation of the 20’ public street easements as shown on the preliminary plat.

The preliminary plat of the Toyon Subdivision 2021 Replat shows a vacation of the twenty-foot (20’) public street easements dedicated on the plat adjoining the south boundary and northwest boundary of Lot 1, Toyon Subdivision as granted by Plat K-1592. The Kenai Peninsula Borough Planning Commission consented to the vacation of the 20’ public street easements on February 28, 2022.

In accordance with Alaska Statutes 29.40.140, no vacation of a City right-of-way and/or easement may be made without consent of the City Council. Kenai Municipal Code 22.05.110, Determination as to the need for public use the Kenai City Council may vacate rights-of-way or easements by resolution. Council approval of Resolution No. 2022-19 would approve the vacation of the subject 20’ public street easements.

Thank you for your consideration.

Attachments

Letter from Kenai Peninsula Borough on March 2, 2022

Pertinent Materials from Borough Planning Commission Meeting February 28, 2022

City of Kenai Planning and Zoning Commission Resolution PZ2022-03

Preliminary Plat identifying recommended vacation of 20’ public street easements



Planning Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

Charlie Pierce
Borough Mayor

March 2, 2022

Kenai City Council
210 Fidalgo Avenue
Kenai, AK 99611

RE: Vacate 20' Public Street Easements Adjoining the South Boundary & Northwest Boundary of Lot 1, Toyon Subdivision as Granted by Plat K-1592

Dear Kenai City Council Members:

In accordance with AS 29.40.140, no vacation of a city right-of-way and/or easement may be made without the consent of the city council. The KPB Planning Commission approved the referenced right-of-way vacation during their regularly scheduled meeting of February 28, 2022. This petition is being sent to you for your consideration and action.

The City Council has 30 days from February 28, 2022 in which to veto the decision of the Planning Commission. If no veto is received from the Council within the 30-day period, the decision of the Planning Commission will stand.

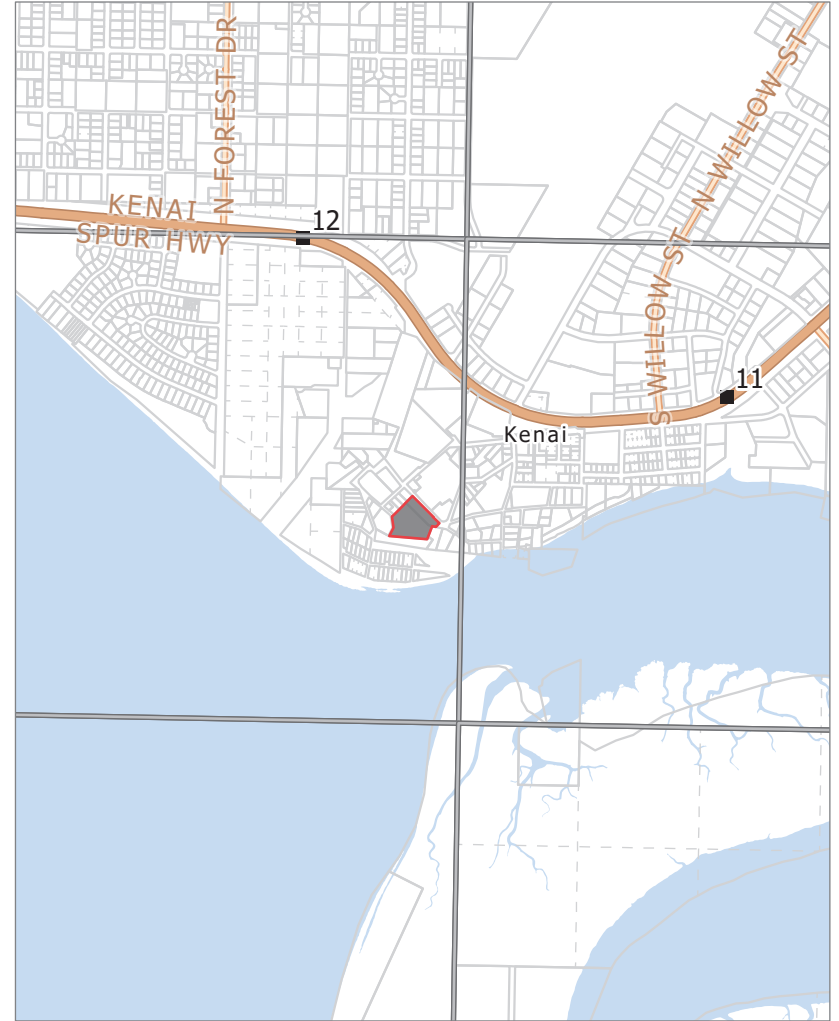
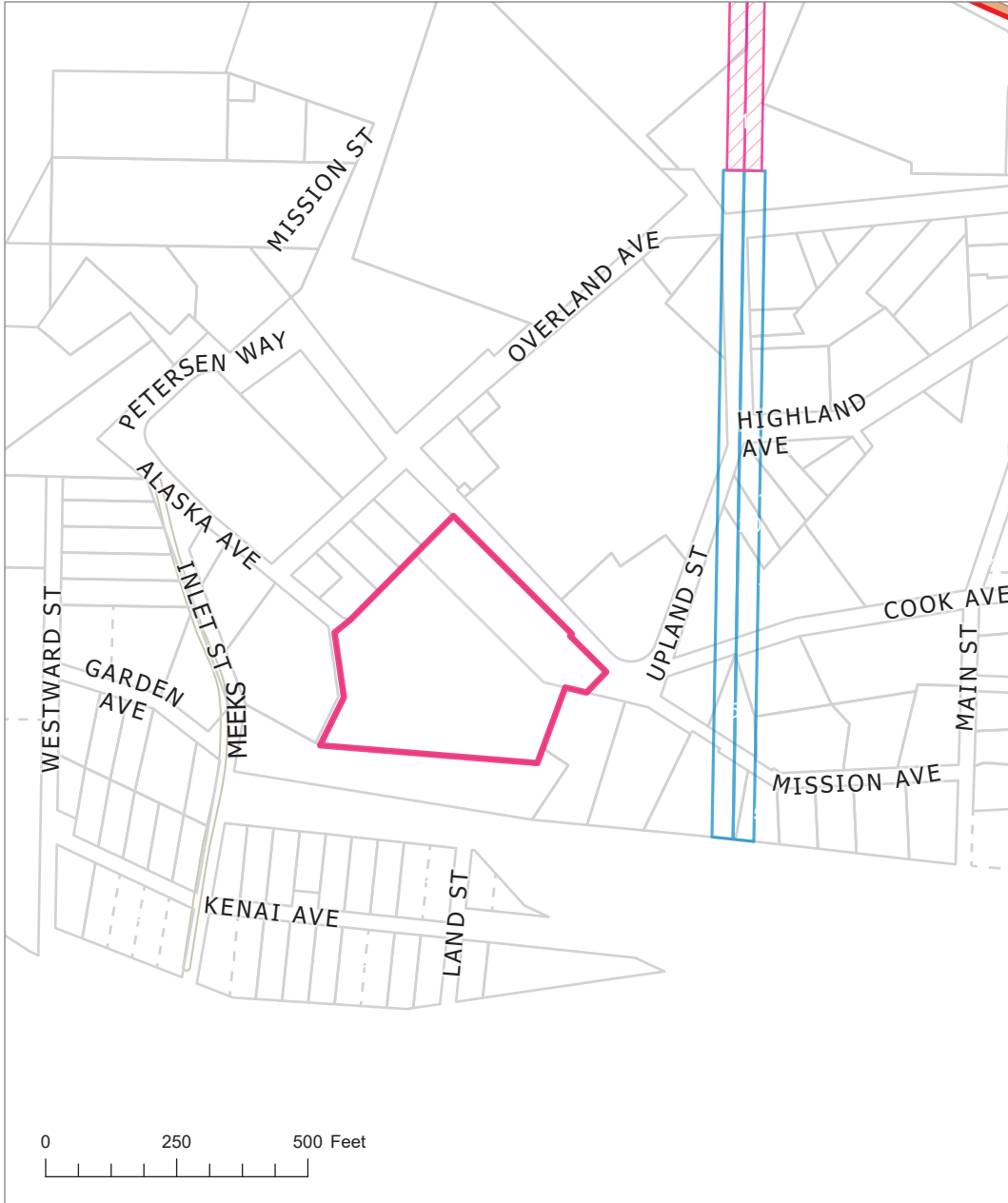
Attached are draft, unapproved minutes of the pertinent portion of the meeting and other related material.

Sincerely,

A handwritten signature in blue ink, appearing to read "Melanie Aeschliman". The signature is fluid and cursive.

Melanie Aeschliman
Planning Director
Kenai Peninsula Borough

Attachments:
Unapproved PC Meeting Minutes
Meeting Packet Materials



KPB File # 2022-011V

Township 5N-Range 11W-Section 6

Kenai



The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. 2022-03**

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI **RECOMMENDING** THAT TOYON SUBDIVISION 2021 REPLAT ATTACHED HERETO BE APPROVED

WHEREAS, the City of Kenai received the plat from Edge Survey and Design and,

WHEREAS, the plat meets Municipal Code requirements of the Townsite Historic (TSH); and,

WHEREAS, street names are referenced correctly; and,

WHEREAS, access is provided via Alaska Avenue, which is a paved, City maintained road; and

WHEREAS, City water and sewer lines are located along Mission Avenue; and,

WHEREAS, the Planning and Zoning Commission finds:

1. Pursuant to Kenai Municipal Code 14.10.070 Subdivision design standards, the plat conforms to the minimum street widths, easements are sufficiently provided for utilities, the proposed lot would be arranged to provide satisfactory and desirable building sites, and the preliminary plat meets standards for water and wastewater.
2. Pursuant to Kenai Municipal Code 14.24.010 Minimum lot area requirements, the proposed lots meets City standards for minimum lot sizes.
3. Pursuant to Kenai Municipal Code 14.24.020 General Requirements, the proposed lots meet City standards for minimum lot width, maximum lot coverage, maximum height, and setbacks.

NOW, THEREFORE, BE IT RECOMMENDED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA:

Section 1. That the preliminary plat of Toyon Subdivision 2021 Replat be approved subject to the following conditions:

1. Further development of the property shall conform to all federal, State of Alaska, and local regulations.
 2. The Kenai City Council must declare that the two 20' public street easements to be vacated is not needed for a public purpose and approve the vacation of the 20' public street easements as shown on the preliminary plat.
-

Resolution No. PZ2022-03
Page 2 of 2

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,
this 26th day of January, 2022.



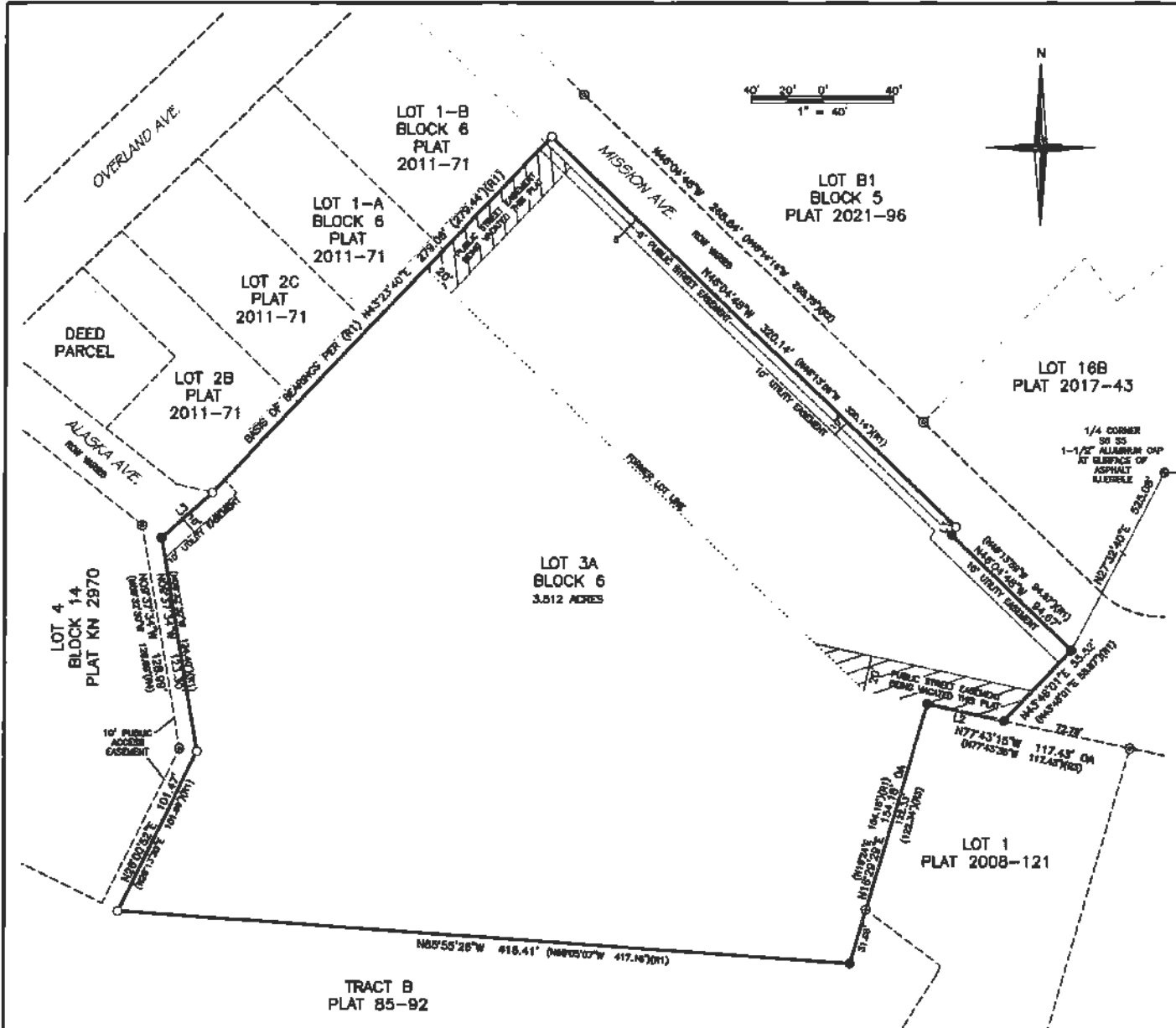
JEFF TWAIT, CHAIRPERSON

ATTEST:



Michelle M. Saher, MMC, City Clerk





- LEGEND**
- ⊙ MONUMENT FOUND AS REFERENCED
 - PROPERTY CORNER FOUND 3/8" REBAR
 - ⊙ PROPERTY CORNER FOUND 5/8" REBAR WITH BLUE PLASTIC CAP STAMPED LS-11705
 - ⊙ PROPERTY CORNER FOUND 5/8" REBAR WITH 1-1/2" ALUMINUM CAP
 - ⊙ PROPERTY CORNER FOUND 5/8" REBAR WITH ORANGE PLASTIC CAP STAMPED LS-8101
 - SET SECONDARY MONUMENT 5/8" X 30" REBAR WITH 2" ALUMINUM CAP STAMPED EDGE SURVEY LS-13022 2021
 - (R1) RECORD DATA, SEE REFERENCE
 - KRD KENAI RECORDING DISTRICT
 - OA OVERALL
- PARCEL BOUNDARY
 - - - FORMER LOT LINE
 - · - · - ADJACENT PROPERTY LINE
 - - - EASEMENT
 - MONUMENT TIE
 - ▨ PUBLIC STREET EASEMENT BEING VACATED

LINE TABLE

LINE	BEARING	DISTANCE
L1	S27°01'06"W	5.33'
L1(R1)	S28°20'W	5.18'
L2	S77°43'15"E	44.84'
L2(R1)	S77°43'15"E	44.02'
L3	S48°34'43"W	36.83'
L3(R1)	S48°34'43"W	37.23'

- REFERENCES**
- (R1) TOYON SUBDIVISION, PLAT K-1582, KENAI RECORDING DISTRICT
 - (R2) TOWNSITE OF KENAI KENATZIE ADDITION SUBDIVISION, PLAT 2012-11, KENAI RECORDING DISTRICT
 - (R3) ENDLESS MEK, PLAT 2008-121, KENAI RECORDING DISTRICT
 - (R4) TOWNSITE OF KENAI, PLAT K-3870, KENAI RECORDING DISTRICT

PLAT APPROVAL

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF SEPTEMBER 13, 2021.

KENAI PENINSULA BOROUGH

 AUTHORIZED OFFICIAL

CERTIFICATE OF ACCEPTANCE AND DEDICATION BY CITY OF KENAI

THE UNDERSIGNED OFFICIAL IDENTIFIED BY NAME AND TITLE IS AUTHORIZED TO ACCEPT AND HEREBY ACCEPTS ON BEHALF OF THE CITY OF KENAI FOR PUBLIC USES AND FOR PUBLIC PURPOSES THE REAL PROPERTY TO BE DEDICATED BY THIS PLAT INCLUDING EASEMENTS, RIGHTS-OF-WAY, ALLEYS, AND OTHER PUBLIC AREAS SHOWN ON THE PLAT IDENTIFIED AS FOLLOWS:

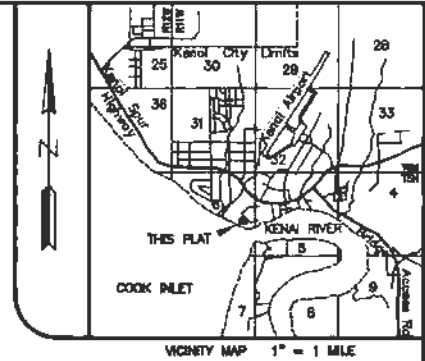
VACATION OF PUBLIC STREET EASEMENTS AS SHOWN.

