



Kenai City Council - Regular Meeting

August 02, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

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

B. SCHEDULED ADMINISTRATIVE REPORTS

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker*)

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

E. PUBLIC HEARINGS

1. **Ordinance No. 3364-2023** - Increasing Estimated Revenues and Appropriations in the Water and Sewer Capital Project Fund for Replacement of an Existing Cemetery Creek Culvert with a Fish Passage Culvert. (Administration) [*KMC 1.15.070(d)*]
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Enactment (Requires Five Affirmative Votes)
2. **Resolution No. 2023-48** - Approving Development Incentives for a Lease of the Airport Reserve Lands Between the City of Kenai and Schilling Rentals, LLC on Lot 3, Block 1, General Aviation Apron No. 1 Amended. (Administration)
3. **Resolution No. 2023-49** - Declaring the Rights-of-Way of Char Circle as Dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) and a Portion of S. Spruce Street as Dedication on Park View Subdivision (Plat No. KK 79-156) are No Longer Needed for a Public Purpose and Consenting to Vacation of the Rights-of-Way. (Administration)

F. MINUTES

1. *Regular Meeting of July 5, 2023. (City Clerk)

G. UNFINISHED BUSINESS**H. NEW BUSINESS**

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - Assignment and Assumption of Lease Agreement of Lot 5, Block 1, Gusty Subdivision Addition No. 1 Amended to Braden Ellis. (Administration)
3. ***Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Manager, Terry Eubank. (Gabriel)
- [4.](#) ***Ordinance No. 3365-2023** - Increasing Estimated FY2023 Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)
- [5.](#) ***Ordinance No. 3366-2023** - Increasing Estimated Revenues and Appropriations in the General Fund - Planning Department to Complete Rezoning of the Kenai Waterfront Area as Identified in the 2022 Kenai Waterfront Revitalization Assessment. (Knackstedt)
- [6.](#) ***Ordinance No. 3367-2023** - Increasing Estimated Revenues and Appropriations in the General Fund - Street Department for Award of a Contract to Replace Public Sidewalk at 815 Frontage Road. (Administration)
- [7.](#) **Discussion/Action** - Commission, Committee and Council on Aging Direction. (Gabriel)
- [8.](#) **Discussion/Action** - Radio Advertising. (Douthit)

I. COMMISSION / COMMITTEE REPORTS

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

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

- [1.](#) City Manager
2. City Attorney
3. City Clerk

L. ADDITIONAL PUBLIC COMMENTS

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

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

P. INFORMATION ITEMS

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83085079211>

Meeting ID: 830 8507 9211 **Passcode:** 428997

OR

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

Meeting ID: 830 8507 9211 **Passcode:** 428997



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3364-2023**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE WATER AND SEWER CAPITAL PROJECT FUND FOR REPLACEMENT OF AN EXISTING CEMETERY CREEK CULVERT WITH A FISH PASSAGE CULVERT.

WHEREAS, the U.S. Fish and Wildlife Service has identified Cemetery Creek, a creek from the outflow of the Kenai Airport Float Plane Basin to Cook Inlet, as having one of the highest populations of Coho and Chinook salmon smolt on the lower Kenai River; and,

WHEREAS, a culvert in the creek has been identified as posing an obstacle to these smolts during certain water flow conditions; and,

WHEREAS, replacement of the existing culvert with a fish passage culvert will remove this obstacle and improve fish habitat; and,

WHEREAS, the improvement of fish rearing habitat is important to future salmon returns to the Kenai River; and,

WHEREAS, design and construction of the project will be accomplished through a partnership between the U.S. Fish and Wildlife Service, the City of Kenai, and the Kenaitze Indian Tribe; and,

WHEREAS, completion of a 35% design and cost estimate will facilitate a grant application by the Kenaitze Indian Tribe for additional federal funds to complete the project design and construction; and,

WHEREAS, the U.S. Fish and Wildlife Service is providing \$25,000 for an elevational and morphological survey of Cemetery Creek and culvert, engineering and design; and,

WHEREAS, the agreement with the U.S. Fish and Wildlife Service requires \$5,000 in local funding which is being provided by proceeds from the Kenai Silver Salmon Derby, held by the Kenai Community Foundation; and,

WHEREAS, proceeds from the Kenai Silver Salmon Derby are designated for management and protection of river banks and other riparian zones in the City of Kenai; and,

WHEREAS, design and construction of the project will be administered by the City as the land owner; and,

WHEREAS, the cooperative partnership between the U.S. Fish and Wildlife Service, the City of Kenai, and the Kenaitze Indian Tribe to replace the culvert and improve fish habitat is in the best interest of the City and its residents; and,

WHEREAS, in order to accommodate grant application timelines this fall, the administration is requesting introduction and approval of this Ordinance at the same meeting on August 2, 2023; and,

WHEREAS, pursuant to KMC 1.15.070(d) the City may introduce and finally pass on the same day, an ordinance making, repealing, transferring or otherwise changing an appropriation.

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

Section 1. That the City Manager is authorized to accept a grant in the amount of \$25,000 from the U.S. Fish and Wildlife Service, execute all applicable grant documents and expend the funds in adherence to the provisions of the grant and this ordinance.

Section 2. That the City Manager is authorized to accept \$5,000 in proceeds from the Kenai Silver Salmon Derby, being held by the Kenai Community Foundation, and to expend those funds for habitat restoration.

Section 3. That the following budget revision is authorized:

Water & Sewer Capital Project Fund:

Increase Estimated Revenues:

Federal Grants	\$25,000
Miscellaneous Donations	<u>5,000</u>
	<u>\$30,000</u>

Increase Expenditures –
Construction

\$30,000

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 2ND DAY OF AUGUST, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced:	August 2, 2023
Enacted:	August 2, 2023
Effective:	August 2, 2023



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Terry Eubank, City Manager

DATE: July 21, 2023

SUBJECT: **Ordinance 3364-2023 Appropriation of a U.S. Fish and Wildlife Service Grant and Proceeds from the Kenai Silver Salmon Derby for Installation of a Fish Passage Culvert**

In partnership with the U.S. Fish and Wildlife Service and the Kenaitze Indian Tribe, the City is working to replace an existing culvert, installed under a City water main, with a fish passage culvert to enhance salmon habitat in Cemetery Creek, located within the City.

Cemetery Creek has been determined by U.S. Fish and Wildlife Service to have one of the highest populations of coho and chinook salmon smolt on the lower Kenai River. Salmon do not spawn in the creek; however, smolt from upriver utilize the stream as a rearing habitat before migrating to the open ocean. The existing culvert installed by the City during the installation of a City water main has been determined to be an impediment to salmon smolt during certain water flow conditions, and the habitat would be enhanced with the installation of a fish passage culvert.

City staff, along with representatives from the Kenaitze Indian Tribe and the U.S. Fish and Wildlife Service, toured the site and saw both one- and two-year-old coho salmon smolt rearing in the Cemetery Creek and the subject culvert. The group is working collaboratively on a project in which the U.S. Fish and Wildlife Service will provide technical direction and funding, the City will provide design and construction management services, and the Kenaitze Indian Tribe will apply for federal funding to complete the project.

The culvert, denoted with a blue dot on the attached map, is located between Birch and Coral Streets, paralleling the Kenai Spur Highway on a parcel of City-owned land located within the Airport Reserve. The water main installed in the area was elevated above Cemetery Creek and is enclosed in a dirt mound. The project will include excavation of the mound, supporting the water main while exposed, installation of a new fish passage culvert, and re-burying of the watermain.

Proceeds from the Kenai Silver Salmon Derby, which have been entrusted to the Kenai Community Foundation, are designated for management and protection of river banks and other riparian zones within the City of Kenai. The Administration proposes \$5,000 be allocated from the Derby proceeds, which would represent the first use of Derby proceeds toward a project. The U.S. Fish and Wildlife Service has offered the additional \$25,000 for preliminary design and cost estimation needed to facilitate a grant application this fall for the remaining design and

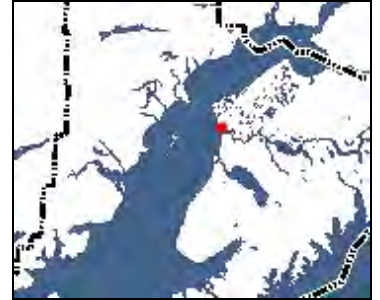
construction funds. In order to meet the fall grant application timeline, the Administration is requesting the Ordinance be introduced and heard at the same meeting.

The partners of the project are committed to enhancing habitat in support of salmon returns on the Kenai River and respectfully request your support for enactment of Ordinance 3364-2023.

Attachment

Cemetery Creek Area Map





Legend

- Mileposts
- City Limits
- Highways
- Major Roads
- Roads
 - Town Medium Volume
 - Town Low/Seasonal; Other
 - Proposed
- Parcels
- Image
 - Red: Red
 - Green: Green
 - Blue: Blue

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. It is not to be used for navigation.

Notes

Type any notes here.



KENAITZE
INDIAN
TRIBE

July 24, 2023

Terry Eubank, Manager
City of Kenai
210 Fidalgo Ave
Kenai, AK 99611

RE: Letter of Support for the City's Fish Passage Culvert Design and Installation Plans

Dear Mr. Eubank,

On behalf of Kenaitze Indian Tribe, please accept this letter as our enthusiastic support for your plans in partnership with the U.S. Fish and Wildlife Service (USFWS) to begin efforts to replace an existing culvert at Cemetery Creek with a design that allows for fish passage to enhance this important salmon habitat. We also look forward to the potential for further collaboration with the City of Kenai on this key topic.

USFWS has determined Cemetery Creek to have one of the highest populations of coho and chinook salmon smolt on the lower Kenai River. Although salmon do not spawn in the creek itself, smolt from upriver utilize the stream as a rearing habitat before migrating to the open ocean. The existing culvert installed by the City during the installation of a City water main has been determined to be an impediment to salmon smolt during certain water flow conditions, and the habitat would be enhanced with the installation of a fish passage culvert. Kenaitze's Educational Fishery beach site is located on Tribal lands adjacent to Cook Inlet near the mouth of the Kenai River, not far from Cemetery Creek. With our Educational Fishery permit, we are able to practice our culture and share with our Kenaitze and Salamatof Tribal families, as well as with our regional partners. Our net represents one of the few remaining opportunities for our children and partners to learn and practice our cultures' catching, cutting, processing, smoking, and eating of our salmon – opportunities that feed our bodies, minds, and spirits. Practicing our values of sharing, caring, and respect, the Kahtnuht'ana Dena'ina and other Alaska Native/American Indian community members work together to ensure our lands, waters, and people remain healthy and thrive forever; and efforts to improve the local infrastructure that help to ensure our time-honored fishing practices are supported by a healthy and returning fish population are of the utmost importance to the Tribe.

Kenaitze Indian Tribe appreciates the opportunity to express our support for this project and the prospect of being able to further partner with the City in order to advance the many positive benefits to our shared community that these activities represent. If I can provide any additional information that will be helpful to you in this endeavor, please feel free to reach out to me.

Sincerely,

Chelsea Hendriks
Interim Executive Director

www.kenaitze.org

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

P.O. Box 988 • Kenai, AK 99611



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2023-48**

A RESOLUTION APPROVING DEVELOPMENT INCENTIVES FOR A LEASE OF THE AIRPORT RESERVE LANDS BETWEEN THE CITY OF KENAI AND SCHILLING RENTALS, LLC ON LOT 3, BLOCK 1, GENERAL AVIATION APRON NO. 1 AMENDED.

WHEREAS, on September 20, 2019, Schilling Rentals, LLC (Schilling) entered into an assignment of lease for Lot 3, Block 1, General Aviation Apron No. 1 Amended with SOAR International Ministries, Inc.; and,

WHEREAS, Schilling submitted an application for temporary development incentives that meets the requirements of Kenai Municipal Code (KMC) 21.10.100, *Temporary Development Incentives* on June 28, 2023; and,

WHEREAS, Larson Engineering & Design has provided an estimated cost of \$208,000 for removal of all frost susceptible soils and backfill with non-frost susceptible gravels to 95% of maximum dry density; and,

WHEREAS, the site excavation is laying the groundwork for a 6,000 square foot hangar; and,

WHEREAS, KMC 21.10.100 requires Council approval of temporary development incentives for site preparation work on the leased premises to include clearing and grubbing, unclassified excavation, classified fill and back fill, a crushed aggregate base course and utility extensions; and,

WHEREAS, the project will enhance public safety and quality of life while providing economic development on property leased from the City within the Kenai Municipal Airport Reserve.

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

Section 1. That the temporary development incentive with an estimated cost of \$208,000 for the excavation and backfill is approved. Subject to compliance with the Kenai Municipal Code for the credit to be applied to the lease payments, prorated as necessary for a maximum of five (5) years.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF AUGUST, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Linda Mitchell, Planning Director

DATE: July 25, 2023

SUBJECT: **Resolution No. 2023-48 – Approving Development Incentives for a Lease of the Airport Reserve Lands for Schilling Rentals, LLC on Lot 3, Block 1, General Aviation Apron No. 1 Amended.**

On September 20, 2019, Schilling Rentals, LLC entered into an assignment of lease for Lot 3, Block 1 General Aviation Apron No. 1 Amended with Soar International Ministries, Inc. This lease expires on June 30, 2040. A Development Incentive application was received on June 28, 2023 for an estimated cost of \$208,000 to remove all frost susceptible soils and backfill with non-frost susceptible gravels to 95% of maximum dry density. The site excavation is laying the groundwork for a 6,000 square foot hangar. A building permit was submitted on July 19, 2023 for the foundation and hangar.

Kenai Municipal Code 21.10.100 requires Council approval of temporary development incentives for site preparation work on the leased premises to include clearing and grubbing, unclassified excavation, classified fill and back fill, a crushed aggregate base course and utility extensions. This resolution will approve development incentives for the subject lease. A certification from a qualified engineer that the accepted scope of work has been completed must be provided to the City and accepted at the completion of the site preparation work in order for the credit to be applied to the lease payments, prorated as necessary for a maximum of five (5) years. The current annual rent for the lease is \$12,900 plus applicable taxes.

Thank you for your consideration.

Attachments

- Aerial Map
- Lease Development Incentive Application
- Site Excavation Cost Estimate Letter

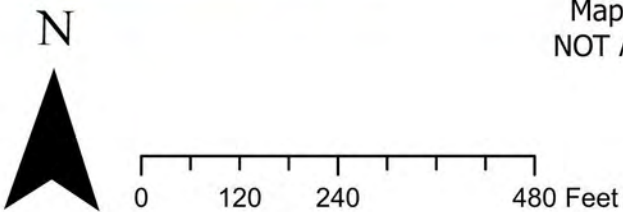


Development Incentive
Lot 3, Block 1 General Aviation Apron
No. 1 Amended
125 FBO Road
KPB Parcel ID: 04324003



Date Printed: 7/25/2023

Map for Reference Only
NOT A LEGAL DOCUMENT





**City of Kenai
Lease Development Incentive
Application**

RECEIVED
CITY OF KENAI
DATE *6/28/23*
PLANNING DEPARTMENT

Application Date: 6/28/2023

Applicant Information

Name of Applicant:	Schilling Rentals LLC						
Mailing Address:	PO Box 3426	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):	Home Phone:		Work/ Message Phone: 907 283 7556				
E-mail: (Optional)	dlunt@schillingrentalsllc.com						

Lease Information

Eligible development

To qualify for a lease credit toward rent for a **maximum of five years**, an applicant for a new lease, extension, or renewal must complete commercial development on the property within two years to receive the credit, which is based on the value of site preparation work on the leased premises. Examples of eligible work include: clearing and grubbing, unclassified excavation, classified fill and back fill, and utility extensions.

Required documentation

1. An estimate of the value of the work, including a scope of work, prepared by a qualified engineer licensed to work in Alaska must be provided to the City and accepted **prior to work being performed**. Any changes to the estimate must be provided to the City and accepted prior to work being performed to be eligible for the credit.

2. A certification from a qualified engineer that the accepted scope of work has been completed must be provided to the City and accepted at the completion of the work for the credit to be applied.

