



## Kenai City Council - Regular Meeting

February 16, 2022 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

[www.kenai.city](http://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. **Jodi Stuart and Leslie Rohr** - 2022 Kenai Peninsula Project Homeless Connect

#### C. UNSCHEDULED PUBLIC COMMENTS

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

#### D. PUBLIC HEARINGS

1. **Ordinance No. 3270-2022** - Increasing Estimated Revenues and Appropriations in the General, Airport, Senior Citizen, and Water & Sewer Funds, and Authorizing a One-Time Premium Payment to Eligible Employees. (Vice Mayor Glendening and Council Members Winger and Sounart)
2. **Ordinance No. 3271-2022** - Increasing Estimated Revenues and Appropriations in the Airport Land Sale Permanent Fund to Transfer Earnings in Excess of Budgeted Amounts to the City's Airport Fund. (Administration)
3. **Ordinance No. 3272-2022** - Increasing Estimated Revenues and Appropriations in the General Land Sale Permanent Fund to Transfer Earnings in Excess of Budgeted Amounts to the City's General Fund. (Administration)
4. **Resolution No. 2022-09** – Authorizing Budget Transfers Within the Kenai Recreation Center Improvements Capital Project Fund. (Administration)

**E. MINUTES****F. UNFINISHED BUSINESS**

- 1. Resolution No. 2022-04** - Awarding a Three Year Contract for the Purchase of Microsoft Software. (Administration) [*Clerk's Note: At the January 19, 2022 Meeting, this item was Postponed to this meeting; a motion to enact is on the floor.*]
- **Resolution No. 2022-04 (Substitute)** – Awarding a Three-Year Contract for the Purchase of Microsoft Software. (Administration)

**G. NEW BUSINESS**

- 1. \*Action/Approval** - Bills to be Ratified. (Administration)
- 2. \*Action/Approval** - Purchase Orders Over \$15,000. (Administration)
- 3. Action/Approval** - Confirmation of Mayoral Nomination for Appointment to the Planning and Zoning Commission. (Mayor Gabriel)
- 4. Action/Approval** - Council on Aging By-Law Amendment. (City Clerk)
- 5. \*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)

**H. COMMISSION / COMMITTEE REPORTS**

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

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

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

**K. ADDITIONAL PUBLIC COMMENT**

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

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

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

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://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/86837446040>

**Meeting ID:** 868 3744 6040 **Passcode:** 610477

OR

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

**Meeting ID:** 868 3744 6040 **Passcode:** 610477



**KENAI  
PENINSULA**  
Homelessness Coalition

# Project Homeless Connect: 2022 Data

Brought to you in partnership with the Kenai Peninsula Continuum of Care, the Kenai Peninsula Homelessness Coalition, and the Kenai Peninsula Project Homeless Connect Sub-committee

Speakers: Jodi Stuart-PR Chair

# Our Goals

Connect people to services efficiently and effectively that would otherwise be difficult to access

Build a more compassionate community

Reduce stigma

Provide data

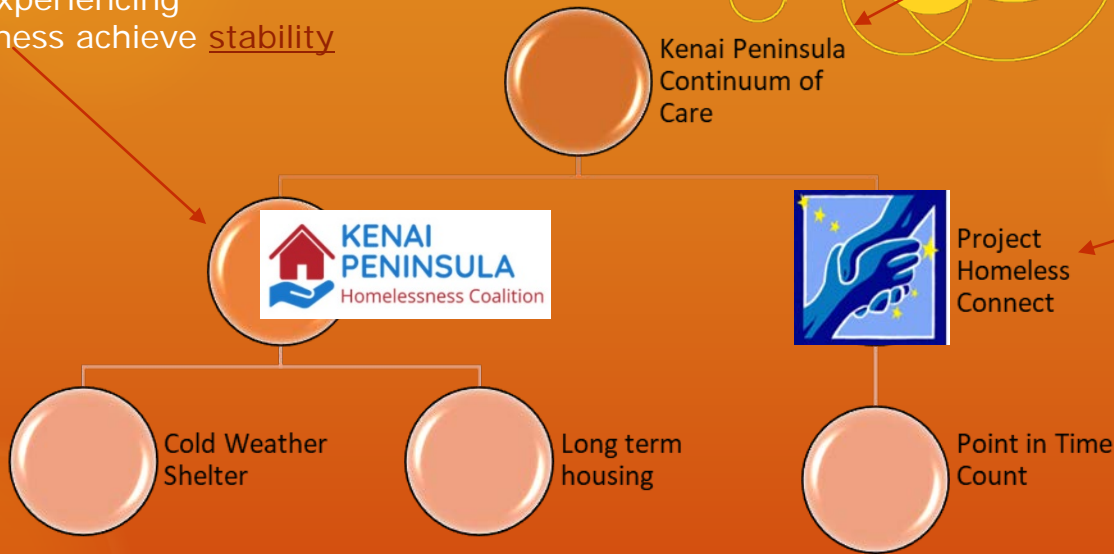


# Our Organizational Structure

Mission: To help individuals and families experiencing homelessness achieve stability

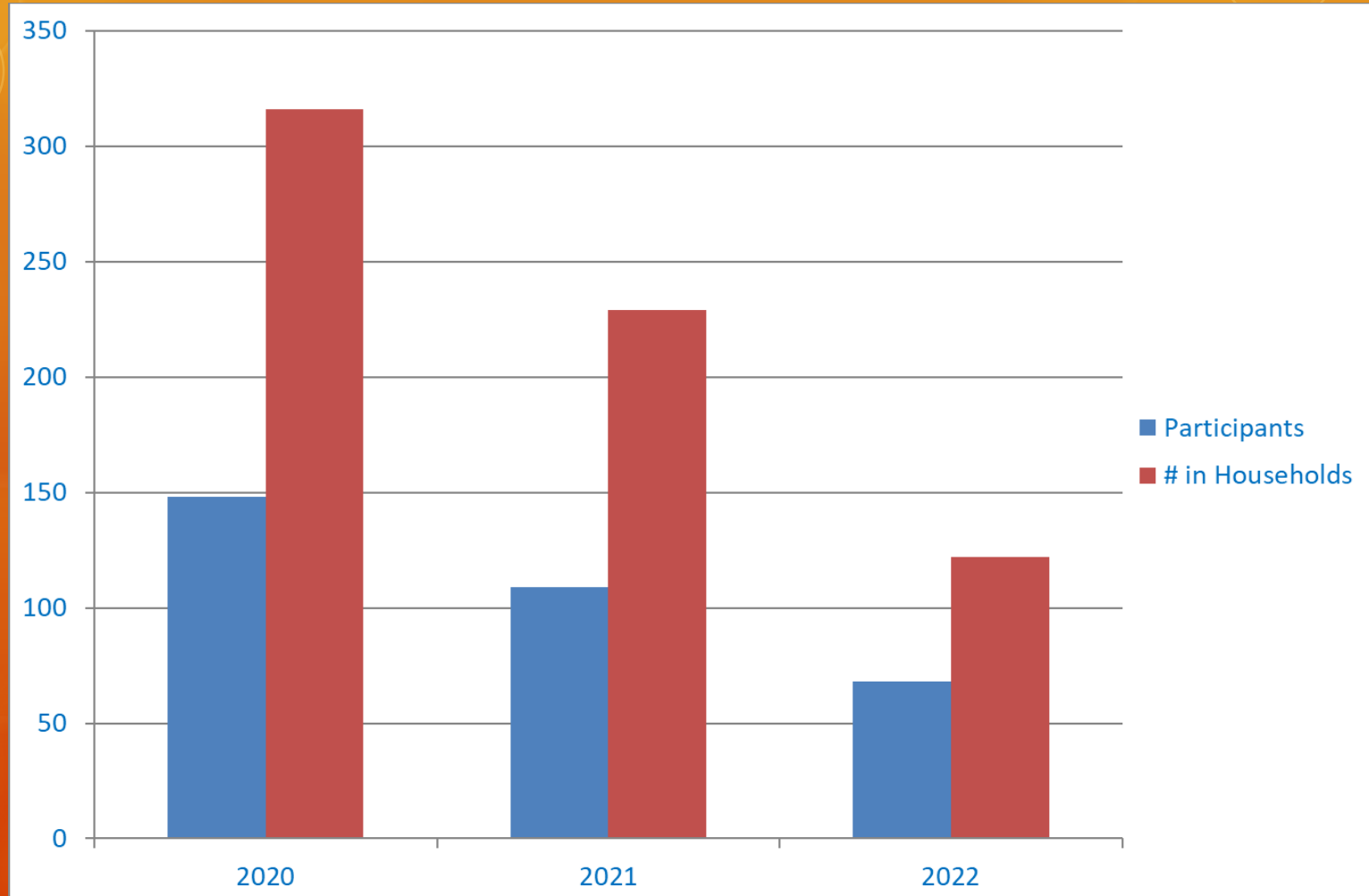
CoC is a regional planning body that coordinates housing and services funding for homeless families and individuals

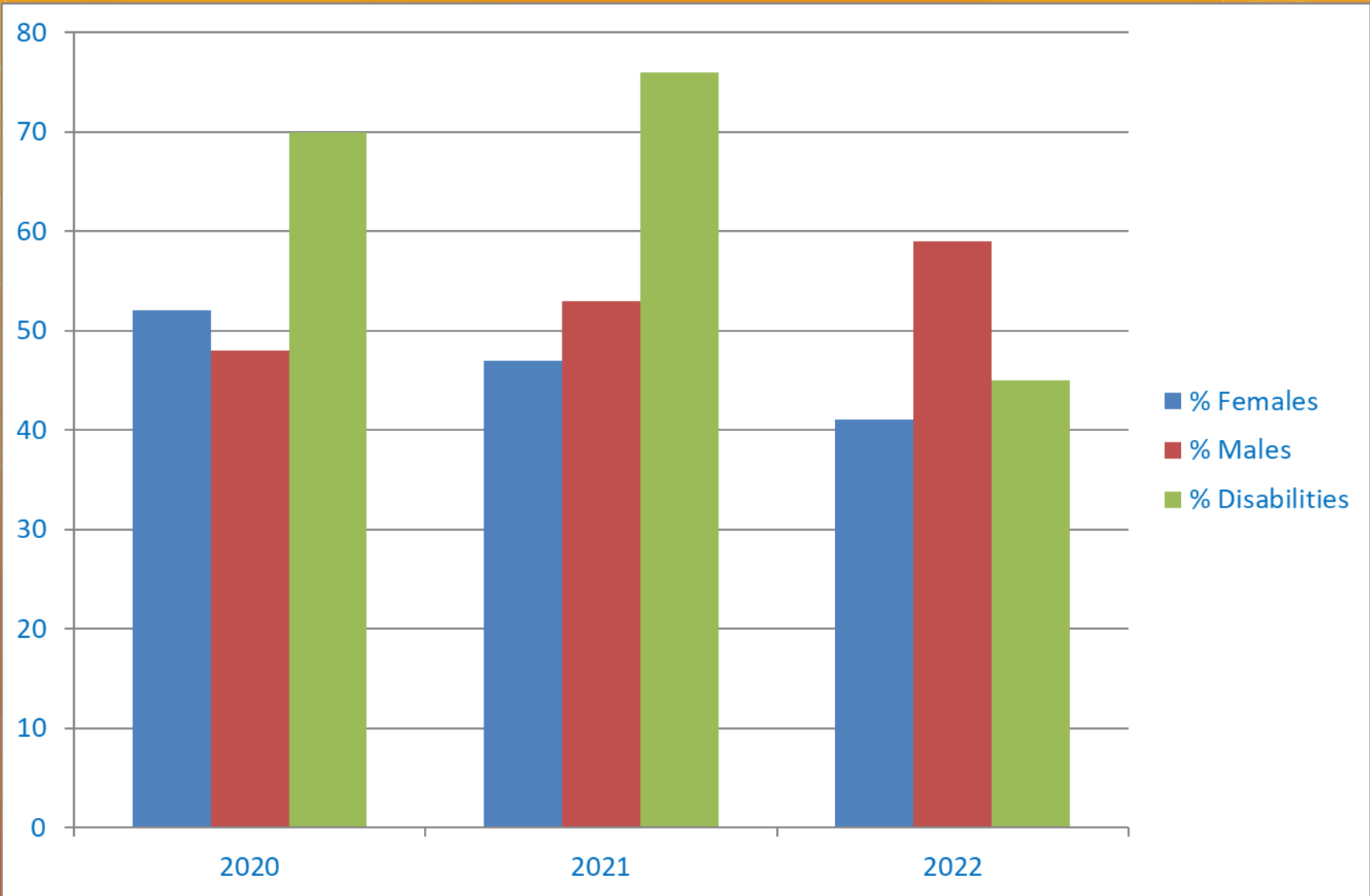
A one-day event to connect people to services