THE ACCEPTANCE OF LANDS FOR PUBLIC USE OR PUBLIC PURPOSES DOES NOT OBLIGATE THE PUBLIC OR ANY GOVERNING BODY TO CONSTRUCT, OPERATE, OR MAINTAIN IMPROVEMENTS.

BY: _____ DATE _____
 PAUL OSTRANDER - CITY MANAGER
 CITY OF KENAI
 210 FIDALGO AVE.
 KENAI, ALASKA 99811

CERTIFICATE OF SURVEYOR

I, MARK ANONETTI 13022-S, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF ALASKA AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT THE MONUMENTS SHOWN ON THIS SURVEY ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONAL AND OTHER DETAILS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT KENATZIE INDIAN TRIBE IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HERE AND THAT ON BEHALF OF KENATZIE INDIAN TRIBE I HEREBY ADOPT THIS PLAN OF SUBDIVISION AND BY MY FREE CONSENT DEDICATE ALL RIGHTS-OF-WAY AND GRANT ALL EASEMENTS TO THE USE SHOWN.

 CHELSEA HENRICKS, INTERIM EXECUTIVE DIRECTOR
 PO BOX 888
 KENAI, ALASKA 99811
 KENATZIE INDIAN TRIBE IRA
 KENATZIE INDIAN TRIBE

NOTARY ACKNOWLEDGEMENT

FOR: CHELSEA HENRICKS
 ACKNOWLEDGED BEFORE ME
 THIS _____ DAY OF _____, 2022

 NOTARY PUBLIC SIGNATURE



- NOTES**
- FURTHER DEVELOPMENT OF THE PROPERTY SHALL CONFORM TO ALL FEDERAL, STATE OF ALASKA AND LOCAL REGULATIONS.
 - DEVELOPMENT OF THIS PARCEL SUBJECT TO THE CITY OF KENAI ZONING REGULATIONS.
 - THE FRONT 10 FEET ADJACENT TO RIGHT OF WAY IS AN UTILITY EASEMENT. NO PERMANENT STRUCTURE SHALL BE CONSTRUCTED OR PLACED WITHIN A UTILITY EASEMENT WHICH COULD INTERFERE WITH THE ABILITY OF A UTILITY TO USE THE EASEMENT.
 - PUBLIC STREET EASEMENT VACATION WAS APPROVED BY KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF FEBRUARY 13, 2022.
 - GENERAL PUBLIC IMPROVEMENT, ELECTRIC TRANSMISSION AND DISTRIBUTION LINES EASEMENTS, LOCATION NOT DEFINED. GRANTED TO CITY OF KENAI HAVING THE FOLLOWING RECORDING INFORMATION, RECORDED APRIL 1, 1988, VOLUME 50, PAGE 347, KRD.
 - DISCLAIMER OF INTEREST, INCLUDING THE TERMS AND CONDITIONS THEREIN: RECORDED: SEPTEMBER 18, 2004. SERIAL NO.: 2004-009237-0, KRD.
 - WASTEWATER DISPOSAL: CITY WATER AND SEWER ARE AVAILABLE TO SERVE THIS PARCEL. PLANS FOR WASTEWATER TREATMENT AND DISPOSAL THAT MEET REGULATORY REQUIREMENTS ARE ON FILE AT THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

KPB FILE No. 2022-000

**TOYON SUBDIVISION
 2021 REPLAT
 AND PUBLIC STREET EASEMENT
 VACATION**

A REPLAT OF
 LOTS 1 AND 2 BLOCK 5
 TOYON SUBDIVISION
 PLAT K-1582

OWNERS:
 KENATZIE INDIAN TRIBE IRA
 KENATZIE INDIAN TRIBE
 PO BOX 888
 KENAI, ALASKA 99811

LOCATED WITHIN SE 1/4, SECTION 6,
 T.5N., R.11W., S.8M.
 STATE OF ALASKA
 KENAI PENINSULA BOROUGH
 KENAI RECORDING DISTRICT
 CITY OF KENAI

CONTAINING 3.512 ACRES

EDGE
 SURVEY AND DESIGN, LLC
 12501 OLD SEWARD, D ANCHORAGE, AK 99515
 Phone (907) 344-5890 Fax (907) 344-7794
 ACCL# 1392

DRAWN BY: JY	DATE: 12/22/2021	PROJECT: 21-815
CHECKED BY: MA	SCALE: 1" = 40'	SHEET: 1 OF 1

**KENAI CITY COUNCIL – REGULAR MEETING
MARCH 2, 2022 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on March 2, 2022, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Brian Gabriel, Mayor
Teea Winger
Glenese Pettey
Henry Knackstedt

James Baisden (*via video conference*)
Deborah Sounart
Jim Glendening

A quorum was present.

Absent:

Also in attendance were:

**Silas Thibodeau, Student Representative
Paul Ostrander, City Manager
Scott Bloom, City Attorney
Katja Wolfe, Library Director
Meghan Thibodeau, Deputy City Clerk
Shellie Saner, City Clerk

3. Agenda Approval

Mayor Gabriel noted the following additions to the packet:

Add to item O.

Informational Item

- Kenai Senior Connection – 13th Annual March for Meal Flyer

MOTION:

Council Member Knackstedt **MOVED** to approve the agenda with the requested revisions and requested **UNANIMOUS CONSENT**. Council Member Winger **SECONDED** the motion.

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

4. **Consent Agenda**

MOTION:

Council Member Knackstedt **MOVED** to approve the consent agenda. Council Member Vice Mayor Glendening **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.

UNANIMOUS CONSENT was requested.

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

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

B. SCHEDULED PUBLIC COMMENTS – None.

C. UNSCHEDULED PUBLIC COMMENTS

Marion Nelson invited everyone to attend the new show opening at the Kenai Fine Art Center on March 3, 2022, “Small to Big” featuring a variety of photographs; she noted there would also be refreshments and music.

Barb Ralston thanked the Council Members and City employees who helped with the love of reading event at Mountain View Elementary and encouraged everyone to participate next year; she noted the changes from the previous years were successful and would be continued. She reminded everyone about the upcoming Bike Rodeo and the importance of providing helmets for all children.

D. PUBLIC HEARINGS

1. **Ordinance No. 3273-2022** – Accepting and Appropriating Two Grants from Derek Kaufman Fund through the Alaska Community Foundation and One Donation from the Friends of the Kenai Community Library for the Purchase of a Bike Repair Station. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3273-2022. Vice Mayor Glendening **SECONDED** the motion.

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

City Manager Ostrander reported that the funds would be used to purchase a bike repair station for installation at the Library and provided a summary on how the Derek Kaufman fund was developed by a Hilcorp employee with additional support from Hilcorp.

There was discussion related to the benefits of having a bike repair station at the library; that this would be the third station in the City; and the various forms of media the Library would use to announce the new bike station.

VOTE:

YEA: Winger, Knackstedt, Gabriel, Glendening, Baisden, Sounart, Petey

NAY: None

**Student Representative Thibodeau: Yes

MOTION PASSED UNANIMOUSLY.

2. **Resolution No. 2022-10** – Approving the Execution of a Lease of Airport Reserve Lands Using the Standard Lease Form Between the City of Kenai and State of Alaska, Division of Forestry on Lot 4A, FBO Subdivision No. 11. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-10. Vice Mayor Glendening **SECONDED** the motion.

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

There was discussion related to this being an annual routine item; and clarification that the lessee is financially responsible for improvements.

UNANIMOUS CONSENT was requested.

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

MOTION PASSED UNANIMOUSLY.

3. **Resolution No. 2022-11** – Authorizing a Budget Transfer Within the Kenai Municipal Airport Snow Removal Equipment Capital Project Fund. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-11. Vice Mayor Glendening **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested.

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

MOTION PASSED UNANIMOUSLY.

4. Resolution No. 2022-12 – Authorizing a Budget Transfer Within the Kenai Municipal Water and Sewer Capital Project Fund. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-12. Council Member Pettey **SECONDED** the motion.

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

City Manager Ostrander clarified that this project was on Mission Avenue directly adjacent to the bluff and was necessary to vacate a portion of utilities that were in danger of going over the bluff; the Alaska Department of Environmental Conservation requested additions to the project to provide separation between water and sewer mains; the design is complete and if the additional funds are approved by Council we will immediately go out to bid.

UNANIMOUS CONSENT was requested.

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

MOTION PASSED UNANIMOUSLY.

5. Resolution No. 2022-13 – Expressing Intent to Participate in the National Flood Insurance Program. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2022-13. Council Member Pettey **SECONDED** the motion.

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

City Manager Ostrander clarified that this would cover the entire City boundary, noting that there are less than ten privately owned parcels that would be affected and the majority of the City would be unaffected. He stated that this is the first step in a three step process and if approved an ordinance would be brought forward to amend Kenai Municipal Code to include the required regulations; this was required to move forward with the bluff erosion project; and the cost to the City would be in administering the code, not for participation.

UNANIMOUS CONSENT was requested.

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

MOTION PASSED UNANIMOUSLY.

E. MINUTES

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

Approved by the consent agenda.

2. *Regular Meeting of February 16, 2022. (City Clerk)

Approved by the consent agenda.

F. UNFINISHED BUSINESS – None.

G. NEW BUSINESS

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

Approved by the consent agenda.

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

Approved by the consent agenda.

H. COMMISSION / COMMITTEE REPORTS

1. Council on Aging – No Report. Next meeting in April 7, 2022.
2. Airport Commission – No Report. Next meeting March 10, 2022.
3. Harbor Commission – No Report. Next meeting April 11, 2022.
4. Parks and Recreation Commission – Council Member Winger reviewed actions of the February 17, 2022 meeting. Next Meeting March 3, 2022 Work Session.
5. Planning and Zoning Commission – Council Member Glendening reviewed the actions of the February 23, 2022 meeting. March 9, 2022 meeting has been cancelled.
6. Beautification Committee – No Report.
7. Mini-Grant Steering Committee – Mayor Gabriel reported on meeting of Feb 25, 2022 and noted the grant was not awarded.

I. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Guest Speaker at the Job Shadow Program;
- February 24, 2022 Kenai Waterfront Revitalization Community Vision Session;
- Love of Reading Event;
- March 7, 2022 Land Management Plan Work Session, the work session will be cancelled and noted that it may require more than one work session.

J. ADMINISTRATION REPORTS

1. City Manager – City Manager Ostrander reported on the following:
 - Next Council meeting packet will include:
 - Letter of support for Geo Bond for consideration;
 - Dog Park Memo regarding approach to development;
 - Resolution supporting continuous lighting along Kenai Spur Highway;
 - Discussion on condition of streets, streets crew working extremely hard;

- Bluff, continue to work on design, hope to have 65% complete in next month.
2. City Attorney – No report.
 3. City Clerk – City Clerk Saner reported on the following:
 - Continuation of Zoom through the remainder of the fiscal year. Council consideration for further continuation as a non-departmental budget item for fiscal year 2023.

K. ADDITIONAL PUBLIC COMMENT

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

Council Member Knackstedt stated that he had been out of town and watching the weather reports he was not surprised by the road maintenance challenges being faced; and he was looking forward to the Land Management Plan work session.

Council Member Winger noted it had been a busy couple of weeks; there was a great turn out at the Waterfront Community Vision meeting; her attendance at the Love of Reading event; she was a Guest Speaker at the Soldotna High School regarding Educational Opportunities and the Jump Start Program; and she was looking forward to the March for Meals event.

Vice Mayor Glendening said it was good to be back; noted the balance of concerns heard at the Waterfront Community Vision meeting; and he was looking forward to reviewing a snow plowing policy.

Council Member Sounart stated it was good to see the number of people in attendance at the Waterfront Community Vision meeting; her appreciation for the Kenai Middle School Fine Arts Concert and noted that the auditorium was packed; and wished everyone a happy spring break.

Student Representative Thibodeau reported that he had participated in the Job Shadow program and Prom planning had started.

Council Member Pettet thanked Hilcorp and the Friends of the Library for their donation; stated that the Waterfront Community Vision meeting was a great success; and reminded everyone to attend the Kenai Fine Art Show.

L. EXECUTIVE SESSION – None.

M. PENDING ITEMS – None.

N. ADJOURNMENT

O. INFORMATION ITEMS

1. Purchase Orders Between \$2,500 and \$15,000
2. Amicus Brief – Letter of Appreciation

There being no further business before the Council, the meeting was adjourned at 7:26 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of March 2, 2022.

Michelle M. Saner, MMC
City Clerk

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

**KENAI CITY COUNCIL WORK SESSION
LAND MANAGEMENT PLAN
MARCH 7, 2022 – 5:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR GABRIEL, PRESIDING**

NOTES

Council present: B. Gabriel, H. Knackstedt, J. Baisden, T. Winger, J. Glendening, G. Pettey, D. Sounart

Others present: City Manager P. Ostrander, Planning Director R. Foster, City Clerk S. Saner

A. Call to Order

Mayor Gabriel called the work session to order at 5:15 p.m.

B. Introduction – Mayor Gabriel & Paul Ostrander, City Manager

Mayor Gabriel welcomed everyone and noted the purpose of the work session was to review and discuss the Draft Land Management Plan (LMP) and the recommended amendments to the LMP made by members of the public, the boards and commissions of the City, and Council Members.

C. Public Comment

Bob Molloy stated his appreciation for the approach taken with LMP specifically the public outreach and review by the board and commission of the City. He noted that he agreed with all of the recommendations made by the Parks & Recreation and Beautification Committee; with respect to the Airport Commission he disagreed with recommendation one and agreed with recommendation no two; and for the Planning and Zoning Commission he did not agree with recommendations three and four.

There was discussion related to the importance of retaining land for noise mitigation from the activities of the Airport; the Airport Master Plan and future development of Floatplane Road; additions to the LMP to include evaluation of property for acquisition by the city for future public purposes; and ensuring that the LMP aligned with the Airport Master Plan and the Comprehensive Plan "Imagine Kenai 2030".

D. City of Kenai Draft Land Management Plan

City Manager Ostrander noted that it had become clear through the meetings with the boards and commissions that the LMP was intended to be used as a tool by the administration to inventory and recommend uses for City owned properties and this work session would provide direction from the Council as to which recommendations should be formalized in to motions to be made during the LMP Public Hearing.

The individual recommendations received from members of the public, City Council Members and the boards and commission of the City were discussed; and each map within the LMP

was reviewed for additional possible proposed amendments or future public use of individual parcel.

There was discussion regarding the financial obligation of the City to purchase Airport properties at fair market value if retained by the City; expanding the definition of dispose to include trade or donate; a parcel designated for disposal would still require Council action prior to final disposal; retention of specific parcels for the purpose of recreational activities; the LMP would eliminate the need for individual legislation items to define a parcels status of dispose or retain; and the possibility of parcels status being affected by the Waterfront Revitalization Project or the Bluff Stabilization Project.

E. Council Discussion

Discussion took place throughout the work session.

F. Public Comment

None.

G. Adjournment

The work session adjourned approximately at 8:40 p.m.

Notes were prepared by:

Michelle M. Saner, MMC
City Clerk

**PAYMENTS OVER \$15,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: MARCH 16, 2022**

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	97,942.07
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	117,625.08

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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MEMORANDUM


TO: Mayor Brian Gabriel and Kenai City Council
FROM: Shellie Saner, City Clerk
DATE: February 28, 2022
SUBJECT: **Liquor License Renewal**

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

- MITAK, LLC D/B/A Main Street Tap & Grill
- Fraternal Order of Eagles #3525 D/B/A Fraternal Order of Eagles #3525

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

Your consideration is appreciated.

- Submit** by Shellie Saner 2/16/2022 2:53:51 PM (Form Submission)
- Approve** by Jeremy Hamilton 2/28/2022 12:19:48 PM (Fire Marshall Review)
- The task was assigned to Jeremy Hamilton. The due date is: February 25, 2022 5:00 PM 2/16/2022 2:53 PM
- Approve** by Scott Curtin 2/16/2022 5:32:13 PM (Building Official Review)
- The task was assigned to Scott Curtin. The due date is: February 25, 2022 5:00 PM 2/16/2022 2:53 PM
- Approve** by Dave Ross 2/16/2022 3:06:17 PM (Police Department Review)
- The task was assigned to Dave Ross. The due date is: February 25, 2022 5:00 PM 2/16/2022 2:53 PM
- Approve** by Tina Williamson 2/16/2022 3:30:11 PM (Finance Asst Review)
- The task was assigned to Tina Williamson. The due date is: February 25, 2022 5:00 PM 2/16/2022 2:53 PM
- Approve** by Cindy Herr 2/16/2022 2:57:06 PM (Legal Asst Review)
-  *No monies owed in traffic citations or restitution.*
 - The task was assigned to Cindy Herr. The due date is: February 25, 2022 5:00 PM 2/16/2022 2:53 PM
- Approve** by Ryan Foster 2/17/2022 4:54:02 PM (Lands Review)
- The task was assigned to Ryan Foster. The due date is: February 25, 2022 5:00 PM 2/16/2022 2:53 PM
- Approve** by Terry Eubank 2/18/2022 9:16:30 AM (Finance Review)
- The task was assigned to Terry Eubank. The due date is: February 28, 2022 5:00 PM 2/17/2022 4:54 PM
- Approve** by Scott Bloom 2/17/2022 4:54:22 PM (Legal Review)
- The task was assigned to Scott Bloom. The due date is: February 28, 2022 5:00 PM 2/17/2022 4:54 PM
- Approve** by Ryan Foster 2/17/2022 4:54:40 PM (P&Z Department Review)
- The task was assigned to Ryan Foster. The due date is: February 28, 2022 5:00 PM 2/17/2022 4:54 PM

AMCO License Application

Date

2/16/2022

Establishment Information

License Type

Beverage Dispensary-Tourism

Licensee

MITAK, LLC

Doing Business As

Main Street Tap & Gril

Premises Address

10800 Kenai Spur Hwy.

City, State

Kenai, AK

Contact Information

Contact Licensee

Micheal Lindsay Olsen

Contact Phone No.