Application is for:

- Existing Lease Property
- New Land Lease Application

Description of property:

GENERAL AVIATION APRON SUB NO 1 AMENDED LOT 3 BLK 1; 125 FBO Road Kenai, AK 99611

Description of work to be completed:

- Clearing and grubbing
- Unclassified Excavation
- Classified Excavation
- Utility Extensions
- Other:

Estimated value of work: \$208,000

Estimated start date: 6/30/2023

Estimated completion date: 7/8/2023

Attachment(s):

- Scope of work
- Other:

By signing and dating below, the applicant agrees to fulfill the above requirements and understands that if these requirements are not met, the applicant will not be eligible for a development credit toward rent.

Signature:	<i>[Signature]</i>	Date:	<i>6-28-23</i> 6/28/2023
Print Name:	Michael K Schilling	Title:	Managing Member

For City Use Only:	Date Application Received:	_____
<input type="checkbox"/> General Fund	Date Scope of Work Approved:	_____
<input type="checkbox"/> Airport Reserve Land	Amount of Credit Applied:	_____
<input type="checkbox"/> Airport Fund		
<input type="checkbox"/> Outside Airport Reserve		



53510 VECO AVE
CIVIL - STRUCTURAL- ENVIRONMENTAL
CONSULTING

KENAI, AK 99611
PHONE: (907) 283-1565

June 28, 2023

Rob Marsters
Schilling Rentals

Re: 125 FBO Rd. – Site Excavation

Mr. Marsters,

Larson Engineering & Design, P.C. is currently working on the Civil planning for the 125 FBO Rd. property located within the Kenai Airport.

The existing site has frost susceptible soil intermixed within the existing backfill throughout the proposed building footprint and adjacent perimeter. I recommended removing all frost susceptible soils and backfilling with non-frost susceptible gravels compacted to 95% of maximum dry density.

The estimated quantity of poor soils, located within the proposed site development, is 5,200 cubic yards. I estimate the total cost for the excavation and backfill of the site to be approximately \$208,000.00, or ~\$40/cy.

Compaction tests shall be accomplished during backfill operations in order to get a representative sample of compaction effort.

I will provide periodic inspection of the excavation and backfill efforts, as the project progresses.

If you have any questions, please contact me at 907-394-2235.

Sincerely,

Signature:

A handwritten signature in blue ink that reads "Blake W. Larson".

Blake W. Larson, P.E.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2023-49**

A RESOLUTION DECLARING THE RIGHTS-OF-WAY OF CHAR CIRCLE AS DEDICATED ON PARK VIEW SUBDIVISION (PLAT NO. KN 79-156) AND CITY PARK SUBDIVISION NO. 2 (PLAT NO. KN 2007-149) AND A PORTION OF S. SPRUCE STREET AS DEDICATION ON PARK VIEW SUBDIVISION (PLAT NO. KN 79-156) ARE NO LONGER NEEDED FOR A PUBLIC PURPOSE AND CONSENTING TO VACATION OF THE RIGHTS-OF-WAY.

WHEREAS, the City received a preliminary plat from McLane Consulting, Inc., on behalf of the Boys & Girls Club of the Kenai Peninsula for a parcel merger with rights-of-way vacations for Char Circle and a portion of S. Spruce Street; and,

WHEREAS, on July 26, 2023, the Planning and Zoning Commission passed Resolution PZ2023-13 recommending that Kenai Peninsula Borough Planning Commission approve the preliminary plat for City Park 2023 Replat with vacation of Char Circle and exclude the portion of S. Spruce Street; and,

WHEREAS, the total area of the right-of-way vacations is approximately 0.719-acre as shown in Exhibit A; and,

WHEREAS, Kenai Municipal Code Section 22.05.110, *Determination as to need for public purpose*, states City Council will determine whether rights-of way is needed for a public purpose by resolution; and,

WHEREAS, the Boys & Girls Club of the Kenai Peninsula has stated the request for the right-of-way vacations is to enable them to maximize development as presented in Ordinance 3287-2022 for facilities for youth sports, recreation, education, after school care and other youth activities; and,

WHEREAS, the right-of-way vacations of Char Circle and a portion of S. Spruce Street will not negatively affect public access; and,

WHEREAS, it is determined that Char Circle and a portion of S. Spruce Street as identified in Exhibit A are no longer needed for a public purpose.

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

Section 1. That Char Circle as dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) and a portion of S. Spruce Street as dedicated on Park View Subdivision (Plat No. KN 79-156) are no longer needed for a public purpose and consenting to vacation of the rights-of-way as identified in Exhibit A.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF AUGUST, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Linda Mitchell, Planning Director

DATE: July 25, 2023

SUBJECT: **Resolution 2023-49 – Consenting to the Right-of-Way Vacations of Char Circle as Dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) and a Portion of S. Spruce Street as Dedication on Park View Subdivision (Plat No. KN 79-156).**

On July 26, 2023, the Planning and Zoning Commission passed Resolution PZ2023-13 recommending the approval of the City Park 2023 Replat subject to the following condition: 1. Kenai City Council must consent to the right-of-way (ROW) vacations of Char Circle and a portion of S. Spruce Street are not needed for a public purpose and approve the ROW vacations as shown on the proposed preliminary plat. The total area of the ROW vacations is approximately 0.719 acre.

As noted in the applicant's letter of intent, the ROW vacations will not impact the public travel and will accommodate private access to an adjacent parcel to the south. In addition, the pending improvements include a new commercial kitchen, multi-purpose field, a 10,000 square foot clubhouse, and a building expansion for early education center to be opened in 2024.

In accordance with Alaska Statutes § 29.40.140(b), no vacation of a City right-of-way and/or easement may be made without consent of the City Council. Furthermore, Kenai Municipal Code Section 22.05.110 states City Council will determined the reason of the land to include but not limited to rights-of way or easement is no longer needed for a public purpose by resolution. This resolution will consent to the right-of-way vacations of Char Circle and a portion of S. Spruce Street.

Thank you for your consideration.

Attachments

- Exhibit A – Preliminary Plat, City Park 2023 Replat
- Aerial Map
- Applicant's Letter of Intent
- Resolution PZ2023-13
- Park View Subdivision (Plat No. KN 79-156)
- City Park Subdivision No. 2 (Plat No. KN 2007-149)

MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Linda Mitchell, Planning Director
DATE: July 28, 2023
SUBJECT: Resolution 2023-49 Planning and Zoning Commission Recommended Amendment

At the regularly scheduled Planning and Zoning Commission meeting of July 26, 2023, the Commission unanimously voted to recommend that the City Council approved the right-of-way vacation of Char Circle and exclude the portion of S. Spruce Street.

If the City Council agrees with the recommendation of the Planning and Zoning Commission the following amendment to Resolution 2023-49 is in order.

Motion

- Amend the Title to read:

“A RESOLUTION DECLARING THE RIGHTS-OF-WAY OF CHAR CIRCLE AS DEDICATED ON PARK VIEW SUBDIVISION (PLAT NO. KN 79-156) AND CITY PARK SUBDIVISION NO. 2 (PLAT NO. KN 2007-149) ~~[AND A PORTION OF S. SPRUCE STREET AS DEDICATION ON PARK VIEW SUBDIVISION (PLAT NO. KN 79-156) ARE]~~ IS NO LONGER NEEDED FOR A PUBLIC PURPOSE AND CONSENTING TO VACATION OF THE RIGHT~~[S]~~-OF-WAY.”

- Amend the third Whereas clause to read:

“WHEREAS, the total area of the right of way vacation~~[s]~~ is approximately ~~[0.749]~~0.39-acre of Char Circle as shown in Exhibit A; and,”

- Amend the sixth Whereas clause to read:

“WHEREAS, the right-of-way vacation~~[s]~~ of Char Circle ~~[AND A PORTION OF S. SPRUCE STREET]~~ will not negatively affect public access; and,”

- Amend the seventh Whereas clause to read:

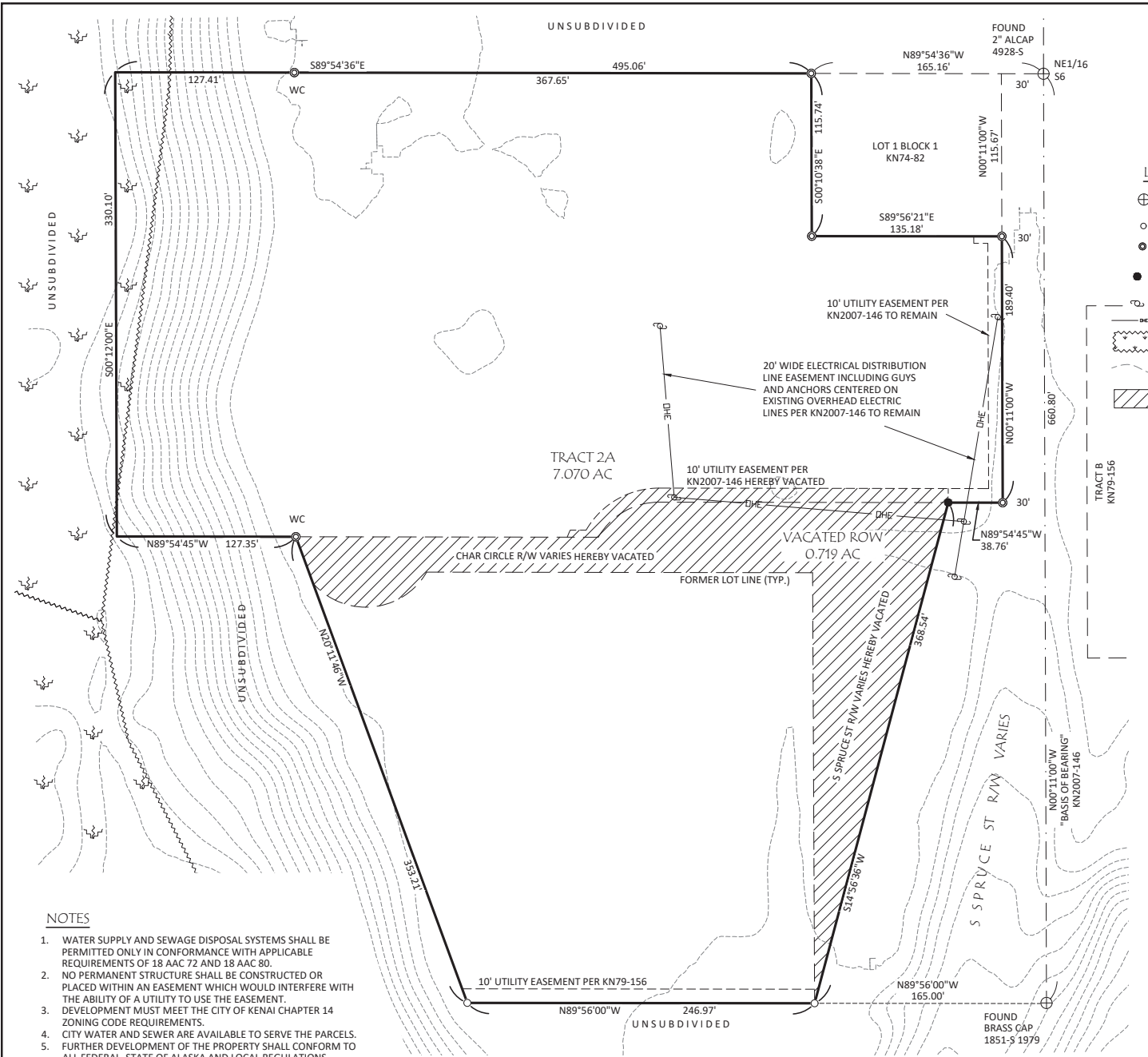
“WHEREAS, it is determined that Char Circle ~~[AND A PORTION OF S. SPRUCE STREET]~~ as identified in Exhibit A ~~[ARE]~~ is no longer needed for a public purpose.”

- Amend Section 1, to read:

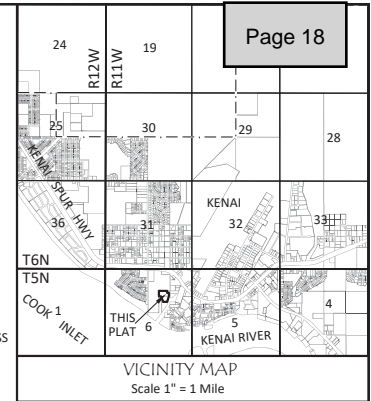
“That Char Circle as dedicated on Park View Subdivision (Plat No. KN 79-156) and City Park Subdivision No. 2 (Plat No. KN 2007-149) ~~[AND A PORTION OF S. SPRUCE STREET AS DEDICATION DEDICATED ON PARK VIEW SUBDIVISION (PLAT NO. KN 79-156) ARE]~~ is no longer needed for a public purpose and consenting to vacation of the right~~[s]~~-of-way as identified in Exhibit A.”

Thank you for your consideration.

EXHIBIT A



- LEGEND**
- ⊕ FOUND PRIMARY MONUMENT AS DESCRIBED
 - FOUND 5/8" REBAR
 - FOUND 2" ALCAP 4928-S
 - SET 5/8"x30" REBAR w/ 1" STAINLESS STEEL CAP 85032-S
 - POWER POLE
 - OVERHEAD ELECTRIC
 - ▨ AREA SUBJECT TO INUNDATION
 - - - CONTOUR INTERVAL = 4'
 - ▨ R/W HEREBY VACATED



CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT BOYS AND GIRLS CLUB OF THE KENAI PENINSULA IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON AND ON BEHALF OF BOYS AND GIRLS CLUB OF THE KENAI PENINSULA, I HEREBY ADOPT THIS PLAN OF SUBDIVISION AND BY MY FREE CONSENT DEDICATE ALL RIGHTS-OF-WAY AND PUBLIC AREAS TO PUBLIC USE AND GRANT ALL EASEMENTS TO THE USE SHOWN.

JEFF DOLIFKA - BOARD PRESIDENT
BOYS AND GIRLS CLUB OF THE KENAI PENINSULA, OWNER TRACT A KN2007-146
320 S SPRUCE ST, KENAI, AK 99611

NOTARY'S ACKNOWLEDGEMENT

FOR: JEFF DOLIFKA
ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2023
MY COMMISSION EXPIRES: _____

NOTARY PUBLIC FOR THE STATE OF ALASKA



Plat #

Rec Dist _____

Date _____ 20__

Time _____ M

- NOTES**
1. WATER SUPPLY AND SEWAGE DISPOSAL SYSTEMS SHALL BE PERMITTED ONLY IN CONFORMANCE WITH APPLICABLE REQUIREMENTS OF 18 AAC 72 AND 18 AAC 80.
 2. NO PERMANENT STRUCTURE SHALL BE CONSTRUCTED OR PLACED WITHIN AN EASEMENT WHICH WOULD INTERFERE WITH THE ABILITY OF A UTILITY TO USE THE EASEMENT.
 3. DEVELOPMENT MUST MEET THE CITY OF KENAI CHAPTER 14 ZONING CODE REQUIREMENTS.
 4. CITY WATER AND SEWER ARE AVAILABLE TO SERVE THE PARCELS.
 5. FURTHER DEVELOPMENT OF THE PROPERTY SHALL CONFORM TO ALL FEDERAL, STATE OF ALASKA AND LOCAL REGULATIONS.

WASTEWATER DISPOSAL
PLANS FOR WASTEWATER DISPOSAL THAT MEET REGULATORY REQUIREMENTS ARE ON FILE AT THE DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

PLAT APPROVAL
THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF _____, 2023.

AUTHORIZED OFFICIAL _____

CITY PARK SUBDIVISION 2023 REPLAT

A RESUBDIVISION OF TRACT A PARK VIEW SUBDIVISION KN79-156 AND TRACT A CITY PARK SUBDIVISION No.2 KN2007-146 AND THE ASSOCIATED R/W VACATION OF CHAR CIRCLE AND S SPRUCE STREET

CITY OF KENAI
OWNER TRACT A KN79-156
210 FIDALGO AVE STE 200, KENAI, AK 99611
BOYS AND GIRLS CLUB OF THE KENAI PENINSULA
OWNER TRACT A KN2007-146
320 S SPRUCE ST, KENAI, AK 99611

7.070 AC - SITUATED IN THE NE1/4 SECTION 6, TOWNSHIP 5 NORTH, RANGE 11 WEST, SEWARD MERIDIAN, CITY OF KENAI, KENAI PENINSULA BOROUGH AND KENAI RECORDING DISTRICT, ALASKA.