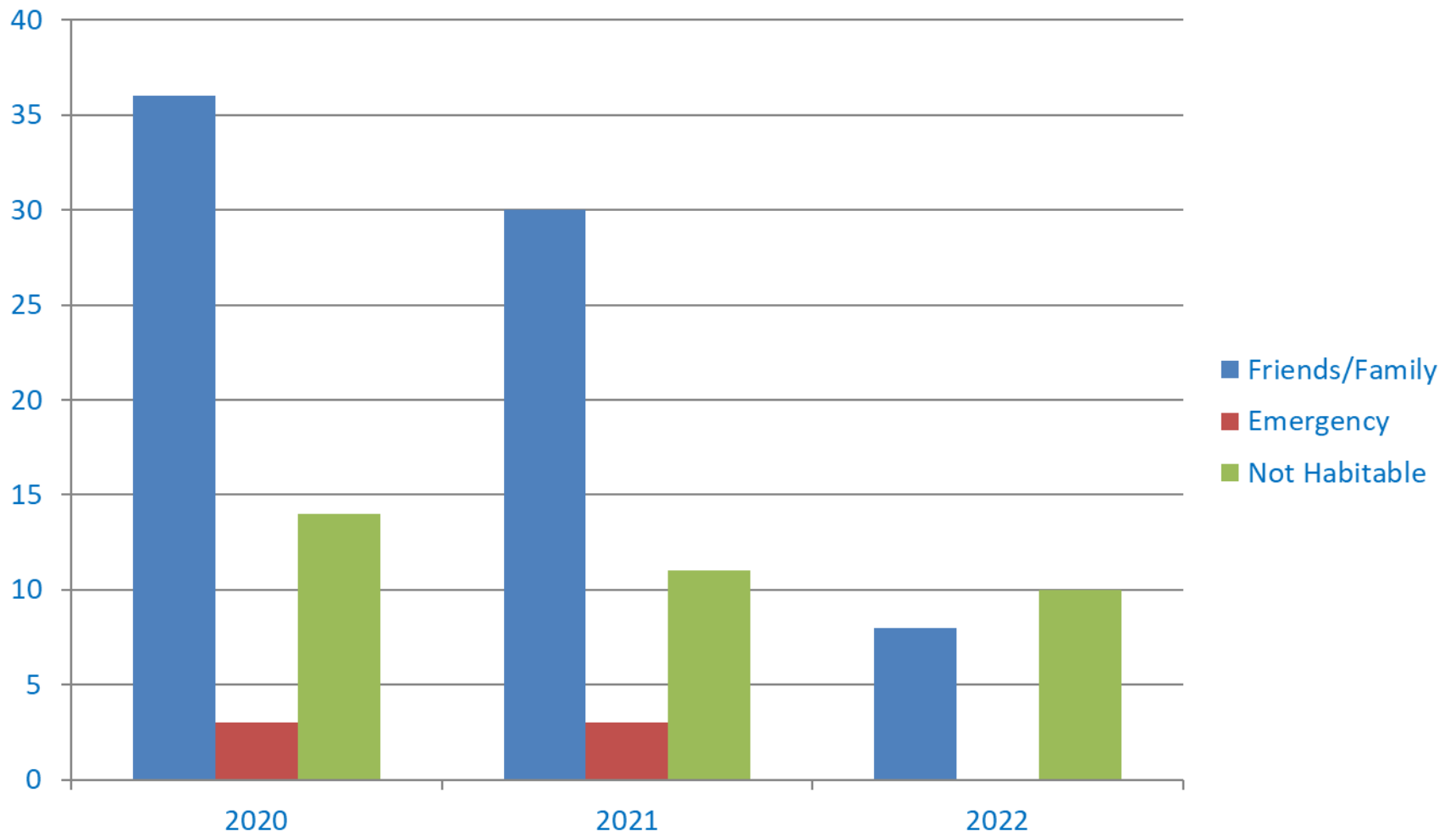
# COVID DATA-2020-2022

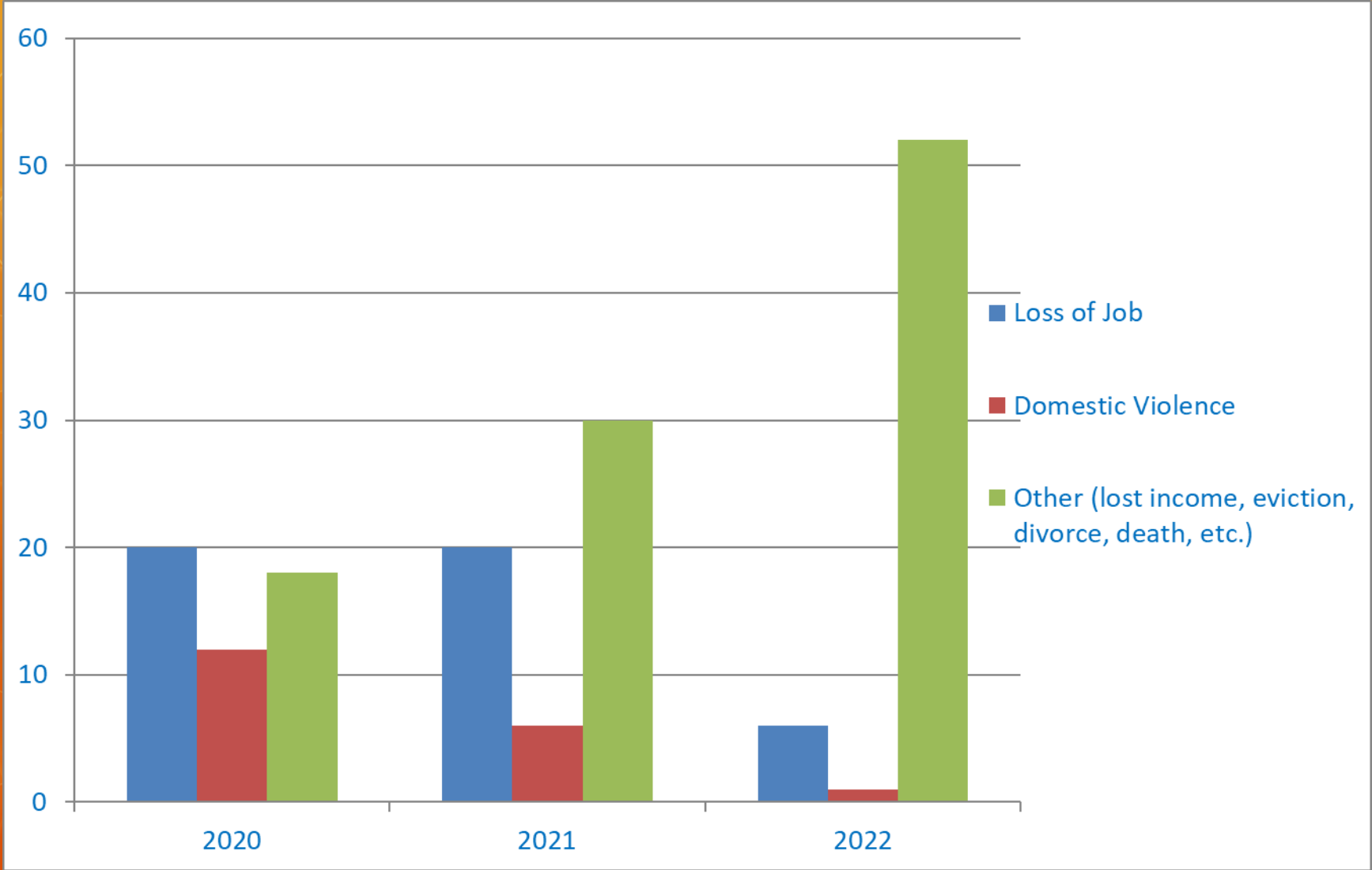
How a pandemic impacted us.

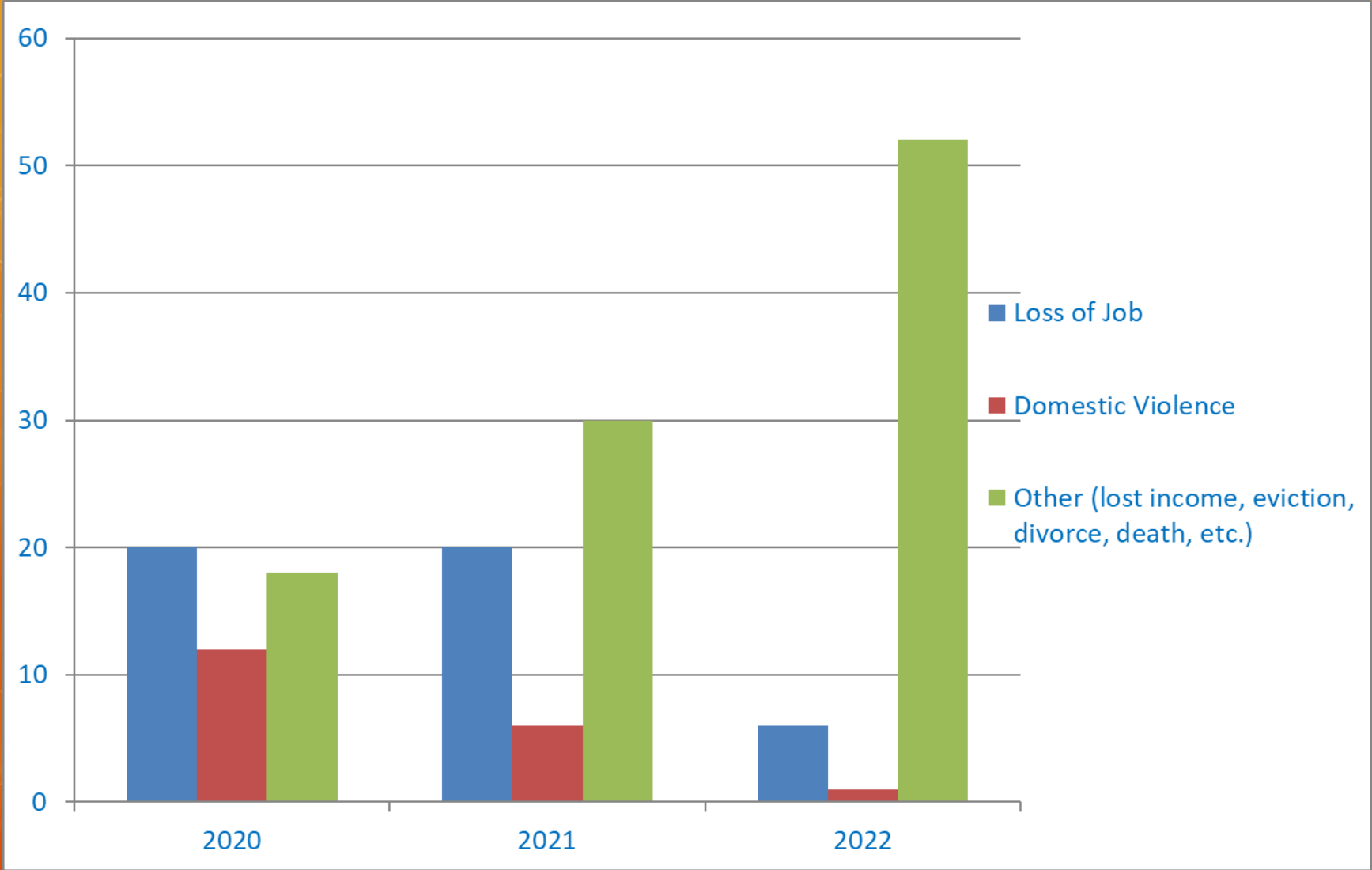












# 2022 Point in Time Count/PHC

Where did you sleep  
on 1/25/2022?

The Point in Time Count is a count of sheltered and unsheltered persons experiencing homelessness carried out on one night in the last 10 calendar days of January. According to HUD guidance, the PIT count should be completed using unduplicated counts or statistically reliable estimates of persons experiencing homelessness in both sheltered and unsheltered locations on a single night.

Project Homeless Connect is honored as a best practice model by HUD.

# Types of Homelessness For 2022

- Homeless: 31%
- Institutional: 3%
- Temporary/Permanent: 65%



Photos courtesy of Merrill Sikorski

# Episodes of Homelessness

- 1<sup>st</sup> Time: 43%
- 2<sup>nd</sup> Time: 15%
- 3<sup>rd</sup> Time: 10%
- 4 or More Times: 15%



# What the people need:



- 89% stated if an emergency cold weather shelter existed, they would use it.
- Primary needs reported: Transportation/Employment/Food
- Secondary Needs: Medical/SSI/Clothes

# Highlights of the 2022 Event

- 3 animals received services
- 7 people requested pet supplies
- 100 COVID19 Home Test kits were distributed
- 7 COVID19 vaccines were administered
- 16 women were enrolled in the Ladies First Program (breast & cervical screening)



Photo's courtesy of Merrill Sikorski



# Housing Realities



- Alaska ranks #15 for needing the highest wage to afford a two bedroom apartment
- 4 boroughs of Alaska are in the top 11 counties/boroughs in the nation for needing the highest wage to afford a two bedroom apartment
- Alaska is more expensive for individuals on SSI.
- Paying more than 30% of income on housing is considered "unaffordable."

In **Alaska**, the Fair Market Rent (FMR) for a two-bedroom apartment is **\$1,235**. In order to afford this level of rent and utilities — without paying more than 30% of income on housing — a household must earn **\$4,115** monthly or **\$49,382** annually. Assuming a 40-hour work week, 52 weeks per year, this level of income translates into an hourly Housing Wage of:

**\$23.74**  
**PER HOUR**  
**STATE HOUSING**  
**WAGE**

## FACTS ABOUT ALASKA:

### STATE FACTS

Minimum Wage	<b>\$10.34</b>
Average Renter Wage	<b>\$20.23</b>
2-Bedroom Housing Wage	<b>\$23.74</b>
Number of Renter Households	<b>90,350</b>
Percent Renters	<b>36%</b>

**92**  
 Work Hours Per Week At  
**Minimum Wage** To Afford a **2-Bedroom**  
**Rental Home** (at FMR)

**71**  
 Work Hours Per Week At  
**Minimum Wage** To Afford a **1-Bedroom**  
**Rental Home** (at FMR)

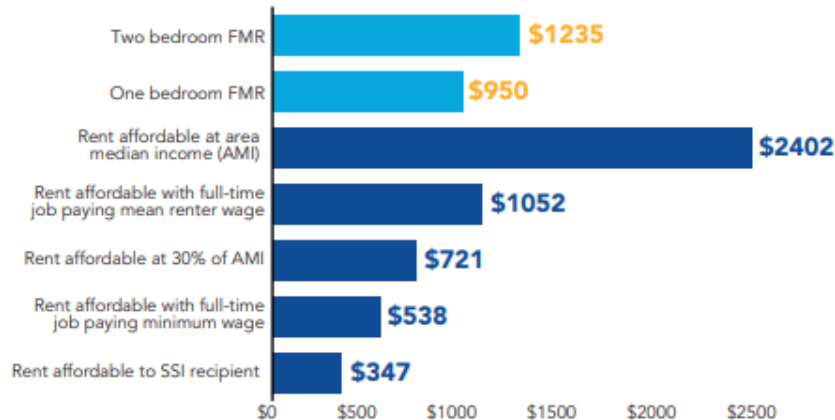
**2.3**  
 Number of Full-Time Jobs At  
**Minimum Wage** To Afford a  
**2-Bedroom Rental Home** (at FMR)

**1.8**  
 Number of Full-Time Jobs At  
**Minimum Wage** To Afford a  
**1-Bedroom Rental Home** (at FMR)

### MOST EXPENSIVE AREAS

### HOUSING WAGE

Bethel Census Area	<b>\$31.04</b>
Aleutians West Census Area	<b>\$30.67</b>
Nome Census Area	<b>\$29.50</b>
Kodiak Island Borough	<b>\$28.25</b>
Denali Borough	<b>\$27.94</b>

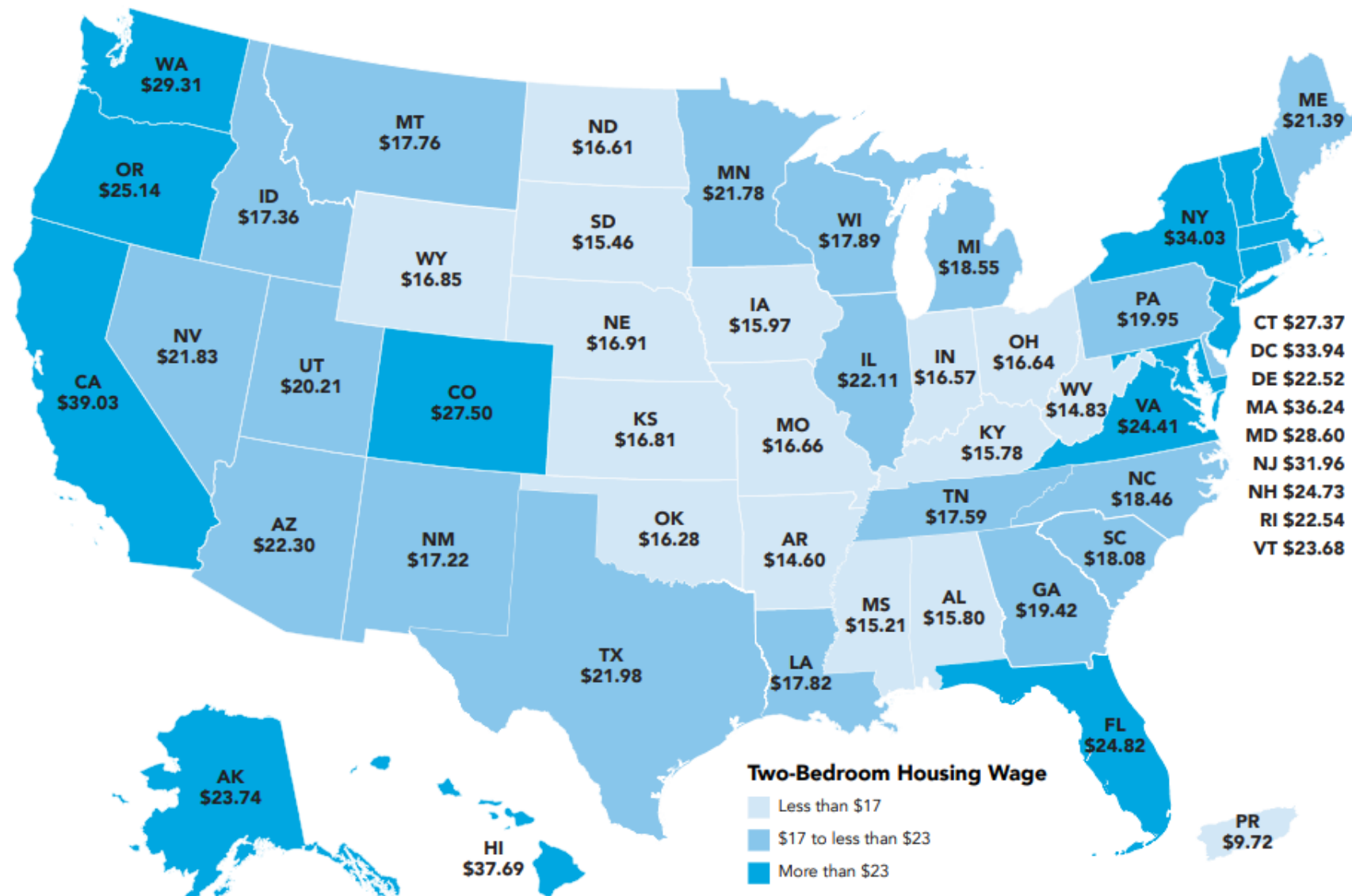


MSA = Metropolitan Statistical Area; HMFA = HUD Metro FMR Area.