913-909-9277

Contact Email

lolsen@mitckc.com

Additional Contact Information

Name

Phone No.

Email

Documents

File Upload

#4555 Complete Renewal Packet with Temp.pdf

5MB



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

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

February 16, 2022

Kenai Peninsula Borough City of Kenai

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

Re: Notice of 2022/2023 Liquor License Renewal Application

Table with 3 rows: License Type (Beverage Dispensary-Tourism), License Number (4555), Licensee (MITAK LLC), Doing Business As (Main Street Tap & Grill)

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

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

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

Sincerely,

Handwritten signature of Glen Klinkhart

Glen Klinkhart, Director amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

02/16/2022

ABC BOARD

LIQUOR LICENSE

2022 - 2023

TEMPORARY

4555

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

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispens

LICENSE FEE: \$2,500.00

1106

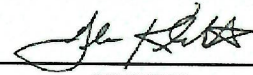
CITY / BOROUGH: Kenai
Kenai Peninsula Borough

D/B/A: Main Street Tap & Grill
10800 Kenai Spur Highway
Mail Address:
MITAK LLC
5200 W 94th Terr Ste 107
Prairie Village, KS 66207

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

Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 7/21)

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

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

02/16/2022

ABC BOARD

LIQUOR LICENSE

2022 - 2023

TEMPORARY

4555

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

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispens

LICENSE FEE: \$2,500.00

CITY / BOROUGH: Kenai
Kenai Peninsula Borough

D/B/A: Main Street Tap & Grill
10800 Kenai Spur Highway
Mailing Address:
MITAK LLC
5200 W 94th Terr Ste 107
Prairie Village, KS 66207

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

Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

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

04-900 (REV 7/21)



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

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

Establishment Contact Information

Licensee (Owner):	MITAK, LLC	License #:	4555
License Type:	Beverage Dispensary-Tourism		
Doing Business As:	Main Street Tap & Grill		
Premises Address:	10800 Kenai Spur Highway		
Local Governing Body:	City of Kenai (Kenai Peninsula Borough)		
Community Council:	none		

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

Mailing Address:	5200 W 94th Terrace, Suite 107				
City:	Prairie Village	State:	KS	ZIP:	66207

Section 1 – Licensee Contact Information

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

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

Contact Licensee:	Michael Lindsay Olsen	Contact Phone:	913-909-9277
Contact Email:	lolsen@mitckc.com		

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

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			



Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

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

Alaska CBPL Entity #:	97311
-----------------------	-------

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

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

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

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

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

Name of Official:	Michael Lindsay Olsen				
Title(s):	Manager/Member	Phone:	913-909-9277	% Owned:	100
Mailing Address:	9445 Rosewood Dr. #3A				
City:	Prairie Village	State:	KS	ZIP:	66207

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

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

AMCO

DEC 20 2021



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

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

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

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

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

This individual is an: Applicant Affiliate

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

This individual is an: Applicant Affiliate

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

Section 4 – License Operation

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

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

Section 5 – Violations and Convictions

Have ANY Notices of Violation been issued for this license OR has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021?

Yes No

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

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




Form AB-17: 2022/2023 License Renewal Application

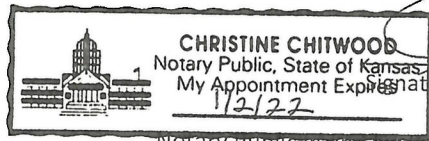
Section 6 - Certifications


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

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

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


 Signature of licensee
 Michael Lindsay Olsen
 Printed name of licensee




 Signature of Notary Public
 Notary Public in and for the State of: Kansas

My commission expires: 1/2/22

Subscribed and sworn to before me this 17th day of December, 2021.

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

All renewal and supplemental forms are available online

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

FOR OFFICE USE ONLY

License Fee:	\$2500.00	Application Fee:	\$ 300.00	Misc. Fee:	\$0.00
Total Fees Due:					\$2800.00

AMCO

DEC 20 2021

Department of Commerce, Community, and Economic Development
**CORPORATIONS, BUSINESS & PROFESSIONAL
 LICENSING**

Page 99

[State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Corporations / Entity Details](#)

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	MITAK, LLC

Entity Type: Limited Liability Company

Entity #: 97311

Status: Good Standing

AK Formed Date: 11/18/2005

Duration/Expiration: Perpetual

Home State: KANSAS

Next Biennial Report Due: 1/2/2023

Entity Mailing Address: 5200 W. 94TH TERRACE, PRAIRIE VILLAGE, KS 66207

Entity Physical Address: 5200 W. 94TH TERRACE, PRAIRIE VILLAGE, KS 66207

Registered Agent

Agent Name: ROBERT H. HUME

Registered Mailing Address: 701 WEST 8TH AVE. #1200, KENAI, AK 99501

Registered Physical Address: 701 WEST 8TH AVE. #1200, KENAI, AK 99501

Officials

Show Former

AK Entity #	Name	Titles	Owned
	MICHAEL OLSEN	Manager, Member	100.00

Filed Documents

Date Filed	Type	Filing	Certificate
11/18/2005	Creation Filing	Click to View	Click to View
12/05/2007	Biennial Report	Click to View	
4/14/2009	Biennial Report	Click to View	
12/22/2010	Biennial Report	Click to View	
12/10/2012	Agent Change	Click to View	
1/07/2013	Biennial Report	Click to View	
10/22/2014	Biennial Report	Click to View	
12/02/2016	Biennial Report	Click to View	
3/19/2018	Change of Officials	Click to View	
10/17/2018	Biennial Report	Click to View	
10/22/2020	Biennial Report	Click to View	

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Department of Commerce, Community, and Economic Development
**DIVISION OF CORPORATIONS, BUSINESS &
 PROFESSIONAL LICENSING**

Page 101

[State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Business License / License #1068145](#)

LICENSE DETAILS

License #: 1068145

[Print Business License](#)

Business Name: MAIN STREET TAP & GRILL

Status: Active

Issue Date: 03/07/2018

Expiration Date: 12/31/2022

Mailing Address: 10800 KENAI SPUR HWY
KENAI, AK 99611

Physical Address: 10800 KENAI SPUR HWY
KENAI, AK 99611

Owners

MITAK, LLC

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722110 - FULL-SERVICE RESTAURANTS	
72 - Accommodation and Food Services	722410 - DRINKING PLACES (ALCOHOLIC BEVERAGES)	

Endorsements

No Endorsements Found

License Lapse(s)

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



Office of the Borough Clerk

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

Johi Blankenship, MMC
Borough Clerk

2/16/2022

Sent via email: cityclerk@kenai.city

Kenai City Hall
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant : MITAK, LLC
Business Name : Main Street Tap & Grill
License Type : Beverage Dispensary/Tourism
License Location : 10800 Kenai Spur Highway, Kenai, AK 99611, City of Kenai
License No. : 4555
Application Type : License Renewal

Dear Ms. Saner,

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

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


Sincerely,

Johi Blankenship, MMC
Borough Clerk

JB/JS

Encl.

cc: lolsen@mitckc.com;

- Submit** by Shellie Saner 2/16/2022 11:12:56 AM (Form Submission)
- Approve** by Jeremy Hamilton 2/28/2022 12:19:56 PM (Fire Marshall Review)
- The task was assigned to Jeremy Hamilton. The due date is: February 25, 2022 5:00 PM 2/16/2022 11:12 AM
- Approve** by Scott Curtin 2/16/2022 5:32:19 PM (Building Official Review)
- The task was assigned to Scott Curtin. The due date is: February 25, 2022 5:00 PM 2/16/2022 11:12 AM
- Approve** by Dave Ross 2/16/2022 11:18:53 AM (Police Department Review)
- The task was assigned to Dave Ross. The due date is: February 25, 2022 5:00 PM 2/16/2022 11:12 AM
- Approve** by Tina Williamson 2/16/2022 1:06:39 PM (Finance Asst Review)
- The task was assigned to Tina Williamson. The due date is: February 25, 2022 5:00 PM 2/16/2022 11:13 AM
- Approve** by Cindy Herr 2/16/2022 11:18:29 AM (Legal Asst Review)
-  *No monies owed in traffic fines or restitution.*
 - The task was assigned to Cindy Herr. The due date is: February 25, 2022 5:00 PM 2/16/2022 11:13 AM
- Approve** by Ryan Foster 2/17/2022 4:52:21 PM (Lands Review)
- The task was assigned to Ryan Foster. The due date is: February 25, 2022 5:00 PM 2/16/2022 11:13 AM
- Approve** by Terry Eubank 2/18/2022 9:16:19 AM (Finance Review)
- The task was assigned to Terry Eubank. The due date is: February 28, 2022 5:00 PM 2/17/2022 4:52 PM
- Approve** by Scott Bloom 2/17/2022 4:53:56 PM (Legal Review)
- The task was assigned to Scott Bloom. The due date is: February 28, 2022 5:00 PM 2/17/2022 4:52 PM
- Approve** by Ryan Foster 2/17/2022 4:54:33 PM (P&Z Department Review)
- The task was assigned to Ryan Foster. The due date is: February 28, 2022 5:00 PM 2/17/2022 4:52 PM

Date

2/16/2022

Establishment Information

License Type

Club

Licensee

Fraternal Order of Eagles #3525

Doing Business As

Fraternal Order of Eagles #3525

Premises Address

5765 Kenai Spur Hwy

City, State

Kenai, AK

Contact Information

Contact Licensee

Brett J Holt

Contact Phone No.

907-283-4938

Contact Email

foe3525@alaska.net

Additional Contact Information

Name

Phone No.

Email

Documents

File Upload

#337 Complete Renewal Pack and Temp.pdf

6.4MB



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

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

February 16, 2022

Kenai Peninsula Borough

Via Email: MJenkins@kpb.us; JVanHoose@kpb.us; Cjackinsky@kpb.us; MAldridge@kpb.us; ncarver@kpb.us; slopez@kpb.us; JBlankenship@kpb.us; jshewell@kpb.us

Re: Notice of 2022/2023 Liquor License Renewal Application

Table with 3 rows: License Type (Club), Licensee (Fraternal Order of Eagles #3525), Doing Business As (Fraternal Order of Eagles #3525), License Number (337)

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

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

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

Sincerely,

Handwritten signature of Glen Klinkhart

Glen Klinkhart, Director amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
02/16/2022
ABC BOARD

LIQUOR LICENSE
2022 - 2023
TEMPORARY

337

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

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Club

[Empty box for license details]

LICENSE FEE: \$1,200.00

1110

CITY / BOROUGH: Kenai
Kenai Peninsula Borough

D/B/A: Frat Order of Eagles #3525
5765 Spur Hwy
Mail Address:
Frat. Order of Eagles #3525
5765 Spur Hwy
Kenai, AK 99611

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

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

[Signature]

DIRECTOR

04-900 (REV 7/21)

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

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
02/16/2022
ABC BOARD

LIQUOR LICENSE
2022 - 2023
TEMPORARY

337

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

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Club

[Empty box for license details]

LICENSE FEE: \$1,200.00

CITY / BOROUGH: Kenai
Kenai Peninsula Borough

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

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

D/B/A: Frat Order of Eagles #3525
5765 Spur Hwy
Mailing Address:
Frat. Order of Eagles #3525
5765 Spur Hwy
Kenai, AK 99611

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

04-900 (REV 7/21)



Alaska Alcoholic Beverage Control Board

2022-2023 Master Checklist: Renewal License Application

Doing Business As:	Frat Order of Eagles #3525	License Number:	337
License Type:	Club		
Examiner:	Colleen Button	Transaction #:	100315003

Document	Received	Completed	Notes
AB-17: Renewal Application	12/10	2/16/22	
App and License Fees	12/10	1/11/22	

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

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

Yes No N/A

CBPL Entity Printout included? Yes No N/A

Business License Copy included? Yes No N/A

Background(s) Completed & Date: _____ Yes No N/A

Special Consideration: N/A Board Meeting Date: 4/12/22

LGB Sent Date: 2/16/22 LGB Deadline Date: 4/17/22

LGB 1 Name: Kenai LGB 2 Name: KPB

Waive Protest Lapsed Waive Protest Lapsed



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

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

Establishment Contact Information

Licensee (Owner):	Fraternal Order of Eagles #3525	License #:	337
License Type:	Club		
Doing Business As:	Fraternal Order of Eagles #3525		
Premises Address:	5765 Kenai Spur Hwy		
Local Governing Body:	City of Kenai (Kenai Peninsula Borough)		
Community Council:	None		

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

Mailing Address:					
City:		State:		ZIP:	

Section 1 – Licensee Contact Information

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

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

Contact Licensee:	Brett J Holt	Contact Phone:	907-283-4938
Contact Email:	for3525@alaska.net		

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

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			



Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

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

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

Alaska CBPL Entity #:	12431D
-----------------------	--------

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

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

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

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

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

Name of Official:	Brett J Holt				
Title(s):	Affiliate & Secretary	Phone:	907-283-4938	% Owned:	0
Mailing Address:	5765 Kenai Spur Hwy				
City:	Kenai	State:	Alaska	ZIP:	99611

Name of Official:	Pat Malone				
Title(s):	Affiliate	Phone:	907-283-4938	% Owned:	0
Mailing Address:	5765 Kenai Spur Hwy				
City:	Kenai	State:	Alaska	ZIP:	99611

Name of Official:	Kelly Bookey				
Title(s):	Affiliate	Phone:	907-283-4938	% Owned:	0
Mailing Address:	5765 Kenai Spur Hwy				
City:	Kenai	State:	Alaska	ZIP:	99611



Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

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

Alaska CBPL Entity #:	12431D
-----------------------	--------

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

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

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

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

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

Name of Official:	Norman Holt				
Title(s):	President	Phone:	907-283-4938	% Owned:	0
Mailing Address:	5765 Kenai Spur Hwy				
City:	Kenai	State:	Alaska	ZIP:	99611

Name of Official:	Michael Winter				
Title(s):	Vice President	Phone:	907-283-4938	% Owned:	0
Mailing Address:	5765 Kenai Spur Hwy				
City:	Kenai	State:	Alaska	ZIP:	99611

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



DEC 10 2021



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

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

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

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

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

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

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

Section 4 – License Operation

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

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

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

Section 5 – Violations and Convictions

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

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

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

AMCO

DEC 10 2021



Form AB-17: 2022/2023 License Renewal Application

Section 6 – Certifications

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

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

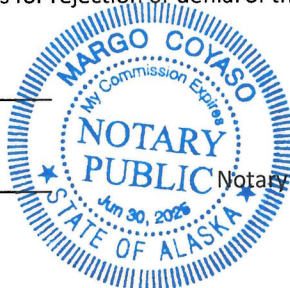
I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Brett Holt

Signature of licensee

Brett J. Holt

Printed name of licensee



Margo Coyaso

Signature of Notary Public

Notary Public in and for the State of: Alaska

My commission expires: 6/30/25

Subscribed and sworn to before me this 9th day of December, 2021.

Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit

Recreational Site applications must include a completed Recreational Site Statement

Tourism applications must include a completed Tourism Statement

Wholesale applications must include a completed AB-25: Supplier Certification

Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

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

FOR OFFICE USE ONLY

License Fee:	\$ <u>1200</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ <u>1500</u>

Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	FRATERNAL ORDER OF EAGLES, KENAI PENINSULA AERIE, NO. 3525

Entity Type: Nonprofit Corporation

Entity #: 12431D

Status: Good Standing

AK Formed Date: 9/24/1973

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 7/2/2023

Entity Mailing Address: 5765 KENAI SPUR HWY, KENAI, AK 99611

Entity Physical Address: 5765 KENAI SPUR HWY, KENAI, AK 99611

Registered Agent

Agent Name: Patrick J Malone

Registered Mailing Address: 5765 Kenai Spur Hwy, Kenai, AK 99611

Registered Physical Address: 5765 Kenai Spur Hwy, Kenai, AK 99611

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Brett J Holt	Director, Secretary	
	Eli Holt	Director	
	Kelly Bookey	Director	
	Michael Winter	Vice President	
	Norman Holt	President	
	Patrick Malone	Director	
	Shawn Reynolds	Director	
	Timothy Navarre	Treasurer	

Filed Documents

Date Filed	Type	Filing	Certificate
9/24/1973	Creation Filing	Click to View	
12/31/1973	Biennial Report	Click to View	
12/10/1974	Biennial Report	Click to View	
8/05/1976	Biennial Report	Click to View	
3/24/1978	Biennial Report	Click to View	
4/16/1979	Biennial Report	Click to View	
8/17/1979	Biennial Report	Click to View	

License Detail

LICENSE DETAILS

License #: 31836

[Print Business License](#)

Business Name: FRATERNAL ORDER OF EAGLES #3525, INC

Status: Active

Issue Date: 11/01/1996

Expiration Date: 12/31/2022

Mailing Address: 5765 SPUR HWY
KENAI, AK 99611

Physical Address: 5765 SPUR HWY
KENAI, AK 99611

Owners

FRATERNAL ORDER OF EAGLE #3525, INC

Activities

Line of Business	NAICS	Professional License #
42 - Trade	453998 - ALL OTHER MISCELLANEOUS STORE RETAILERS (EXCEPT TOBACCO STORES)	

Endorsements

End #	Issue	Renew	Expiration	Action End	Action Note	Address
1	12/9/2018	11/9/2019	12/31/2020			5765 SPUR HWY, KENAI, AK 99611

License Lapse(s)

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

No Lapses on record for the last 4 years.