 ENGINEERING - TESTING SURVEYING - MAPPING P.O. BOX 468 SOLDOTNA, AK 99669 VOICE: (907) 283-4218 FAX: (907) 283-3265 WWW.MCLANECG.COM	KPB File No.	2023-xxx
	Project No.	232006

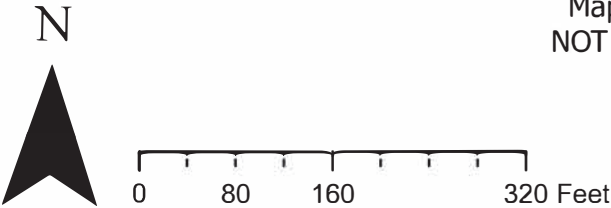
Scale: 1" = 50' Date: APR 2023 BOOK: XX-XX Drawn by: JAH

Resolution No. 2023-49 Right-of-Way Vacations of Char Circle and a Portion of S. Spruce Street



Date Printed: 7/25/2023

Map for Reference Only
NOT A LEGAL DOCUMENT



July 20th, 2023

City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611

Planning & Zoning


The Boys & Girls Clubs of the Kenai Peninsula is grateful to continue our partnership with the City of Kenai on our new headquarters campus. We are excited to implement the first phase of many capital projects to come.

The ROW vacation will enable the Club to maximize development as discussed during the City's land donation. The ROW vacation will not impact the public travel and will accommodate private access to an adjacent parcel.

Pending improvement include a new commercial kitchen, multi-purpose field, a 10,000 square foot Clubhouse, and a building expansion for early childcare education center (Opening in 2024!)

Thanks to your support, in 2022, our seven Clubs and athletic department served 2,500 youth in 5 communities. In, addition, we provided 62,000 meals after-school and during times schools were not in session, including winter, spring and summer camps; you have enabled us to provide essential resources and programs.

Sincerely,


Jeff Dolifka, Board President
Boys & Girls Clubs of the Kenai Peninsula



**BOYS & GIRLS CLUBS
OF THE KENAI PENINSULA**

Programs Office
320 S. Spruce Street
Kenai, Alaska 99611
907.283.2882
www.bgckp.com

Club Locations

Kasilof
Kenai
Kenai Teen Center
Nikiski
Nikiski Jr. /Sr. High
Seward
Soldotna

Board of Directors

Jeff Dolifka, President
Tim Redder, Vice President
Lela Rosin, Treasurer
Kyle Komelis, Secretary
Chris Hough, Past President
Mike Navarre
Sen. Peter Micciche
Kaarlo Wik
Ryan Tunseth
Kristen Lee
Shanda Richards
Melodie Allen
Katie Elsner

Honorary Board of Trustees

Rep, Mike Chenault

Executive Director

Shanette Wik

Cornerstone Sponsors



SOLDOTNA
City of Soldotna, Alaska



Ambassador of Youth



Champion of Youth





**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2023-13**

A RESOLUTION **RECOMMENDING** THAT CITY PARK SUBDIVISION 2023 REPLAT PRELIMINARY PLAT ATTACHED HERETO BE APPROVED.

PROPERTY ADDRESSES: 320 and 330 S. Spruce Street

LEGAL DESCRIPTIONS: Tract A, Park View Subdivision (Plat No. KN 79-156) and Tract A, City Park Subdivision No. 2 (Plat No. KN 2007-149)

KPB PARCEL NUMBERS: 04701018, -28

WHEREAS, the City of Kenai received a preliminary plat from McLane Consulting, Inc. on behalf of the property owner, Boys & Girls Club of the Kenai Peninsula; and,

WHEREAS, the plat meets Kenai Municipal Code (KMC) preliminary plat requirements and development requirements for the Suburban Residential (RS) and Urban Residential (RU) zoning districts; and

WHEREAS, the street name is referenced correctly; and,

WHEREAS, the merged parcels will have access via S. Spruce Street, which is a City-maintained road; and

WHEREAS, City water and sewer lines are available to the proposed parcel; and,

WHEREAS, an installation agreement is not required; and,

WHEREAS, the Planning and Zoning Commission recommends City Council approve the vacation of Char Circle and exclude the portion of S. Spruce Street; and,

WHEREAS, the Planning and Zoning Commission finds:

1. Pursuant to KMC 14.10.070 *Subdivision design standards*, the plat conforms to the minimum street widths, easements are sufficiently provided for utilities, the proposed subdivision would provide satisfactory and desirable building site, and the on-site water and sewer system will be subject to the regulatory requirements of the Public Works Department.
 2. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the proposed parcel meet City standards for minimum lot sizes in the subject zoning districts.
-

3. Pursuant to KMC 14.24.020 *General Requirements*, the proposed parcel meet City standards for minimum lot width and utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

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

Section 1. That the preliminary plat of City Park Subdivision 2023 Replat for a parcel merger of Tract A, City Park Subdivision No. 2 and Tract A, Park View Subdivision with right-of-way vacation of Char Circle be approved subject to the following condition.

1. Kenai City Council must consent to the vacation of a City right-of-way is not needed for a public purpose and approve the vacation of Char Circle and exclude the portion of S. Spruce Street.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA, this 26th day of July, 2023.

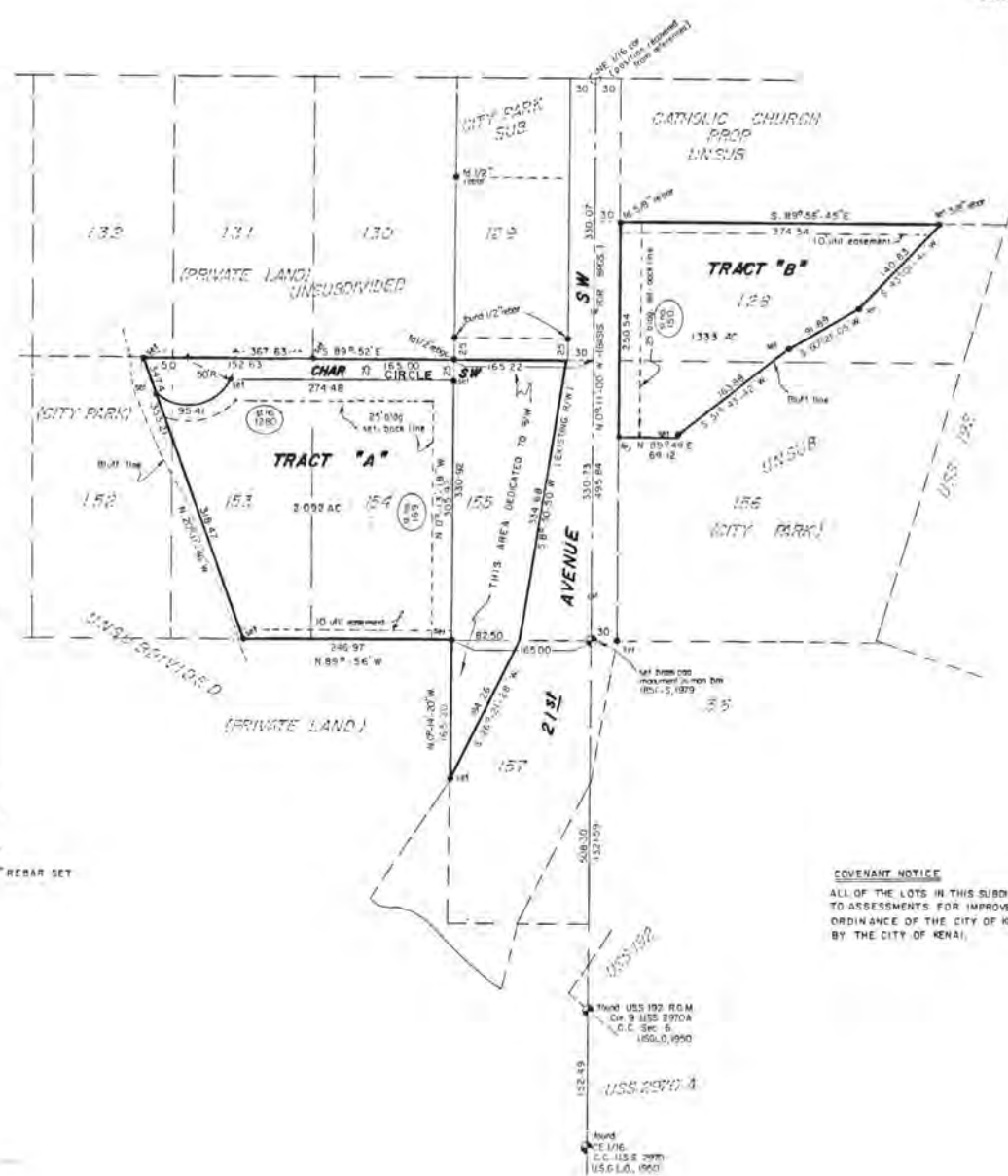
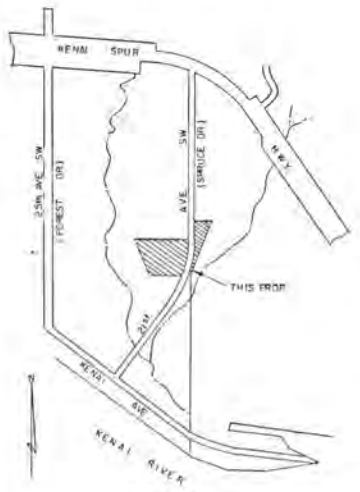
JEFF TWAIT, CHAIRPERSON

ATTEST:

Meghan Thibodeau, Deputy City Clerk

PARK VIEW SUBDIVISION

LOCATED WITHIN B.L.M. LOTS 128, 8
152-157, (ALL WITHIN THE NE 1/4)
SEC. 6, T.5 N., R.11 W., S.M., CITY OF KENAI, AK.
4652 AC. TOTAL AREA



CERTIFICATE OF OWNERSHIP & DEDICATION
I HEREBY CERTIFY THAT THE CITY OF KENAI IS THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, AND THAT THIS SUBDIVISION IS MADE WITH THE CONSENT OF THE CITY. I FURTHER CERTIFY THAT THE CITY OF KENAI DOES HEREBY DEDICATE TO PUBLIC USE AND THE USE OF PUBLIC UTILITIES, THE STREETS, AND EASEMENTS, AS SHOWN.

Eric Brown
CITY MANAGER

SWORN AND SUBSCRIBED TO BEFORE ME, A NOTARY PUBLIC, THIS 20th DAY OF September, 1979.

Janice P. Taylor
NOTARY PUBLIC
MY COMMISSION EXPIRES 2/20/83

PLAT APPROVAL
THIS PLAT, HAVING BEEN APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AS RECORDED IN THE OFFICIAL MINUTES OF THE MEETING OF June 12, 1979, IS HEREBY ACKNOWLEDGED AND ADORSED AS THE OFFICIAL PLAT, SUBJECT TO ANY AND ALL CONDITIONS AND REQUIREMENTS OF ORDINANCES AND LAW APPLICABLE THERE TO.

KENAI PENINSULA BOROUGH
By *Phyllis Waring*

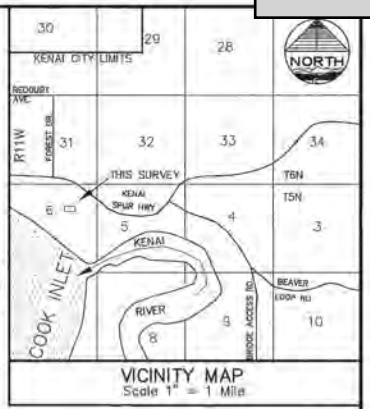
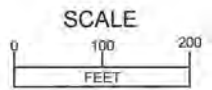
NOTE: ALL WASTEWATER DISPOSAL SYSTEMS SHALL COMPLY WITH EXISTING LAW AT TIME OF CONSTRUCTION.

COVENANT NOTICE
ALL OF THE LOTS IN THIS SUBDIVISION SHALL BE SUBJECT TO ASSESSMENTS FOR IMPROVEMENTS REQUIRED BY ORDINANCE OF THE CITY OF KENAI, WHEN INSTALLED BY THE CITY OF KENAI.

79-156
 APPROVED - FILED
 Kenai DIST.
 DATE 9-21 1979
 TIME 3:56 P.M.
 BY KPB



PARK VIEW SUBDIVISION	
CITY OF KENAI, BOX 560, KENAI, ALASKA 99511	
MALONE SURVEYING BOX 566 KENAI, ALASKA 99511	
DATE: 5-21-79	BY: J.F. MALONE (RJM) CKD: HM



NOTES

- 1) Water supply and sewage disposal systems shall be permitted only in conformance with applicable requirements of 18 AAC 72 and 18 AAC 80.
- 2) No direct access to state maintained ROWs permitted unless approved by State of Alaska Department of Transportation and Public Facilities.
- 3) No permanent structure shall be constructed or placed within an easement which would interfere with the ability of a utility to use the easement.
- 4) The front ten (10) feet along street rights of ways and the front twenty (20) feet within five (5) of the side lot lines is also a utility easement unless shown otherwise.
- 5) Development is subject to the City of Kenai Title 14 Zoning Code.
- 6) The existing overhead electric line is the centerline of a twenty (20) foot wide electrical distribution line easement including guys and anchors.
- 7) Survey monumentation to be completed prior to June 1, 2008.

WASTEWATER DISPOSAL

Plans for wastewater disposal that meet regulatory requirements are on file at the Department of Environmental Conservation.

CURVE TABLE						
CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	CHORD BEARING
C1	52.36	50.00	80°00'00"	28.87	50.00	S60°05'15"W

NOTARY'S ACKNOWLEDGEMENT

FOR: ERIC DERLETH
 Subscribed and sworn before me this 19th day of DECEMBER, 2007.
 My commission expires 10/15/2011

Bethany Olson
 Notary Public for the State of Alaska
BETHANY OLSON
 NOTARY PUBLIC
 My Comm. Exp. 10/15/2011

NOTARY'S ACKNOWLEDGEMENT

FOR: Linda Hutchings
 Subscribed and sworn before me this 21st day of DECEMBER, 2007.
 My commission expires 11/09/2011
Linda Hutchings
 Notary Public for the State of Alaska

CERTIFICATE OF OWNERSHIP AND DEDICATION

We hereby certify that we are the owners of the real property shown and described hereon and we hereby adopt this plan of subdivision and by our free consent dedicate all rights-of-way and public areas to public use and grant all easements to the use shown.

Eric Derleth
 Eric Derleth, President
 KPCCG Group, Inc., An Alaskan Non-Profit Corporation

Linda Hutchings
 Linda Hutchings, Treasurer
 KPCCG Group, Inc., An Alaskan Non-Profit Corporation

LEGEND

- BLM monument as described
 - Found 1/2" diam. rebar
 - Set 5/8" x 30" diam. rebar w/ 2" diam. alum. cap 4928-S
 - Primary survey monument as described
- () Record data BLM [] KN 79-15B [] KN 74-82

PLAT APPROVAL

This plat was approved by the KENAI PENINSULA BOROUGH PLANNING COMMISSION at the meeting of August 13, 2007.

KENAI PENINSULA BOROUGH by
M. M. Scott
 Authorized Official



2007-146
 Kenai REC. DIST.
 Date 12-28-07
 Title 1:39 P
 Requested by McLANE
 Address _____

CITY PARK SUBDIVISION No. 2

A REPLAT OF THE REMAINDER OF LOT 129, AND LOTS 130, 131, AND 132

KPCCG Inc.
 320 S. Spruce St. Kenai AK 99511

LOCATION
 4.584 acres ML situated in the Lots 129, 130, 131, and 132, Section 6, T6N, R11W, S.M., AK, the City of Kenai, Kenai Peninsula Borough and the Kenai Recording District.