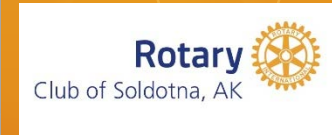
\* Ranked from Highest to Lowest 2-Bedroom Housing Wage. Includes District of Columbia and Puerto Rico.

# 2021 TWO-BEDROOM RENTAL HOUSING WAGES

Represents the hourly wage that a full-time worker must earn (working 40 hours per week, 52 weeks per year) in order to afford Fair Market Rent for a **TWO-BEDROOM RENTAL HOME**, without paying more than 30% of income.



# Thank you to our sponsors!



Bridges Community Resource Network, Inc.



Central Peninsula Area Churches

**OVER A DECADE OF PROVIDING SUPPORT TO THOSE  
EXPERIENCING HOUSING CRISIS  
11<sup>TH</sup> ANNUAL  
2022 PHC RECAP**

Thank you for allowing us to  
speak today.

At Project Homeless Connect, we  
believe that no one deserves to  
lose hope. Help us help them in  
2023.

Questions?



# KENAI PENINSULA

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## 2022 PROJECT HOMELESS CONNECT REPORT



*No one deserves to lose hope*



The Homeless Action Coalition is proud to report on the Kenai Peninsula's 11th Annual Project Homeless Connect event held on January 26, 2022. Our success is due to the collaborative effort between service providers, the private sector, volunteers, and the community members.

### A special thank-you to the following:

Event Co-Chairs: Kathy Gensel & Frank Alioto

Donations: Kellie Bartelmay & Judy Fischer

Intake: Cheri Smith & Patty Eissler

Volunteers: Beth Selby

Food: Kenai Peninsula Food Bank

Check-Out: Melissa Kline

Provider Services, Vendors: Leslie Rohr

Fundraising: Kathy Gensel

Publicity: Jodi Stuart

Logistics: Kathy Gensel & Frank Alioto

Transportation: Brent Hibbert & Taylor Cochran

### Steering Committee

Abby Struffert	Jane Conway	Marquitta Andrus
Agnes Nunn	Jason Warfle	Mary Bell
Alecia Gottlob	Jeffery Eide	Mary Starrs Armstrong
Ashley Blatchford	Jodi Stuart	Melisa Miller
Beth Selby	Judy Fischer	Mickey Miller
Carolyn Potter	Justin Ruffridge	Pascale Dille
Charlene Tautfest	Karla Evarts	Pastor April Hall
Chelsey Hong	Kathleen Totemoff	Pastor Karen Martin-Tichenor
Cheri Smith	Kathy Gensel	Paul Whitney
Cinda Martin	Katie Cowgill	Peggy Rogers
Cristina Lee	Kellie Bartelmay	Raquel Eisenmann
D. Ohler	Kelly King	Ronda Oglesby
David Smith	Kelly Whitmore	Sandee Simons
Foot	Kimberly Earll	Shari Conner
Frank Alioto	Leslie Rohr	Sharon Kelly
Georganne Roberts	Levi Sutton	Sherra Pritchard
Greg Meyer	Lindsey Anasogak	Suzanne Richards
Hadassah Knight	Lindsey Collins	Tim Navarre
Hanna Nowalkowski	Margaret Gilman	Twyla Mundy
Heather Schaefer	Margie McCord	Wayne Mundy

### Demographics of Population Served

Sixty-eight (68) individuals participated in the PHC event. The total household number based on participant input was 122.

A total of 38 individuals (56%) reported this was their first time participating in the Kenai Peninsula Project Homeless Connect event.

### Gender

	Frequency	Percent
Male	40	59%
Female	28	41%
Trans Gender	0	0
Questioning	0	0
Gender other than female or male	0	0
NA / Refused		
<b>Total</b>	<b>68</b>	<b>100%</b>

### Age

	Frequency	Percent
Less than 18	1	1%
18 - 24	1	1%
25 - 44	32	47%
45 – 64+	31	46%
NA / Refused	3	5%
<b>Total</b>	<b>68</b>	<b>100%</b>

### Race

	Frequency	Percent
American Indian / AK Native	23	34%
Black / African American	3	5%
Hawaiian/Pacific Islander	1	1%
White	40	59%
Asian or Asian American	0	0
NA / Refused	1	1%
<b>Total</b>	<b>68</b>	<b>100%</b>

### Ethnicity

	Frequency	Percent
Hispanic or Latino	1	1%
Non-Hispanic / Non-Latino	63	93%
NA / Refused	4	6%
<b>Total</b>	<b>68</b>	<b>100%</b>



**Veteran**

	Frequency	Percent
Yes	8	12%
No	59	87%
NA / Refused	1	1%
Total	68	100%

**Head of Household**

	Frequency	Percent
Self	63	93%
Head of Household's partner	4	6%
Head of Household's child	1	1%
Other relation member	0	0
Non-relation member	0	0
Total	68	100%

**Disabling Conditions**

	Frequency	Percent
Alzheimer's/Related Dementia	0	0
Chronic Alcoholism/other substance use disorder	11	35%
Intellectual/Developmental	7	22%
Mental Illness	14	45%
Traumatic Brain Injuries	7	22%
NA / Refused	38	55%

*\*\*Percentages above based on 31 individuals (45%) who disclosed one or more disabling conditions.*

**Alaska Native Regional Corporation**

	Frequency	Percent
Not Affiliated	33	49%
Bering Straits Native	1	1%
Cook Inlet Regional	5	8%
Bering Straits	1	1%
Sealaska	0	0
Ahtna	1	1%
Bristol Bay Native	2	3%
Doyon Limited	2	3%
13 <sup>th</sup> Regional	0	0
Aleut	0	0
Calista	0	0
Koniag	0	0
Arctic Slope Regional	0	0

<b>Chugach Alaska</b>	0	0
<b>NANA Regional</b>	1	1%
<b>N/A</b>	22	33%
<b>Total</b>	68	100%

### Sexual / Relationship Orientation

	Frequency	Percent
<b>Heterosexual / Straight</b>	63	93%
<b>Gay</b>	0	0
<b>Lesbian</b>	0	0
<b>Bisexual</b>	0	0
<b>Questioning</b>	0	0
<b>Aromantic</b>	0	0
<b>Asexual</b>	0	0
<b>Demisexual</b>	0	0
<b>Pansexual</b>	0	0
<b>Queer</b>	0	0
<b>Other</b>	0	0
<b>NA / Refused</b>	5	7%
<b>Total</b>	68	100%

### Slept Prior Night

	Frequency	Percent
<b>Homeless</b>	21	31%
<b>Institutional</b>	2	3%
<b>Temporary/Permanent</b>	44	65%
<b>NA / Refused</b>	1	1%
<b>Total</b>	68	100%

### How long staying there?

<b>One night or less</b>	2	3%
<b>Two to six nights</b>	2	3%
<b>1 week or more (less 1 month)</b>	6	9%
<b>1 month or more (less 90 days)</b>	10	15%
<b>90 days or more (less 1 year)</b>	11	16%
<b>One year or more</b>	18	26%
<b>Don't know / Refused</b>	19	28%
<b>Total</b>	68	100%

### Last time in stable housing of some kind?

2014 - 2015	1	1%
2016 - 2018	15	22%
2019 - 2020	11	16%
2021 - 2022	30	45%
NA / Refused	11	16%
<b>Total</b>	<b>68</b>	<b>100%</b>

### Homeless Episodes – Past 3 Years

	Frequency	Percent
1 time	29	43%
2 times	10	15%
3 times	7	10%
4 or more	10	15%
NA / Refused	12	17%
<b>Total</b>	<b>68</b>	<b>100%</b>

### Total Number of Months Homeless in past 3 years

	Frequency	Percent
1 month	9	14%
2 months	4	6%
3 months	6	9%
4 months	4	6%
5 months	1	1%
6 months	2	3%
7 months	2	3%
8 months	1	1%
9 months	0	0
10 months	0	0
11 months	0	0
12 months	3	4%
More than 12 months	24	36%
NA / Refused	12	17%
<b>Total</b>	<b>68</b>	<b>100%</b>

### Participant Exit Survey = 68 (100%)

Rating	Excellent	Very Good	Fair	Poor
The event was helpful to me.	58 (85%)	10 (15%)	0	0
I felt respected and supported.	61 (90%)	7 (10%)	0	0

#### How did you hear about the event?

Inquiries	Love INC.	Phone call	Radio
Job service	Advertisement	Friends	Word of mouth
Family	Freedom House	Daughter	KSRM radio station
PCHS	Been here before	Friend	Food Bank
OCS	Public broadcast	Girlfriend	Walk-in
Flyer	Facebook	Previous PHC	Dena'ina Tobacco Quit Line
Case worker	Co-worker	Attend yearly	

#### Would you use an Emergency Cold Weather Shelter in community if available?

- Yes = 60 (89%)                      No = 5 (7%)                      NA = 3 (4%)

#### Suggestions for notification of Cold Weather Shelter:

Public announcements	Phone call	Message board
Radio	Email	Church / library
Warning alarm / VHF / Phone	Word of mouth	Through Love INC.
Friends or family	Social media	Lifeline phone
Job service	Text or call	Text alert
Mail		

#### Number of Individuals in Household

<b>Age 13 and Under</b>	37
<b>Age 14 - 24</b>	6
<b>Age 25 and Over</b>	79
<b>Total</b>	122

#### Primary Reason for Homelessness

	Frequency	Percent
<b>Loss of Job</b>	4	6%
<b>Work hours cut</b>	0	0
<b>Rent / Utility Increase</b>	3	4%
<b>Lease Violation</b>	0	0

Illness / Injury	4	6%
Substance Abuse	4	6%
Domestic Violence	1	1%
Family Dispute	0	0
Aged out Foster Care	0	0
Jail / Prison Release	3	4%
Treatment Center Release	0	0
Loss of Roommate	0	0
Divorce	2	3%
Eviction	1	1%
New to Community	2	3%
**Other (see below)	35	52%
NA / Refused	9	14%
<b>Total</b>	<b>68</b>	<b>100%</b>

**\*\*Other includes:** lack money or income, lost home, lack of work, bad management of money, end of lease, legal trouble, alcohol, criminal background, lack of available housing, living with my daughter, rent is expensive, choose to be homeless, low income, rental trailer falling apart, spent a bunch for funeral, can't find a house, having bad luck, waiting for housing, lost everything to my ex, OCS case, house burnt down, no housing, COVID, waiting for available housing, separated from family, don't have a place to rent, cleanliness, COVID having to take time off

#### Form of Transportation

	Frequency	Percent
Own Vehicle	27	40%
Friend/Family Member	17	25%
Public Transport	2	3%
Taxi	4	6%
Walk / Ride Bike / Snow machine	13	19%
Hitchhike	0	0
NA / Refused	5	7%
<b>Total</b>	<b>68</b>	<b>100%</b>

#### Besides housing what is your primary need right now?

Employment in my trade / training	Fix vehicle	Dental
A home and vehicle	Employment	Therapy/counseling
To reconnect correctly	Clothing	Firewood
Food	Transportation	Clothes
Sleeping bag / work	Socks, shoes, coat	Food/gas
Money	Direct assistance	SSI
Health	Income/disability	Child support/legal services
Gasoline	Being able to work	Housing
Food/blankets	Vehicle	Money to fix my debt
God/prayer	Medical	Legal services

Help with housing items for kids

Learn how to adjust to life outside of addiction

**Other needs to get back to you about:**

Availability of employment in ship/boat repair industry

Showers

Child support/legal services

Laundry / shower services

Work

**First Project Homeless Connect event?**    Yes = 38 (56%)    No = 29 (43%)    NA = 1 (1%)





*Our gratitude and thanks to all the following volunteers, vendors, and donors who helped make this event possible!*

#### **VOLUNTEERS**

Alaska Christian College Students  
 Alicia Morgan  
 Amanda Perez  
 Amorette Payment  
 Andy Knapp  
 Angie Kelly  
 Anthony Alvey  
 Ashley Blatchford  
 Beth Selby  
 Bill Kelley  
 Brenda Chamness  
 Catie Kline  
 Charlie Simons  
 Chelsey Carter  
 Chris Dokke  
 Chuck Kuhlmann  
 Cindy Rombach  
 Cindy Wentzlaff & Tolly  
 Crystal Swartz  
 Diane Fielden

Emily Alvey  
 Gigi Rogers  
 Gracie Oseuk  
 Harold Jackson  
 Heather Schaefer  
 Jenna Barry  
 Jennifer Flores  
 Jerry Rombach  
 Karen Martin-Tichenor  
 Keziah Simons  
 Kyle Graham  
 Kyle Moore  
 Linda Tannehill  
 Margaret Gilman  
 Margie McCord  
 Matthew Craig  
 Melissa Kline  
 Ofa Finau  
 Pam Richard  
 Pamela Howard

Pastor Meredith Harber  
 Pat Young  
 Patty Eissler  
 Peggy Rogers  
 Rae Linn  
 Rae Wysong  
 Rick Oelrich  
 Robert McGinnis  
 Sally Oelrich  
 Sandee Simons  
 Selena Payment  
 Sharon Kelly  
 Sherry Martinovich  
 Summer Hall  
 Summer Trefon  
 Tanya Lange  
 Tim Navarre  
 Tyler Sargeant

## VENDORS

49 <sup>th</sup> State Law	Ladies First/S.A. F.R.
ABC Life Choices	Love, INC.
Alaska Housing Finance Corporation	MASST
Boys & Girls Club of the Kenai Peninsula	Nikiski Shelter of Hope
CARTS	Ninilchik Traditional Council – MAT Program
Change 4 the Kenai	Pastor Meredith Harber, Frank Alioto
CICADA	Peninsula Community Health Services
Division of VOC Rehab	Peninsula Job Center
Independent Living Center	Sin Shearly
Kenai Peninsula College	SNAP
Kenai Peninsula Food Bank	SOA Public Assistance
Kenai Peninsula Re-Entry Coalition	Students in Transition
Kenai Public Health	The LeeShore Center
Kenaitze Indian Tribe	

## CASH AND IN-KIND DONATIONS

Alaska Housing Finance Corporation	Kenai Elks
Alaska Mental Health Trust	Kenai Kennel Club
Arby's – Kenai and Soldotna	Kenai United Methodist Church
Bishop's Attic	KPAL
Central Peninsula Hospital	Midnight Son SDA Church
Christ Lutheran Church	Nikisti/Northstar United Methodist Church
Church of Jesus Christ of Latter-day Saints	Ninilchik Traditional Council
CICADA	Our Lady of Perpetual Help
City of Kenai – Mini Grant	Our Lady of the Angels
City of Soldotna – Mini Grant	Peninsula Bible Fellowship
Denali Family Dentistry	Soldotna Elks
Frontier Community Services	Soldotna Rotary Club
GCI	Soldotna United Methodist Church
Independent Living Center	Sweeney's Clothing

*We sincerely apologize if we have missed any donor or volunteer*

Endnote: Data was secured through the PHC event on January 26, 2022. Due to COVID participants had the option of calling in for services - that data is included in this report.