[Close License Detail](#)

[Print Friendly Version](#)



Office of the Borough Clerk

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

Johi Blankenship, MMC
Borough Clerk

2/16/2022

Sent via email: cityclerk@kenai.city

Kenai City Hall
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant : Frat Order of Eagles #3525
Business Name : FRATERNAL ORDER OF EAGLES
License Type : Club
License Location : 5765 Kenai Spur Highway, Kenai, AK 99611, City of Kenai
License No. : 337
Application Type : License Renewal

Dear Ms. Saner,

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

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

Sincerely,

Johi Blankenship, MMC
Borough Clerk

JB/JS

Encl.

cc: foe3525@alaska.net;



Sponsored by: Administration

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

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

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

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

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

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

WHEREAS, increasing the compensation to Redline Sports to account for increased use of the Facility is in the best interest of the City.

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

Section 1. That the Kenai City Council authorizes the City Manager to authorizes an increase to Purchase Order No.3274-2022 in the amount of \$13,000.

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

General Fund:

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

Increase Appropriations – Parks, Recreation & Beautification	
Professional Services	<u>\$13,000</u>

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances.

The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____

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



MEMORANDUM

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

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

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

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

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

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

Council's support is respectfully requested.



Sponsored by: Administration

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

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

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

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

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

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

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

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

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

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

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

23.05.070 Definitions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

23.40.010 General.

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

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

- (2) Part-time employees regularly scheduled to work (15) hours or more per week but less than twenty-five (25) hours per week are eligible for benefits on a proportional basis, except for medical and hospital insurance, notwithstanding any other provision of this chapter.
- (3) Temporary employees are ineligible for benefits.
- (4) Program or project employees or employees in designated categories that are ineligible to participate in the State Public Employee’s Retirement System are eligible for benefits on a proportional basis, except for participation in the State Public Employees’ Retirement System.

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

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

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

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

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



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Christine Cunningham, Human Resource Director

DATE: March 8, 2022

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

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

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

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

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

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

If the City Council enacts Ordinance No. 3275-2022, the first example of how this new category of employee might be utilized would be proposed by Administration as part of the annual budget for the fiscal year 2024 to change the Temporary Grant Writer position from a 20-hour to a 40-hour-per-week position to provide the necessary support to pursue grants for the Bluff Stabilization Project as well as the funding opportunities that will be available through the Federal Infrastructure Bill for a preestablished period exceeding six months without creating a permanent position.

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

Your consideration is appreciated.



March 9, 2022

The Honorable Governor Michael Dunleavy
State of Alaska
P.O. Box 110001
Juneau, AK 99811-0001

Re: Support for Senate Bill No. 166 – General Obligation Bonds

Dear Governor Dunleavy,

The Kenai City Council strongly supports the passage of Senate Bill No. 166, providing for the issuance of \$325 million of general obligation bonds for the purpose of paying the cost of state infrastructure projects. This money will build Alaska's economy by putting Alaskans to work building bridges, ports, roads, and other important projects around the State. Specifically, for the City of Kenai, these bonds will help build the Kenai Bluff Stabilization Project by providing critical funds in the amount of \$6.5 million to help meet the local match requirements of the Federal funds that have already been allocated towards this project.

The total design and construction cost for the Kenai Bluff Stabilization Project has a preliminary cost estimate of approximately \$42 million; however, it is expected that the total cost will likely range from \$25 million to \$35 million. As the design proceeds, the Project's scope will be refined, and a more accurate cost estimate will be generated. The City is using a total cost of \$30 million for planning purposes while we attempt to secure the necessary funding for our required local match of 35%. The \$6.5 million in funding from this general obligation bond combined with funds already secured or being pursued by the City of Kenai, allows the City to meet its approximately \$10.5 million local match requirement and leverage over \$19.5 million in Federal dollars toward economic activity in our State. This provides an outstanding return on the investment of the State's money while contributing to a project that will have a significant positive impact, save critical infrastructure, and drive additional private capital investment in Old Town Kenai while preserving a significant asset that benefits the Kenai Peninsula and the State.

From a financial standpoint, the issuance of General Obligation bonds as proposed by Senate Bill No. 166 makes sense for the State. Neil Steinger of the Office of Management and Budget has offered that the State has \$1.3 billion in overall debt capacity, and the issuance of \$325,000,000 in General Obligation Bonds is clearly within that capacity. He also advised that the debt service in the out years would be approximately \$20,600,000 to \$20,700,000 annually, providing the State with an affordable option to finance capital needs by leveraging low-interest rates when the State's savings could earn considerably more.

Similarly, Deven Mitchell, State of Alaska Debt Manager of the Treasury Division stated that issuing bonds that qualify for tax exemption provides a significant advantage for the State. If the State invested available funds in similar securities that were taxable, the State would make more money than it would pay in interest expenses on the general obligation bonds.

Senate Bill No. 166 provides essential funding for the City to complete the Bluff Stabilization Project, a number one capital project priority of the City for almost 40 years. Additionally, the sale of general obligation bonds appears to be a wise financial decision for the State, representing one more step that the legislature can take to help fund vital infrastructure projects and secure Alaska's financial health and stability.

Thank you for your consideration.

Sincerely,

Brian Gabriel, Mayor

Jim Glendening, Vice Mayor

Henry Knackstedt, Council Member

Glenese Pettey, Council Member

Teea Winger, Council Member

James Baisden, Council Member

Deborah Sounart, Council Member

- cc: The Honorable Senator Peter Micciche
- The Honorable Representative Ben Carpenter
- The Honorable Representative Ronald Gillham



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

MEETING SUMMARY

1. CALL TO ORDER

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

a. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

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

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

A quorum was present.

c. Agenda Approval

MOTION:

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

2. SCHEDULED PUBLIC COMMENT – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. January 13, 2022

An amendment was requested to page 4 of the summary, under Airport Manager's Report: change the word "assailant" to "perpetrator."

MOTION:

Commissioner Bielefeld **MOVED** to approve the meeting summary of January 13, 2022 with the requested revision. Commissioner Daily **SECONDED** the motion. There were no objections; **SO**

ORDERED.

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS** – None

- a. **Discussion/Recommendation** – Approving Execution of a Lease to the State of Alaska, Division of Forestry

MOTION:

Commissioner Bielefeld **MOVED** to recommend approval of a lease to the State of Alaska, Division of Forestry. Vice Chair Minelga **SECONDED** the motion.

Clarification was provided on the lot number.

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

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

MOTION:

Commissioner Bielefeld **MOVED** to recommend the Kenai City Council approve the City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan. Commissioner Caldwell **SECONDED** the motion.

Public Works Director Curtin provided a background on the development of the FY2023-2027 Capital Improvement Plan (CIP), noting that there are approximately \$100 million worth of projects identified within it. He noted that \$28.1 million was recently awarded to the City for the bluff stabilization project, which will go towards the majority of the projects identified in the General Fund. He explained that the majority of funds are focused in the Airport, Water/Sewer, and General Funds, and provided further detail on some of the other major projects identified in the CIP. He noted that every City department and some commissions participated in the development of the CIP, and that it will be a great asset for our City to help direct funding towards our highest priorities.

Further clarification was provided on the Apron and Willow Street Extension project. Questions from the commission included whether Department of Homeland Security grants are available for the Surveillance Camera project, and whether any of the projects can be tied into the Airport Master Plan. Clarification was provided that taxiways didn't meet high priority so the majority of the projects would be funded by the airport, and that there are a lot of federal dollars expected that could help with funding some of these projects. Further discussion involved T33 display rehabilitation, relocation of the gravel strip, and adding the Airport Master Plan to the CIP.

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

7. **REPORTS**

- a. **Airport Manager** – Airport Manager Conway reported on the following:

- Received all quotes for replacement of Granite Point gate;
- Looking for guidance on how to enforce gates remaining closed, as moose are getting onto the airfield.

b. **City Council Liaison** – Council Member Baisden reported on actions of the February 2, 2022 City Council Meeting.

8. NEXT MEETING ATTENDANCE NOTIFICATION – March 10, 2022

9. COMMISSIONER COMMENTS AND QUESTIONS

Commissioner Minelga expressed appreciation for the City staff's efforts to continue improvements.

10. ADDITIONAL PUBLIC COMMENT – None.

11. INFORMATION ITEMS

- a. December 2021 Enplanements

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 6:50 p.m.

Meeting summary prepared and submitted by:

Meghan Thibodeau
Deputy City Clerk

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
FEBRUARY 23, 2022 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVENUE, KENAI, ALASKA
VICE CHAIR ALEX DOUTHIT, PRESIDING**

MINUTES

A. CALL TO ORDER

Vice Chair Douthit called the meeting to order at 7:00 p.m.

1. Pledge of Allegiance

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

2. Roll Call

Commissioners present: A. Douthit, G. Woodard, J. Halstead, V. Askin, D. Fikes

Commissioners absent: J. Twait, G. Greenberg

Staff/Council Liaison present: Planning Director R. Foster, Administrative Assistant K. Rector, City Clerk S. Saner, Council Liaison T. Winger

A quorum was present.

3. Agenda Approval

MOTION:

Commissioner Halstead **MOVED** to approve the agenda. Commissioner Woodard **SECONDED** the motion. There were no objections; **SO ORDERED**.

4. Consent Agenda

MOTION:

Commissioner Askin **MOVED** to approve the consent agenda. Commissioner Woodard **SECONDED** the motion. There were no objections; **SO ORDERED**.

All items listed with an asterisk () are considered to be routine and non-controversial by the Commission and will be approved by one motion. There will be no separate discussion of these items unless a Commission 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.

5. *Excused absences – J. Twait, G. Greenberg

B. APPROVAL OF MINUTES

- 1. *Regular Meeting of February 9, 2022

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENT – None.

D. UNSCHEDULED PUBLIC COMMENT – None.

E. CONSIDERATION OF PLATS

- 1. **Resolution PZ2022-04** - Preliminary Subdivision Plat of Bailey Estates Karpik Rice Replat, submitted by Segesser Surveys, Inc., 30485 Rosland St, Soldotna, AK 99669, on behalf of David C. Karpik and Kathleen J. Rice, 410 Lawton Drive, Kenai, AK 99611

MOTION:

Commissioner Halstead **MOVED** to approve Resolution PZ2022-04. Commissioner Woodard **SECONDED** the motion.

Director Foster provided a summary description of the property noting that the proposed lot line move will provide a larger lot for the parcel located at 410 Lawton Drive; the preliminary plat met the requirements of KMC Subdivision design standards; and conditions would be applied requiring further development of the property shall conform to all federal, State of Alaska and local regulations.

There was discussion related to the benefits to the smaller lot.

VOTE:

- YEA: Fikes, Halstead, Askin, Woodard, Vice Chair Douthit
- NAY: None

MOTION PASSED UNANIMOUSLY.

- 2. **Resolution PZ2022-05** - Preliminary Subdivision Plat of Kenai Meadows Addition No. 1, submitted by Segesser Surveys, Inc., 30485 Rosland St, Soldotna, AK 99669, on behalf of City of Kenai, 210 Fidalgo Avenue, Kenai, AK 99611

MOTION:

Commissioner Halstead **MOVED** to approve Resolution PZ2022-05. Commissioner Fikes **SECONDED** the motion.

Director Foster provided a summary description of the property noting that the proposed plat will create two additional lots intended for development of senior and income restricted housing, per a conditional use donation by the City of Kenai; the preliminary plat met the requirements of KMC Subdivision design standards; and conditions would be applied requiring further development of the property shall conform to all federal, State of Alaska and local regulations.

Commissioner Askin also thanked staff for the great Work Session.

Commissioner Woodard thanked staff for the Work Session and noted that she would not be available for the March 9, 2022 Planning and Zoning Commission Meeting.

Commissioner Fikes thanked staff for the Work Session and the informative materials.

Vice Chair Douthit thanked staff for the Work Session and materials and noted that he would not be available for the March 9, 2022 Planning and Zoning Commission Meeting.

O. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 7:52 p.m.

Minutes prepared and submitted by:

Shellie Saner, MMC
City Clerk

**MINI-GRANT STEERING COMMITTEE
FEBRUARY 25, 2022 – 10:00 A.M.
KENAI CITY HALL
CLERK'S CONFERENCE ROOM
CHAIR BRIAN GABRIEL, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER & ROLL CALL

Chair Gabriel called the meeting to order at approximately 10:00 a.m.

Roll was confirmed as follows:

Members present: B. Gabriel, M. Bernard, S. Douthit

Members absent: None.

A quorum was present.

2. AGENDA APPROVAL

MOTION:

Committee Member Bernard **MOVED** to approve the agenda as presented. Committee Member Douthit **SECONDED** the motion. There were no objections; **SO ORDERED**.

3. APPROVAL OF MEETING SUMMARY

- a. November 5, 2021

MOTION:

Committee Member Bernard **MOVED** to approve the meeting summary from November 5, 2021 and Committee Member Douthit **SECONDED** the motion. There were no objections; **SO ORDERED**.

4. PERSONS SCHEDULED TO BE HEARD

- a. Will Chervenak, Kenai Central High School

Will Chervenak identified the different user groups that would benefit from the bathroom project; provided a summary of the funds raised at this point; the proposed timeline for the project to start would be in the spring of 2022 and ideally be finished by August. He described the various lack of hygiene points associated with port-a-potties.

Mr. Chervenak clarified that any funds raised would be given to the Kenai Peninsula Borough (KPB) to manage the project; this project has been on the KPB Capital Project list for some time; and that he felt that if they could raise at least half of the funds needed the KPB would be open to meeting them half way. He stated that if they did not receive all of the fund, the collected funds would remain in the bank until the remainder could be raised.

There was discussion regarding additional funding sources such as Rasmuson Foundation, State of Alaska, Hilcorp and individual donors. This not being the general way that this type of project was funded; however, it was supported School District.

- 5. **PERSONS PRESENT NOT SCHEDULED TO BE HEARD** – None.
- 6. **UNFINISHED BUSINESS** – None.
- 7. **NEW BUSINESS**
 - a. Review of Mini-Grant Application for Award
 - Kenai Central High School Field Bathrooms

MOTION:

Committee Member Douthit **MOVED** to approve the Mini-Grant application for Kenai Central High School Field Bathrooms. Committee Member Bernard **SECONDED** the motion.

The Committee reviewed the application and discussed the scope of projects eligible for Mini Grant Funding, specifically the small project aspect; the program was not meant for incremental funding of other organizations capital projects. They noted that more fitting projects would be finishing touches to the project such as benches and menu boards. There was additional discussion related to alternative ways the City Council could support the project, such as a Resolution of Support, to be attached to grants applications to other entities. The committee encouraged the applicant to re-apply for a small project.

Chair Gabriel identified the information needed to start the process of drafting a Resolution of Support.

VOTE:

- YEA: None.
- NAY: Bernard, Douthit, Chair Gabriel

MOTION FAILED.

8. ANNOUNCEMENTS

Chair Gabriel welcomed Committee Member Douthit; and noted that the Chamber Representative Member of the Committee was currently vacant.

9. ADJOURNMENT

There being no further business before the Committee, the meeting was adjourned at approximately 10:46 a.m.

Meeting summary prepared and submitted by:

Michelle M. Saner, MMC
City Clerk



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Paul Ostrander, City Manager
DATE: March 8, 2022
SUBJECT: Kenai Dog Park – Project Path to Completion

In 2018, the City Council passed Resolution 2018-52, authorizing the use of an approximately 22,500 square-foot area of Daubenspeck Family Park for the construction of a Kenai Dog Park after a formal presentation by the Kenai Dog Park Committee at the Parks and Recreation Commission. The Resolution states a committee of community volunteers have offered to design and construct an off-leash dog park at no expense to the City.

After a couple years of work on the project, the Kenai Dog Park Committee approached the City for funding. In response, in May of 2020, Ordinance 3211-2021, adopting the annual budget for FY2021 included a \$25,000 grant to the Kenai Community Dog Park from the City's General Fund. In December of 2021, Ordinance 3265-2021 appropriated an additional \$63,000 in support of completion of the Kenai Dog Park, including design and construction. The total funding support provided by the City for the project to date is \$88,000 to complete the initial phase of the Dog Park, which will provide a usable space, as well as adding additional items to improve functionality, including lighting, water, cameras, and assuring that the Park is ADA compliant.

To date, the City has provided support from the Parks and Recreation Department on improvements to the property, including drafting the concept plan through the River, Trails and Conservation Assistance program and assisting with volunteer planning meetings, coordination with Peak Oilfield Services and L&J Enterprises for clearing and dirt work and with Salamatof Native Cooperation for dirt work and leveling of the area, assisting volunteers with brush clearing, tree pruning and original measuring/staking of the park, removal of approximately 30 beetle-kill trees, mowing grass growing in a cleared area, measuring and staking out property for fence work; meeting with Fireweed Fence to review layout, grubbing out a 15'x25' area for small dogs, providing an update to the Kenai Rotary Club, and storing donated tires at the City yard along with trash cans that volunteers will paint.