 ENGINEERING - TESTING SURVEYING - MAPPING P.O. BOX 468 SOLDOTNA, AK 99589 VOICE (907) 383-2118 FAX: (907) 383-3265 WWW.MCLANECG.COM	KPB FILE NO. 2007-207
	PROJECT NO. 072029

SCALE: 1" = 100' DATE: OCT 07' BOOK NO.: 07-09 DRAWN BY: BAM

**KENAI CITY COUNCIL – REGULAR MEETING
JULY 5, 2023 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on July 5, 2023, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Brian Gabriel, Mayor	James Baisden, Vice Mayor
Teea Winger (<i>remote participation</i>)	Alex Douthit
Victoria Askin	Henry Knackstedt

A quorum was present.

Absent:

Deborah Sounart

Also in attendance were:

Terry Eubank, City Manager
Linda Mitchell, Planning Director
Dave Ross, Police Chief
Shellie Saner, City Clerk

3. Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

- Add item E. 4. **Public Hearing – Ordinance No. 3363-2023**
 - Amendment Memo

MOTION:

Council Member Knackstedt **MOVED** to approve the agenda and consent agenda with the requested revisions. Council Member Askin **SECONDED** the motion.

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

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

UNANIMOUS CONSENT was requested.

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

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

B. SCHEDULED ADMINISTRATIVE REPORTS - None.**C. SCHEDULED PUBLIC COMMENTS**

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

Tim Dillon, Executive Director of the Kenai Peninsula Economic Development District addressed the Council regarding current projects underway; identified that workforce challenges were related to housing, transportation and childcare; noted that he would be stepping down as the Director in December and Caitlin Coreson would be taking the position; and work was underway on a new website that will include a section on workforce.

2. Cook Inlet Regional Citizens Advisory Council (CIRCAC), Three-Year Recertification, John Williams, Vice President of CIRCAC.

CIRCAC Vice President John Williams and Director of Communications Shaylon Cochran addressed the Council regarding the Three-Year Recertification process, provided a summary of how CIRCAC came about after the Exxon Valdez spill; listed the programs that CIRCAC managed; and thanked the City for their continued support.

D. UNSCHEDULED PUBLIC COMMENTS

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center provided an update to Council regarding the Annual Chamber Fundraiser and the Fourth of July Parade, noting the increased number of participants; she reported that the Chamber had now taken over management of the lovekenai and the Silver Salmon Derby websites and social media accounts.

E. PUBLIC HEARINGS

1. **Ordinance No. 3360-2023** - Accepting and Appropriating a Grant Received through Maddie's Fund to the Kenai Animal Shelter for the Care of Animals. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3360-2023. Council Member Askin **SECONDED** the motion.

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

VOTE:

YEA: Douthit, Baisden, Askin, Gabriel, Winger, Knackstedt

NAY: None

ABSENT: Sounart

MOTION PASSED.

2. **Ordinance No. 3361-2023** - Accepting and Appropriating Fiscal Year 2023 Funds from the 2022 Community Assistance Program, Passed through the State of Alaska, Department of Commerce, Community, and Economic Development for National Floodplain Insurance Program Training. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3361-2023. Council Member Askin **SECONDED** the motion.

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

Appreciation was stated for the Grant Opportunity and for Planning Director Mitchell attending the training.

VOTE:

YEA: Baisden, Askin, Gabriel, Winger, Knackstedt, Douthit

NAY: None

ABSENT: Sounart

MOTION PASSED.

- 3. Ordinance No. 3362-2023** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvements Capital Project Funds to Provide Supplemental Funding for the Kenai Municipal Airport's Sand Storage Facility Project and Authorizing a Contract Amendment for Professional Services. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3362-2023. Council Member Douthit **SECONDED** the motion.

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

It was reported that the Sand Storage Project was awarded during the COVID Pandemic and as a result there had been difficulties obtaining a metal building; the project was back on track and eligible for a possible 100 percent reimbursement from the Federal Aviation Administration.

VOTE:

YEA: Askin, Gabriel, Winger, Knackstedt, Douthit, Baisden

NAY: None

ABSENT: Sounart

MOTION PASSED.

- 4. Ordinance No. 3363-2023** - Amending Kenai Municipal Code Sections 14.20.330 - Standards for Commercial Marijuana Establishments, and 14.22.010 - Land Use Table, to Establish a Minimum Standard for Public Notification for Commercial Marijuana Establishments and Prohibit Limited Marijuana Cultivation Facilities in Residential Zoning Districts. (Douthit and Baisden)

MOTION:

Vice Mayor Baisden **MOVED** to enact Ordinance No. 3363-2023. Council Member Douthit **SECONDED** the motion.

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

It was reported this was brought forward to address concerns voiced by members of the public regarding not being noticed; previously there were two cultivation facilities in residential districts, one of which was now closed and the one remaining would be grandfathered in.

There was discussion regarding noticing a number of properties vs. a number of property owners; and the Kenai Peninsula Borough (KPB) provided the property ownership details used for noticing

MOTION TO AMEND:

Council Member Knackstedt moved to amend Ordinance 3363-2023 as follows:

Section, 1 paragraph c, to delete the proposed new sentence, "[THE NOTICE AREA WILL BE EXPANDED UNTIL A MINIMUM OF THIRTY (30) DIFFERENT PROPERTY OWNERS ARE AVAILABLE FOR NOTIFICATION.]" and to insert a new sentence to read, "The notice periphery will be expanded until a minimum of thirty (30) properties are available for notification."

Vice Mayor Baisden **SECONDED** the motion.

There was discussion regarding how the data from KPB captured property ownership; which method would provide the most noticing; and the difficulty level of notifying by property vs. by ownership.

[Clerk's Note: The motion to amend was withdrawn with consent of the second.(KMC 1.15.060(g))

MOTION TO AMEND:

Council Member Knackstedt moved to amend Ordinance 3363-2023 as follows:

Section 1, paragraph c, final sentence to read, "The notice [AREA] periphery will be expanded until a minimum of thirty (30) different property owners are available for notification."

Council Member Douthit **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

MOTION:

Vice Mayor Baisden moved to amend Ordinance 3363-2023 as follows:

Insert a new sixth Whereas clause to read, "at its meeting on June 28, 2023, the Planning and Zoning Commission recommended the City Council enact this Ordinance."

UNANIMOUS CONSENT was requested on the motion to amend.

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

VOTE MAIN MOTION AS AMENDED:

YEA: Gabriel, Winger, Knackstedt, Douthit, Baisden, Askin

NAY: None

ABSENT: Sounart

MAIN MOTION AS AMENDED PASSED.

F. MINUTES

1. *Regular Meeting of June 21, 2023. (City Clerk)
2. *Special Meeting of June 21, 2023. (City Clerk)

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)

Approved by the consent agenda.

3. ***Action/Approval** - Special Use Permit to Kenai Chamber of Commerce and Visitor Center for the Use and Operation of the Moosemeat John Cabin. (Administration)

Approved by the consent agenda.

4. ***Action/Approval** - Non-Objection to the Renewal of an Outdoor Recreation Lodge Liquor License for The Cannery Lodge, LLC, DBA The Cannery Lodge - License No. 5369 (City Clerk)

Approved by the consent agenda.

5. ***Action/Approval** - Non-Objection to the Renewal of a Package Store Liquor License for Three Bears Alaska, Inc, DBA Three Bears - License No. 4118 (City Clerk)

Approved by the consent agenda.

6. **Discussion/Action** - Radio Advertising. (Douthit)

There was discussion regarding utilizing radio to advertise for big meetings to get more public participation; justification for spending the funds for items like the Dip Net Fishery, ATV's on the streets and upcoming events like the Silver Salmon Derby; Public Service Announcements (PSA) on road construction projects; and generally, there were no fees for PSA's.

It was reported that the administration had the ability to do advertising for projects and events provided adequate funding was available; that State Statutes requires meeting noticing to be done in a consistent manner and advertising only certain meetings or agenda items may be a liability to the City.

There was general consensus that the City Manager and City Clerk review the subject to determine the possible use for radio advertising and bring the information back to the Council.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging

No report, next meeting July 13, 2023

2. Airport Commission

No report, next meeting July 13, 2023

3. Harbor Commission

No report, next meeting August 7, 2023

4. Parks and Recreation Commission

No report, next meeting August 3, 2023

5. Planning and Zoning Commission

Council Member Douthit reported on the June 28, 2023 meeting, next meeting July 12, 2023.

6. Beautification Committee

No report, next meeting September 12, 2023.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Promoting the King of the River Food Drive in support of Kenai on KSRM's Sound Off.
- Running the Barbeque at the Free Oilers night with Borough Mayor Peter Micciche, Senator Bjorkman, Representative Ruffridge, and Soldotna Vice Mayor Lisa Parker.
- Participating in the Fourth of July Parade, and noted his appreciation for there being over 80 parade entries.

K. ADMINISTRATION REPORTS

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

- The City was now operating in the new Fiscal Year.
- City Crews were preparing for the Persona Use Fishery.
- Meeting with Representative Murkowski's staff.

- A bluff stabilization meeting schedule for July 11, 2023 with the new District Commander of the Army Corps of Engineers, Col. Jeffrey S. Palazzini.
- That David Swarner accepted the position of Finance Director and would begin on August 2, 2023.
- Currently recruiting for an Airport Manager.

2. City Attorney - No report.

3. City Clerk - No report.

L. ADDITIONAL PUBLIC COMMENTS

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

2. Council Comments

Council Member Winger thanked everyone for the great discussion.

Council Member Douthit noted his appreciation that everyone had a great time at the parade; and he thought the chamber fundraiser had a good turnout.

Council Member Askin noted she had a lucky streak over the last two weeks winning a couple of items; and that she enjoyed participating as a Judge for the parade.

Vice Mayor Baisden thanked Planning Director Mitchell and City Manager Eubank for the work on Ordinance 3363-2023; thanked Council Member Douthit for filling in for him at the Planning and Zoning meeting as he was on the East Coast watching his son Samuel being inducted into the Naval Academy; he encouraged everyone to read the letter to the Editor his wife submitted to the Peninsula Clarion.

Council Member Knackstedt noted he was happy with the outcome of Ordinance 3363-2023 noting it involves a large area of the City; congratulated Vice Mayor Baisden; and said he enjoyed participating as a judge for the parade.

M. EXECUTIVE SESSION

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

MOTION:

Council Member Knackstedt **MOVED** to enter into executive session to review and discuss evaluation of the City Manager which may be a subject that tends to prejudice the reputation and character of the City Manager. [AS 44.62.30(C)(2)]. Mr. Eubank elected to have the discussion regarding his evaluation take place in executive session. The executive session will include Mayor Gabriel, City Council Members and City Manager Eubank.

Vice Mayor Baisden **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

MOTION:

Council Member Knackstedt **MOVED** to reconvene into regular session. Vice Mayor Baisden **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

[Clerk's Note: The Council entered into executive session at 7:49 p.m. and reconvened into regular session at 8:10 p.m.]

Council reconvened in open session and reported that the Council met in executive session to review and discuss the with the City Manager his evaluation.

N. PENDING ITEMS - None

O. ADJOURNMENT

P. INFORMATIONAL ITEMS

1. Mayoral Letter of Support for CIRCAC's Recertification.

There being no further business before the Council, the meeting was adjourned at 8:10 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of July 5, 2023.

Michelle M. Saner, MMC
City Clerk

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

PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: AUGUST 2, 2023

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	108,759.80
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	104,707.22
PREMERA	JUNE, JULY PREMIUMS	VARIOUS	INSURANCE	399,756.15
REBORN AGAIN JANITORIAL	JUNE SERVICES	AIRPORT	REPAIR & MAINTENANCE	4,231.35

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Linda Mitchell, Planning Director

DATE: July 21, 2023

SUBJECT: **Action/Approval - Consent to Assignment and Assignment and Assumption of Lease Agreement, of Lot 5, Block 1, Gusty Subdivision Addition No. 1 Amended to Braden Ellis**

Braden Ellis has submitted an application and application fee for an Assignment and Assumption of Lease Agreement from Forever Business Plaza LLC, Assignor to Braden Ellis, Assignee. The applicant notes that no new improvements or a change in the existing use under the lease are proposed. Any changes in use would require a lease amendment. The applicant intends to use any remaining space to add more business tenants. A map of the parcel is attached to this memorandum.

The original Lease of Airport Lands was executed by the City of Kenai, Lessor, and Patrick J. Doyle and Mary J. Doyle, Lessee, on November 16, 1983, for Lot 5, Block 1, Gusty Subdivision and recorded on December 12, 1983, in Book 225 at Pages 376-394. The subject Lease was initially issued for a car wash and amended to “Car Wash and Gas Pumps.” The term of the lease is for 99 years, expiring on June 30, 2082. The lease has been assigned over the years, and the more recent Assignment and Assumption of Lease from JoAnn Doyle, individually and as surviving spouse of Don Moffis to Forever Business Plaza LLC was executed on April 29, 2022. The Lessee is in compliance with the terms and conditions of the lease.

Section D, paragraph 3 of the Lease of Airport Lands stipulates that “Lessee with City’s written consent, which will not be unreasonably denied, may assign for other than collateral purposes, in whole or in part, its rights as lessee hereunder.”

If City Council approves the Consent to Assignment and Assumption of Lease Agreement, the City Manager will be authorized to sign the Consent to Assignment and the Assignment of Lease may be executed by the parties.

Thank you for your consideration.

Attachments

- Application for Lease Assignment
- Map of 11568 Kenai Spur Highway
- Draft Consent to Assignment and Assignment and Assumption of Lease Agreement



City of Kenai Land Lease Application

Application for:	<input type="checkbox"/> New Lease
<input type="checkbox"/> Amendment	<input type="checkbox"/> Extension
<input checked="" type="checkbox"/> Assignment	<input type="checkbox"/> Renewal
Application Date:	7-12-23

Applicant Information

Name of Applicant:	Braden Ellis						
Mailing Address:	46806 Lake St	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):	Home Phone:	Work/ Message Phone: 907-513-7530					
E-mail: (Optional)	braden.ellis16@gmail.com						
Name to Appear on Lease:	Braden Ellis						
Mailing Address:	46806 Lake St	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):	Home Phone:	Work/ Message Phone: 907-513-7530					
E-mail: (Optional)	braden.ellis16@gmail.com						
Type of Applicant:	<input checked="" type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Government <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other _____						

Property Information and Term Requested

Legal description of property (or, if subdivision is required, a brief description of property):
*TIN NW Sec 5 Southeast Meridian KN 084 0183 Leasehold Est Created by lease
 Gusty Sub Addn #1 Amnd. Lots Block 1*

Does the property require subdivision? (if Yes, answer next questions) YES NO
 Subdivision costs are the responsibility of the applicant unless the City Council determines a subdivision serves other City purposes:

1. Do you believe the proposed subdivision would serve other City purposes? YES NO
 2. If determined it does not, applicant is responsible for all subdivision costs. Initials *PE*

If an appraisal is required to determine the minimum price on the land, applicant is responsible for the deposit to cover costs associated with appraisal. If a sale is approved, the cost of the appraisal will be either refunded or credited to the applicant. Initials *PE*

It is the responsibility of the applicant to cover recording costs associated with lease. Initials *PE*

Do you have or have you ever had a Lease with the City? (if Yes, answer next question) YES NO
 1. Legal or brief description of property leased:

Request a Lease with an Option to Purchase once development requirements are met? YES NO

Requested term for Initial Lease or Renewal (based on Term Table, not to exceed 45 years):

Requested term for Lease Extension (based on Term Table, not to exceed a total of 45 Years):

Requested Starting Date: *August 1, 2023*

Proposed Use and Improvements

Proposed Use (check one): Aeronautical Non-Aeronautical

Do you plan to construct new or additional improvements? (if Yes, answer next five questions) YES NO

1. Will the improvement change or alter the use under an existing lease? YES NO

2. What is the proposed use of the improvement?

3. What is the estimated value of the improvement?

4. What is the nature and type of improvement?

5. What are the dates construction is estimated to commence and be completed?

(generally, construction must be completed within two years)

Estimated Start Date:

Estimated Completion Date:

Describe the proposed business or activity intended:

current tenants in building to remain and seek to rent out additional space

How does the proposed lease support a thriving business, residential, recreational, or cultural community?

existing businesses already there

Lease Assignment Only: What is the name of the individual or legal entity the lease is to be assigned?