Sponsored by: Vice Mayor Glendening and  
Council Members Winger and Sounart

## CITY OF KENAI

### ORDINANCE NO. 3270-2022

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL, AIRPORT, SENIOR CITIZEN, AND WATER & SEWER FUNDS, AND AUTHORIZING A ONE-TIME PREMIUM PAYMENT TO ELIGIBLE EMPLOYEES.

WHEREAS, the City has been impacted by the COVID-19 pandemic since March of 2020, almost two years; and,

WHEREAS, the City has continued to provide all essential services to the residents during this period with our employees being asked to work despite the inherent risk to themselves and their families; and,

WHEREAS, inflation, as measured by the Consumer Price Index, second half of 2019 over second half 2020 for Alaska showed a 0.54% decrease resulting in employees not receiving a cost of living adjustment in the fiscal year 2022 budget; and,

WHEREAS, largely as a result of the impacts of the COVID-19 pandemic, our country saw inflationary pressures in the following 6 months not seen in over 30 years with inflation, as measured by the Consumer Price Index, second half of 2020 over second half 2021 increasing 6.35%; and,

WHEREAS, while some inflation over the course of fiscal year 2022 was anticipated, an increase of this magnitude was not contemplated; and,

WHEREAS, in recognition of the work that City employees have done since the beginning of the pandemic, the reality that inflationary pressures have increased the financial burden on employees, and the need to assure that the City remains competitive in a tight labor market, premium pay for employees in the amount of \$2000 per employee is warranted and 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 all employees in the Classified Service and Department Head Service that are currently employed and were employed on December 31, 2021 will receive a one-time premium payment of \$2000, prorated for any employees that work less than full time.

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

Ordinance No. 3270-2022

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General Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$255,913</u>

Increase Appropriations:

Non-Departmental:

Transfer to Airport Special Revenue Fund	\$ 9,968
Transfer to Water & Sewer Special Revenue Fund	12,562
Transfer to Senior Citizen Fund	17,460
Salaries	700
Medicare	10
Social Security	43
	<u>40,743</u>

City Clerk:

Salaries	2,000
PERS	440
Medicare	29
Workers' Compensation	4
	<u>2,473</u>

Legal:

Salaries	2,000
PERS	440
Medicare	29
Workers' Compensation	4
	<u>2,473</u>

City Manager:

Salaries	2,000
PERS	440
Medicare	29
Workers' Compensation	4
	<u>2,473</u>

Finance:

Salaries	12,450
PERS	2,739
Medicare	180
Workers' Compensation	25
	<u>15,394</u>

Planning &amp; Zoning

Salaries	2,000
PERS	440
Medicare	29
Workers' Compensation	4
	<u>2,473</u>

Police

Salaries	38,700
PERS	8,360
Social Security	43
Medicare	561
Workers' Compensation	904
	<u>48,568</u>

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Fire:	
Salaries	38,000
PERS	8,360
Medicare	551
Workers' Compensation	<u>1,012</u>
	47,923
Communications:	
Salaries	16,000
PERS	3,520
Medicare	233
Workers' Compensation	<u>32</u>
	19,785
Animal Control:	
Salaries	6,000
PERS	1,320
Medicare	87
Workers' Compensation	<u>75</u>
	7,482
Public Works Administration:	
Salaries	6,000
PERS	1,320
Medicare	87
Workers' Compensation	<u>12</u>
	7,419
Shop:	
Salaries	6,000
PERS	1,320
Medicare	87
Workers' Compensation	<u>135</u>
	7,542
Streets:	
Salaries	10,000
PERS	2,200
Medicare	145
Workers' Compensation	<u>325</u>
	12,670
Buildings:	
Salaries	2,000
PERS	440
Medicare	29
Workers' Compensation	<u>61</u>
	2,530
Library:	
Salaries	16,050
PERS	2,915
Social Security	172
Medicare	232
Workers' Compensation	<u>31</u>
	19,400

Parks, Recreation & Beautification	
Salaries	14,000
PERS	1,760
Social Security	370
Medicare	201
Workers' Compensation	234
	<u>16,565</u>
	<u>\$255,913</u>

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

Airport Fund:

Increase Estimated Revenues –	
Transfer from General Fund	<u>\$9,968</u>
Increase Appropriations:	
Administration:	
Salaries	\$4,000
PERS	880
Medicare	58
Social Security	8
	<u>4,946</u>
Airfield:	
Salaries	4,000
PERS	880
Medicare	59
Social Security	83
	<u>5,022</u>
	<u>\$9,968</u>

**Section 4.** That the estimated revenues and appropriations be increased as follows:

Water & Sewer Fund:

Increase Estimated Revenues –	
Transfer from General Fund	<u>\$12,562</u>
Increase Appropriations:	
Water:	
Salaries	\$ 2,000
PERS	440
Medicare	29
Social Security	38
	<u>2,507</u>
Sewer:	
Salaries	2,000
PERS	440
Medicare	29
Social Security	38
	<u>2,507</u>

Sewer Treatment Plant:	
Salaries	6,000
PERS	1,320
Medicare	87
Social Security	<u>141</u>
	<u>7,548</u>
	<u>\$12,562</u>

**Section 5.** That the estimated revenues and appropriations be increased as follows:

Senior Citizen Fund:	
Increase Estimated Revenues –	
Transfer from General Fund	<u>\$17,460</u>
Increase Appropriations -	
Home Meals:	
Salaries	\$14,500
PERS	2,420
Social Security	215
Medicare	210
Social Security	<u>115</u>
	<u>\$17,460</u>

**Section 6.** 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 7.** 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 16<sup>th</sup> day of February, 2022.

\_\_\_\_\_  
BRIAN GABRIEL SR., MAYOR

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

Introduced: February 2, 2022  
Enacted: February 16, 2022  
Effective: February 16, 2022



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members  
**FROM:** Vice Mayor Glendening and Council Members Winger and Sounart  
**DATE:** January 26, 2022  
**SUBJECT:** **Ordinance 3270-2022 – Premium Pay**

---

Since March of 2020, the City has worked through a pandemic that has impacted every aspect of our lives. Our employees have consistently shown up throughout, despite the inherent risks to themselves and their families. They have delivered services to our residents during this time, uninterrupted, and with the quality our community has come to expect. When so many employees in both the private and governmental sectors have or continue to work from home, our employees have been at their jobs, doing the critical work that keeps our City running.

Coupled with the impacts that COVID-19 has created, we have now seen inflation at levels not seen in over 30 years – increasing 6.35% as measured by the Consumer Price Index, second half of 2020 over second half 2021 which is likely a secondary effect of the health crisis. Our employees did not receive a cost of living adjustment (COLA) in our current fiscal year budget, which was effective July 1, 2021 and ends June 30, 2022, and although some inflation over the course of this fiscal year was anticipated, the levels that we have seen have far exceeded our projections. If we had known during the preparation of this fiscal year's budget that we would see inflation exceeding 6%, it is probable that we would have supported a COLA adjustment effective July 1, 2021.

A one-time premium payment to all employees in the Classified Service and Department Head Service in the amount of \$2000 will help employees offset some of the additional costs that they have been experiencing over the past six months, and additionally, ensures the City can maintain an effective workforce by acknowledging the extraordinary circumstances and commitment to the City our employees have shown over the past 22 months.

Your consideration is appreciated.



## MEMORANDUM

**TO:** Mayor Gabriel and Council Members  
**FROM:** Paul Ostrander, City Manager  
**DATE:** February 8, 2022  
**SUBJECT:** **Ordinance 3270-2022 – Authorizing a One-Time Payment**

---

This memo provides additional information in support of Ordinance 2370-2022, which provides additional compensation to City of Kenai employees to address the extraordinary inflationary pressures experienced by employees this fiscal year. Based on available information, it appears that the compensation package approved in the FY22 budget was not sufficient to maintain the City's competitiveness in the current job market considering the significant change in conditions over the first six months of the fiscal year. On January 11, Administration, in consultation with the Finance Director, met with Vice Mayor Glendening and Council Members Winger and Sounart to discuss the Ordinance. Administration worked to provide recommendations that would provide a fair and equitable compensation adjustment for our employees in response to the significant change in circumstances since preparation of the pay plan was provided to Council as part of the budget process:

- 1) All full-time and part-time regular employees would be eligible to receive a one-time adjustment in compensation in the amount of \$2,000, with the exception of temporary employees and the City Manager, City Clerk, and City Attorney. For employees scheduled to work less than 40 hours per week or less than 12 months each year, that amount would be prorated.
- 2) The additional compensation amount would be based on the second half over second half Consumer Price Index (CPI) for Anchorage of 6.35%, using the first six months of FY2022 and an employee average salary.
- 3) For an employee to qualify for the payment, they must be currently employed and have been employed on December 31, 2021.
- 4) A one-time flat payment, rather than an adjustment to the salary schedule or prorated amount, was proposed to provide an impactful benefit to employees at the lower end of the salary schedule as well as provide a fair and equitable adjustment to employees compensated at the higher end of the salary schedule.

The City is experiencing staffing shortages and challenges, and rising inflation will likely warrant compensation increases in the next fiscal year. The financial capacity of the City to increase compensation through an adjustment of the base pay for employees for FY23 is unknown at this time, and Administration felt it was appropriate to consider an adjustment to compensation in the current fiscal year through a one-time adjustment to all eligible City employees.

Your consideration is appreciated.







Sponsored by: Administration

**CITY OF KENAI**

**ORDINANCE NO. 3271-2022**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT LAND SALE PERMANENT FUND TO TRANSFER EARNINGS IN EXCESS OF BUDGETED AMOUNTS TO THE CITY'S AIRPORT FUND.

WHEREAS, section 7.30.010 of the Kenai Municipal Code (KMC) established a fund to account for the proceeds from sale of land deeded to the City by the US Government for benefit of the Kenai Municipal Airport; and,

WHEREAS, KMC 7.30.020(a)(4) provides for appropriations from the Airport Land Sale Permanent Fund be limited to 3.8% or 4.2% of the fund's five-year, December 31st fair market value; and,

WHEREAS, the 2021 year-end balance of the fund was \$31,034,201, the 2021 year-end inflation adjusted balance was \$28,397,622, and the fund's five-year, year-end average balance was \$26,993,044; and,

WHEREAS, as the five-year, year-end balance was less than the inflation adjusted balance at December 31, 2021, the FY2022 annual transfer is limited to 3.8%; and,

WHEREAS, the allowable transfer for FY2022, 3.8% of the five-year, year-end balance, is \$1,025,736 and the FY2022 budgeted transfer from the Airport Land Sale Permanent Fund was \$1,012,722 meaning the actual will be \$13,014 more than budgeted and increasing the transfer amount to the maximum amount is in the City's best interest.

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

**Section 1.** That the estimated revenues and appropriations in the Airport Land Sale Permanent Fund be increased as follows:

Airport Land Sale Permanent Fund:	
Increase Estimated Revenues –	
Investment Earnings	<u>\$13,014</u>
Increase Appropriations –	
Transfer to Airport Fund	<u>\$13,014</u>

**Section 2.** Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved

in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.


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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 16<sup>th</sup> day of February, 2022.

\_\_\_\_\_  
BRIAN GABRIEL SR., MAYOR

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: February 2, 2022  
Enacted: February 16, 2022  
Effective: February 16, 2022



# KENAI

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

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Terry Eubank, Finance Director  
**DATE:** January 26, 2022  
**SUBJECT:** Ordinance No. 3271-2022 – ALSPF Appropriation Increase

---

The purpose of this memo is to recommend passage of Ordinance 3271-2022. This Ordinance will increase the authorized transfer amount from the Airport Land Sale (ALSPF) to the City's Airport Fund for FY22. This increased amount is possible because earnings were higher than projected for calendar year 2021.

### ALSPF

Pursuant to KMC 7.30.020 (a) (4) the annual transfer from the ALSPF will be based upon the five (5) year average of the fund's calendar year end market value. An amount not to exceed three and four-fifths percent (3.8%) of the five (5) year average market value may be distributed if the average market value is less than the fund's inflation adjusted principal balance. An amount not to exceed four and one-fifth percent (4.2%) of the five (5) year average market value may be distributed if the average market value is greater than the fund's inflation adjusted principal balance.

The December 31, 2021, 5 year-average market value of the portfolio (\$26,993,044) was below the inflation adjusted principal (\$28,397,622), thus the allowable transfer is limited to the lower bound of the spending rate (3.8%). The 2021 allowable transfer based upon this calculation is \$1,025,736.

The FY22 budgeted transfer amount was \$1,012,722. This Ordinance will increase the budgeted transfer amount to the maximum value of \$1,025,736, an increase of \$13,014.

Your support for Ordinance 3271-2022 is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI**

**ORDINANCE NO. 3272-2022**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL LAND SALE PERMANENT FUND TO TRANSFER EARNINGS IN EXCESS OF BUDGETED AMOUNTS TO THE CITY'S GENERAL FUND.

WHEREAS, Article 5, Section 5-11 of the City's Charter, requires the proceeds from the Sale of all City-owned, non-trust lands be deposited in a separate fund, the General Land Sale Permanent Fund, and allows for the investment earnings to be used for any lawful purpose but prohibits the expending of the proceeds from land sales; and,

WHEREAS, the General Land Sale Permanent Fund's 2021-year ending balance of \$3,926,077 was an increase of \$282,322 from the December 31, 2020 balance after the FY2021 withdrawal of \$145,750; and,

WHEREAS, the allowable transfer to the General Fund for operations is limited to 4% annually and excess earnings are reserved to supplement spending when portfolio earnings are less than the 4% limit in any given year; and,

WHEREAS, the December 30, 2021 earnings reserve balance was \$766,941, thus the FY2022 transfer is limited to \$157,043 (4% of the Fund's value); and,

WHEREAS, after deducting the FY2022 allowable transfer, the earnings reserve balance will be \$609,898; and,

WHEREAS, the FY2022 budgeted transfer from the General Land Sale Permanent Fund was \$148,315, meaning the actual will be \$8,728 more than budgeted, and increasing the transfer amount to the maximum amount is in the City's best interest.