The necessary steps to complete the project are anticipated as follows:

- 1) After the snow is gone, or nearly gone, contract with a surveyor to create an asbuilt for the cleared area and the location of the installed fence posts relative to the surrounding property boundaries.

- 2) Work with the Dog Park Committee to determine what areas they would like to pursue for expansion of the park to the South and Southeast, towards Daubenspeck Pond and Daubenspeck Road.
- 3) If expansion of the area is warranted, prepare a Resolution for Council consideration to increase the square footage designated for the Park.
- 4) Work with the Dog Park Committee to establish a scope of work for both the initial phase of Park construction and the additional items suggested in Ordinance 3265-2021.
- 5) Establish a schedule for completion of the project.
- 6) Establish a budget to accomplish the defined scope of work. Our Public Works Department will establish this budget.
- 7) If additional funds are necessary to complete the project, legislation would be necessary to appropriate the funds.
- 8) Bid the project for completion of the scope of work.

Through the passage of Ordinance 3265-2021 in December of 2021, the Council directed Administration to create a capital project account for the Kenai Dog Park and add it to the list of capital projects the City is currently pursuing. Although the City did not have project controls in place at the beginning of the project, Administration understands the importance of this project to the community and plans to take on the project management role while working collaboratively with the Dog Park Committee towards completion of the Park. The continued involvement of the Dog Park Committee in the process, while unique when compared to other City Capital Projects, will be an important component towards the successful completion of the Park as a successful community asset.

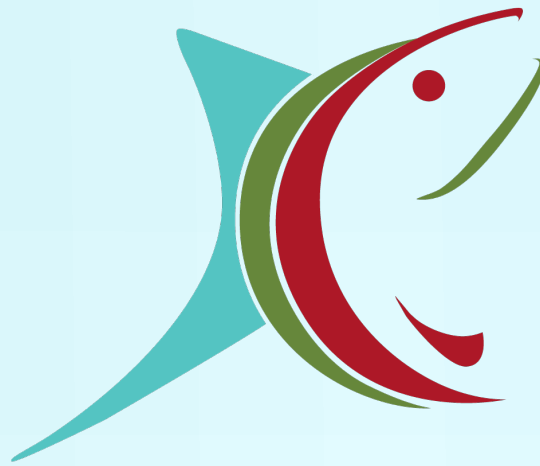
The Dog Park Committee has unique knowledge of the needs of those who will use the Park and will continue as a valuable partner and consultant for the project. The Committee still has significant funds that they have raised over the course of the last several years that they may contribute to the Kenai Dog Park project as they deem appropriate. Any items purchased or volunteer hours contributed by the Committee would need to be coordinated with the City to assure that efforts are not being duplicated and that the expenditure compliments and fits with the agreed upon scope of work.



MARCH 2022

Kenai Waterfront Revitalization Assessment

Community Vision Work Session Results



Prepared for
City of Kenai



Prepared by



Formerly McDowell Group



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Purpose and Process

Purpose

The City of Kenai contracted with McKinley Research Group, in association with Corvus Design Inc., and PND Engineers, to prepare a study on how to maximize opportunities for economic development and community enhancement in the Kenai waterfront area. As part of this study process, the study team facilitated a vision work session collect 'high elevation' community member input to understand opportunities, concerns, priorities, and initial desired programming for the area. Key takeaways and input will provide the framework for subsequent economic and planning effort by the McKinley Research Group team.

Process

Prior to the vision work session, the McKinley Research Group team worked with the City of Kenai to refine the session's agenda and exercises. To build awareness and encourage participation, the City of Kenai constructed a webpage for the waterfront assessment which provided notification about the assessment and vision work session, sent postcards to property owners within and around the waterfront area, created a public notice in accordance with the provisions of the Alaska Open Meetings Act, published a notice of public meeting in the Peninsula Clarion, as well as a City Hall, Kenai Post Office, Kenai Community Library, and the City's Facebook page.

The work session was held on Thursday, February 24, 2022, at the Kenai Chamber of Commerce and Visitors Center. The session was opened by Paul Ostrander, City of Kenai City Manager, who extended a welcome and background of the Kenai Waterfront Revitalization Assessment. Corvus Design then led about 40 residents (including City staff) through a series of facilitated exercises. The session length was 1.5 hours.



Attendees were broken into small groups of 7-8 participants to share their insight and ideas. In addition to collecting input, the facilitated sessions allowed community members to discuss the project, listen to new and opposing ideas, and develop trust in the project. Community members who could not attend the session can provide input through a Community Feedback Online Survey located on the City's project webpage. A summary of the key take-aways and input received follows.

Synthesis

Based on the *Vision Work Session*, the public desires and supports new development in the project area but not at the expense of impacting the existing uses, primarily the seafood plants, and the ability to access the Kenai River and its many resources. There is a desire to expand these uses for both locals and visitors, while protecting the natural environment. The public wants revitalization to be authentic, protective of the river and natural environment, be accessible year-round, and provide economic opportunities. There is a need to protect and celebrate the area's history, culture, and outstanding views of the river, surrounding landscape, wildlife, and volcanoes. The phrase, "Build it for the locals, and the visitors will love it" is important in meeting these criteria.

There is consensus the waterfront area be revitalized for mixed-use, including a destination facility or 'anchor tenant' such as a convention center, lodge, hotel, or other facility that meets local needs and draws visitors. The feasibility to create an environment that supports new businesses, such as restaurants, breweries, tackle shops, tour operators, and general commercial and retail, will need to be investigated to determine if subsequent planning are viable and if these businesses have market potential. The area may also support housing, boardwalks, park and open space, campgrounds, and recreation, as well as expand and improve river access and the needed support facilities. Integrating the existing seafood plants into the overall revitalization effort would meet the community's desire to represent an authentic working waterfront. Further information is required to understand current landowner and key stakeholder interests, including the seafood processor's future needs, safety, and operation concerns, and how these facilities could become vibrant components of the revitalization effort.

Bridge Access Road is a high-speed highway and site access is challenging in its current configuration. Providing safe access to and within the large site will be critical to its success. Motorized and non-motorized users will need to be separated for efficient and safe movement of vehicles and freight and a pleasant setting for non-motorized users. Although utilities are in the immediate vicinity, additional utility infrastructure capacity will be needed to support the desired mixed-use concept. Through the creation of gateways, improving visual access to the site, and creating a new community destination will improve the visibility of the project area.

And finally, also heard was the important goal to maintain or protect natural areas, the Kenai River and its resources, while improving public access. Limiting development to low impact uses, such as recreation and water dependent uses, was a priority, as well as identifying unique or sensitive areas that support preservation of lands, wildlife, and fish.

Critical to success will be the development of incentives and other programs that will bolster economic development and facilitate private/public partnerships.

Vision Exercises Results

Exercise #1: SWOT Analysis

The first small group exercise was to discuss the strengths, opportunities, weaknesses, and threats (SWOT) related to the project and the site.

STRENGTHS Existing Internal Advantages	WEAKNESSES Existing Internal Disadvantages	OPPORTUNITIES Potential External Improvement	THREATS Potential Negative Impacts
<ul style="list-style-type: none"> • Location and access to Kenai River • Fishing location • Views of volcanoes • Wildlife viewing (birds and whales) • Cultural and historic resources • Existing recreation facilities • Adjacent to City center and connectivity • Volume of visitors to area (economic opportunities) • Good commercial opportunities along Bridge Access Road 	<ul style="list-style-type: none"> • Sensitive habitat and permit restrictions • Underutilized site • Shore and bluff stabilization needed • Safety • High amount of land in private ownership • Tidal influence and shallow water depths • Lack of public access throughout site and challenging to access site • Aging and unused buildings/development • Bridge Access Road is too fast with high traffic volumes in summer • River access can be challenging (limited facilities and low tide) • Public has not fully bought into project • Maintenance will be high • Too far from City center • Improvements will be costly • Windy site • Lack of utilities on site 	<ul style="list-style-type: none"> • Expand recreation (RV's, camping ground, park, and open space) • Education (river ecology, history, fishing, natural resources) • River boardwalk along length and connected to City center • New businesses and investments • Capitalize on tourism • City/private partnerships and incentives for development • Make waterfront public (boardwalk) with parks and trails • Offer social opportunities for residents • Make visually and financially attractive for new investment • New commercial and retail business in a neighborhood setting • Provide facilities for those that do not dipnet • Develop eco-tourism opportunities • New housing • Expand commercial fishing • Increase/upgrade facilities to support sport fishing • Increase sales tax revenue • 'Put Kenai on the map'- create an authentic destination for all, year round • Increase property values • Encourage and support longer stays (activities, hotels, restaurants) • Potential harbor development and improved river access • Allow transportation of cargo • Remote work opportunities • Repurpose empty buildings and under-developed land • Instill a sense of pride in community 	<ul style="list-style-type: none"> • Private ownership of land • River and bluff erosion • Lack of public knowledge/awareness (and support) of project • Shallow water and need to dredge • Preserving a healthy river and its fish • Weather and winter • Sewer and water utility challenges • Lack of interest and financing • Not having a clear vision of project • Chance for failure • Other communities move faster and are more attractive to investment • Lack of private/public partnership follow through • Costs and funding • Supply chain issues and shortage in workforce=higher costs • Economic challenges locally and nationally • Adjacent traffic congestion • River congestion and dipnet traffic • Sport fish vs. commercial fishing • Tidal challenges (access and mudflats) • Not all property owners will support or have same vision • Bad press • No investors=no project • High management and maintenance costs • Permitting and EPA requirements (red tape) • Variability in fish returns • Lack of community buy-in • Close mindedness of community members • City dock improvements/needs

Exercise #2: Goal Development

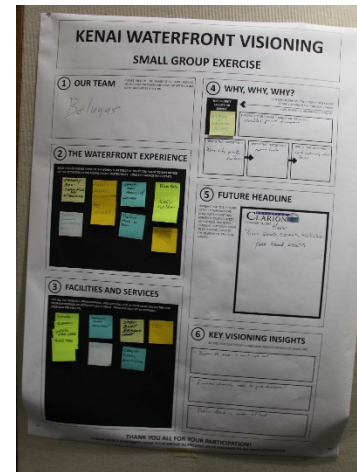
The second small group exercise explored the desired waterfront experience, and the facilities and services needed. The exercise also explored the long-term vision/tagline for the project and asked for any key insights that were made during the exercise.

Desired Waterfront Experience

- Natural and river oriented
- Thriving
- Inspirational
- Relaxing
- Exciting
- Quiet
- Inviting
- In awe
- Walkable
- Enjoyable
- A true (authentic) Alaskan experience
- Enjoy awesome views (river and volcanoes)
- Provide postcard moments
- Allow to see Alaskans in action (working waterfront)
- Eating and socializing
- Shopping
- Local craft/art opportunities
- Highlight cannery row
- Balance of commercial fishing and sport fishing
- Experience local history
- Sustainable development
- Beautification
- River preservation
- Continuity along waterfront
- Experience arts, music, and culture
- Vibrant mixed-use area
- A fun place to spend money and time
- Make it Kenai appropriate, not a carnival
- Usable for all
- Needs to fit in with river

Facilities and Services Needed

- River boardwalk
- Trails and pathways
- Restaurants and retail
- Dock and boat launch improvements
- Hotel
- Performance area (stage, pavilion)
- Park and open space (shelters, picnic, benches)
- Natural areas
- Improved river access
- Kenai marketplace
- High tower for exceptional views
- Faster internet
- Statues and artwork
- Lighting for year-round use
- Wind breaks
- RV park and campground
- Co-working space



- Dock for food and drink pick-up by boats
- Viewing platforms for wildlife and people watching
- Education center
- Defined roads and traffic patterns
- Interpretive signs
- Restrooms
- Utility extension and improvements
- Brew pub
- Parking
- Tackle and fishing support shops
- Oyster bar
- Banquet and convention center
- Walking tours

Long Range Vision/Taglines

- Kenai Waterfront Voted Alaska's Greatest Gem.
- Turn Right to Kenai/Turn West at the Y.
- Kenai Named the Best Alaskan Community to Live In.
- Kenai Riverfront Comes to Life, Year-round.
- Kenai Celebrates Thriving Waterfront.



Visioning Insights

- Just do it...make it happen!
- Needs to be a well-planned, year-round attraction.
- Include private landowners in process.
- Include history and culture in project.
- Keep public involved.
- High quality amenities.
- Kenai needs something to get people to visit us year-round.
- The site is an amazing 'invisible' resource (invisible to the community).
- What to do with the kids during dip netting? Provide family/children attractions.
- Responsible river access-critical.
- Economic diversity needs to guide development.
- Public dock is underutilized.
- Community, City Council, and Department support is critical.
- Everyone wants success.
- Development will enhance quality of life in Kenai.

Exercise #3: Near-and Longer-Term Vision

To gather perspectives on near- and longer-term future visions, groups were asked the questions, "What will the project look like in 5-7 years?" and "What will the project area look like in 25-30 years?"

In 5-7 years, the waterfront will be...

- Starting to be walkable.
- Moving forward as planned.
- A great place to go for a nature walk.
- Open for business.
- Just completing the waters of US permits.
- Used by the public.
- More community developed using the vision of this group. Maybe tax incentives to help.
- With project design and search of funding and PPP negotiation.
- In the development stage.
- Have an anchor facility such as a park that will attract investors.
- Under construction.
- Finished design and environmental impact statement- ready to begin construction.
- The place to be!
- Amazing!
- Stabilized.
- A visitors' center for all Alaska.
- A tourist site extraordinaire.
- A developing and vibrant mixed-use development.
- Finished new anchor business.
- Attracting investment in construction and remodel of buildings.
- Building and conceptual plan.
- A booming center of commerce- the place to meet.
- Somewhat planned out and funding options are being pursued.
- Expensive and hard to get.
- Transforming and developing.
- Instafamous.
- Thriving!
- A year-round facility and experience.
- Have a waterfront boardwalk.
- Fighting with Corps of Engineers to get approval to proceed.
- Booming with lots of revenue.



In 25 years, the waterfront will be...

- Complete growing and being renovated because revenue is great.
- A nightlife and shopping destination.
- Full of life and business.
- Thriving.
- A historic waterfront destination.
- The year-round destination on the peninsula.
- A commercial fishing economic center.
- Bustling for all to enjoy its scenic views by way of RV park, trails, boardwalk, and boat-ins for coffee while dip netting.
- A tourist attraction.
- Place for youth to play, great for seniors.
- Alaska's premier experience.
- Booming.
- Robust mix of business, tourism, and quality living.
- Developed as the community center for all to enjoy.
- Maxed out for space.
- A destination that is highly visited by tourists and locals.
- The city center and thriving.
- A park full of trees and customers.
- A vibrant community center that brings pride to Kenai.
- Restored and rehabilitated to functional recreation and public use facility.
- An economic and cultural driver on the peninsula.
- A vital part of the community that is well known.
- A destination.
- Thriving year round.
- Economically independent.
- All taken.
- A thriving center of Kenai, with restaurants, and the world-famous Kenai Market Boardwalk.
- Renovating and expanding - maybe.
- A destination for visitors year-round. Community with public space, housing, and retail.
- Crowded with families, laughter, and successful business.
- Established and vision of success.
- Thriving and still expanding.



Exercise #4: No Matter What...

Groups were then asked to set some limits on their vision of waterfront revitalization by defining what needs to change and what cannot be changed.

No matter what, change...

- The functionality, aim, and purpose of portions of the property.
- The zoning to match the vision of the people.
- Access to amenities on the waterfront from boats.
- All but the dock.
- Need more development but continue asking for input from public.
- That we will not sell out for money.
- Must consider best management practices to maintain ecological sustainability.
- Has been good.
- Will happen.
- Highway frontage needs to be cleaned up!
- Has to happen to stay relevant.
- Public access.
- Upgrade basic systems and signage.
- The community access and engagement.
- What's going on right now!
- The lack of easy access to the river, especially at low tide.
- Lack of vision currently.
- Lack of access to city land.
- City dock!
- The fact that there are things to do in Kenai.
- The waterfront district by adding infrastructure and parks for all to enjoy.
- Our community sense of the area. It should be visible.
- All the rundown businesses. Road needs improvement.
- Healthy.
- Will happen so let's get in front.
- Needs to be positive for the citizens of Kenai.
- Will be inevitable.
- Is bound to come, so we can get involved and make sure it is sustainable for Alaskans.
- Will inspire the imagination, growth, ownership within our city.

No matter what, do NOT change...

- Views of river and mountains.
- The health of the Kenai River.
- The Kenai history.
- The rich history of the area.
- Our vision for our future.
- Nature's beauty.
- Healthy habitat.
- Public access.
- The opportunity to grow and improve access to the riverfront.
- The views available to the public.
- Functionality of the waterfront and its history.
- No comment- I like change and progress 😊.
- The part of the river that reflects fish, nature, and how we can experience.
- The small town feeling.
- The fishing and canneries.
- Existing cultural, historical, and natural qualities.
- Without thinking all the way through the end of possibilities.
- The ecology of the waterfront. Develop with sensitivity to the environment.
- The natural beauty.
- The views of the area. Get public buy in for any project that moves forward.
- The view!
- Growth.
- The ideals of good stewardship for our beautiful river.
- Kenai's heart, and don't chase off the caribou.
- Access for the people and commerce.
- Views open to the public.
- Subsistence.
- Historical commercial fishing and public access.