Lease Renewal Only

Renewal of an Existing Lease (at least one year of term remaining): Requires new development.

Lease Term based on: Estimated cost of new improvements and Purchase Price (optional)

Renewal of an Expiring Lease (less than one year of term remaining): Does not require new development.

Lease Term based on: Purchase Price Professional Estimate of Remaining Useful Life

Fair Market Value appraisal and/or Estimated cost of new improvements (optional)

Requested Term for Renewal Based on Term Table, not to exceed 45 Years:

Submitting an application for a lease does not give the applicant a right to lease or use the land requested in the application. The application shall expire twelve (12) months after the date the application has been made if the City and the applicant have not, by that time, entered into a lease, unless the City Council for good cause grants an extension for a period not to exceed six (6) months. The City has no obligation to amend, renew or extend a lease and may decline to do so upon making specific findings as to why a lease renewal, extension, or amendment is not in the best interest of the City

Signature:	<i>Braden Ellis</i>	Date:	<i>7/14/23</i>
Print Name:	<i>Braden Ellis</i>	Title:	

For City Use Only:	Date Application Fee Received:	<i>7/12/23</i>
<input type="checkbox"/> General Fund	Date Application Determined Complete:	
<input type="checkbox"/> Airport Fund	30-Day Notice Publication Date:	
Account Number:	City Council Action/Resolution:	

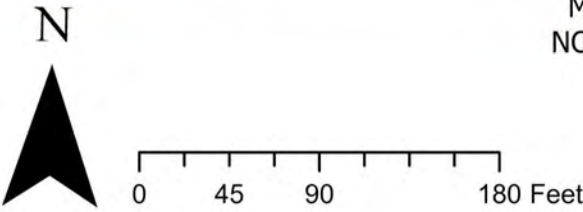


Lease Assignment
Lot 5, Block 1, Gusty Subdivision
Addition No. 1 Amended
11568 Kenai Spur Hwy
KPB Parcel ID: 04327015



Date Printed: 7/25/2023

Map for Reference Only
NOT A LEGAL DOCUMENT



CITY OF KENAI

CONSENT TO ASSIGNMENT

The Assignment of that certain Lease of Airport Lands entered into on November 16, 1983, and recorded in Book 225 at Page 376 - 394, on December 12, 1983, in the Kenai Recording District, from FOREVER BUSINESS PLAZA, LLC whose address is 37190 Aspenwood Court, Soldotna, AK 99669, to BRADEN ELLIS, whose address is 46806 Lake Street, Kenai, AK 99611, covering the following-described property:

Lot 5, Block 1, GUSTY SUBDIVISION ADDITION NO. 1, AMENDED, according to the official plat thereof, filed under Plat No. 84-183, in the records of the Kenai Recording District, Third Judicial District, State of Alaska,

is hereby ACKNOWLEDGED AND CONSENTED TO, subject to the same terms and conditions as contained in the above-described original Lease of Airport Lands, and any and all amendments thereto.

This Consent is given by the City of Kenai without waiving any right or action, or releasing the Assignor from any liability or responsibility under the aforementioned Lease, and does not relieve the Assignee from the condition requiring the City's approval for any subsequent sublease or assignment.

Dated this ____ day of _____, 2023.

Terry Eubank
City Manager

ACKNOWLEDGEMENT

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this _____ day of _____, 2023, Terry Eubank, City Manager of the City of Kenai, Alaska, being personally known to me or having produced satisfactory evidence of identification, appeared before me and acknowledged the voluntary and authorized execution of the foregoing instrument on behalf of said City.

Notary Public for Alaska
My Commission Expires: _____

Approved as to form:

Scott Bloom, City Attorney

After Recording, Return to:

City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611

ASSIGNMENT AND ASSUMPTION OF LEASE AGREEMENT

Forever Business Plaza, LLC (hereinafter called "Lessee/Assignor"), whose address is 37190 Aspenwood Court, Soldotna, Alaska 99669, and who is Lessee under that Assignment and Assumption of Lease Agreement dated April 26, 2022, assigns all of its respective rights, title, and interests in the Lease to Braden Ellis, (hereinafter called "Lessee/Assignee"), whose address is 46806 Lake Street, Kenai, AK 99611, subject to all the conditions and terms contained in the Lease.

The Lease covers property located in the City of Kenai described as:

Lot 5, Block 1, Gusty Subdivision Addition No. 1 Amended, according to the official plat thereof, filed under Plat No. 84-183, filed in the Kenai Recording District, Third Judicial District, State of Alaska.

The Lease of Airport Lands was entered into on November 16, 1983, and is recorded in Book 225 at Page 376-394, on December 12, 1983, in the Kenai Recording District. The Assignment of Lease from the original grantee to Don Moffis and Joann Doyle is recorded in the Kenai Recording District at Serial No. 2019-004987-0. The Assignment and Assumption of Lease to Forever Business Plaza, LLC is recorded in the Kenai Recording District at Serial No. 2022-003551-0.

Assignee hereby assumes and agrees to perform all duties and obligations required of Lessee by the Lease and to pay all outstanding liabilities and outstanding obligations that may be due and owing, or may have been due and owing, prior to the effective date of this Assignment and Assumption of Lease Agreement.

This Assignment and Assumption of Lease shall be governed by and construed in accordance with the laws of the State of Alaska.

ASSIGNOR:

FOREVER BUSINESS PLAZA, LLC

By: _____

Aaron Swanson

FOREVER BUSINESS PLAZA, LLC

ASSIGNEE:

BRADEN ELLIS

By: _____
Braden Ellis

State of Alaska)
) ss
Third Judicial District)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023,
by, _____, (Name), _____(Title) of FOREVER
BUSINESS PLAZA, LLC, an Alaska Limited Liability Company, on behalf of the company.

Notary Public of Alaska
My Commission Expires: _____

State of Alaska)
) ss
Third Judicial District)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023,
by, _____, (Name), _____(Title).

Notary Public of Alaska
My Commission Expires: _____



**CITY OF KENAI
ORDINANCE NO. 3365-2023**

AN ORDINANCE INCREASING ESTIMATED FY2023 REVENUES AND APPROPRIATIONS IN THE GENERAL FUND – POLICE DEPARTMENT AND ACCEPTING A GRANT FROM THE ALASKA HIGH INTENSITY DRUG TRAFFICKING AREA FOR DRUG INVESTIGATION OVERTIME EXPENDITURES.

WHEREAS, the Kenai Police Department assists the regional drug task force on initiatives with funding availability through the Alaska High Intensity Drug Traffic Area (AK HIDTA), which is funded through a Federal Government Appropriation; and,

WHEREAS, funding through AK HIDTA is available to reimburse certain overtime expenditures for the Kenai Police Officers that assist the regional drug task force or directly participate in the task force on those HIDTA initiatives; and,

WHEREAS, the overtime expense that was eligible for reimbursement from April of 2023 through the end of June, 2023 was \$3,645.01; and,

WHEREAS, overtime for these additional expenditures for drug investigations were not budgeted and the Department is requesting appropriation into the FY23 overtime budget equal to the amount of the AK HIDTA funding.

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

Section 1. That the City Manager is authorized to accept these funds from the AK HIDTA in the amount of \$3645.01 and to expend those funds to fulfill the purpose and intent of this ordinance

Section 2. That the fiscal year 2023 estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues –
Federal Grants – Police \$3,645.01

Increase Appropriations – Police Department -
Overtime \$3,645.01

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

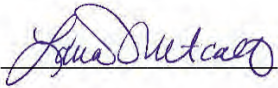
Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16TH DAY OF AUGUST, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: August 2, 2023
Enacted: August 16, 2023
Effective: August 16, 2023



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: David Ross – Police Chief

DATE: July 12, 2023

SUBJECT: **Ordinance No. 3365-2023, Accepting HIDTA Grant Funds**

The Kenai Police Department participates in the regional drug task force. Between April of 2023 and June of 2023 certain overtime worked in conjunction with the regional drug task force was eligible for reimbursement through the Alaska High Intensity Drug Trafficking Area (AK HIDTA), which receives its funding through Federal appropriation. The Police Department requested reimbursement for \$3,645.01 in overtime expenditures.

I am respectfully requesting consideration of the ordinance accepting and appropriating the grant funds into the FY23 budget for the purpose they were intended.



Sponsored by: Knackstedt

**CITY OF KENAI
ORDINANCE NO. 3366-2023**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND – PLANNING DEPARTMENT TO COMPLETE REZONING OF THE KENAI WATERFRONT AREA AS IDENTIFIED IN THE 2022 KENAI WATERFRONT REVITALIZATION ASSESSMENT.

WHEREAS, in 2022 the City contracted with McKinley Research Group to complete the Kenai Waterfront Revitalization Assessment, a project to identify redevelopment strategies to maximize the potential of the waterfront study area, consider existing and potential land use and zoning, and determine the community's vision for the area; and,

WHEREAS, the Kenai Waterfront area is approximately 160-acres adjacent to Bridge Access Road south of Millennium Square and east of the Kenai Senior Center, including the Kenai City Dock; and,

WHEREAS, the community's vision for the area was summarized in the following points:

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

WHEREAS, community ideas for land uses in the area included:

1. Consensus on mixed land uses.
2. Low impact uses, such as recreation and water dependent uses, should be given priority.
3. Create a destination facility or "anchor tenant" such as a convention center, lodge, hotel, or other facility that meets local needs and draws visitors.
4. Support new businesses, such as restaurants, breweries, tackle shops, tour operators, and general commercial and retail.
5. Supports boardwalks, park and open space, campgrounds and recreation, as well as expands and improves river access and the needed support facilities.
6. Integrate existing seafood plants into the overall revitalization effort to meet the community's desire to represent an authentic working waterfront; and,

WHEREAS, property in the Waterfront area is currently zoned Heavy Industrial, which is not consistent with the community's vision for a "Working Waterfront" area; and,

WHEREAS, rezoning the area will help to guide development in the area in a manner that is consistent with the community's vision and proposed land uses; and,

WHEREAS, since completion of the assessment, development has increased in the area with the expansion of a camping facility, construction of a new camping facility, and groundbreaking for a new brewery, consistent with the community's vision; and,

WHEREAS, in order to ensure future development is consistent, rezoning is a priority; and,

WHEREAS, due to staffing shortages in the Planning Department and the summer construction season, additional staffing is necessary to move forward with a project to rezone the waterfront area in a timely manner; and,

WHEREAS, a temporary project employee will provide sufficient staffing to complete the project before the end of 2023 in preparation for future development in the 2024 construction season and beyond; and,

WHEREAS, continuation of redevelopment strategies to maximize the potential of the Kenai waterfront area consistent with the community’s vision is in the best interest of the City.

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

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

General Fund:

Increase estimated revenues -	
Appropriation of Fund Balance	<u>\$13,750</u>
Increase/Decrease expenditures – Planning	
Salaries	\$13,450
Medicare	200
Unemployment Insurance	70
Workers Compensation	<u>30</u>
	<u>\$13,750</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.

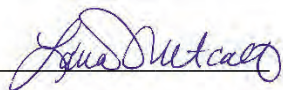
Section 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16TH DAY OF AUGUST, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced	August 2, 2023
Enacted:	August 16, 2023
Effective:	August 16, 2023



MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Henry Knackstedt, Council Member
DATE: July 21, 2023
SUBJECT: **Ordinance 3366-2023 Waterfront Revitalization Property Rezone Supplemental Funding.**

In 2022 the City contracted with McKinley Research Group to complete the Kenai Waterfront Revitalization Assessment, a project to identify redevelopment strategies to maximize the potential of the waterfront study area, consider existing and potential land use and zoning, and facilitate work sessions to determine the community’s vision for the area. The Kenai Waterfront area is approximately 160 acres adjacent to Bridge Access Road south of Millennium Square, east of the Kenai Senior Center, and including the Kenai City Dock. A copy of the assessment’s final report is available at:

https://www.kenai.city/sites/default/files/fileattachments/city_manager/page/14191/mckinley_research_group_kenai_waterfront_revitalization_final_report_8.23.2022.pdf.

The process included community meetings and discussions about goals and developing the vision for revitalizing the area. The community’s vision for the area was summarized in the Kenai Waterfront Revitalization Assessment in the following points:

1. The public desires and supports new development but not at the expense of impacting the existing uses, primarily the seafood plants, and the ability to access the Kenai River and its many resources.
2. The public wants revitalization to be authentic, protective of the river and natural environment, be accessible year-round, and provide economic opportunities.
3. There is a need to protect and celebrate the area’s history, culture, and outstanding views of the river, surrounding landscape, wildlife, and volcanoes.
4. The phrase, “Build it for the locals, and the visitors will love it” is important in meeting these criteria.

Community ideas for future land uses in the area included:

1. Consensus on mixed land uses
2. Limit development to low impact uses, such as recreation and water dependent uses, should be given priority
3. Create a destination facility or “anchor tenant” such as a convention center, lodge, hotel, or other facility that meets local needs and draws visitors

4. Support new businesses, such as restaurants, breweries, tackle shops, tour operators, and general commercial and retail
5. Supports boardwalks, park and open space, campgrounds and recreation, as well as expands and improves river access and the needed support facilities
6. Integrate existing seafood plants into the overall revitalization effort to meet the community's desire to represent an authentic working waterfront

The summer of 2023 has seen renewed interest in the area with the expansion of camping at the Port of Kenai Facility, construction of a new camping facility, and groundbreaking on the City's first brewery. Each of these uses is consistent with the community's vision and proposed land uses. However, to ensure future development remains consistent, rezoning of the area is needed and appropriate.

Ordinance 3366-2023 will provide sufficient funding to employ a temporary planner to assist with the rezoning process. Staffing shortages in the Planning Department have hindered its ability to move forward with a project to rezone the waterfront area. Completion of the rezone project in 2023 will ensure future development in the 2024 construction season and beyond are consistent with the community's vision and proposed land uses.

Your support for Ordinance 3366-2023 is respectfully requested.





Waterfront Zoning District

(Hybrid Form-Based Code Zoning and Comprehensive Plan Amendment)

Project Approach/Methodology

Below is an overview of the anticipated approach and methodology to achieving a successful waterfront zoning district.

Task 1 – Background Assessment

Task 1-A: Review existing conditions. Consult with the City, visit the targeted area identified in the Kenai Waterfront Revitalization Assessment to document any changes of existing conditions identified in the plan, and reassess the overall condition of key components. These components will include the following categories.

- **ENVIRONMENTAL IMPROVEMENT**
 - Natural environment & ecological system
 - Energy efficiency
 - Water management
 - Storm water management
 - Waste management
 - Green neighborhood
 - Brownfield redevelopment
- **SOCIAL IMPACT**
 - Site development
 - Transit oriented development
 - Public accessibility
 - Provision of basic amenities
 - Strong expression of culture & heritage
- **ECONOMIC IMPACT**
 - Development of river based activities
 - Increase in real estate values
 - Development of existing economic activities on site
 - Improvement in tourist activities

Task 1-B: Maintain regular meetings. An initial meeting will confirm goals and objectives of assignment and to set a schedule of weekly or bi-weekly meetings.

Task 2 – Inclusive Public Engagement

Task 2-A: Assist with the design of outreach materials to attract diverse individuals for public engagement. Assist the City with developing a series of outreach materials that will effectively communicate the project’s purpose and engage and encourage public participation in the process.

Task 2-B: Identify stakeholders for public engagement. The City recognizes the important role that community stakeholders play in the ongoing development of the community. Work with City’s staff to identify key stakeholders and will engage these entities to participate in and contribute to the process.