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

**Section 1.** That the estimated revenues and appropriations in the General Land Sale Permanent Fund be increased as follows:

General Land Sale Permanent Fund:	
Increase Estimated Revenues –	
Investment Earnings	<u>\$8,728</u>
Increase Appropriations –	
Transfer to General Fund	<u>\$8,728</u>

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


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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 16<sup>th</sup> day of February, 2022.

\_\_\_\_\_  
BRIAN GABRIEL SR., MAYOR

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: February 2, 2022  
Enacted: February 16, 2022  
Effective: February 16, 2022



## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Paul Ostrander, City Manager

**FROM:** Terry Eubank, Finance Director

**DATE:** January 25, 2022

**SUBJECT:** Ordinance No. 3272-2022 – GLSPF Appropriation Increase

The purpose of this memo is to recommend passage of Ordinance 3272-2022. This Ordinance will increase the authorized transfer amount from the General Land Sale (GLSPF) to the City's General Fund for FY22. This increased amount is possible because earnings were higher than projected for calendar year 2021.

### GLSPF

Pursuant to KMC 7.30.020 (a) (5) the annual transfer from the GLSPF shall be limited to the lesser of the cumulative earnings at calendar year end for the fund or four percent (4%) of the fund's fair market value as of December 31st of each year. "Cumulative earnings" is defined as the market value at calendar year end minus the fund's inflation adjusted principal balance.

The December 31, 2021 market value of the GLSPF was \$3,926,077 with cumulative earnings of \$428,072.

#### December 31, 2021

Portfolio Value	\$3,926,077
4% of Portfolio Value	\$157,043
Cumulative Earnings	\$766,941
 FY21 Allowable Transfer	 \$157,043

The FY22 budgeted transfer amount was \$148,315. This Ordinance will increase the budgeted transfer amount to the maximum value of \$157,043, an increase of \$8,728.

Your support for Ordinance 3272-2022 is respectfully requested.



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2022-09

A RESOLUTION OF THE CITY OF KENAI, ALASKA, AUTHORIZING BUDGET TRANSFERS WITHIN THE KENAI RECREATION CENTER IMPROVEMENTS CAPITAL PROJECT FUND.

WHEREAS, Resolution 2022-06 passed by Council at the January 19, 2022 meeting awarded a Design Services Agreement to K+A Architecture for the Recreation Center Improvements Project; and,

WHEREAS, this Project is intended to resolve several ongoing issues at the facility including replacement of the existing roofing, and repairs and replacements associated with mechanical systems at the facility including but not limited to air handling systems, boilers, and water heaters; and,

WHEREAS, this Resolution combines several previously authorized projects for the facility into one to simplify our accounting process during the project; and,

WHEREAS, the following projects shall be transferred within account 119-450-8098:

Activity Code 240	Roof Repairs	\$39,989.42
Activity Code 274	Water Heater Replacements	\$60,000.00
Activity Code 282	Rooftop HVAC Replacements	\$279,883.48

; and,

WHEREAS, funding from the three projects above totaling \$379,872.90 will be transferred into account 119-450-8098 Activity Code 285 and be labeled Recreation Center Improvements; and,

WHEREAS, Activity Code 285 currently has an existing balance of \$750,343.32 for roofing replacement, and with the additional transfer of \$379,872.90 the new account balance will be \$1,130,216.22; and,

WHEREAS, approval of this Resolution will simplify management of this project for the Capital Projects team and Finance Department.

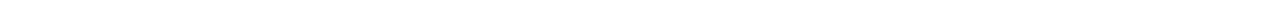
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

**Section 1.** That the following budget revisions are authorized for the recreation center:

Recreation Center Improvements Capital Project Fund

Decrease Appropriations:		
Activity Code 240	Roof Repairs	\$(39,989.42)
Activity Code 274	Water Heater Replacements	\$(60,000.00)
Activity Code 282	Rooftop HVAC Replacements	<u>\$(279,883.48)</u>
		<u>\$(379,872.90)</u>

Increase Appropriations:



Activity Code 285      Recreation Center Improvements      \$379,872.90


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

ADOPTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 16<sup>th</sup> day of February, 2022.

\_\_\_\_\_  
BRIAN GABRIEL SR., MAYOR

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

Approved by Finance: 





## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Scott Curtin, Director of Public Works  
**DATE:** February 8, 2022  
**SUBJECT:** Resolution 2022-09 Budget Transfers

---

The purpose of this memo is to request Council's approval to consolidate funding for the Recreation Center Improvements Project. Several smaller projects had been previously approved to address the immediate needs of the facility. As those items were further investigated it became clear that a larger project would be necessary to comply with building codes and to avoid the likelihood of having to revisit completed work.

Design work to address replacement of the aging roof and mechanical systems is now underway. The Project is expected to bid late spring with construction beginning this summer.

I would also like to bring to Council's attention, within the current draft Capital Improvement Plan FY2023-2027, I have included an additional \$280,000 request to supplement the now anticipated costs associated with mechanical improvements at the recreation center. This will be above the funding addressed within this resolution.

As design work proceeds, more refined cost estimates will be provided. Council will be kept informed through the Department's midmonth reports and as new legislation may be brought forth.

Completion of this work is necessary to provide for the continued operation of the facility. Council's consideration is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI**

**RESOLUTION NO. 2022-04**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AWARDING A THREE YEAR CONTRACT FOR THE PURCHASE OF MICROSOFT SOFTWARE.

WHEREAS, the City has reached the end of a three year contract for a Microsoft Enterprise Agreement; and,

WHEREAS, the City solicited bids for this Enterprise Agreement on December 14, 2021; and,

WHEREAS, the City advertised this bid in both the Peninsula Clarion and Anchorage Daily News on December 14, 2021; and,

WHEREAS, the City received one responsive bid from Insight Public Sector, Inc. in the amount of \$102,727.80; and,

WHEREAS, the recommendation from City Administration is to award a three year contract to Insight Public Sector, Inc. for a total cost of \$102,727.80, payable in three equal installments of \$34,242.60; and,

WHEREAS, the contract provides Microsoft Software Licenses which are required for the City to conduct business; and,

WHEREAS, sufficient funds have been appropriated for this purchase.

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

**Section 1.** The Council authorizes the City Manager to execute a three year contract for the purchase of Microsoft Software with Insight Public Sector, Inc. for an annual cost of \$34,242.60.


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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 16<sup>th</sup> day of February, 2022.

\_\_\_\_\_  
BRIAN GABRIEL, SR., MAYOR

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

Approved by Finance: 



## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**THROUGH:** Terry Eubank, Finance Director  
**FROM:** Dan Castimore, IT Manager  
**DATE:** January 6, 2022  
**SUBJECT:** **Resolution No. 2022-04**

---

The purpose of this memo is to recommend awarding a three year contract to Insight Public Sector, Inc. for the purchase of Microsoft Software Licenses.

On December 14, 2021 a bid was released and was advertised in both the Peninsula Clarion and Anchorage Daily News on the same day. This bid closed on January 3<sup>rd</sup>, 2022 and one response was received from Insight Public Sector, Inc. This bid was for \$102,727.80 paid in three annual installments of \$34,242.60.

The administration recommends awarding a three year contract to Insight Public Sector, Inc. for the purchase of a Microsoft Enterprise Agreement.

Council's approval is respectfully requested.



## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**THROUGH:** Terry Eubank, Finance Director  
**FROM:** Dan Castimore, IT Manager  
**DATE:** January 19, 2022  
**SUBJECT:** Resolution 2022-04 Postponement

---

The purpose of this memo is to request that Resolution 2022-04 be postponed until February 16, 2022.

Due to problems with the bid document, a contract cannot be awarded at this time. The City will need to rebid this project to fix the problems. Given the requirements in code that a bid be advertised 14 days before closing, the soonest this can be rebid and a substitute resolution be prepared for consideration is the second meeting in February.



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2022-04 (SUBSTITUTE)

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AWARDING A THREE-YEAR CONTRACT FOR THE PURCHASE OF MICROSOFT SOFTWARE.

WHEREAS, the City has reached the end of a three-year contract for a Microsoft Enterprise Agreement; and,

WHEREAS, the City solicited bids for this Enterprise Agreement on January 24, 2022; and,

WHEREAS, the City advertised this bid in the Peninsula Clarion on January 23, 2022 and the Anchorage Daily News on January 24, 2022; and,

WHEREAS, the City received two responsive bids listed below:

Bidder	Amount
Zones, LLC	\$101,731.35
Insight Public Sector, Inc	\$118,566.96

; and,

WHEREAS, the recommendation from City Administration is to award a three-year contract to Insight Public Sector, Inc. for a total cost of \$101,731.35, payable in three annual payments of \$33,910.45; and,

WHEREAS, sufficient funds have been appropriated in FY22 for this purchase, and additional funds will need to be appropriated in FY23 and FY24 for future payments; and,

WHEREAS, this contract allows for cancellation in future years in the event of funds are not appropriated.

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

**Section 1.** The Council authorizes the City Manager to execute a three-year contract for the purchase of Microsoft Software with Insight Public Sector, Inc. for an annual cost of \$33,910.45. Council further authorized the issuance of purchase orders associated with this contract in this and future fiscal years provided appropriations have been made for this purpose.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 16<sup>th</sup> day of February, 2022.


\_\_\_\_\_  
BRIAN GABRIEL, SR., MAYOR

Substitute Resolution No. 2022-04  
Page 2 of 2

ATTEST:

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Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

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## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**THROUGH:** Terry Eubank, Finance Director  
**FROM:** Dan Castimore, IT Manager  
**DATE:** February 8, 2022  
**SUBJECT:** **Resolution No. 2022-04 (Substitute)**

---

This substitute resolution is updated to reflect the outcome of a second bid for a Microsoft Enterprise Agreement.

Due to problems in the initial bid documents this project had to be rebid. A new bid was opened on January 24<sup>th</sup>, and was advertised in 2 papers of local circulation as required by code. The bid closed on February 7<sup>th</sup> and 2 bids were received. The substitute resolution reflects these changes.

This is a three-year contract, payable in three equal payments. Funds have been appropriated in FY22, but future appropriations will be needed to fund future years. This contract also has a clause that allows for cancellation due to non-appropriation of funds in future years.

The resolution will also authorize the issuance of purchase orders for the purchase in FY22 and in subsequent fiscal years should funds be appropriated for this purpose.

Council's approval is respectfully requested.

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

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
PERS	PERS	VARIOUS	LIABILITY	97,005.08
ENSTAR NATURAL GAS	GAS USAGE	VARIOUS	UTILITIES	49,849.76
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	124,687.62
REBORN AGAIN JANITORIAL	JANUARY SERVICES	AIRPORT	REPAIR & MAINTENANCE	4,231.25

**INVESTMENTS**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>MATURITY DATE</b>	<b>AMOUNT</b>	<b>Effect. Int.</b>
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**PURCHASE ORDERS OVER \$15,000.00 WHICH NEED COUNCIL APPROVAL**

**COUNCIL MEETING OF: FEBRUARY 16, 2022**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>DEPT.</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
GH ALASKA LLC	ANIMAL SHELTER FLOORING REPAIRS	ANIMAL CONTROL IMPS CAPITAL FUND	CONSTRUCTION	33,500.00

**INCREASE OF EXISTING PURCHASE ORDER**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>P.O. # - DEPT.</b>	<b>REASON</b>	<b>AMOUNT</b>	<b>TOTAL PO AMT</b>
CROWLEY PETROLEUM	FY22 FUEL - OPS	122956 - AIRFIELD	HEAVY SNOWFALL	30,000.00	80,000.00



## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council

**THROUGH:** Paul Ostrander, City Manager

**FROM:** Scott Curtin, Director of Public Works

**DATE:** February 10, 2022

**SUBJECT:** Purchase Order – GH Alaska LLC

The purpose of this memo is to request Council’s approval to issue a Purchase Order to GH Alaska LLC to perform epoxy flooring repairs at the Animal Shelter. A Request for Quotes was released on January 21, 2022 with quotes due on February 4, 2022. Four firms were contacted, however only one firm provided a bid.

Company	Quote Amount	Completion Date
GH Alaska	\$33,500	5/31/22
Northwind Painting	N/A	N/A
3 D Concrete	N/A	N/A
Ace Dragon	N/A	N/A

This project will make repairs to failing areas of an existing epoxy floor finish. Staff has met with representatives from Coating Manufacturers and have determined the best course of action is to remove the existing top coat, repair affected areas, and resurface with a finish coating.

The Project was included in the current year’s Capital Improvement Plan within the Animal Control Improvements Capital Project Fund under Activity Code 288. The costs are within budgeted amounts. Completion of the work will provide for the continued safe and sanitary operation of the facility for both the animals and staff.

The work is expected to be completed by May 31, 2022.

Council’s consideration is respectfully requested.



## MEMORANDUM

**TO:** Mayor Gabriel and Council Members  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Eland Conway, Airport Manager  
**DATE:** February 4, 2022  
**SUBJECT:** **Purchase Order over \$15,000-Increase to Crowley Fuel**

---

The purpose of this memo is to request an increase of \$30,000 to the purchase order to Crowley Petroleum Distribution for operations equipment fuel.

The major contributing factors requiring this increase is heavy snowfall and extreme winter conditions and a rise in fuel costs.

The original purchase order was \$50,000 for equipment fuel which was been fully expended as of 2/4/2022. We still have another couple months of winter operations and 5 months remaining in this fiscal year.

Thank you for your consideration.

Please contact me if you have any questions.



## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**FROM:** Shellie Saner, MMC, City Clerk  
**DATE:** February 10, 2022  
**SUBJECT:** **Planning & Zoning Commission Vacancy**

---

The Planning & Zoning Commission has a vacancy as of January 27, 2022 due to the resignation of Robert Springer. All requirements pursuant to Code have been met to fill these vacancies. Applications received for consideration are attached to this correspondence.

Pursuant to KMC 14.05.015 (b), "... the Mayor shall make nominations only from the list of persons who timely submitted an application..." and, as per KMC 14.15.015 (c), "... The Kenai City Council shall review the Mayor's nomination no later than the next regular Council meeting following the meeting in which the Mayor made the nomination..."

Mayor Gabriel has nominated Victoria Askin appointment to the Planning and Zoning Commission. Council shall consider confirmation of the Mayor's nomination no later than the March 2, 2022 meeting.

**From:** [Victoria J. Askin](#)  
**To:** [City Clerk](#)  
**Subject:** Form submission from: Commission/Committee Application  
**Date:** Wednesday, October 13, 2021 8:05:34 PM

---

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

Submitted on Wednesday, October 13, 2021 - 8:05pm

Submitted by anonymous user: 209.112.186.112

Submitted values are:

Date Wed, 10/13/2021

Name Victoria J. Askin

Resident of City of Kenai? Yes

If resident, how long? 37 years

Residence Address 2520 Watergate Way

Mailing Address PO Box 178

Home Telephone 9+07-283-3972

Home Fax 907-283-3972

Business Telephone 907-283-138

Business Fax 907-398-1308

Email address ectt@ptialaska.net

May we include your contact information on our website? Yes

If not all, what may we include?

Employer Hilcorp Alaska LLC

Job Title I & E Technician

Name of Spouse Marty

Current Membership Organization None

Past organizational memberships LEPC, Harbor Commission, Planning & Zoning Commissions, City Council

Committees or commissions in which you are interested Harbor, Planning & Zoning, Airport, Parks & Rec

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

Have served on both Harbor and Planning and Zoning, enjoyed both, Planning and Zoning being my favorite. Harbor is of interest now because of the potential waterfront activity happening in the next year.