Exercise 5: Great Idea

The last exercise of the vision work session asked groups, "*My great idea for this project is...*"

- A walkable waterfront community that has something to offer visitors and locals all year round. A Brewery!! Kenai can make it happen.
- Should have mixed use - need to take advantage of commerce/industry with access to the river and mix with tourism initiatives.
- Animal conservation center.

- Walking trails and boardwalk.
- Park.
- Boardwalk.
- Large building for year-round use.
- Multi-function center.
- Convention center. (3X)
- Music venue in the park.
- Public space for city.
- Centralized event location.
- Review city basic plan every ten years.
- Usable buildings.
- Should be usable year-round - continued community input because it won't be successful without it.
- Convention/banquet facility to put Kenai on the map.
- Tax incentives by the city, so private development can make it happen.
- To finally see Kenai as another wonder of the world; groups like this need to keep up the push!
- Anchor business to bring people to the area (figurative anchor, not literal).
- Water taxis to deliver on the river (pizza and coffee to your boat!).
- Mixed use for commercial and personal access.
- Theme is Kenai centered, unique to our city.
- Pikes Place type area. This can happen if city and public work together.
- Food with the view! Renewable income every year.
- Incorporate the history and culture of Kenai.
- Shuttle around city, or bike rentals with map of city.
- Kenai River boardwalk. From bird viewing platform to bluff erosion zone. A co-op between City and private landowners.
- Working with, not against, those currently using the space.
- For the winter, build a toboggan run as a family activity. Kind of like a water slide.
- A high tower with restaurant and viewing platform.



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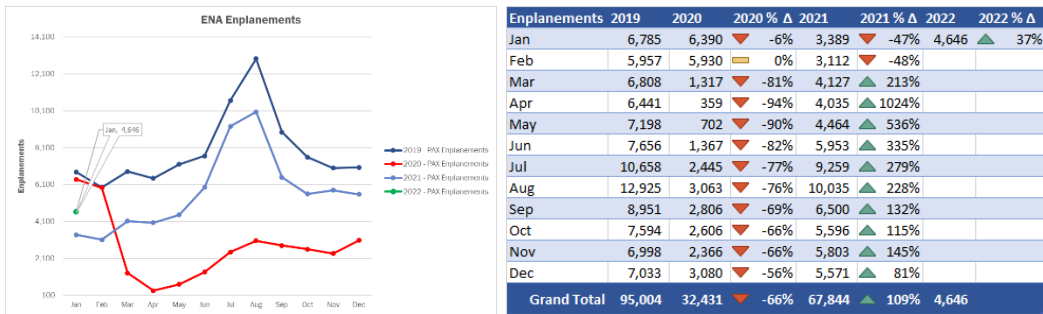


MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Eland Conway, Airport Manager
DATE: March 3, 2021
SUBJECT: Kenai Municipal Airport (ENA) Mid-Month Report

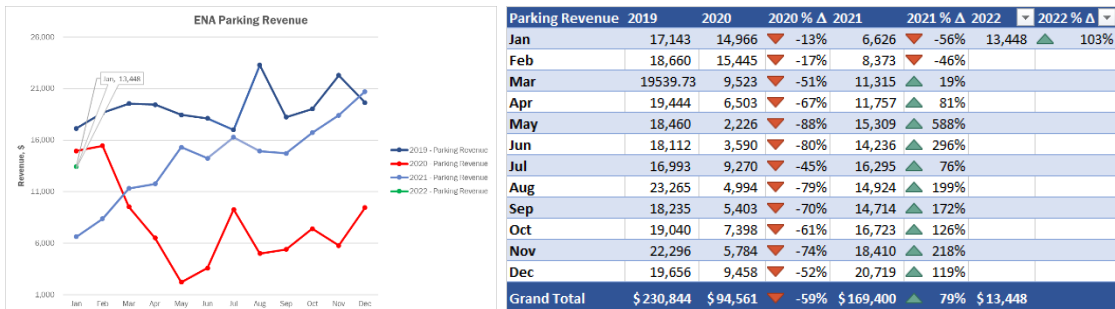
Enplanements

2022 passenger enplanements continue to trend toward pre-pandemic numbers—up 37% year over year compared to 2021.



Parking Revenue

2022 parking revenue also continues to trend toward pre-pandemic numbers—up 103% year over year compared to 2021.





KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
THROUGH: Ben Langham, Police Lieutenant
FROM: Jessica “JJ” Hendrickson, Animal Control Chief
DATE: March 3, 2022
SUBJECT: February 2022 Monthly Report

This month the Kenai Animal Shelter took in **21** animals. Animal intake and disposition:

DOGS:				
	INTAKE	19	DISPOSITION	13
	Waiver	3	Adopted	5
	Stray	8	Euthanized	0
	Impound	0	Claimed	6
	Protective Custody	0	Field Release	0
	Quarantine	1	Transferred	2
	Microchips	4	Other Dispositions	0
	Other Intakes	3		
CATS:				
	INTAKE	2	DISPOSITION	13
	Waiver	1	Adopted	13
	Stray	1	Euthanized	0
	Impound	0	Claimed	0
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	0

Microchips	0	Other Dispositions	0
Other Intakes	0		0
OTHER ANIMALS:			
INTAKE	0	DISPOSITION	0
Chinchilla	0	Chinchilla	0
Rabbit	0	Rabbit	0
Other	0	Guinea Pig	0
DOA:	0	OTHER STATISTICS:	
Dog	0	Licenses (City of Kenai Dog Licenses)	35
Cat	0		

- 2 Animal dropped with After Hours (days we are closed but cleaning and with KPD)
- 10 Animals are *known* borough animals
- 21 Animals are *known* City of Kenai
- 1 Animals are *known* City of Soldotna
- 0 Animals from unknown location
- 29 Field Investigations & patrols
- 7.55 Volunteer Hours Logged
- 2 Citations
- 3 Educational Outreach

Statistical Data:

- 205 2020 YTD Intakes
- 102 2021 YTD Intakes
- 58 2022 YTD Intakes

The intake number for cats was extremely low during the month of February because the shelter housed between 45-55 cats waiting to be adopted. Per a statement from the National Animal Control Association (NACA), data is showing that pet adoptions are slowing, causing cats and dogs to spend more time in shelters. Because the animals are spending more time at the shelter, it minimized the number of additional cats we were able to take in. The shelter worked with people needing to surrender their animals by utilizing a waitlist system and providing them rehoming resources.

Chief Animal Control Officer Hendrickson was interviewed for an article in the Peninsula Clarion titled "Covid changes shelter for the better". The Animal Shelter hosted one student for the Kenai Chamber and Kenai Central High School Job shadow program on February 23rd. Officer Giordano participated in the 1 school 1 book program.





MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: March 09, 2022

SUBJECT: Finance Department Mid-Month Report – March 2022

The FY23 Budget is now a major focus of the department with budget information and revisions being received from Departments. The Council is scheduled to receive its first draft of the FY2023 budget in April. There is much work to be done by all City departments over the next couple of months.

The department has also been working with Alaska Permanent Capital Management, the investment manager for the City's permanent Funds to implement changes to the City's portfolio adopted in February. The changes began early this month after the code amendments became effective and will be slowly implemented to avoid unnecessary shocks to the portfolio.

Preparation is also being made for renewal of the City's insurances (general liability, property, workers' compensation, airport, and marine). In discussion with our Alaska Municipal League Joint Insurance Association, rate increase are likely but should not exceed the limits of the City's three year agreement which limits annual increase to no more than 10% excluding increases in insured values.



MEMORANDUM

TO: Mayor Brian Gabriel and City Council
THROUGH: Paul Ostrander, City Manager
FROM: Tony Prior, Fire Chief
DATE: March 1, 2022
SUBJECT: Fire Department Mid-Month Report – February

Calls for service in February were down just a few from last years total. Here is the breakdown for February 2022.

Year	2021	2022	% change
February total	120	117	-2.5%
EMS	75	95	26.7%
All Other	45	22	-51.1%
Year total	212	221	4.2%

Training:

- All EMT 3's and Paramedics attended the annual Paramedic refresher to finish required training hours to recertify as EMT's and Paramedics. This was conducted as a hybrid class of online and in-person instruction to accomplish training requirements. It is nice to be able to attend in-person again!
- All department members attended our first Quarterly training with our new Physician Sponsor, Dr Angus Warren.
- Fire Marshal Hamilton attended the Building Officials Forum in Anchorage to
- 2 of the 3 shifts as well as administration attended annual Forestry Refresher, to prepare for the upcoming season and address the Division of Forestry's special concerns and preparedness for this season.
- Captain Pete Coots attended his refresher, to maintain his ACLS, PALS, and BLS Instructor.
- We had our first Paramedic Ride-Along of the Semester.

Projects/Grants:

- We conducted 31 COVID-19 tests for employees and family members in February.
- SHSP grant – Order has been placed and awaiting mobile radio shipment to our location.

- Continued work on updates to Emergency Operations Plan.
- Ground Ambulance Data Collection. We are continuing to collect data from City Departments that will be involved in the program.
- We have begun to collect and input cost report data into the Supplemental Emergency Medical Transport (SEMT) Program.
- Continuation of budget work for upcoming FY year.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council





THROUGH: Paul Ostrander, City Manager

FROM: Hannah Meyer, Assistant to the Library Director

DATE: March 7, 2022

SUBJECT: Library Mid-Month Report for February 2022

February 2022 at a Glance

Items Borrowed		Feb-21	Feb-22	2022 YTD
Physical		4,652	5,981	11,804
Digital		1,522	1,396	2,941
Services				
New Memberships		28	41	88
Room Reservations		n/a	103	185
Programs				
Number of Programs		20	23	43
Program Attendance		161	355	494
People Reached Virtually		966	279	638
Technology Sessions				
Computer sessions		215	442	788
WiFi Sessions		3,331	6,730	13,417
Early Literacy Station Sessions		n/a	136	294

February 2022 programming highlights

- 23 programs
 - 6 virtual programs
 - 4 Facebook Live Story Times (14 participants, 166 total views within 7 days of program)
 - Eccentric Science Video (60 total views within 7 days of program)
 - Homemade Body Butter (39 total views within 7 days of program)
 - 14 in-person onsite programs
 - Brick by Brick Lego Art Drop-off (25 participants)
 - Brick by Brick Reception (35 participants)
 - Lego Club (31 participants)
 - Genre Book Club (1 participant)
 - Let's Draw! (4 participants)
 - 2 Library Writing Groups (4 total participants)
 - 4 Chess Clubs (25 total participants)
 - 3 Story Times at the Library (35 total participants)
 - 2 in-person offsite programs
 - Community Reads (120 participants)
 - Story Walk Workshop (60 participants)
 - 1 DIY kit
 - Eccentric Science Kit (15 total kits handed out)

February 2022 library services highlights

- The Battleship Reading Challenge continues, with over 95 entrants joining during the months of January and February! Participants complete activity squares to “fire” at battleships: every ship sunk earns a ticket for the prize drawing on March 25th.
- The Community Reads event at Mountain View Elementary had 120 total participants.
- The art collection event for our future Story Walk had 60 participants
- 25 pieces were submitted for the Brick by Brick Lego art show, with the Reception drawing 35 attendees.
- Our Eccentric Science virtual program had 60 total views within 7 days and 15 kits were handed out.
- 41 individuals registered for new library accounts this past month.
- Our study and conference rooms were used by 103 individuals/groups for a total of 296 hours.
- WIFI sessions and computer sessions more than doubled from February 2021, with 6,730 unique WIFI sessions and 442 computer sessions in February 2022.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Brad Walker, Parks & Recreation Director
DATE: March 8, 2022
SUBJECT: **Mid-month Activity Report - February**

The total number of hours reserved at the Kenai Multi-Purpose Facility for the month of February was 112.50 hours.

Both KMS and KCHS concluded their ski season toward the end of February. Each had successful seasons and their participation numbers indicate continued popularity and strength in the programs. A total of 78 hours were spent grooming the trails. This was quite the task because of the large amount of snow received in February. Our staff divided their time as best as possible between the ski trails and snow removal.

Because of the heavy snows in February staff accumulated a total of 115 hours maintaining various sidewalks, including Library, City Hall, Kenai Visitor & Cultural Center, Chamber Cabin, and Cemetery. Additionally, several hours were recorded plowing various parking lot areas, including the old City yard. Because of being down one full-time staff member a large portion of February was dedicated to only snow removal.

We received sixteen applications for the vacant full time maintenance technician position. The hiring panel was Tyler Best, Randy Dodge, and Brad Walker. We interviewed six candidates between February 25th and February 28th. We offered the position to the candidate we selected on March 3rd.

The total number of Rec. Center visit for the month of February were 2,178.

All flowers, seeds, and plugs have been ordered and should start arriving mid-March.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Ryan Foster, Planning Director
DATE: March 8, 2022
SUBJECT: **Planning and Zoning February 2022 Report**

Planning and Zoning Commission Agenda Items and Resolutions

- On February 9, 2022 the Planning and Zoning Commission recommended for approval the following agenda items:
 - **Action/Approval** - Recommendation to City Council for the Execution of a Lease to the State of Alaska, Division of Forestry for Lot 4A, FBO Subdivision No. 11.
 - **Action/Approval** - City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan.

- On February 23, 2022 the Planning and Zoning Commission held a work session to provide Commission Training.

- On February 23, 2022 the Planning and Zoning Commission approved the following resolutions:
 - **Resolution PZ2022-04** - Preliminary Subdivision Plat of Bailey Estates Karpik Rice Replat, submitted by Segesser Surveys, Inc., 30485 Rosland St, Soldotna, AK 99669, on behalf of David C. Karpik and Kathleen J. Rice, 410 Lawton Drive, Kenai, AK 99611
 - **Resolution PZ2022-05** - Preliminary Subdivision Plat of Kenai Meadows Addition No. 1, submitted by Segesser Surveys, Inc., 30485 Rosland St, Soldotna, AK 99669, on behalf of City of Kenai, 210 Fidalgo Avenue, Kenai, AK 99611

- On February 24, 2022 the Planning staff assisted our consultant team, McKinley Research Group, with the Kenai Waterfront Revitalization Community Vision Meeting.

Building Permit and Site Plan Reviews

Planning and Zoning staff reviews all Building Permits for compliance with the zoning code. The Department conducted zero Building Permit reviews in February, 2022.

Code Enforcement

There were no new code enforcement cases opened in February, 2022.

City Leases

The City did not receive any applications for a new lease in February, 2022.





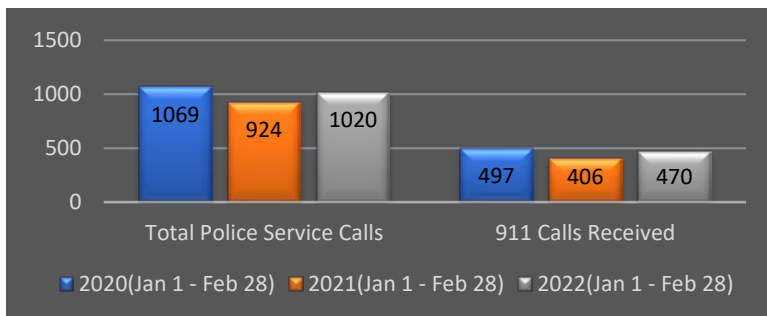
MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: David Ross, Police Chief
DATE: March 7, 2022
SUBJECT: Police & Communications Department Activity – February 2022

Police handled 507 calls for service in February. Dispatch received 249 9-1-1 calls. Officers made 23 arrests. Traffic enforcement resulted in 142 traffic contacts and 30 traffic citations. There were 2 DUI arrests. Officers investigated 10 motor vehicle collisions in February. There were four collisions involving moose. There were no collisions involving drugs or alcohol.

One new KPD officer completed the three week academy in Sitka for lateral police officers. Two KPD officers attended a three day class in Anchorage to become certified Datamaster Supervisors. One KPD officer attended a one day training in Anchorage to renew their certification as a Taser instructor. One new KPD officer started the 17 week police academy in Sitka. Four dispatchers completed online training related to eye witness identification and five dispatchers completed online training related to domestic violence.