Task 2-C: Determine best possible community engagement techniques to ensure equitable input. Develop and employ techniques that illicit input from the Kenai businesses, property owners, residents, and visitors.

Task 2-D: Assist with facilitating information gathering; community meetings. Assist with information gathering and in organizing and facilitating meetings. Assist city staff with the process of data collection, both current and archival.

Task 2-E: Compile the results of the community outreach work effort into the final plan report. The final plan will, in part, incorporate information gathered during community outreach, research and interviews.

Task 3- Zoning Code and Comprehensive Plan Update and Drafts

Task 3-A: Draft Zoning Code and Comprehensive Plan Amendments. Present proposed zoning and comprehensive plan amendments to the City officials and residents. Resubmit the DRAFT amendments showing any comments and feedback from the public meetings.

Task 3-B: Review by Planning & Zoning Commission, City Council and Final Zoning Code and Comprehensive Plan Amendments. In partnership with city staff, present draft Zoning Code and Comprehensive Plan amendments to the Planning Commission, and then to the City Council for discussion.

Task 4 – Additional Tasks

In addition to the three (3) major tasks previously outlined, the following additional tasks may be needed:

Task 6-A: Provide research and analysis as requested by the City.

Task 6-B: Attend public meetings as needed.

Task 6-C: Provide any other services as required to properly assist in administering the adoption of the zoning code and comprehensive plan amendments for the targeted area of the waterfront redevelopment.

Project Schedule

Below is a tentative project milestone chart.

<i>Milestone</i>	<i>Tentative Target Dates</i>
Planning & Zoning Commission Open House	September 12, 2023
Planning & Zoning Commission Work Session	September 27, 2023
Planning & Zoning Commission Public Hearing	September 27, 2023
City Council – New Business (Introduction)	September 4, 2023
City Council – Public Hearing	October 19, 2023
Ordinance Enactment	November 19, 2023
Borough Planning & Zoning Commission	TBD
Borough Assembly	TBD

Sponsored by: Administration



**CITY OF KENAI
ORDINANCE NO. 3367-2023**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND – STREET DEPARTMENT FOR AWARD OF A CONTRACT TO REPLACE PUBLIC SIDEWALK AT 815 FRONTAGE ROAD.

WHEREAS, the Public Works Department in coordination with the property owners at 815 Frontage Rd, Paradisos Restaurant, have identified several large sections of failing concrete public sidewalk along the entrance of the business; and,

WHEREAS, a Proposal Quote Request (PQR) was released on June 30, 2023 with quotes due on July 14, 2023 to contract for the replacement of the damaged sidewalks, with the following quotes received;

Contractor	Quote
Blazy Construction	\$34,942
Foster Construction	N/A
Peninsula Construction	N/A
Polar North Construction	N/A
Chumley’s Inc.	N/A
BMGC, LLC	N/A

and,

WHEREAS, all of the Contractors above were contacted with Blazy Construction being the only respondent; and,

WHEREAS, award to Blazy Construction is in the best interest of the City, with an anticipated completion date of the Work before September 14, 2023.

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

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

General Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$34,942</u>
Increase Appropriations –	
Street Department - Repair & Maintenance	<u>\$34,942</u>

Section 2. That the City Manager is authorized to execute a construction agreement and issue a purchase order to Blazy Construction in the amount of \$34,942 for replacement of damaged sidewalks along frontage road.

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


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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16TH DAY OF AUGUST, 2023.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: August 2, 2023
Enacted: August 16, 2023
Effective: August 16, 2023



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Scott Curtin, Public Works Director
DATE: July 26, 2023
SUBJECT: Ordinance 3367-2023 – Main Walk Replacement

This project was brought to the department’s attention last year. With all the rain experienced last summer, contractors were so far behind on work that no one was interested in providing a bid. This season was similar, however we were able to get one contractor willing to take on the work. The public walk has continued to deteriorate in this area significantly with many sections displacing creating tripping hazards. This work is in coordination with the property owner who is assisting the department in preparation for the work. They are assisting with removal of planter and columns as example. Photo below is typical of current condition.

Side walk area is approximately 64’ x 11.5’ in front of the building as well as an 18’ x 4’ section near driveway to parking area. Contractor intends to complete work this fall. Council’s approval is respectfully requested.



MEMORANDUM

TO: Council Members
THROUGH: Mayor Gabriel
FROM: Shellie Saner, City Clerk
Terry Eubank, City Manager
Scott Bloom, City Attorney
DATE: July 25, 2023
SUBJECT: **City of Kenai Commissions, Committees and Council on Aging Review**

This memo requests Council direction to the Administration for development of tools and methods to clarify the roles and responsibilities for members of the City’s advisory boards, commissions, committees and Council on Aging (Commissions). Having clear defined roles and responsibilities will provide commission members guidance for the activities of their body and also reduce dissatisfaction from members when they feel the commission is not meeting their expectations.

Purpose of Advisory Commissions. The role of each Advisory Commission is intended to bring experience, expertise and opinion to advise the City on various issues, policies and matters. Each Commission has a purpose that has been approved by the City Council, and each Commission should make recommendations that fulfill the purpose of their appointed role and advise the City on matters specifically related to their role as defined in code and policy.

Advisory Roles. The responsibilities of serving in an advisory role includes developing short-term and long-term goals and making recommendations to the City. In an advisory capacity, the Commission acts as an important source of information on a variety of issues that affect the City, residents and visitors.

Commission Development Tools.

Each Commission should develop an annual work plan at the beginning of each year, the work plan would then be submitted to Council for approval. The work plan would guide the work of the Commission throughout the year. At the end of each year, the Commission would then submit a final report to the Council for review of their activities.

Purpose of a Work Plan.

1. Documents that the work plan of the commission aligns with the assigned role, plans, policies and procedures of the City.
2. Ensures the Council and Administration is aware of the work intended for the Commission for the year ahead.

Purpose of an Annual Report.

1. Highlights key accomplishments, identifies completed projects and outlines various activities of the last year.
2. Provides the opportunity for Council review of the commissions accomplishments and confirms that the work of the commission continues to align with their assigned role and work plan as approved by Council.

Plan for Implementation.

September / October

1. Develop an online survey to be sent to all current commission and City Council members. Survey questions to be developed in coordination with the Administration, Clerks Office and two volunteer Council Members.

November

1. Distribute online survey to all current commission and City Council members. Thirty-day survey will close on November 30, 2023.

December

1. Compile survey data, finalize summary report of five (5) years of action for each commission and prepare work session packets.

January

1. Commission Work Sessions for each Commission with the following agenda outline.
 - a. Review of the past five (5) years of Commission actions taken.
 - b. Review Kenai Municipal Code applicable to the Commission.
 - c. Review Council adopted policies applicable to the Commission.
 - d. Develop any amendments to code or policy to be recommended for Council approval.
2. Immediately following the Commission Work Session, the Commission will meet in a Regular meeting to take formal action recommending Council approval of the proposed amendments to code and policy.
3. Regular Council Meeting discussion / action on recommendations from each Commission regarding code or policy.
4. Based on the final decision approved by Council, each individual Commission will meet again in a Work Session to develop the following:
 - a. Missions or Vision Statement for the Commission.
 - b. Annual Work Plan.
5. Immediately following the Commission Work Session, the Commission will meet in a Regular meeting to take formal action recommending Council approval of the Mission or Vision Statement and Annual Work Plan.

Note: Beginning the review process at the Commission level in January is recommended. This recommendation is based on the terms for Commission members, which is January 1 - December 31 and would allow work plans to be developed by the individual members who will be working on them.

February - December

1. Commission meetings to conduct work as approved in the Work Plan.

December

1. Prepare a final report to Council which identifies the highlights and accomplishments of the commission.

The benefits to the proposed Commission Development Tools are:

- Provides the Commission members an opportunity to have a deeper strategic conversation regarding their roles and expectations.
- Ensures compliance with policy and code requirements and keeps the Commissions focus and goals based on the opinion of the majority of the Commission and approved by Council.
- Avoids fragmenting responsibilities across multiple Commission and staff resources and/or identifies objectives that should be shared with other Commissions and staff resources.
- Allows the Administration and Council the opportunity to monitor operational costs and staff resources.
- Clearly identifies the Council expectations for Commissions and boosts Commission members engagement opportunities.

INTRODUCTION

This area should include the advisory body's missions' statement and include a brief description of the overall purpose of the commission.

Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.

Instructions: In the space provided below, create a list of issues and goals (objectives) your commission would like to address in the upcoming year, your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority.

**GOAL OR OBJECTIVE****COLLABORATION****FUNDING RESOURCES****TIME TO COMPLETE**

Objective No. _____ Objective: _____ Estimated Time to Complete: _____

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Collaboration: *(Who needs to be involved to obtain the objective?)*

Funding: *(Are funds available, or is funding needed in a future budget?)*

SUMMARY OF REPORT

Provide a brief description of the report, include overall guidance and direction that the commission gave the city in recommendations.



MISSION STATEMENT

Its not necessary; however, restating the mission statement of the board is a good reminder to the reader about the commissions purpose.



HIGHLIGHTS

- Provide a bullet point list of highlights.
- Use broad descriptions including the problem and solution.
- Be brief, do not provide details in the highlights.



ACCOMPLISHMENTS

Provide an Objection Title

Detailed description of the accomplishment to include, but not limited to dates, locations, data collected, department and community support, and challenges faced.

Provide an Objection Title

Include a paragraph for all of the different projects and accomplishments, the highlight section of the report should guide the readers to here for more detail.



EDUCATION AND OUTREACH

This section should be used to detail how the accomplished item benefited the City, residents and visitors. Really emphasize community engagement with the item.





MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Terry Eubank, City Manager
Shellie Saner, City Clerk

DATE: July 25, 2023

SUBJECT: Radio Advertising Information

At the July 5, 2023 Council Meeting, the City Council discussed radio advertising, including the possibility of a radio advertisement campaign that could include advertisements for public meetings, public service announcements, information related to City projects such as hydrant flushing, road construction and maintenance or the Personal Use Fishery, and promotion of City events such as the Kenai River Marathon and Kenai Silver Salmon Derby.

The attached quotes for radio advertisements were provided to the City Clerk from KSRM Radio Group and below is additional information for consideration:

Public Meetings

State law, AS 44.62.310(e), provides that notice may be given in print or broadcast media. Reasonable notice must include the date, time, and place of the meeting; and, if by teleconference, the location of any teleconferencing facilities, that it be done in the same way each time "consistent," and that it be posted at the principal office of the public entity or, if no principle office, at a location designated by the governing body. Notice requirements for work sessions and committee meetings should follow the same guidelines as those established in local ordinance for regular meetings.

KMC 2.10.010 requires public hearings to be advertised in a newspaper of general circulation at least once prior to the holding of the public hearing, and notice must be posted on the City Council bulletin board. If the Council wishes to include radio advertisements for public meetings, it is recommended that notice requirements be established in Code to ensure compliance with State law.

Public Service Announcements

Public Service Announcements (PSAs), are generally short messages made for the good of the public. The City of Kenai utilizes PSAs and Press Releases for a variety of topics, including opening of the Spruce Bark Beetle Slash Disposal Site, New Interactive Online Municipal Cemetery Map, the Kenai Waterfront Revitalization Visioning, Bluff Stabilization Project, Voluntary Water Conservation Measures, City of Kenai CARES ACT Relief and

Recovery Grants, and the Kenai Community Library Selection for National NASA@My Library STEAM Programming Initiative.

Additional advertising funding would not be necessary but could support these types of announcements if needed and deemed appropriate. For example, the Public Works Department has purchased newspaper and radio advertising for hydrant flushing in the spring. Departments include advertising in their annual budget submissions and coordinate these efforts at the department level.

Event Promotion

The City currently has agreements with the Kenai Chamber of Commerce and Visitor Center that include event promotion, radio, print, and marketing for the Kenai Silver Salmon Derby as well as social media marketing and targeted advertising for City of Kenai events. Additional advertising funding is not necessary for event promotion at this time.

The attached bulk advertising quotes show that the City could purchase 500 ads per year, or approximately 41 ads per month, per station (4 stations = 164 per month) at a cost of \$10,800 annually or on two stations at a cost of \$6,000 annually. Alternatively, the City could purchase 250 or about 20 ads per month, per station (4 stations = 80 ads per month) at a cost of \$5,400. The City would need to provide content for these ads on a regular basis, including coordination between departments and the radio station.

Based on the public notice requirements, current need for advertising, agreements with the Chamber for marketing and event promotion, current use of PSA's, and the ability of departments to purchase advertising as needed, a City-wide advertising campaign is not needed at this time. However, if Council wishes to include radio advertisements for public meetings or authorizes supplemental funding for advertising, Administration will coordinate with the Clerk's office and other departments as needed to support this initiative.

Thank you for your consideration.

Attachment





Name City of Kenai

Contact Shellie Saner

Address 210 Fidalgo ave

Phone _____ Cell _____

City kenai State ak Zip 99611

E-Mail ssaner@kenai.city

Beginning Run Date MO <u>7</u> DAY ____ YEAR <u>23</u>	End Run Date MO <u>7</u> DAY ____ YEAR <u>24</u>	Co-Op Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date MO <u>7</u> DAY <u>6</u> YEAR <u>23</u>
---	---	--	---

Radio Time Order

Length :30 :60

Hour DAP TAP
(6a-12a)

Time Specified _____

Live Read _____

Quantity 250 ads

Rate _____

Charges \$5,400.00

Sales Tax Tax Exempt

Agency _____

Total Cost \$5,400.00

Consultant Britney Baier

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Client Signature: _____

The above signee agrees to the terms and conditions of this contract.

*Please see reverse for KSRM Radio Group Inc. Terms and Conditions

Type of Buy: Annual Bulk Buy

Special Instructions: 250 ads to spread out for the year

250 ads per station for 1000 ads total per year

KSRM
920 AM

KWHQ
100.1 FM

KKIS
96.5 FM

KSLD
1140 AM

KFSE
106.9 FM

KKNI
105.3 FM



Name City of Kenai

Contact Shellie Saner

Address 210 Fidalgo ave

Phone _____ Cell _____

City kenai State ak Zip 99611

E-Mail ssaner@kenai.city

Beginning Run Date MO <u>7</u> DAY ____ YEAR <u>23</u>	End Run Date MO <u>7</u> DAY ____ YEAR <u>24</u>	Co-Op Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date MO <u>7</u> DAY <u>6</u> YEAR <u>23</u>
---	---	--	---

Radio Time Order

Length :30 :60

Hour DAP TAP
(6a-12a)

Time Specified _____

Live Read _____

Quantity 500 ads

Rate _____

Charges \$6,000.00

Sales Tax Tax Exempt

Agency _____

Total Cost \$6,000.00

Consultant Britney Baier

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Client Signature: _____

The above signee agrees to the terms and conditions of this contract.

**Please see reverse for KSRM Radio Group Inc. Terms and Conditions*

Type of Buy: Annual Bulk Buy

Special Instructions: 500 ads for the year

500 ads per station for 1000 ads total per year

KSRM
920 AM

KWHQ
100.1 FM

KKIS
96.5 FM

KSLD
1140 AM

KFSE
106.9 FM

KJNI
105.3 FM



Name City of Kenai

Contact Shelly

Address 210 Fidalgo av

Phone _____ Cell _____

City kenai State ak Zip 99611

E-Mail ssaner@kenai.city

Beginning Run Date MO <u>7</u> DAY ____ YEAR <u>23</u>	End Run Date MO <u>7</u> DAY ____ YEAR <u>24</u>	Co-Op Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date MO <u>7</u> DAY <u>6</u> YEAR <u>23</u>
---	---	--	---

Radio Time Order

Length :30 :60

Hour DAP TAP
(6a-12a)

Time Specified _____

Live Read _____

Quantity 500 ads

Rate _____

Charges \$10,800.00

Sales Tax Tax Exempt

Agency _____

Total Cost \$10,800.00

Consultant Britney Baier

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Client Signature: _____

The above signee agrees to the terms and conditions of this contract.