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

Prior experience along with employment experience that is pertinent to both Harbor and Planning and Zoning.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/9201>

**From:** [ectt@ptialaska.net](mailto:ectt@ptialaska.net)  
**To:** [City Clerk](#)  
**Subject:** Planning and Zoning Commission  
**Date:** Monday, January 31, 2022 9:32:18 AM

---

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

Michelle/Megan,

I saw there was a vacancy for Planning and Zoning Commission and would very much like to submit the application I completed in November for the position.

Thank you for your consideration,

Victoria Askin  
907-283-3972  
907-398-1308



## MEMORANDUM

**TO:** Mayor Gabriel and Council Members  
**FROM:** Shellie Saner, City Clerk  
**DATE:** February 11, 2022  
**SUBJECT:** Council on Aging Proposed By-Law Amendments

---

The Council on Aging at their February 10, 2022 meeting reviewed the proposed by-law amendments and recommended Council approval.

The proposed amendments include provisions that would allow the Council on Aging to conduct meetings when the membership drops below nine (9) members, by adjusting the quorum number based on the number of members; removes the requirement that five (5) members must be participants of the Senior Center Programs, yet keeps the requirement that more than half of the membership be participants of the Senior Center Programs; and includes other minor recommended updates.

Your consideration is appreciated.



## MEMORANDUM

**TO:** Council on Aging  
**FROM:** Shellie Saner, City Clerk  
**DATE:** January 31, 2021  
**SUBJECT:** **Recommending Council Approval of the Proposed Amendments to the By-Law and Rules of Procedure for the Council on Aging**

---

The proposed amendments would establish provisions allowing the Council on Aging to conduct meetings and business when the membership drops below nine (9) and other minor recommended updates. The following identifies the changes in each Article:

**Article I.** The first paragraph would amend the first paragraph to remove the requirement of having nine members.

Sub paragraph three (3) is duplicating a portion of the first paragraph and sub paragraph two (2) or Article I, and is not needed. This paragraph will be deleted in its entirety.

**Article III.** The only portion of the current by-laws that identify the purpose of an annual meeting is the election of officers within Article VII. This proposed amendment would delete the reference of an annual meeting in January of each year; and the proposed amendment to Article VII would address the election of officers annually.

**Article V.** Will be rewritten entirely and establishes the numbers of members required to form a quorum based on the number of current appointed members of the Council.

**Article VII.** These changes would identify that the Officers are elected annually at the first meeting each year when a quorum is present.

Your consideration is appreciated.



**BY-LAWS AND RULES OF PROCEDURE FOR  
COUNCIL ON AGING  
KENAI, ALASKA**

The members of the Council on Aging, Kenai, Alaska, a local committee organized under the laws of the State of Alaska, pursuant to federal and state funding, having as its object, the following code of by-laws and rules of procedure as its guidelines in all future operations.

The mission of the Council on Aging is to advise the Mayor, City Council, Director, and the City of Kenai, of the needs of the elderly in the area, support the programs which enable the continued independence of senior citizens and serve as an advisory committee, whose purpose and make-up will be set forth under Article I, Section 3.

The adoption of these by-laws and rules supersedes, replaces, and nullifies any and all previously enacted, utilized, or governing rules or by-laws and further, by adoption of these by-laws and rules, the previously existing Council on Aging is deemed dissolved.

**Article I  
MEMBERSHIP**

The Council [SHALL] may have a membership of not more than nine (9) members. Over one-half of the members shall be participants of the Senior Citizens' programs, sponsored by the City of Kenai.

The members of the Council shall be chosen in the following manner:

1. Members shall be chosen from among persons who have shown an interest in the areas of the problems of the elderly.
2. The Mayor will appoint members to the Council on Aging subject to confirmation by the City Council.
- [3. THERE SHALL BE A NINE-MEMBER COUNCIL ON AGING APPOINTED BY THE MAYOR OF KENAI. [FIVE (5) MEMBERS WILL BE CHOSEN FROM SENIOR CITIZENS WHO PARTICIPATE IN THE SENIOR CITIZEN PROGRAMS SPONSORED BY THE CITY OF KENAI. MORE THAN ONE-HALF OF THE COUNCIL ON AGING MEMBERS SHALL BE PARTICIPANTS OF CITY OF KENAI SPONSORED SENIOR CITIZENS' PROGRAMS.]

The duties of the Council will be as follows:

- a. Advise the Director of Senior Citizen Programs on matters dealing with the budgets for senior programs and programs operated at the Senior Center.
- b. Forward copies of meeting summaries to the Mayor of the City of Kenai, who, in turn, will forward the report to the City Council.
- c. To the extent practical, communications, advice, and reports shall be in written form and shall represent a consensus of the committee.

**Article II  
ELIGIBILITY**

A member of the Council shall be an adult person residing in the Kenai Peninsula area, and 51 % of which must be sixty (60) years of age or older.

No employee of the City of Kenai is eligible for membership.

There will be no more than one member per household.

### **Article III MEETINGS**

Regular meetings shall be held monthly on the second Thursday of the month at the Senior Center. [THERE SHALL BE ONE ANNUAL MEETING HELD IN JANUARY OF EACH YEAR WITH FIFTEEN DAYS' NOTICE GIVEN TO ALL MEMBERS OF THE COUNCIL.] Special meetings may be called by the chairperson with approval of the Kenai City Clerk and notification of Council and City Manager. Meetings may be cancelled by the City Clerk, with notification of Council and City Manager, if cancellation is warranted, i.e. lack of agenda items, pre-knowledge of lack of quorum, etc. Participating senior citizens shall be notified of the date, time, and place of the meeting by the monthly newsletter, as well as receipt of the meeting agenda and packet. All meetings shall be open to the public. However, this does not automatically ensure participation by non-members of the Council.

### **Article IV PLACE OF MEETINGS**

The meetings shall be held at the place designated as the Kenai Senior Citizens Center in Kenai, Alaska, or at the City of Kenai offices.

### **Article V QUORUM**

[A MAJORITY OF THE CURRENT MEMBERSHIP SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF ALL BUSINESS.] A quorum shall be a majority of the current appointed membership as established in Article I. The affirmative vote of a majority present at a meeting is required to take action on any matter. A quorum of the Council is defined as follows:

1. When the appointed membership is eight (8) or nine (9), a quorum shall be five (5).
2. When the appointed membership is seven (7) or lower, a quorum shall be (4).

### **Article VI POWERS OF THE COUNCIL**

The powers of the Council are advisory only and are derived from the federal, state, and city local governments which provide the funds for operation and all powers and activities shall be exercised in accordance with law. All action taken by this Council shall be submitted to the City Administrator and shall be subject to approval by the Kenai City Council.

### **Article VII OFFICERS**

Officers shall be elected annually for one-year terms at the [ANNUAL] first meeting each year when a quorum is present. There shall be a Chairperson and Vice-Chairperson. Officers are limited to two (2) successive terms in the same office.

### **Article VIII TERM OF APPOINTMENT AND ATTENDANCE**

Members of the Council are appointed by the City of Kenai to serve three (3) years or until termination by:

1. Resignation;
2. Request of Council on Aging;
3. Upon request of the City of Kenai; or

- 4. If the member is absent, without the body excusing the absence for good cause, from more than one-half of all the meetings of the Council on Aging, regular and special, held within any period of three (3) consecutive calendar months, the member shall thereupon cease to hold the seat. A member may not have more than three (3) excused absences during a twelve-month calendar year.

The term of each appointed member of the Council shall be three (3) years. The terms shall be staggered so that three (3) members shall be appointed every third year and three (3) members shall be appointed in each of the other years of every such three-year period.

**Article IX  
HONORARY MEMBER APPOINTMENT**

When a member is no longer able to actively participate on the Council on Aging, the remaining membership may, by majority vote, request the Mayor to appoint the nonactive member to the Council on Aging as an honorary member. The honorary member would be a non-voting member.

**Article X  
VOLUNTEERS**

Volunteers wishing to serve upon committees established by the Council on Aging may be appointed by the Council chairperson or his representative to do so without, therefore, becoming members of the Council.

**Article XI  
RULES OF MEETING**

All meetings of the Council shall be conducted in accordance with rules of parliamentary practice and, in the absence of other authority, shall be governed by the provisions of Roberts Rules of Order.

\* \* \* \* \*

[AT A REGULAR MEETING OF THE COUNCIL ON AGING, KENAI, ALASKA, THE AMENDED BY-LAWS AND RULES OF PROCEDURES WERE ADOPTED AS THE OFFICIAL BY-LAWS AND RULES OF PROCEDURE BY A MAJORITY VOTE OF A QUORUM OF THE MEMBERS PRESENT ON NOVEMBER 13, 2008.]

The Council on Aging during their February 10, 2022 meeting by a majority vote of the membership recommended Council approval of the amended By-Laws and Rules of Procedures.

The Kenai City Council at their MONTH DD, YYYY meeting approved the amended By-Laws and Rules of Procedures.



Sponsored by: Administration

**CITY OF KENAI**

**ORDINANCE NO. 3273-2022**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, 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.

WHEREAS, the Kenai Community Library received two \$1,000 grants for general support from Derek Kaufman Fund, a Hilcorp donor advised fund of the Alaska Community Foundation; and,

WHEREAS, the Kenai Community Library received \$1,500 from the Friends of the Kenai Community Library; and,

WHEREAS, the funds will be used to purchase and install a bicycle repair station; and,

WHEREAS, a bike repair station is a small installation consisting of an air pump; tools attached via cable to fix, maintain, and adjust bicycles; and hangar arms to hold a bicycle above the ground; and,

WHEREAS, libraries have become popular locations for bike repair stations in recent years; and,

WHEREAS, the Kenai Community Library is located at a great mid-point for cyclists who utilize local bicycle routes and patrons who use their bicycles to get to and from the Library; and,

WHEREAS, it is in the best interest of the City of Kenai and the Kenai Community Library to appropriate these funds for the purpose intended.

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

**Section 1.** That the City Manager is authorized to accept funds in the amount of \$2,000 from the Alaska Community Foundation and \$1,500 from the Friends of the Kenai Community Library for the purchase of a bike repair station.

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

General Fund:

Increase Estimated Revenues –	
Library—Other Grants	<u>\$3,500</u>

Increase Appropriations –	
Library—Small Tools/Minor Equipment	<u>\$3,500</u>

**Section 3.** That the City Manager is authorized to expend the funds to fulfill the purpose and intent of this Ordinance.

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


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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 2<sup>nd</sup> day of March, 2022.

\_\_\_\_\_  
BRIAN GABRIEL SR., MAYOR

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: February 16, 2022  
Enacted: March 2, 2022  
Effective: March 2, 2022



## MEMORANDUM

**TO:** Mayor Brian Gabriel and Council Members  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Katja Wolfe, Library Director  
**DATE:** February 8, 2022  
**SUBJECT:** Ordinance No. 3273-2022 – Donations to Purchase Library Equipment

---

The purpose of this memo is to request the acceptance and appropriation of the following three donations:

1. Two \$1,000 grants for general support from Derek Kaufman Fund, a Hilcorp donor advised fund of the Alaska Community Foundation.
2. A \$1,500 donation from the Friends of the Kenai Community Library.

These donations will be used to purchase a bike repair station to be installed on Library property during the summer of 2022. The Library is located near several popular bicycle routes and our patrons regularly cycle here. This station – the third in the area – will include an air pump and securely-attached tools to fix, maintain, and adjust bikes.

We would like to thank the Hilcorp donors and the Friends of the Kenai Community Library for their generosity and support.

Your consideration is appreciated.

**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
JANUARY 26, 2022 – 7:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVENUE, KENAI, ALASKA  
CHAIR JEFF TWAIT, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

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

**1. Pledge of Allegiance**

Chair Twait led those assembled in the Pledge of the Allegiance.

**2. Roll Call**

Commissioners present: J. Twait, A. Douthit, G. Woodard, A. Douthit, J. Halstead, R. Springer, G. Greenberg, D. Fikes

Commissioners absent:

Staff/Council Liaison present: Planning Director R. Foster, City Manager P. Ostrander, Deputy City Clerk M. Thibodeau, Council Liaison J. Glendening

A quorum was present.

**3. Agenda Approval**

**MOTION:**

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

**4. Election of Chair and Vice-Chair**

**MOTION:**

Commissioner Halstead **MOVED** to re-appoint Chair Twait and Commissioner Woodard **SECONDED** the motion. There were no objections; **SO ORDERED**.

**MOTION:**

Commissioner Halstead **MOVED** to appoint Vice Chair Douthit and Commissioner Woodard **SECONDED** the motion. There were no objections; **SO ORDERED**.

**5. Consent Agenda**

**MOTION:**

Commissioner Halstead **MOVED** to approve the consent agenda and Commissioner Fikes **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.

6. \*Excused absences – None

**B. APPROVAL OF MINUTES**

1. \*Regular Meeting of January 12, 2022

Approved by the consent agenda.

**C. SCHEDULED PUBLIC COMMENT**

1. **Jon Faulkner** - Kenai Home Port Project Update

Jon Faulkner, President of Kenai Landing, provided an update on the progress of Kenai Home Port and what they hope to accomplish in the next year. He demonstrated the new website for the project (kenaihomeport.com,) which highlights why people should make their homes there, the amenities of living in the area, and the planned development areas.

**D. UNSCHEDULED PUBLIC COMMENT – None.****E. CONSIDERATION OF PLATS**

1. **Resolution PZ2022-02** – Preliminary Subdivision Plat of Kenaitze Government Lots Replat, submitted by Edge Survey and Design, P.O. Box 208, Kasilof, AK 99610, on behalf of Kenaitze Indian Tribe, P.O. Box 988, Kenai, AK 99611

**MOTION:**

Commissioner Halstead **MOVED** to approve Resolution PZ2022-02 and Commissioner Woodard **SECONDED** the motion.

Planning Director Foster presented his staff report with information provided in packet explaining that the replat will consolidate smaller parcels into one more manageable parcel with a shared General Commercial zoning designation and one property owner.

Approval of the plat was recommended, subject to the following conditions:

1. Further development of the property shall conform to all federal, State of Alaska, and local regulations.

Clarification was provided that the property will be used for a maintenance facility.



**VOTE:**

YEA: Halstead, Woodard, Douthit, Greenberg, Twait, Springer, Fikes

NAY:

**MOTION PASSED UNANIMOUSLY.**

2. **Resolution PZ2022-03**– Preliminary Subdivision Plat of Toyon Subdivision 2021 Replat, submitted by Edge Survey and Design, P.O. Box 208, Kasilof, AK 99610, on behalf of Kenaitze Indian Tribe, P.O. Box 988, Kenai, AK 99611

**MOTION:**

Commissioner Springer **MOVED** to approve Resolution PZ2022-03 and Commissioner Halstead **SECONDED** the motion.

Planning Director Foster presented his staff report with information provided in packet explaining that the replat will combine two parcels and vacate two public street easements, consolidating the property under one owner.

Approval of the plat was recommended, 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.

Concern was expressed about the vacation of the public street easements and it was clarified that the vacation was approved by the Fire Marshal and meets the conditions of code, and that there is still emergency access. The public access for RVs was explained, and that snow removal will be the responsibility of the property owner. Clarification was provided on which easements are being vacated, and that future development would still be required to meet code.