The School Resource Officer continued teaching DARE at Kaleidoscope Elementary School in addition to assisting and investigating various issues within the schools. He also hosted a student for job shadow day.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Public Works Director
DATE: March 2022
SUBJECT: **Mid-Month Report; Public Works / Capital Projects**

- Kenai Municipal Airport Sand Storage Facility – Orion Construction is currently under contract in the amount of \$2,289,000. The project has experienced extreme supply chain issues and is anticipated now to be on hold until spring 2022. *Update: March 8th had meeting with City Staff, FAA, and HDL Engineering to discuss alternatives. Discussions on alternative structural components to avoid using pre-engineered steel are on the table. Building timeline continues to be pushed back due to suppliers.*
- Kenai Municipal Airport Airfield Drainage – Project consists of the replacement of approximately 500 lf of failing storm water pipelines located in the safety area off the northern end of the runway. Update: 10/13/21 Contract Documents were executed with BMGC LLC in the amount of \$360,225. Airport staff has requested this project hold off until spring for operational concerns. Project will be completed prior to July 31st, 2022.
- Kenai Municipal Airport Snow Removal Equipment (SRE) – Update: This equipment is on order and dependent upon supply chain logistics will likely arrive in spring 2022. *Update: February 10, 2022 vendor states equipment remains on track for late March delivery date.*

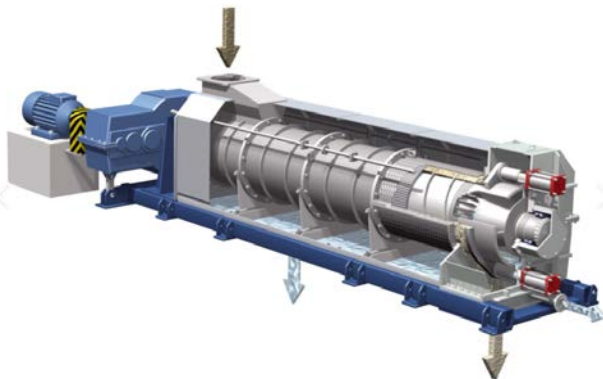


- Kenai Municipal Airport Runway Rehabilitation Project – This project known as Task 4 within HDL Engineering Consultants LLC term service agreement with the City shall provide an initial assessment of the current condition of the airport runway. This will include geotech work,



coring numerous locations of the runway. This work will provide the necessary information to coordinate with the FAA to seek grant funding for an overall runway rehabilitation project which will ultimately include the runway, taxiways, drainage, lighting, markings, etc. Once the conditions report is received, which fiscal year the project will likely need to take place will be determinable. This initial assessment and corresponding design work to an anticipated 35% level of completion has been contracted at a total cost of \$250,000 and is expected to be completed by the end of the calendar year. Update: On August 4th HDL Engineering and staff successfully completed geotech borings of the runway after hours. On October 13th HDL Engineering, City staff and the FAA discussed the findings of the geotech report. On December 6, 2021 the City received the draft Engineer's Design Report (EDR) along with the draft Geotechnical Report. Staff is reviewing the documents in house in preparation for formal discussion with the FAA in February. Project remains on schedule and within budget at this time. *Update: Contract Amendment is pending to add additional services to take the project from the current Preliminary Design to completed bid ready construction documents. Council can expect to see legislation at the next Council Meeting in early April.*

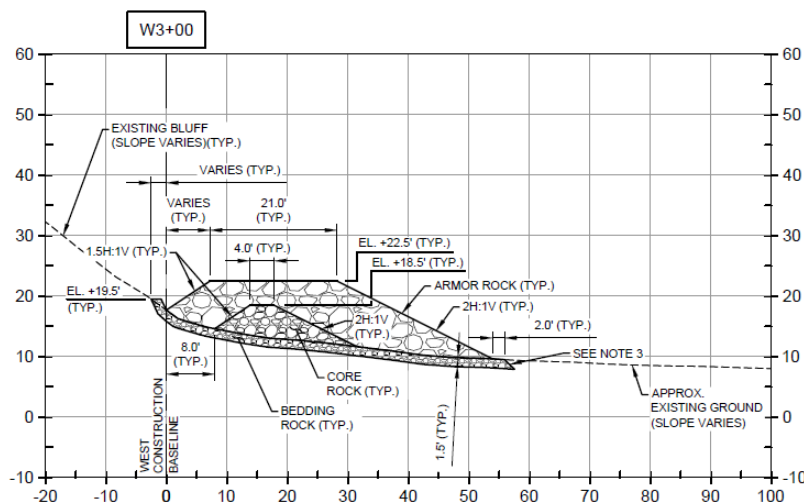
- Waste Water Treatment Plant Master Plan – With the assessments now complete, HDL has provided the City with a proposal, identified as Task 8 under their term agreement, to conduct the rate study. *Update: Rate Study proposal is being updated based on comments from City staff. Expecting work to begin as staff time allows after the current budget season.*
- Water & Sewer Master Plan – With the assessments now complete, HDL has provided the City with a proposal, identified as Task 8 under their term agreement, to conduct the rate study. *Update: Rate Study proposal is being updated based on comments from City staff. Expecting work to begin as staff time allows after the current budget season.*
- Waste Water Treatment Plant Replacement Sludge Press – Resolution 2020-95 approved at the December 16, 2020 Council meeting authorized HDL Engineering to begin the Design Phase of the WWTP Replacement Sludge Press. Contract Documents were executed on January 6, 2021 with a Notice to Proceed issued on January 11, 2021. A Request for Proposals from press manufactures was released on April 27, 2021 with proposals due on May 25th, 2021. Resolution 2021-42 to award an equipment purchase agreement to Andritz Corp in the amount of \$285,000 was approved by Council at the June 16, 2021 meeting. *Update: The screw press is on order and is expected to arrive in Kenai in July. Construction Documents are approaching 65%, and will be finalized and out for bid well in advance of the July delivery date.*



- Kenai Wellhouse Relocation – Contract was executed with Polar North Construction on August 4, 2021 in the amount of \$243,172.25. Site clearing and pad preparation has been completed. Project will be on hold until spring.
- SCADA Integration – Resolution 2021-10 approved at the March 3, 2021 Council meeting has authorized a \$125,000 purchase order to HDL Engineering for assessments and repairs to both the Water & Sewer and Wastewater facilities relating to SCADA. TechPro the new sub-consultant has successfully stepped in, communication and programming modifications were recently completed restoring four lift station locations back to operational. Public Works staff is reviewing proposals to update to a new auto dialer system, as well as preparing SCADA for the integration of lift station renovations. *Update: new Dialer program has been purchased and TechPro is anticipated to be onsite within the next 30 days to complete installation.*
- Lift Station Renovations – Resolution 2021-58 awarded HDL Engineering agreement in the amount of \$59,560 to provide bid ready construction documents for three lift stations. HDL has completed on site evaluations and are nearing completion of three sites to receive upgrades. These locations included the stations at mile posts 13 and 14, which are near the soccer fields and Spur / Redoubt Ave respectively, as well as a station on Lawton Drive. These locations are intended to receive new pumps and pump control panels as part of this project. *Update: After determination of which lift stations would receive renovations to start, a design meeting was held on 12/3/21 to discuss pump and control panel design. Basis of design memo received on January 6, 2022. Design documents are in progress.*
- Mission Avenue Water Main – HDL is developing documents to address a water main that is nearing the bluffs edge along Mission Ave. This project will isolate a portion of the main in this area in anticipation of the piping eventually eroding down the bluff's edge. Installation of several new valves and relocation of two individual services are required with this work. Documents are pending completion, and will be released for Bids immediately after they are received and reviewed. The project will attempt to wait until spring for contractor's to start work if the conditions allow. *Update: Project Documents are at 100% completion. Project is being released for bid on March 10th with bids due on March 31st. Resolution 2022-12 was approved at the last meeting which completed a budget transfer to allow the project to be bid. Work will take place as weather allows in the spring.*
- Bryson Ave. Bluff Erosion Repair – Project was released for Construction Bids on July 29, 2021 with bids due on August 19, 2021. Fosters Construction was the winning bidder at a cost of \$309,775. Contract documents were executed with Fosters on September 20, 2021 and work began immediately. As of October 13, 2021 work is largely completed with the exception of topsoil and hydro-seed which will wait until spring. Change Order 1 was executed on December 27, 2022 in the amount of \$69,397.50 bringing the total contract amount to \$379,172.50. Project will be complete after top soil and seed work are completed in the spring.
- Multi-purpose Facility – The Building Maintenance Department went through the Ice Rink and pressure washed all of the algae that has been growing on the steel beams. Nelson Engineering was also able to come out and assess the structure and condition of the rusting. Formal report was received on October 6, 2020. *Update: Public Works staff after meeting with Parks and Rec staff on January 17th have agreed summer ice will not be placed this summer to allow time for needed repairs to take place. Red Line Sports has been notified.*



- USACE Bluff Erosion** – See City Manager’s report. Formal Request for Proposals was released on January 28, 2021, Pre-proposal zoom meeting was conducted on February 9, 2021 with approximately twenty people attending. Proposals were received on March 4, 2021 from five firms. Evaluations of the proposals were completed by committee and HDR Engineering, Inc was the highest scoring successful proposer. An intent to award was sent out on March 18, 2021. Council approved Resolution 2021-35 at the June 2, 2021 meeting awarding an agreement to HDR along with issuance of a purchase order in the amount of \$791,832.68. Design services are expected to run approximately twelve months to provide bid ready plans and specifications. July 6, 2021 the formal agreement between the City of Kenai and HDR was executed. On August 11, 2021 the City Manager and Public Works Director met and walked the project site with representatives from the Army Corp of Engineers including the Regional Commander in charge of the project. Project kickoff meeting with Engineers was conducted on August 19th at 3:00pm. On August 29th the Data Collection Plan was received. Detailed work plan has been received by HDR, Data Collection of existing site condition is now *complete*. On October 4, 2021 a project meeting was held providing updates on data collection progress. The first deliverables are anticipated for December, project design efforts will run through July 2022. Update: On January 2, 2022 the City received 35% Design Documents from HDR, staff was able to review those documents with HDR uploading them to the Corps website on January 25th. Comments were received by the Corps over several days with a formal response to questions provided back to the Corps on February 9th. On February 10th a meeting was conducted with the Corps, HDR and the City to discuss review comments. Work is continuing forward to 65% design documents now. Project remains on schedule. Below is one example of proposed wall section. *Update: On March 3rd federal funding in the amount of \$650,000 was received by the USACE to be used toward the design effort of the project. This allows Corps staff to bill time to the project in support of our efforts. On March 10th the City submitted a letter for Request for Work in Kind, to cover the expenses the City has incurred through HDR Engineers Inc in the amount of \$248,676.73, which covers progress from July through November 2021.*



- Cemetery Expansion – This project is located at the corner of First Ave and Float Plane Rd and will provide for additional burial space as the existing adjacent cemetery has reached capacity. The Public Works Department using in house personnel has already cleared, leveled and graded the site, and placed and compacted a gravel sub-base for the parking area. Update: the Cemetery site has been fine graded and grass seed and fertilizer placed. Staff has successfully surveyed in 64 adult plot sites and 12 infant plot sites. These sites are available through the Clerk’s office. Additional sites will be available in the summer 2022 after installation of HEA power and irrigation well have been installed. HEA is developing design documents for City approval to bring in a 100amp electrical service to the property from off of Second St.
- Recreation Center Improvements – The Public Works Department released an RFP on November 18, 2021 with proposals due on December 10, 2021 to provide professional AE services for the Kenai Rec Center. This project will provide a code assessment of the facility, architectural drawings for a complete roof replacement of the facility, and mechanical / electrical drawings for the replacement of aging HVAC equipment. Update: Resolution 2022-06 was approved at the 1/19/22 council meeting to award a design agreement to K+A Design Studios in the amount of \$92,085. Design agreement has now been executed and project meetings are set to begin in mid-February. Resolution 2022-09 within the February 16th packet is combining funding from several smaller projects into this one larger one. *Update: The design is actively working on design documents, February 22nd meeting was held on site where all disciplines walked the facility.*
- Animal Control Improvements – The Animal Shelter has be dealing with an epoxy coated floor that has not performed to expectations. Capital Projects staff has met with the coating manufacturer as well as several vendors on 12/10/21. The Scope of Work to make a repair to the floor coating is pending finalization with an anticipated Release for Quotes expected for late January 2022. This project is expected to be under \$35K so a formal bid release is not planned. Update: The project was released for quotes January 21st with quotes due on February 4th. GH Alaska LLC is the successful bidder in the amount of \$33,500 with an anticipated completion date of May 31st, 2022. A Purchase Order memo is in the February 16th meeting packet for Council’s approval.
- Kenai Fire Department Flooring Replacement – This project will be replace aging flooring materials within the station. Based on the age of the facility and previous encounters with asbestos, a Proposal Quote Request was released on 12/1/21 with proposals due on 12/10/21 to sample and test for asbestos containing materials within the proposed work area. Contract was awarded on 12/20/21 with a Notice to Proceed granted on 1/11/21 with report due back to City on 2/14/22. The results of the testing will determine our next course of action. If asbestos is discovered steps to conduct abatement will need to be completed prior to replacement of flooring materials. The testing costs are \$4,112 at this time.
- Visitor Center Roof Replacement – Request for Proposal Documents are pending to obtain professional services to provide bid ready construction documents for the planned roof replacement at the Visitors Center. RFP release is anticipated for late January 2022 to provide for shingle replacements during the summer months 2022. Update: A Proposal Quote Request was released on January 25th with proposals due on February 15th to provide Bid Ready Construction documents for this project. Council can expect to see legislation in March



awarding the design agreement. *Update: K+A Architecture was the successful proposer and design documents preparation has begun.*

- DOT Kenai Spur Highway to Sports Lake Rd – In speaking with representatives from DOT on June 10, 2021, it is my understanding this project will likely be released for construction bids in late fall 2021 for an anticipated construction start of Spring/Summer 2022. This project is intended to continue the widening of the roadway similar to the previous project that extended to approximately Swires Rd. *Nothing new to report at this time.*
- DOT Bridge Access Road Bike Path – Council passed Resolution 2021-53 on August 4, 2021 authorizing the City Manager execute a memorandum of agreement with DOT for design, construction, and maintenance of the Kenai Bridge Access Road Pathway project. In speaking with representatives from DOT the state has not provided funding as yet for this project to move forward. To date the City has appropriated \$294,947 in support of this project which is intended to provide a 1.2 mile path connecting the paths between the Spur Highway and Beaver Loop. Total cost of project per DOT estimates equals \$3,266,301. Per communications with the DOT, design funding is in place and they are waiting on final signatures for the Reimbursable Services Agreement (RSA) with DNR. Once the RSA is approved they will be able to begin design work. Process is expected to be completed by the end of January. Once the RSA is formally in place a kick-off meeting will be scheduled for all stakeholders including representatives from the City. *Update: Carlos Tree Service has mobilized to the site and has started clearing parts of the right of way. Kick-off meeting has not taken place yet as of March 10th.*





KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Kathy Romain, Senior Center Director
DATE: March 8, 2022
SUBJECT: February 2022 Monthly Report

February was full of waffle mornings, Valentine’s Day Party, Super Bowl Lunch, Craft Classes, and of course, SNOW! The Senior Center was also rented out for a weekend event.

	2022	2021
Home Delivered Meals	2281	2797
Individuals	115	131
Dining Room (Congregate) Meals	705	0
Individuals	90	0
Transportation (1-way rides)	192	0
Individuals	14	0
Grocery Shopping Assistance	1	6
SIGN-INS VIA MySeniorCenter©		
Writers Group	23	0
Caregiver Support Group	8	0
Growing Stronger Exercise	205	0
Tai Chi Class	43	0
TOPS Weight Loss Class	34	0
Bell Choir	12	0
Bluegrass & Music Sessions	56	0
Card Games	68	0
Wii Bowling	41	0
Arts & Crafts	43	0
Total Event Sign-ins	1382	0
Individuals	120	0
Vintage Pointe Manor Vacancies	0	4



YEAR END REPORT

**Kenai Visitor & Cultural Center Facility Management Services
Submitted to City of Kenai 12/31/2021**

A large, 3D graphic of a blue cube with a white outline. The cube is positioned in the lower half of the page. The right-hand face of the cube is visible and features the year "2021" in a large, bold, black, sans-serif font. The cube has a slight shadow on the ground beneath it, giving it a three-dimensional appearance.

2021

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1.0 YEAR IN REVIEW

2021 presented challenges no one could have foreseen. Just as many, we had staffing issues, shouldered financial hardship and dealt with uncertainty of an ever-changing situation. Yet, as you will see in Section 02, we also had the opportunity to see the strength and resiliency of our organization, the City of Kenai and its community. With our vested interest in promoting the City as "open for business" and the ideal community for businesses, entrepreneurs, and job seekers who want to relocate, our partnership with the City of Kenai is the key to long-term success of this mission. Though our mission to promote our community and the opportunities it offers wasn't always the easiest task during this last year, Sections 03 & 04 acknowledge our commitment to keeping our doors open and our staff available to our community and visitors, no matter the circumstances; even if that meant working extended hours and providing bonuses despite our reduced FY21 budget referenced in Section 08.

In partnership with many local businesses and organizations, Section 05 provides a reference to all the opportunities, despite external circumstances, that our community has been able to take advantage of through the Chamber's services and its partnership with the City of Kenai. With the opportunity to facilitate meetings, host events and learn of our local history and cultures as referenced in Sections 06 & 07, our community and visitors are able to get a first-hand experience as to why Kenai is the "Best Place to ALASKA". As we move forward in 2022, our goal to promote, support, and advocate for our members and our community remains top priority as we look at the New Year as one of continued recovery, growth and resiliency.