*Please see reverse for KSRM Radio Group Inc. Terms and Conditions

Type of Buy: Annual Bulk Buy

Special Instructions: 500 ads to spread out for the year

500 ads per station for 2000 ads total per year

KSRM
920 AM

KWHQ
100.1 FM

KKIS
96.5 FM

KSLD
1140 AM

KFSE
106.9 FM

KKNI
105.3 FM

*KSRM Radio Group Inc. Terms and Conditions

1. The program or announcement shall be of a quality and rendered and broadcast in a manner satisfactory to KSRM Radio Group Inc. All advertising copy shall be subject to approval of KSRM Radio Group Inc. The Advertiser agrees to comply with all Federal, State, Borough and City regulations, restrictions, and laws covering the use of broadcasting stations operating under the authority of the Federal Communications Commission.
2. All announcements and programs offered or contracted for are subject to change and must yield to change and must yield to programs at the discretion of KSRM Radio Group Inc. The station is not liable for damages should the station, because of emergencies, necessity, legal restrictions or the intervention of the Federal, State, Borough or City authorizes or for any other reason beyond reasonable control of the station, be unable to advertise any of the advertiser's program or announcements at the time or times specified.
3. This service is not subject to assignment. No time may be resold.
4. The station reserves the right to cancel this contract at any time, upon written notice.
5. Unless otherwise agreed to in writing, advertiser, by giving the station two weeks' notice in writing may terminate this contract. Upon cancellation 30% of the contract will be charged upon cancellation.
6. If it becomes necessary to institute suit for the collection of any monies due, or to become due, under this contract, or to enforce any of the provisions herein, the advertiser agrees to pay the station a reasonable attorney's fee (the minimum being \$50.00) and the cost of this suit as the plaintiff.
7. The advertiser will save KSRM Radio Group Inc. harmless against all liability for libel or slander by reason of broadcasting announcement or written copy furnished by the advertiser.
8. If the advertiser does terminate the contract, advertiser will pay for 100% of the announcements for all services previously aired.
9. If the advertiser does terminate this agreement, and promotional materials were supplied to the advertiser for a specific promotion, indicated on this contract, advertiser will be liable for billing up to the date of termination, regardless of the number of announcements aired.
10. Unless otherwise agreed in writing all amounts due shall be paid on or before the 15th day of the month indicated, and the client agrees to pay a service charge of 1.5% per month (18% annually) on any past due amounts.
11. In accordance with Paragraphs 49 and 50 of United States Federal Communications Commission Report and Order No. FCC 07-217, KSRM Radio Group Inc., will not discriminate in any contract for advertising on the basis of race or ethnicity, and all such contracts will be evaluated, accepted, negotiated and completed without regard to race or ethnicity.
12. Contract includes one (1) hour of studio recording time. Additional time may be purchased at a rate of \$75.00 per hour, with a one (1) minimum.



**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
JULY 12, 2023 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR JEFF TWAIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on July 12, 2023, in City Hall Council Chambers, Kenai, AK. Chair Twait called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Twait led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Jeff Twait, Chair
Gary Greenberg
John Coston

Joe Halstead, Vice Chair
Diane Fikes (*electronic participation*)
Gwen Woodard

A quorum was present.

Absent:

Jim Glendening

Also in attendance were:

Linda Mitchell, Planning Director
Meghan Thibodeau, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

MOTION:

Vice Chair Halstead **MOVED** to approve the agenda and consent agenda.

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

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

UNANIMOUS CONSENT was requested.

There being no objection; **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.

B. APPROVAL OF MINUTES

1. *Regular Meeting of June 28, 2023

Approved by the consent agenda.

C. **SCHEDULED PUBLIC COMMENTS** - None.

D. **UNSCHEDULED PUBLIC COMMENTS** - None.

E. **CONSIDERATION OF PLATS**

1. **Resolution PZ2023-12** – Recommending Approval for Preliminary Plat – Oberts Silver Salmon Subdivision to Subdivide a Parcel into Two (2) Lots Located at 4805 Silver Salmon Drive (Parcel ID: 04937013) in the Rural Residential (RR) Zoning District.

MOTION:

Vice Chair Halstead **MOVED** to approve Resolution PZ2023-12. Commissioner Coston **SECONDED** the motion.

Planning Director Mitchell presented her staff report with information provided in the packet. Zoning and uses of surrounding lots were reviewed; staff recommended approval subject to the following conditions:

1. Revised Note 2 on the Preliminary Plat to "DEVELOPMENT MUST MEET THE CITY OF KENAI CHAPTER 14.20 ZONING CODE REQUIREMENTS".
2. Place the following note on the plat: "WHEN AN IMPROVEMENT DISTRICT IS FORMED, THE REAL PROPERTY OWNER INVOLVED WILL BE PART OF THE IMPROVEMENT DISTRICT WITHOUT FURTHER ACTION BY THE THEN OWNER OF THE PROPERTY IN QUESTION."
3. Show and label any areas within the flood zone and floodway with the base flood elevations (BFEs) found on the FEMA Flood Insurance Rate Map (FIRM) Panel 0200122045C, effective on December 6, 1999 on the plat.
4. Place the following note on the plat: "PRIOR TO DEVELOPMENT, CONTACT THE CITY OF KENAI FLOODPLAIN ADMINISTRATOR FOR CURRENT INFORMATION AND REGULATIONS. DEVELOPMENT MUST COMPLY WITH CHAPTER 14.30 OF KENAI MUNICIPAL CODE."

VOTE:

YEA: Coston, Woodard, Greenberg, Halstead, Twait

NAY: None

[Clerk's note: Due to technical issues, Commissioner Fikes was unable to cast a vote.]

MOTION PASSED WITHOUT OBJECTION.

F. **PUBLIC HEARINGS** – None.

G. **UNFINISHED BUSINESS** – None.

H. **NEW BUSINESS**

1. ***Action/Approval** – Requesting an Excused Absence for the June 28, 2023 Regular Meeting - Greenberg.

Approved by the consent agenda.

I. **REPORTS**

1. City Council – Vice Mayor Baisden reported on the actions of the July 5, 2023 City Council meeting.
2. Kenai Peninsula Borough Planning – No report.
3. City Administration – Planning Director Mitchell reported on the following:
 - A plat that was originally on tonight's agenda was pushed to the next meeting.

- Intends to propose a code amendment which allow some plats to be approved at an administrative level.
- Last chance for commissioners to sign up to attend the American Planning Association Conference in Anchorage on September 20-22, 2023.
- Planning Administrative Assistant job vacancies; two part-time positions.

J. **ADDITIONAL PUBLIC COMMENT** – None.

K. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: July 26, 2023

L. **COMMISSION COMMENTS AND QUESTIONS**

M. **PENDING ITEMS** – None.

N. **ADJOURNMENT**

O. **INFORMATIONAL ITEMS** – None.

There being no further business before the Commission, the meeting was adjourned at 7:13 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of July 12, 2023.



Meghan Thibodeau
Deputy City Clerk

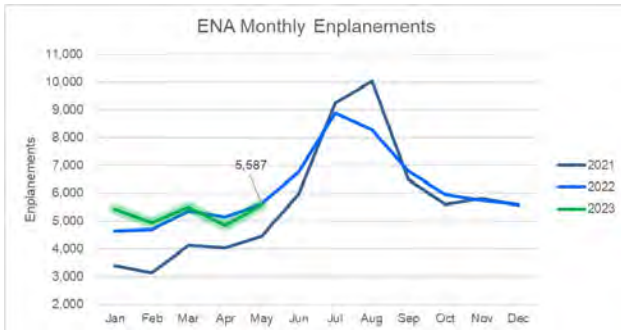


MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Eland Conway, Airport Manager
DATE: July 24, 2023
SUBJECT: Kenai Municipal Airport (ENA) Mid-Month Report

Enplanements

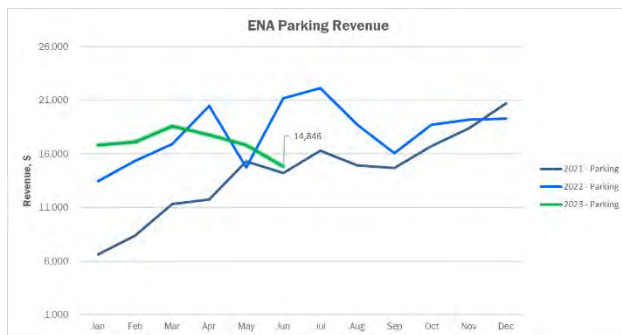
Enplanements were down 15.7% in the month of June. Grant Aviation lead June with 2,740 enplanements.



	2021	2022	% Δ	2023	% Δ
Jan	3,389	4,646	▲ 37.1%	5,430	▲ 16.9%
Feb	3,112	4,695	▲ 50.9%	4,939	▲ 5.2%
Mar	4,127	5,349	▲ 29.6%	5,501	▲ 2.8%
Apr	4,035	5,150	▲ 27.6%	4,836	▼ -6.1%
May	4,464	5,621	▲ 25.9%	5,587	▼ -0.6%
Jun	5,953	6,760	▲ 13.6%	5,701	▼ -15.7%
Jul	9,259	8,896	▼ -3.9%		
Aug	10,035	8,274	▼ -17.5%		
Sep	6,500	6,800	▲ 4.6%		
Oct	5,596	5,941	▲ 6.2%		
Nov	5,803	5,730	▼ -1.3%		
Dec	5,571	5,603	▲ 0.6%		
Total	67,844	73,465	▲ 8.3%	31,994	

Parking Revenue

Parking revenues were down 30% in June.



	2021	2022	% Δ	2023	% Δ
Jan	6,626	13,448	▲ 103%	16,845	▲ 25%
Feb	8,373	15,338	▲ 83%	17,132	▲ 12%
Mar	11,315	16,933	▲ 50%	18,597	▲ 10%
Apr	11,757	20,480	▲ 74%	17,750	▼ -13%
May	15,309	14,757	▼ -4%	16,837	▲ 14%
Jun	14,236	21,179	▲ 49%	14,846	▼ -30%
Jul	16,295	22,136	▲ 36%		
Aug	14,924	18,708	▲ 25%		
Sep	14,714	16,046	▲ 9%		
Oct	16,723	18,737	▲ 12%		
Nov	18,410	19,176	▲ 4%		
Dec	20,719	19,272	▼ -7%		
Total	\$169,400.32	\$216,210.62	▲ 28%	\$102,006.91	

FAA Annual Airport Certification Inspection

The Kenai Municipal Airport Annual Airport Certification Inspection commenced on Wednesday, July 12, 2023. The two-day comprehensive inspection ensures Airport compliance with Federal Aviation Regulations. For the first time on record the Airport had zero discrepancies.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubanks, City Manager

THROUGH: Dave Ross, Police Chief

FROM: Jessica “JJ” Hendrickson, Animal Control Chief

DATE: July 10, 2023

SUBJECT: June 2023 Monthly Report

This month the Kenai Animal Shelter took in **52** animals. Animal intake and disposition:

DOGS:				
	INTAKE	27	DISPOSITION	15
	Waiver	9	Adopted	5
	Stray	11	Euthanized	1
	Impound	0	Claimed	9
	Protective Custody	5	Field Release	0
	Quarantine	0	Transferred	0
	Other Intakes	2	Other Dispositions	0
CATS:				
	INTAKE	22	DISPOSITION	21
	Waiver	14	Adopted	15
	Stray	8	Euthanized	2
	Impound	0	Claimed	4
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	0
	Other Intakes	0	Other Dispositions	0

OTHER ANIMALS:				
INTAKE	3	DISPOSITION	0	
Guinea Pig	2	Horse	0	
Rabbit	1	Rabbit	0	
Other	0	Guinea Pig	0	
DOA:	7	OTHER STATISTICS:		
Dog	4	Licenses (City of Kenai Dog Licenses)	9	
Cat	3	Rabies Clinic	0	
Rabbit	0			

- 2** Animal dropped with After Hours (days we are closed but cleaning and with KPD)
- 20** Field Investigations & patrols
- 15.45** Volunteer Hours Logged
- 1** Citations
- 0** Educational Outreach
- 7** Microchip
- Total Animal Contacts:
- 26** Animals are *known* borough animals (includes rabies clinic animals)
- 24** Animals are *known* City of Kenai (includes rabies clinic animals)
- 2** Animals are *known* City of Soldotna (includes rabies clinic animals)
- 0** Animals are *unknown* location

- Statistical Data:
- 308** 2021 YTD Intakes
 - 206** 2022 YTD Intakes
 - 283** 2023 YTD Intakes

June 10th, we hosted the Kenai Animal Shelter Animal Fair. We had 22 organizations in attendance. Organizations included shelter/rescues, vet hospitals, spay/neuter programs, dog parks, farm resource/groups, library resources, animal food resources, animal training, boarding facilities and grooming. The Kenai Animal Shelter gave away door prizes which included a tennis ball or cat toys, a mini first aid kit, collapsible water dish, and poop bag dispenser. The shelter utilized funds from the Maddie's Fund grant to purchase the give away items. We also purchased a photo background so that people could have a nice photo with their pet.

We had the lobby floors resurfaced the last week of June. During that time, staff operated out of the garage and mostly by appointment only although; walk-ins were still accommodated.





MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lana Metcalf, Controller/Acting Finance Director

DATE: July 20, 2023

SUBJECT: Finance Department Mid-Month Report July 2023

In preparation for the 2023 Personal Use Fishery, the department assured all shacks were online and ready to process transactions, the software enhancements were complete, the Dipnet App was updated, and City Hall was prepared for daily reconciling activities. Intermittent equipment failure on the South Beach has resulted in a few system outages requiring limited acceptance of fees by cash. This failure had also affected two of the fishery cameras, which were down for several days but are back online. We are continuing to monitor the equipment but do not anticipate further disruptions.

With the completion of the FY24 budget, the department's focus has switched to closing of FY23 and completion of the City's Annual Comprehensive Financial Report. This process includes the closing of the FY23 financial records, fiscal year-end grant reporting, and finally, financial statement preparation. The annual audit is scheduled for the week of October 10th.

We are excited to welcome our new Finance Director on August 2.



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tony Prior, Fire Chief

DATE: July 11, 2023

SUBJECT: Fire Department Mid-Month Report – June

Calls for service for June decreased compared to June of 2022, and we are now -1.9% overall for year to date. Here are the calls for service break down.

May	2022	2023	% change
Totals	136	114	-16.2%
EMS	105	88	-16.2%
All Other	31	26	-16.1%
Year total	727	713	-1.9%

Training:

- KFD participated with KPD in a training event simulating a mass shooting at Kenai Middle School. We were able to integrate with Police Forces to make coordinated responses focused on termination of the threat, triage of patients and moving them for treatment and transport.
- Quarterly run reviews with Dr. Warren and training on TXA.
- With the arrival of our new inflatable rescue boat, all members attended training to learn operation of the new rescue boat within the river and in the shallows of the surf on North and South Beach.
- Following the 3 days of training on the inflatable boat, we had 5 days of Near Coastal Boat Operator training with the Safe Boat. Nikiski Fire Department, KPD and KFD participated in this training. Topics included: slow speed maneuvers, high speed maneuvers, chart plotting and course navigations, tides and currents, search patterns, and victim recoveries.

Projects/Grants:

- Chief Prior continued work with the Personnel Working Group focused on Recruitment and Retention of COK employees. Development of RFP for Comp Study.

- Agreement for the Healthy and Equitable Communities Grant has finished routing with all signatures completed, project work for the Recreation Center flooring will go out to bid soon.
- We are currently working on a new Physician Sponsor as Dr. Warren has been accepted into a Fellowship program for Palliative Care and will no longer be able to serve as the City's Physician Sponsor.
- We will be working on advertising an RFP for Phase 2 of our CWPP hopefully in Late July.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Stephanie Randall, Human Resources Director
DATE: July 7, 2023
SUBJECT: Human Resources Activity – June 2023

Recruitment

Human Resources worked with the City Manager’s office to select and hire David Swarner as the City’s new Financial Director. He is scheduled to start on August 2, 2023. The two Airport Operations Specialist positions were filled by Brandon Huntley and Michael Beals on June 26, 2023. The Assistant Parks and Recreation Director position was filled in June, and Jenna Brown was scheduled to start on July 5. The Personal Use Fishery temporary employees were selected and scheduled for onboarding July 6. Human Resources is continuing to actively recruit for two Public Safety Dispatcher positions an Airport Manager position and a part time janitor position.