**VOTE:**

YEA: Woodard, Douthit, Greenberg, Twait, Springer, Fikes, Halstead

NAY:

**MOTION PASSED UNANIMOUSLY.**

F. **PUBLIC HEARINGS** – None.

G. **NEW BUSINESS** – None.

**H. UNFINISHED BUSINESS**

1. **Resolution PZ2021-39** - Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan. *[Clerk's Note: At the January 12<sup>th</sup> Meeting, this Resolution was Postponed to this Meeting; a Motion to Enact is On the Floor.]*

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

Planning Director Foster noted a memo in the packet with amendments suggested during the January 20, 2022 work session, and a memo with final housekeeping amendments to the resolution. He noted parcels on Map 11 which the Commission had considered at the work session, and that the Public Works Director had advised him that these parcels were needed for stormwater drainage and retention and therefore not added to the list of amendments. The commission discussed the parcels' potential as a park or if a zoning change would be appropriate.

**MOTION TO AMEND:**

Commissioner Fikes **MOVED** to amend Resolution PZ2021-39 by adding the recommendation that the retention status of parcel numbers 04701018 which appears on Map 14 South Spruce Street, be changed from Dispose to Retain, for use as RV, tents and dipnet parking. Commissioner Woodard **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

**MOTION TO AMEND:**

Commissioner Fikes **MOVED** to amend Resolution PZ2021-39 by adding the recommendation that the retention status of parcel numbers 04301041 and 04301039 which appears on Map 15 Float Plane Basin Subdivision and Vicinity, be changed from Mixed-Retain/Dispose-Lease Only to Retain, for use as buffer/green space between the neighborhood and the airport. Commissioner Woodard **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

**MOTION TO AMEND:**

Commissioner Fikes **MOVED** to amend Resolution PZ2021-39 by adding the recommendation to amend the narrative on page 66 regarding parcel 04301042 by adding the language: Parcel 04301042 should be subdivided to mirror parcel 04301040 to the north. The remainder of parcel 04301042 should be combined with parcel 04301041 which would remain with a retention status of retain. Commissioner Woodard **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

**MOTION TO AMEND:**

Commissioner Fikes **MOVED** to amend Resolution PZ2021-39 by adding the recommendation that the retention status of parcel number 04101004, which appears on Map 16 Kenai Municipal Airport, be changed from Retain to Mixed—Retain/Dispose—Lease Only. Commissioner

Woodard **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

**MOTION TO AMEND:**

Commissioner Fikes **MOVED** to amend Resolution PZ2021-39 by adding the recommendation that the retention status of parcel 04322023, which appears on Map 23 Cook Inlet Industrial Air Park Subdivision, be changed from Dispose to Dispose—Lease Only. Commissioner Woodard **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

**MOTION TO AMEND:**

Commissioner Fikes **MOVED** to amend Resolution PZ2021-39 by adding the recommendation to change the title of the City of Kenai Land Management Plan to the City of Kenai Land Management Inventory and Recommendations. Commissioner Woodard **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

**MOTION TO AMEND:**

Commissioner Fikes **MOVED** to amend Resolution PZ2021-39 by adding the recommendation that parcel 04317038 on Map 17 Gusty Subdivision, Kenai Cemetery, be changed from Retain to Mixed -Retain / Dispose-Lease Only and modify narrative on page 74 relative to this parcel to state: subdivide cemetery property from NE portion which would be usable for airport purposes. Commissioner Woodard **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

**MOTION TO AMEND:**

Commissioner Fikes **MOVED** to amend Resolution PZ2021-39 by adding the recommendation that parcel 04501003 on Map 31 Kenai Spur Highway Central Corridor, be changed from Dispose to Retain to provide a buffer for surrounding neighborhoods. Commissioner Woodard **SECONDED** the motion.

**VOTE:**

YEA: Greenberg, Twait, Springer, Fikes, Halstead, Woodard

NAY: Douthit

**MOTION PASSED.**

**MOTION TO AMEND:**

Commissioner Fikes **MOVED** to amend Resolution PZ2021-39 with the following changes:

- Amend the Title to read: A Resolution of the Planning & Zoning Commission of the City of Kenai Recommending the Council of the City of Kenai Adopt the City of Kenai Land Management Plan;
- Delete the sixth whereas in its entirety;
- Delete the eighth whereas in its entirety;
- Insert a new final whereas to read: WHEREAS, after reviewing the plan as presented on November 10, 2021, the Planning & Zoning Commission has recommended amendments for consideration by City Council.;
- Amend Section 1 to read: The Draft of the City of Kenai Land Management Plan is hereby recommended for adoption with the following amendments:

Commissioner Woodard **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

**VOTE ON THE MAIN MOTION AS AMENDED:**

YEA: Greenberg, Twait, Springer, Fikes, Halstead, Woodard, Douthit

NAY:

**MOTION PASSED UNANIMOUSLY.**

I. **PENDING ITEMS** – None.

J. **REPORTS**

1. **City Administration** – Planning Director Foster reported on the following:
  - Next Planning & Zoning Commission meeting on February 9, 2022 will include an application for a lease in the Airport Reserve.
2. **Borough Planning** – Commissioner Fikes reported on the actions of the January 24, 2022 Kenai Peninsula Borough Planning Meeting.
3. **City Council** – Council Member Winger reported on the actions of the January 29, 2022 City Council Meeting.

K. **ADDITIONAL PUBLIC COMMENT**

Bob Molloy thanked the commission for their hard work on the Land Management Plan and listening to public comment, and thanked Director Foster for all his support.

**L. INFORMATIONAL ITEMS****M. NEXT MEETING ATTENDANCE NOTIFICATION**

1. February 9, 2022

Chair Twait noted that he will be attending remotely via Zoom.

**N. COMMISSION COMMENTS & QUESTIONS**

Vice Chair Douthit expressed appreciation to the commission for his new appointment, and noted that the Chamber of Commerce is recruiting for a new director.

Commissioner Woodard congratulated Chair Twait and Vice Chair Douthit.

Commissioner Springer noted that he will be submitting his resignation, and it had been an honor serving on the Planning & Zoning Commission.

Commissioner Fikes thanked Chair Twait for doing a great job.

Chair Twait noted that Commissioner Springer had served a long time and his service has been appreciated.

**O. ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 8:12 p.m.

Minutes prepared and submitted by:

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Meghan Thibodeau  
Deputy City Clerk



## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council

**THROUGH:** Paul Ostrander, City Manager

**THROUGH:** Dave Ross, Police Chief

**FROM:** Jessica “JJ” Hendrickson, Animal Control Chief

**DATE:** February 7, 2022

**SUBJECT:** January 2022 Monthly Report

This month the Kenai Animal Shelter took in **37** animals. Animal intake and disposition:

DOGS:				
	INTAKE	16	DISPOSITION	6
	Waiver	8	Adopted	3
	Stray	3	Euthanized	1
	Impound	0	Claimed	2
	Protective Custody	1	Field Release	0
	Quarantine	1	Transferred	0
	Microchips	1	Other Dispositions	0
	Other Intakes	2		
CATS:				
	INTAKE	21	DISPOSITION	10
	Waiver	13	Adopted	9
	Stray	8	Euthanized	0
	Impound	0	Claimed	1
	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:	6	OTHER STATISTICS:	
Dog	4	Licenses (City of Kenai Dog Licenses)	68
Cat	2		

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

Statistical Data:

- 89 2020 YTD Intakes
- 54 2021 YTD Intakes
- 37 2022 YTD Intakes





## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Paul Ostrander, City Manager

**FROM:** Terry Eubank, Finance Director

**DATE:** February 10, 2021

**SUBJECT:** Finance Department Mid-Month Report – February 2021

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The FY23 Budget is now a major focus of the department with preparation packets having been distributed to department heads. The Council is scheduled to receive its first draft of the FY2023 budget in April. The budget calendar is attached for your convenience. There is much work to be done by all City departments over the next couple of months.

The department is preparing for implementation of the change in asset allocation for the City's Permanent Funds adopted by Council on February 2<sup>nd</sup>. This transition will be implemented over time to avoid losses when liquidating fixed income assets and to smooth the investment into the equity markets.

The Department is working on implementation of the new Governmental Accounting Standards Board Pronouncement number 87 dealing with the accounting for leases. Quotes for implementation services were obtained from three firms with BDO USA, LLP. Providing the lowest quote of \$11,000. Implementation was originally required by June 30, 2021 however, because of COVID-19 the implementation was delayed to June 30, 2022.



## FY 2023 BUDGET PREPARATION CALENDAR

Date	Facilitator	Action
December 20	Finance Director	Draft budget goals to City Manager
January 10	City Manager & Finance Director	FY2023 Budget Goals work session.
<b>January 19</b>	<b>City Council</b>	<b>FY2023 Budget Goal adopting resolution.</b>
January 20	City Manager & Finance Director	Budget guidance and submission requirements provided to department heads with preparation packets.
January 26	Finance Director	Revenue & COLA estimates to City Manager
January 27	Department Heads	Overtime, new positions, and reclassification requests to City Manager.
February 2	City Manager	Approved personnel requests forwarded for analysis to Human Resource Director.
February 4	Department Heads	Department budget narratives due to Finance.
February 11	Department Heads	Department operational budget submission due to Finance.
February 11	Department Heads	Department Special Project requests due to Finance.
February 16	Human Resource Director	Personnel requests forwarded for analysis to Finance Director.
February 21 -25	Public Works Director	Fiscal Year 2022 – 2026 Capital Plan Work session.
February 23	Finance Director	Personnel budget submitted to City Manager
February 25	City Manager	City Manager approval of personnel budget requests.
February 25	Finance Director	Consolidated operational budget submitted to City Manager.
February 25	Finance Director	Consolidated Special Project requests submitted to City Manager.
March 8	Public Works Director	Resolution adopting the Fiscal Year 2022 – 2026 Capital Plan to City Clerk for inclusion in 3/16 Council Packet.
March 14-18	City Manager, Finance Director & Department Heads	Departmental budget meetings with City Manager.
<b>March 16</b>	<b>City Council</b>	<b>Public hearing on Resolution to adopt the Fiscal Year 2022 – 2026 Capital Plan.</b>
March 30	Mayor & City Manager	State of the City address
April 11	Finance Director	Draft budget distributed to Council.
April 12 – May 7	City Manager, Finance Director & Department Heads	Budget work session. Meeting date to be determined by Council.
May 12	Finance Director	Budget Ordinance to City Clerk for May 18 Council packet.
May 18	Finance Director	Introduction of Budget Ordinance.
May 25	Finance Director	Publish notice of public hearing to adopt FY23 Budget.

<b>Date</b>	<b>Facilitator</b>	<b>Action</b>
May 26	Finance Director	Mill Rate Resolution to City Clerk for June 1 Council packet.
<b>June 1</b>	<b>City Council</b>	<b>Public hearing and adoption of Budget Ordinance</b>
<b>June 1</b>	<b>City Council</b>	<b>Public hearing and approval of Mill Rate Resolution (Must be provided to KPB by 6/15).</b>
June 27	Finance Director	Publication & distribution of Budget document.





## MEMORANDUM

**TO:** Mayor Brian Gabriel and City Council

**THROUGH:** Paul Ostrander, City Manager

**FROM:** Tony Prior, Fire Chief

**DATE:** February 8, 2022

**SUBJECT:** Fire Department Mid-Month Report – January

Calls for service in January were up from last year. Here is the breakdown for January 2022.

Year	2020	2021	% change
January total	92	104	13%
EMS	77	75	-2.6%
All Other	15	29	93.3%
Year total	92	104	13.0%

### Training:

Deputy Chief Anderson completed NIMS ICS 300 course that contains updated curriculum and he will be attending the ICS 400 course in April.

All KFD personnel were trained on operations of COVID-19 testing equipment at our main station. They also created logins for reporting to [simplereport.gov](https://simplereport.gov), an online government reporting site that reports to CDC and then is reported to Alaska. This is a requirement for all facilities that conduct testing.

### Projects/Grants:

- We conducted 1 home visit and 2 walk-in days of vaccinations in January.
- Updated MOA for Community Funding Grant to include COVID leave and COVID-19 testing.
- SHSP grant – orders have been placed with Motorola Solutions for the mobile radios.
- Continued work on updates to Emergency Operations Plan.
- Ground Ambulance Data Collection. We have begun to collect data from City Departments that will be involved in the program.
- Budget preparation 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:** February 8, 2022

**SUBJECT:** Library Mid-Month Report for January 2022

### January 2022 at a Glance

<b>Items Borrowed</b>		<b>Jan-21</b>	<b>Jan-22</b>	<b>2022 YTD</b>
Physical		2,869	5,823	5,823
Digital		1,469	1,545	1,545
<b>Services</b>				
New Memberships		34	47	47
Room Reservations		n/a	82	
<b>Programs</b>				
Number of Programs		17	20	20
People Reached (e.g., DIY Kits)		n/a	139	139
People Reached Virtually		n/a	359	359
<b>Technology Sessions</b>				
Computer sessions		83	346	346
WiFi Sessions		3,067	6,687	6,687
Early Literacy Station Sessions		n/a	158	158

## January 2022 programming highlights

- 20 programs
  - 6 virtual programs
    - 4 Story Times (12 participants, 222 total views within 7 days of program)
    - 1 Maker Monday (78 total views within 7 days of program)
    - 1 Meal Prep (47 total views within 7 days of program)
  - 13 in-person programs
    - 4 Chess Clubs (22 participants)
    - Leap Into Science – Wind (8 participants)
    - 2 Lego Club (25 participants)
    - Let’s Draw (18 participants)
    - 2 Library Writing Group meetings (3 participants)
    - 2 Story Times at the Library (32 participants)
    - 1 Vision Boards (1 participant)
  - 1 DIY kit
    - Comic Book Diary (a total of 30 kits handed out)

## January 2022 library services highlights

- Participate in our multi-month Battleship Reading Challenge! Complete activity squares to “fire” at battleships: every ship sunk earns a ticket for the prize drawing in March.
- Our new shelves in the Children’s Area and new home for Discovery Kits will increase visibility and accessibility for these items and give other collections more space.
- Volunteers logged 33 hours this past month.
- WIFI sessions and computer sessions more than doubled from January 2021, with 6,687 unique WIFI sessions and 346 computer session in January 2022.
- We continue to offer Curbside Pickup services. Thirty-seven patrons made use of this service.
- Our study and conference rooms were used by 82 individuals/groups for a total of 144 hours.
- 47 individuals registered for new library accounts this past month.





## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Tyler Best, Admin Assistant  
**DATE:** February 9<sup>th</sup>, 2022  
**SUBJECT:** **Park and Recreation– February 2022**

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The Ski trails have been getting a ton of snow this new year. Randy Dodge, the Park and Recreation Operator who does the majority of the grooming, has been working tirelessly to keep the trails in great shape for the public. Tsaltaseshi Trails Association had a learn to ski day for youth on the Kenai golf course over the first weekend in February.

The Kenai Rec Center is now going to offer Open Futsal on Thursdays. There will be a youth time from 6p-7p and then open adult futsal 7p-close. Here is a brief description of the sport :  
“Futsal is **the FIFA-recognised form of small-sided indoor football** (soccer). It is played between two teams who each have five players on the pitch at any one time, with rolling substitutes and a smaller ball than soccer that is harder and less bouncy.”