2.0 FACILITY USAGE

Performance Measures

	2019	*2020	2021
Total Visitors	34,000	10,572	24,024
Exhibits Offered	4	4	4
Programs Offered	3	2	7
Facility Events Offered	9	7	13
Total Facility Rentals	54	21	32

<u>Events</u>	<u>Exhibits</u>	<u>Programs</u>	<u>Rentals</u>
Kenai Clean Up Day	KNWR Art Show	KCCVC Luncheons	HEA
4th of July Festivities	Penni Cross Art Show	CPYP Lunch & Learns	Kenai Peninsula Association of Realtors
Kenai Silver Salmon Derby	Language of Lacquer Art Show	KNWR Art Workshops	Gov. Dunleavy
KRM Pre-Race Banquet	Kenai Peninsula Juried Art Show	Kenai Shop Local Program	KPEDD
KRM Race		Kenai Grocery Program	Kenai Historical Society
Language of Lacquer Artist Reception		Sleeves Up for Kenai Program	City of Kenai/Divining Point
Language of Lacquer Artist Meet & Greet		Lemonade Day	HAVE Alaska
Kenai Peninsula Career Fair			Trout Unlimited
Pumpkin Festival Scavenger Hunt			PCHS
Christmas Comes to Kenai Gingerbread House Competition			The Lee Shore Center Arts Casting & Audition
Penni Cross Opening Art Reception			Individual
Kenai Peninsula Juried Art Show Reception			Individual
			Individual

3.0 STAFFING REPORT

In 2021, KCCVC, just as many other organizations during the COVID-19 pandemic, struggled with staffing challenges. Though the 2021 staffing was maintained at the required levels per the Facilities Management Agreement (*see table below*), the organization had to strategically maneuver through both the increased need for staffing levels due to additional development of programs and events offered by KCCVC and the lack of interested candidates for open position(s) due to rate of pay. Our need to both incentivize our current employees and attract new talent grows increasingly. With the goal of providing KCCVC employees with the best benefits/any benefits at all, the organization will need to continually increase its revenues moving forward.

Position	Quantity	Hours	YR/Seasonal
KVCC Manager (Executive Director)	1	Salary	YR
Programs/Facility	1	FT/40 wk	YR
Front Desk	1	FT/40 wk	YR
Front Desk	1	PT/20 wk	YR
Front Desk	1	FT/40 wk	Seasonal/16 wks

Staffing Notes:

- Front Desk Part-Time position retired May 2021; this position remained open for 3 months due to lack of interest in position/rate of pay.
- Front Desk Seasonal hire replaced that role once her temp. 16wks was completed.
- KCCVC Board of Directors have approved the hiring of an Assistant Director in FY22. This will help to alleviate the current staffing issues seen in 2021; it will also provide the Chamber more capacity to build new programs and partnerships.

4.0 HOURS OF OPERATION & HOLIDAY SCHEDULE

Summer Hours (June – August)

Monday – Friday (9:00am to 6:00pm)

Saturday (10:00am – 5:00pm)

Sunday (12:00pm to 5:00pm)

Winter Hours (September - May)

Monday – Friday (9:00am – 5:00pm)

Saturday & Sunday (Closed)

Holiday Schedule & Additional Days Closed

New Year's Day	January 1
President's Day	February 21
Memorial Day	May 30
Labor Day	September 5
Veteran's Day	November 11
Thanksgiving	November 24
Day After Thanksgiving	November 25
Christmas Eve	December 24
Christmas	December 25
New Year's Eve	December 31
*Extended Holiday	December 28, 29, 30

5.0 CALENDAR OF EVENTS (2021 Recap)

JANUARY	
AOGA Luncheon	January 13th
CoK Council Meet & Greet Luncheon	January 20th
KNWR Art Show Workshop	January 29th
FEBRUARY	
KPB Luncheon	February 3rd
CPYP Lunch & Learn	February 12th
KPEDD Luncheon	February 17th
KNWR Art Show Workshop	February 26th
MARCH	
City of Kenai Luncheon	March 3rd
HEA Board Meeting	March 9th
Northern Insurance Luncheon	March 17th
KNWR Art Show Workshop	March 26th
CPYP Lunch & Learn	March 30th
APRIL	
Gov. Dunleavy Press Conference	April 6th
Gov. Dunleavy Luncheon	April 6th
KPAR Meeting	April 8th
KPEDD & Don Young Meeting	April 9th
KNWR Art Show Workshop	April 9th
Kenai Historical Society Board Meeting	April 11th
HEA Board Meeting	April 13th
Penni Cross Art Show Opening Reception	April 17th
Blue Print Luncheon	April 21st
MAY	
Kenai Clean Up Day	May 8th
Arts Casting & Audition	May 12th
Celebration of Life	May 15th
Language of Lacquer Opening Reception	May 28th
JUNE	
DHSS Luncheon	June 2nd
Lemonade Day	June 26th
JULY	
Kenai 4th of July Festivities	July 4th
Kenaitze Luncheon	July 7th
AIDEA Luncheon	July 21st
Celebration of Life	July 22nd
Social Media Summit	July 27th
Language of Lacquer Artist Meet & Greet	July 30th
AUGUST	
CPYP Lunch & Learn	August 3rd
Alaska Chamber Luncheon	August 4th
Memorial Service	August 7th

HEA Meeting	August 10th
PFD Luncheon	August 18th
SEPTEMBER	
Kenai Historical Society Board Meeting	September 12th
Kenai Silver Salmon Derby	September 14-19th
Kenai Career & Education Fair	September 21st
Kenai River Marathon Pre-Race Reception	September 25th
Kenai River Marathon	September 26th
OCTOBER	
HEA Luncheon	October 6th
HAVE Alaska Event	October 9th
CoK Work Session	October 11th
HEA Meeting	October 12th
KPAR Meeting	October 14th
Pumpkin Festival	October 16th
Trout Unlimited Event	October 23rd
CPYP Lunch & Learn	October 29th
NOVEMBER	
PCHS Meeting	November 1st
AOGA Luncheon	November 3rd
Kenai Peninsula Juried Art Reception	November 5th
Kenai Historical Society Board Meeting	November 7th
HEA Board Meeting	November 9th
CPYP Lunch & Learn	November 30th
Christmas Comes to Kenai	November 26th
DECEMBER	
Kenai Historical Society Board Meeting	December 5th
Gingerbread House Competition	December 6-20th
Lee Shore Event	December 10th
CPYP Lunch & Learn	December 21st

6.0 FEE SCHEDULE

9/3/2019

Meeting Room -
Facts Pricing Sheet

Rental Rates	Non-Profit Rates	Corporate/Commercial Rates
Conference Room MAX SEATING: 80 Theatre / 30 Classroom / 50 Banquet Rds of 10 / 85 Reception	Full Day (4-8 hours): \$425 Half Day (1-4 hours): \$250 Additional Hours: \$75 Legal Holiday: \$850	Full Day (4-8 hours): \$500 Half Day (1-4 hours): \$300 Additional Hours: \$75 Legal Holiday: \$850
Expanded Conference Room MAX SEATING: 184 Theatre / 80 Classroom / 120 Banquet Rds of 10 / 185 Reception	Full Day (4-8 Hours): \$600 Half Day (1-4 hours): \$400 Additional Hours: \$100 Legal Holiday: \$850	Full Day (4-8 hours): \$700 Half Day (1-4 hours): \$450 Additional Hours: \$100 Legal Holiday: \$850
Board Room (23' x 14' with conf. table) MAX SEATING: Seating at conference table 14 max. Room 28 max.	Full Day (4-8 hours): \$175 Half Day (1-4 hours): \$100 Additional Hours: \$50 Legal Holiday: \$850	Full Day (4-8 hours): \$200 Half Day (1-4 hours): \$150 Additional Hours: \$50 Legal Holiday: \$850
Kitchen Rental	\$100	\$100
Additional Cleaning Fee	\$50	\$50
Delegations for the City of Kenai (City Manager), Kenai Peninsula Borough (Borough Assembly members, Borough Mayor, etc.), Kenai Peninsula Borough School District (School Board members), State of Alaska (State Senators, State Reps, Governor, etc.), or Congressional Delegation may use the Kenai Visitor & Cultural Center for non-campaigning events (i.e. Town Hall Meeting) at no cost. Facility rental is subject to availability.		
Room rental rates include tables & chairs available in inventory		
Equipment Rental:		
5.5' x 6' Projection Screen	\$30	
10' x 7.5' Projection Screen	\$50	
LCD Projector	\$50	
Podium with wired microphone	\$30	
Flipchart with paper pad rental	\$35	
AV Cart	\$15	
Table Linens	\$7 each x number of tables = _____	
Beverage Services:		
Coffee & Tea Service	\$1/per person per service	
<i>includes: Hot Chocolate & Hot Cider</i>		
Bottles Water	\$1.50/each	
Administrative Services:		
Photocopies (B&W)	\$.35/each x _____	
Photocopies (Color)	\$.55/each x _____	
Fax	\$1.00/page x _____	
Inventory Available:		
Round Tables	12	
Rectangle Tables (8' x 30")	10	
Sm Rectangle (4' x 30")	2	
Chairs	107 blue/20 brown	
Stage w/steps (no ramp) 8' x 4' x 18"	1	
US & Alaska Flags	1 each	

7.0 INVENTORY & EQUIPMENT

All KVCC equipment has been located and inventoried. An itemized list has been provided below for record. Items highlighted in orange have been identified as heavily worn down and needing replacement; replacement should take place within the next year to avoid loss of use.

The Radio equipment in the Copy Room is one item owned by the City of Kenai that was identified as needing an upgraded replacement. The current equipment was installed by the company, Bassline when the KVCC was built and has not been replaced since. It is one of the main items of concerns for businesses/individuals who look to rent the KVCC throughout the year. We would like to see the City of Kenai work with KCCVC in identifying the upgrades needed to keep the KVCC a productive and suitable facility for our community and its businesses.

Item	Owner	Quantity
Phones		
POS Front Reception Landline	COK	1
Front Reception Landline	COK	1
Office #1 Wired Landline	COK	1
Office #2 Wired Landline	COK	2
Back Office Wired Landline	COK	1
Kenai Municipal Airport		
Mounted: 24 rack card brochure rack	KCCVC	1
Mounted: 9 magazine brochure rack	KCCVC	1
Foyer		
Office Desk	KCCVC	1
Metal Brochure Racks	KCCVC	5
Open sandwich board	KCCVC	1
Janitor Office		
Book shelf - 4 shelves	KCCVC	1
Book shelf - 3 shelf	KCCVC	1
Vacuum	KCCVC	1
Janitorial Supplies	KCCVC	1
Mop and bucket	Integrity Janitorial	1
Metal Shelf	KCCVC	1
Cubby (near restrooms)		
Brochure holders	KCCVC	2
Menu brochure display	KCCVC	1
Women's Restroom		
Trash bin	KCCVC	1
Men's Restroom		
Trash bin	KCCVC	1

Front Lobby		
KVCC art posters-framed	KCCVC	12
Electric open sign	KCCVC	1
Wood Counter	COK	1
Customer Reception Desk	COK	1
Computer Desk	KCCVC	1
White side table	COK	2
White island table	COK	1
Office Chairs	KCCVC	2
Square POS System	KCCVC	1
Acer computer monitor	KCCVC	1
Dell computer tower	KCCVC	1
Computer Riser	KCCVC	1
Retail island display rack	KCCVC	1
Postcard display rack	KCCVC	1
Notecard display rack	KCCVC	1
Whiteboards	KCCVC	1
Retail coat hooks	KCCVC	4
Retail display hooks	KCCVC	20
Metal hanging baskets	KCCVC	28
Acrylic long display rack	KCCVC	2
Retail 5 slot brochure display	KCCVC	1
Retail 5 slot brochure display	KCCVC	1
5 shelf bookcase	KCCVC	3
acrylic 12 slot magazine rack	KCCVC	1
acrylic 32 slot rack card brochure rack	KCCVC	3
acrylic 12 slot rack card brochure rack	KCCVC	1
acrylic 8 slot rack card magazine rack	KCCVC	1
Trash bin	KCCVC	2
4 shelf glass shelves	COK	1

Boardroom		
15 ft. table	KCCVC	1
Red seated chairs	KCCVC	23
Stage - 4 Piece Set	KCCVC	1

Copy Room		
Hangers	KCCVC	283
Office supplies	KCCVC	1
Xerox Printer	Xerox	1
Pitney Bowes Printer	Pitney Bowes	1
Radio System	COK	1
Microphones	COK	2
Paper cutter	KCCVC	2
File organizer-4 shelf	KCCVC	1

Copy Room Storage - Downstairs		
12' x 12' Shelf	COK	3
File Cabinet	KCCVC	4

Banker Boxes & Supplies

KCCVC

Office # 1		
Wired keyboard	KCCVC	1
Computer Chair	KCCVC	1
3 shelf bookshelf	KCCVC	2
Side table	KCCVC	1
2 chairs with wooden arms	KCCVC	1
File cabinet - 5 drawer	KCCVC	1
Trash bin	KCCVC	1
Small Electric Heater	KCCVC	1

Office # 2		
File cabinet - 4 drawer	KCCVC	1
File cabinet - 3 drawer	KCCVC	1
File Cabinet - 5 drawer	KCCVC	1
Book shelf - 10 shelf	KCCVC	1
Paper shredder	KCCVC	1
Wall shelf	KCCVC	1
Computer desk	KCCVC	2
Computer chair	KCCVC	2
Acer computer monitor	KCCVC	2
Wired keyboard	KCCVC	2
Small Electric Heater	KCCVC	2

Office # 3		
Computer desk	KCCVC	2
Computer Monitor	KCCVC	3
Wired mouse	KCCVC	1
Wired Keyboard	KCCVC	1
20' x 8' Cabinet - 12 cubbies	COK	1
File cabinets	COK	3
File Cabinets	KCCVC	3
Banker Box	KCCVC	8
Heater	KCCVC	2
Projector	KCCVC	1
Small Electric Heater	KCCVC	1

Storage # 1		
Podium with KCCVC banner	KCCVC	1
5' x 6' screen	KCCVC	1
10' x 7.5' screen	KCCVC	1
Laptop	KCCVC	1
Projector and AV Cart	KCCVC	1
Da-Lite Sound System	COK	1
8' metal rack-5 shelf	KCCVC	2
High table	KCCVC	1
Swivel high chair	KCCVC	1
Symphatic box TV and VHS player	KCCVC	1
File cabinet	KCCVC	1

Wall Shelf	COK	1
DVD player	KCCVC	1
Overhead projector	KCCVC	1
Tall stanchions	KCCVC	25
Storage boxes and totes	KCCVC	8
Misc. AK visitor guides	KCCVC	30

Storage # 2

Banquet tables	KCCVC	12
8' table	KCCVC	10
6' table	KCCVC	1
4' table	KCCVC	6
Banquet chairs	KCCVC	105
Lounge chairs	KCCVC	24
Plotter printer	KCCVC	1

Museum Room

Floor Displays	COK	4
Display cases	COK	24
Collection Items	COK	413
Bench Seats	COK	2
LG TV	COK	1
DVD Player and remote	Kenaitze	1
DVD-R Movie - Denai'ina Way	Kenaitze	1
Chain display	COK	1

Storage # 4

5 shelf rack	KCCVC	1
Computer chair	KCCVC	5
Banker box	KCCVC	6
Storage totes	KCCVC	8
Banner display	KCCVC	2
Wooden Shelving unit - 8 shelves	COK	1

Kitchen

Contents in all cabinets	KCCVC	1
Coffee urns-Pumpable	KCCVC	4
Coffee urns-electric	KCCVC	4
Glass coffee pot	KCCVC	2
Tea box	KCCVC	2
Ceramic coffee supplies organizer	KCCVC	1
Warming oven	COK	1
Microwave	COK	2
Fridge	COK	1
Coca Cola Mini fridge	KCCVC	1
Chair	KCCVC	1
Garbage Cans	KCCVC	8
7' x 3' shelf	KCCVC	1
Linens	KCCVC	171

Linen Inventory		
White rec	KCCVC	22
Sheer gold square	KCCVC	13
Black rec	KCCVC	23
Black round	KCCVC	41
Red rec	KCCVC	15
Beige rec	KCCVC	10
Silver square	KCCVC	32
Green rec	KCCVC	2
Tan rec	KCCVC	3
Orange rec	KCCVC	10

The Cultural Center Exhibit inventory has been a work in progress all throughout FY21. The KCCVC Programs and Facilities Coordinator has inventoried 2,658 items, photos, and archives. 805 items still need to be reviewed which include previously reported missing items, photos, and archives as well as previously listed un located items. In 2022, a separate list will be drafted to compare, update and revamp online records as needed. The exhibit inventory system has not been upgraded in 5+ years, so this process to do so is more extensive than in years past.

All Cultural Exhibit items that have been assessed as of December 31, 2021 are in the same condition as previously recorded in 2020 except for the mounts of animals and the fish collection in storage rooms 2, 3, & 7. KCCVC has planned to get a Taxidermist in FY22 for a professional assessment of these items. They will provide the Chamber and the City of Kenai a recommendation and cost estimate for care to the animals. The animals have not been cleaned in 2+ years and have layers of dust, debris, dirt, etc. To keep these animals in pristine condition, this cleaning must take place as soon as possible. Once completed, the report from the Taxidermist will be provided to the City.

8.0 BUDGET REPORT
8.1 2021 OPERATING BUDGET TO ACTUAL

8.0 BUDGET REPORT
8.2 2022 PROJECTED BUDGET

8.0 BUDGET REPORT
8.3 BALANCE SHEET

8.0 BUDGET REPORT
8.4 2021 PROFIT & LOSS

PURCHASE ORDERS BETWEEN \$2,500.00 AND \$15,000.00 FOR COUNCIL REVIEW
COUNCIL MEETING OF: MARCH 16, 2022

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
ALASKA ROTEQ CORP.	INJECTOR PUMPS	WWTP	SMALL TOOLS	8,725.00
YUKON FIRE PROTECTION	2022 FIRE SYSTEMS TESTING	VARIOUS	REPAIR & MAINTENANCE	14,460.00
KONICA MINOLTA	BIZHUB COPIER	ANIMAL CONTROL	SMALL TOOLS	2,635.50