The Department is happy to welcome its new Director Brad Walker to the team. Brad started at the end of January and has hit the ground running. He has taken the time to meet with all the staff and is excited to serve the community of Kenai.

The Beatification Committee and Parks Commission will meet the week of 2/14 to go over the Capital Improve Plan (CIP) that has been prepared by the Administration and Public Works



## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Ryan Foster, Planning Director  
**DATE:** February 8, 2022  
**SUBJECT:** **Planning and Zoning January 2022 Report**

### Planning and Zoning Commission Agenda Items and Resolutions

- On January 12, 2022 the Planning and Zoning Commission approved the following conditional use permit:
  - **Resolution PZ2022-01** - Application for a Conditional Use Permit for Cabin Rentals for the property described as North 70 ft of South 140 ft of Government Lot 166, located at 104 N Tinker Lane, Kenai, Alaska 99611. The application was submitted by Bill Elmore, P.O. Box 1531, Kenai, Alaska 99611.
- On January 20, 2022 the Planning and Zoning Commission held a work session to discuss the City of Kenai Draft Land Management Plan.
- On January 26, 2022 the Planning and Zoning Commission approved the following resolutions:
  - **Resolution PZ2022-02** - Preliminary Subdivision Plat of Kenaitze Government Lots Replat, submitted by Edge Survey and Design, P.O. Box 208, Kasilof, AK 99610, on behalf of Kenaitze Indian Tribe, P.O. Box 988, Kenai, AK 99611
  - **Resolution PZ2022-03** - Preliminary Subdivision Plat of Toyon Subdivision 2021 Replat, submitted by Edge Survey and Design, P.O. Box 208, Kasilof, AK 99610, on behalf of Kenaitze Indian Tribe, P.O. Box 988, Kenai, AK 99611
  - **Resolution No. PZ2021-39** - Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan. [Clerk's Note: At the January 12<sup>th</sup> Meeting, this Resolution was Postponed to this Meeting; a Motion to Enact is On the Floor.]

### 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 January, 2022.

### Code Enforcement

There was one new code enforcement case opened in January, 2022.

### City Council Agenda Items

- On January 5, 2022, Kenai City Council approved the following special use permit:
  - **Action/Approval** - Special Use Permit to Schilling Alaska, Inc., d/b/a the Uptown Motel for Snow Storage. (Administration)

The City received one application for a new lease in January 2022.







## MEMORANDUM

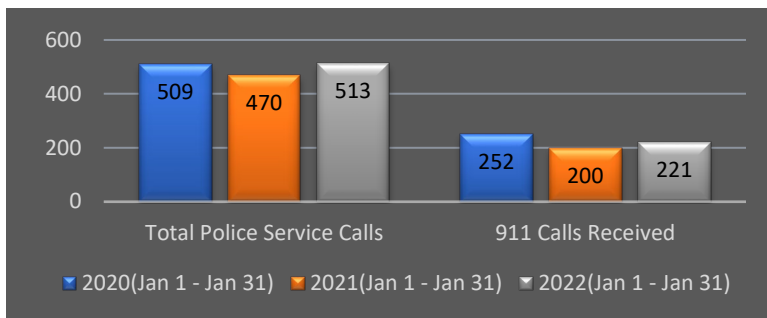
**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** David Ross, Police Chief  
**DATE:** February 4, 2022  
**SUBJECT:** Police & Communications Department Activity – January 2022

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Police handled 513 calls for service in January. Dispatch received an estimated 221 9-1-1 calls. Officers made 37 arrests. Traffic enforcement resulted in 187 traffic contacts and 41 traffic citations. There were 2 DUI arrests. Officers investigated 14 motor vehicle collisions in January. There were two collisions involving moose. There was one collision involving drugs or alcohol.

One new KPD officer continued in Field Training for the entire month. Another new officer completed Field Training and started a three week academy in Sitka for lateral hire officers. All KPD officers participate in a class on Less Lethal tools. Two dispatchers are currently in Field Training and one dispatcher completed a CPR recertification class. The Department continues to struggle with its ongoing training programs, with many training cancellations still occurring as a result of the impacts of Covid in various places.

The School Resource Officer started teaching DARE at Kaleidoscope Elementary School in addition to assisting and investigating various issues within several other schools.



## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Paul Ostrander, City Manager  
**FROM:** Scott Curtin, Public Works Director  
**DATE:** February 2022  
**SUBJECT:** **Mid-Month Report; Public Works / Capital Projects**

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- 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. On October 12, 2021 preliminary shop drawings were received from an alternate pre-manufactured steel building supplier and the design team is reviewing the documents. An upcoming change order addressing a time extension and material cost impacts is anticipated.
- 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 31<sup>st</sup>, 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.*

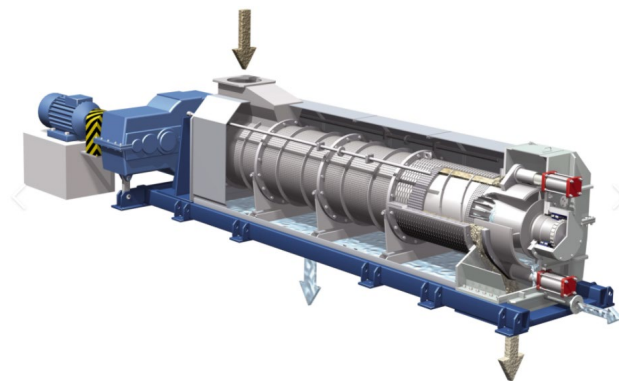


- Kenai Municipal Airport Runway Rehabilitation Project – This project known as Task 4 within HDL Engineering Consultants LLC term service agreement with the City shall provide an initial assessment of the current condition of the airport runway. This will include geotech work,



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 4<sup>th</sup> HDL Engineering and staff successfully completed geotech borings of the runway after hours. On October 13<sup>th</sup> 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 a council meeting in March.*

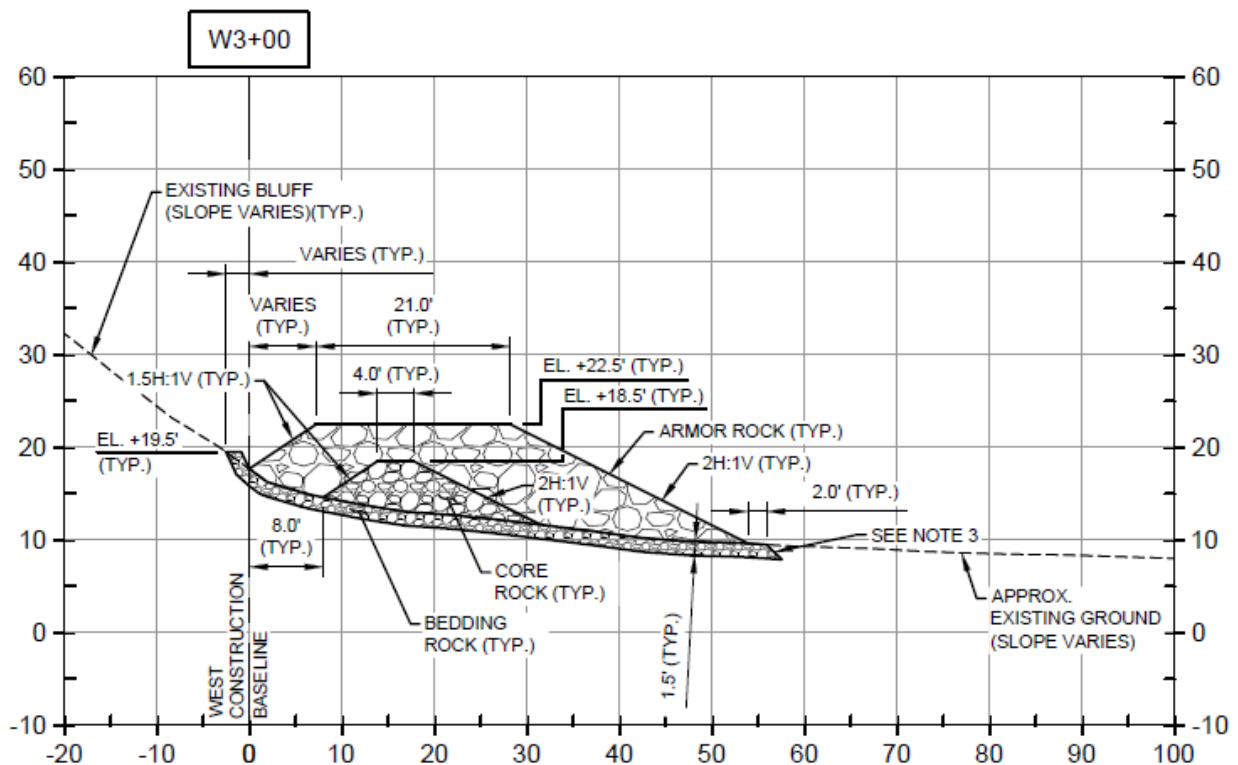
- Waste Water Treatment Plant Master Plan – With the assessments now complete, HDL has provided the City with a proposal, identified as Task 8 under their term agreement, to conduct the rate study. *Update: Rate Study proposal is being updated based on comments from City staff. Expecting work to begin 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 25<sup>th</sup>, 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.
- 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 February 15<sup>th</sup> with bids due on March 10<sup>th</sup>.*
- 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 17<sup>th</sup> 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 19<sup>th</sup> at 3:00pm. On August 29<sup>th</sup> 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 25<sup>th</sup>. Comments were received by the Corps over several days with a formal response to questions provided back to the Corps on February 9<sup>th</sup>. On February 10<sup>th</sup> 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.*



- 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 16<sup>th</sup> packet is combining funding from several smaller projects into this one larger one.*
- 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 21<sup>st</sup> with quotes due on February 4<sup>th</sup>. GH Alaska LLC is the successful bidder in the amount of \$33,500 with an anticipated completion date of May 31<sup>st</sup>, 2022. A Purchase Order memo is in the February 16<sup>th</sup> 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 25<sup>th</sup> with proposals due on February 15<sup>th</sup> to provide Bid Ready Construction documents for this project. Council can expect to see legislation in March awarding the design agreement.*



- 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 February 10<sup>th</sup>.*





# 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:** February 7, 2022  
**SUBJECT:** **January 2022 Monthly Report**

A highlight of January included Law Enforcement Day with several of our own KPD joining a senior for lunch.

Staff is working on annual grants and the FY23 Budget preparation.

	2022	2021
Home Delivered Meals	2403	3069
Individuals	128	142
Dining Room (Congregate) Meals	585	0
Individuals	81	0
Transportation (1-way rides)	174	0
Individuals	17	0
Grocery Shopping Assistance	2	6
<b>SIGN-INS VIA MySeniorCenter©</b>		
Writers Group	36	0
Caregiver Support Group	8	0
Growing Stronger Exercise	232	0
Tai Chi Class	43	0
TOPS Weight Loss Class	31	0
Bell Choir	16	0
Bluegrass & Music Sessions	37	0
Card Games	83	0
Wii Bowling	43	0
Arts & Crafts	44	0
Total Event Sign-ins	1659	0
Individuals	136	0
Vintage Pointe Manor Vacancies	0	4



**PURCHASE ORDERS BETWEEN \$2,500.00 AND \$15,000.00 FOR COUNCIL REVIEW  
COUNCIL MEETING OF: FEBRUARY 16, 2022**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>DEPT.</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
STATE OF AK-PUBLIC SAFETY ACADEMY	TRAINING ACADEMY TUITION	POLICE	TRANSPORTATION	12,857.40
DIJULIO DISPLAYS	LIGHT POLE BANNERS	RECREATION	OPERATING SUPPLIES	8,032.00
ZONES	SUPPORT FOR EMAIL ARCHIVER	CLERK	SOFTWARE	3,024.84
LN CURTIS & SONS	1 SET TURNOUT GEAR	FIRE	SMALL TOOLS	2,590.00

# You can help make the park happen and Your Dog Happy!

There are many ways to contribute to the completion of the park. Donations may be cash or in-kind services.

## SUPPORT IS SIMPLE

**Mail Checks:** Kenai Dog Park  
210 Fidalgo St.  
Kenai, AK 99611

Donate to:



[Givebutter.com/kenaidogpark](https://Givebutter.com/kenaidogpark)

Or Text: [kenaidogpark to 53555](tel:90753555)



**Kenai Dog Park**

## ABOUT OUR PROJECT

Dog Parks are at the top of the list for Parks and Recreation facility requests across the country. The Kenai Dog Park will bring another great park feature to the citizens of Kenai and the surrounding area.

The Kenai Dog Park Friends have started to plan, and raise the necessary funding to achieve this goal.

The city is donating the land, infrastructure and professional expertise to provide safety, security, and support along our path.

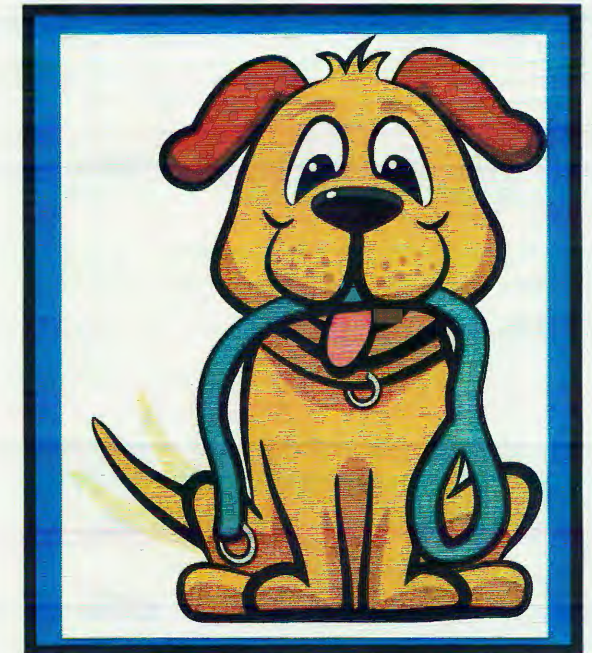
The citizens are responsible for providing fencing, pavilion, land preparation, agility equipment, trash cans, benches, and all other items that will make a pleasant atmosphere for both dogs and their owners.

### Contact Information

Lena 907-229-8917

Karen 907-741-9801

[kenaidogparkfriends@gmail.com](mailto:kenaidogparkfriends@gmail.com)



# Kenai Dog Park

Summer 2022



### YOUR GIFT MATTERS

Donations of any amount are gratefully accepted. Add your names to our donor recognition area. Remember, they are all tax deductible!

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

AMOUNT \_\_\_\_\_

### PAW PRINTS on FENCE

Sm.\$50 \_\_\_\_\_ Med\$100 \_\_\_\_\_  
Lg\$200 \_\_\_\_\_



## Kenai Community Foundation

Is a Non-Profit 501-C3 Sponsor

Federal Tax ID:  
26-1928762



### SPECIAL RECONIZATION LEVELS

- Blue Ribbon \$500 +
- Best In Class \$750 +
- Best In Show \$1,000 +
- Grand Champion \$2,500 +
- Big Dog Award \$5,000 +
- TOP DOG AWARD \$15,000

### DAUBENSPECK FAMILY PARK

#### LOCATION

Land donated and maintained by the City of Kenai  
Off Leash Park  
Agility Equipment  
Public Parking



### SPONSORSHIPS AVAILABLE

- Signage
- Benches
- Pavilion
- Trees

### Pet Waste Station

### Contact Information

Lena 907-229-8917  
Karen 907-741-8801