Safety

Three accidents were reported in June. All three accidents resulted in minor employee injuries. and Workers’ Compensation claims were filed for all three; only one resulted in a couple of missed work days.

Special Projects

Human Resources continued to work with the Administration and the working group of City employees to determine items to be addressed by the FY24 Classification and Compensation Study and provide input on the Request for Proposals (RFP) for the FY24 Classification and Compensation Study.



KENAI

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MEMORANDUM

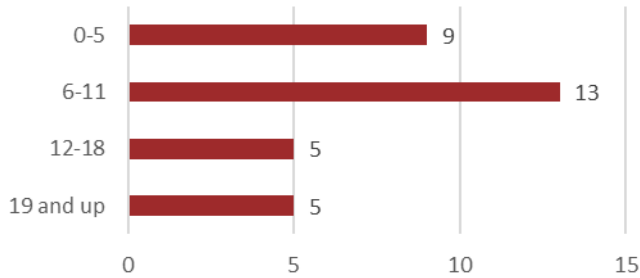
TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Katja Wolfe, Library Director
DATE: July 12, 2023
SUBJECT: Library Report for June 2023

JUNE 2023 AT A GLANCE

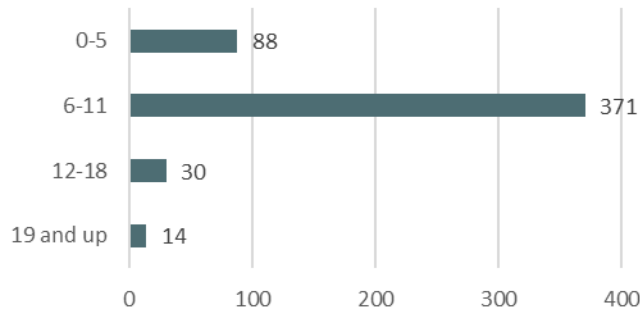
Items Borrowed	Jun-22	Jun-23	2023 YTD
Physical	7,353	7,504	40,759
Digital	1,569	1,575	9,794
Services			
New Memberships	62	79	350
Room Reservations	109	117	840
Programs			
Number of Programs	38	35	242
Program Attendance	682	683	3,144
Technology Sessions			
Computer sessions	509	557	3,244
WiFi Sessions	7,855	11,696	64,816
Early Literacy Station Sessions	370	322	1,782

JUNE 2023 PROGRAMMING

Number of In-Person Programs Per Age Group



Total Attendance Per Age Group



HIGHLIGHTS

Kids

- 9 story times – 176 participants
- 4 Lego® clubs – 64 participants
- 1 American Girl Doll clubs – 15 participants
- 1 Tech Lab – 8 participants
- 6 Summer Reading programs – 256 participants
- Kites 101 – 28 participants

Teens

- Teen Advisory Board – 1 participant
- Teen D &D Night – 6 participants
- Smash Brothers Contest – 19 participants

Adults

- Bad Art – 8 participants
- Tech Time – 6 participants
- 3 DIY Summer kits – 180 kits given away

JUNE 2023 SERVICES HIGHLIGHTS

- Our study and conference rooms were used by 117 individuals/groups for a total of 231 hours.
- Our volunteers logged approximately 125 hours this month.
- Last month of the quarter is Reference Tally Month: we answered over 1,000 reference and technology questions.
- We purchased and received two Early Literacy Learning stations, 11 Early Literacy Tablets, and two shelves for the Kids Spot thanks to the generous donation from a Kenai Peninsula resident.
- We distributed 84 meals to children 18 and under during our Summer Food Service hours in June.



- Happening now: Summer Reading is in full swing! Registration is still open. As of 7/13/2023, 442 children, 74 teens, and 102 adults have signed up for the program.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Linda Mitchell, Planning Director

DATE: July 26, 2023

SUBJECT: **Planning and Zoning – June 2023 Monthly Report**

General Information

- There is a vacancy in the Administrative Assistant III position, which has been changed into two (2) part-time Administrative Assistant II / Planning & Zoning Technician. The job posting for the two (2) part-time positions was closed on July 25, 2023 and interviews to be scheduled during the week of July 31st.

Application Summary

Planning and Zoning received 23 applications in June, carried over 20 applications, and completed 27 applications.

Staff conducted five (5) pre-application meetings with collaboration with the Fire Marshal, Building Official, and/or Public Works Director.

Applications	No. Received	Carried Over	Completed	In Progress
<i>Planning</i>				
Building Permit	12	6	15	3
Sign Permit	2	0	2	0
Conditional Use Permit	0	2	1	1
Amendment	0	0	0	0
Time Extension	0	1	1	0
Transfer	0	0	0	0
Landscaping/Site Plan	2	2	0	4
Home Occupation Permit	0	0	0	0
Plat	5	1	2	4

Easement/Right-of-Way	0	0	0	0
Variance	0	0	0	0
Zoning Map/Text Amendment	0	0	0	0
City-Initiated	0	2	1	1
Lands & Leases				
Purchase	0	1	0	1
New Lease	0	0	0	0
Renewal/Extension	0	1	1	0
Amendment	0	1	0	1
Assignment	1	0	1	0
Special Use Permit	1	3	3	1
Total	23	20	27	16

Code Enforcement and Compliance

In June, Planning and Zoning received four (4) new complaints with a complaint was unfounded and another was referred to Animal Control. Several complaints were received for active code cases at 9168 Kenai Spur Highway, 508 Hemlock Avenue, 345 Dolchok Lane, and 311 Linwood Lane. There is a cumulative total of 18 open cases.

Violations	No. of Open Cases	Carried Over	New	Closed
<i>By Types</i>				
Abandoned Structure(s)	0	0	0	0
Abandoned Vehicle(s)	1	2	0	1
Building (e.g., as-built, damaged or decayed)	2	2	0	0
Conditional Use Permit	0	0	0	0
Junk and/or Refuse	5	6	0	1
Junk Vehicle(s)	4	4	0	0
Livestock	0	0	0	0
Signs	1	1	0	0
Recreational Vehicle(s)	1	1	0	0
Zoning (e.g., structures, setbacks, use)	4	2	2	0
Total	18	18	2	2



List of Open Cases

Property Address	Date of Complaint	Type of Violation
110 Aleene Way	5/4/2022	Junk Vehicle; Junk and/or Refuse
5264 Kenai Spur Hwy	5/12/2022	Junk and/or Refuse
508 Hemlock Avenue	5/13/2022	Junk and/or Refuse
9168 Kenai Spur Hwy	5/16/2022	Junk Vehicle; Junk and/or Refuse;
311 Linwood Lane	6/17/2022	Junk and/or Refuse
1715 Fourth Avenue	8/25/2022	Junk Vehicle; Junk and/or Refuse
1009 Second Avenue	8/12/2022	Zoning
305 Sterling Court	10/20/2022	Building (On-Hold)
700 Cypress Drive	10/24/2022	Junk Vehicle(s)
345 Dolchok Lane	10/28/2022	Building; Zoning
312 Aspen Street	10/26/2022	Abandoned Vehicle(s)
11888 Kenai Spur Hwy	11/17/2022	Zoning
12656 Kenai Spur Hwy	12/1/2022	Sign
4315 Lupine Drive	2/8/2023	Junk and/or Refuse
4555 Johnisee Court	4/26/2023	Recreational Vehicle
307 James Street	5/22/2023	Junk in the Right-of-Way
204 Lawton Drive	6/7/2023	Zoning (Home Occupation)
415 Roger Road	6/7/2023	Zoning (Home Occupation)

Before and After Highlight

Abandoned Building on 8195 Kenai Spur Hwy (off Swires Road) and building was demolished mid-June.



Planning and Zoning Commission

Two (2) public meetings were held in the month of June.

- Planning and Zoning Department held a work session on “Ordinance 3363-2023 - Amending Kenai Municipal Code Sections 14.20.330 - Standards for Commercial Marijuana Establishments, and 14.22.010 - Land Use Table, to Establish a Minimum Standard for Public Notification for Commercial Marijuana Establishments and Prohibit Limited Marijuana Cultivation Facilities in Residential Zoning Districts”.
- Planning and Zoning Commission took actions as follows:
 - Recommended Approval for Preliminary Plat - Reutov Subdivision to Subdivide a Parcel into Four (4) Lots Located at 106 Lawton Drive (Parcel ID: 04902008) in the Suburban Residential (RS) Zoning District.
 - Granted a Conditional Use Permit (CUP) to Allow for Lodging on the Property Located at 1534 Stellar Drive (Parcel ID: 04714032) in the Suburban Residential (RS) Zoning District.
 - Granted a Time Extension for Compliance with Conditions in Resolution PZ2022-14 for a Restaurant/Brewery on the Property Located at 800 Childs Avenue (Parcel ID: 04901138) in the Heavy Industrial (IH) Zoning District.
 - Recommended Approval for Preliminary Plat – Baron Wood Subdivision 2023 Replat to Consolidate Lots 1 and 2, of Baron Wood Subdivision into one (1) lot.
 - Recommended the Kenai City Council Enact Ordinance No. 3363-2023 – Amending Kenai Municipal Code Sections 14.20.330 - Standards for Commercial Marijuana Establishments, and 14.22.010 - Land Use Table to establish a minimum standard for public notification for commercial marijuana establishments and prohibit limited marijuana cultivation facilities in residential zoning districts.





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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best Parks and Recreation Director

DATE: July 25th, 2023

SUBJECT: **Mid-Month Report-June**

The Kenia Kite Festival occurred on June 24th, and hundreds of people came to enjoy it. Walmart gave out over 100 kites for free. The day before this event, the Kenai Community Library had a kite building class, and many of their kite builders came and displayed their custom kites!

Kenai slash site use has decreased compared to last year, but it is getting used every day it is open. The use reduction is most likely due to the number of borough slash sites available throughout the community. To date, the slash site has collected 48.38 acres of treated area.

Repairs to the Kenai Rec Center roof are almost complete. There will be several days when the Rec Center will shut down as the contractors will have to shut off power.

Kenai Rec. Center Visits-June

Weight Room/Cardio Room	864
Racquetball	28
Walleyball	3
Shower/Sauna	303
Gymnasium	913
Other	9
Gym Rental Visits	980
Total Number of Visits	2493

See photos of the kite festival below!

Professional Kitiers came and brought some fantastic kites to showcase



Walmart gave out over 100 free kites!



Kids flew kites from home, the library, and Walmart all afternoon.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: David Ross, Police Chief

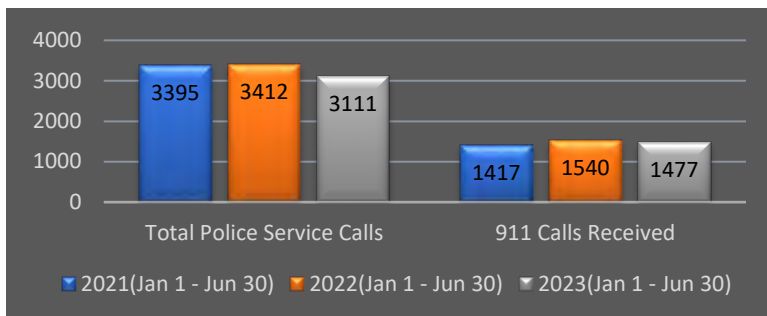
DATE: July 10, 2023

SUBJECT: **Police & Communications Department Activity – June 2023**

Police handled 569 calls for service in June. Dispatch received 259 9-1-1 calls. Officers made 37 arrests. Traffic enforcement resulted in 354 traffic contacts and 55 traffic citations. There were 8 DUI arrests. There were 12 reported motor vehicle collisions in June. There were no collisions involving a moose and there were no collisions involving drugs or alcohol.

KPD officers, dispatchers, and KFD firefighters all participated in a joint active shooter training conducted by the departments, with the assistance of other local law enforcement agencies, at the Kenai Middle School. Four senior police officers attended a one week first-line supervisor class that was hosted in Soldotna. One KPD officer attended a week-long boat operator course in Kenai hosted by KFD.

The Department filled its vacant police officer position with Officer Sarah Herrin, who previously worked at KPD for number of years. The department continues to work on filling two vacant dispatcher positions. All five Temporary Enforcement Officers (TEOs) were trained and are ready to assist in the dipnet fishery.





MEMORANDUM

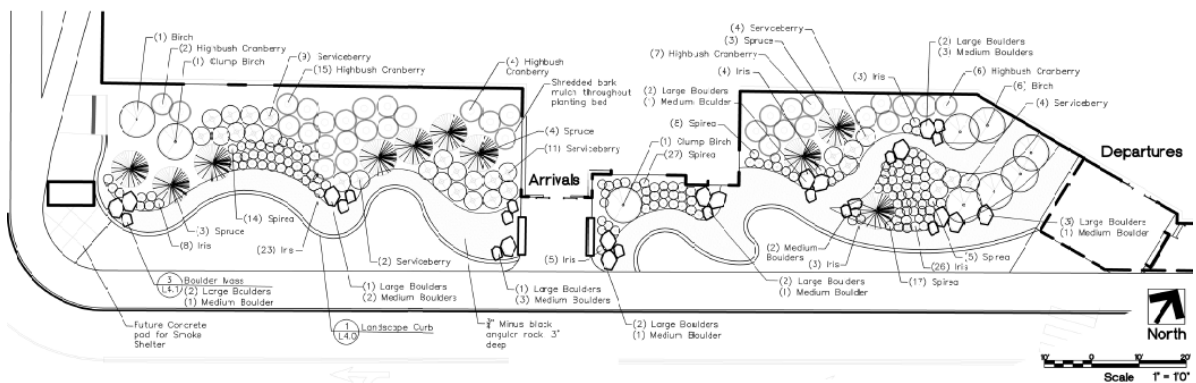
TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Scott Curtin, Public Works Director
DATE: July 2023
SUBJECT: **Mid-Month Report; Public Works / Capital Projects**

Airport Fund Projects:

- Kenai Municipal Airport Sand Storage Facility – Orion Construction is currently under contract in the amount of \$2,289,000. The project started back up May 1st, currently structural steel is being set with exterior panels expected to start in mid-August. Work with HEA and Enstar is in coordination and proceeding well. Doors and windows have arrived on site. Project is tracking toward completion in late September.



- **Kenai Municipal Airport Runway Rehabilitation Project** – This project known as Task 4 within HDL Engineering Consultants LLC term service agreement with the City shall provided an initial assessment of the current condition of the airport runway. This included geotech work, coring numerous locations of the runway. On August 4th, 2021 HDL Engineering and staff successfully completed geotech borings of the runway after hours. On October 13th, 2021 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. Ordinance 3278-2022 was approved on April 20th, 2022 to secure HDLs services through Bid Phase with a contract amendment of \$781,833 executed on May 6, 2022, bringing the total cost of design to \$1,031,833. Project has been stalled at 35% Design as Environmental Compliance requirements are being clarified. Project is currently tracking for Runway Rehab Construction in 2025 with the Taxiways 2026 the following year, however this may slide a year, dependent upon FAA funding. Update: Staff meeting was held in Anchorage with FAA Counterparts to discuss project on 3/8/23. March 27, 2023 staff meeting with DEC to discuss path forward for design services. Project is now moving forward again with Environmental Services toward a 65% design effort. Council approved a purchase order increase to HDL Engineering at the June 7th, 2023 to allow the environmental work to move forward.
- **Kenai Municipal Airport (KMA) Terminal Landscaping** – A Request for Proposals for Landscape Design Services was released on July 14, 2022 with proposals due on July 28, 2022 where Earthscape LLC was determined to have provided the highest scoring proposal at a cost of \$28,255. The Purchase Order to Earthscape LLC was approved by Council at the 9/7/22 council meeting. Design work continues with final design concepts working through the airport commission and airport administration. *Contract is billed out to 65% as of July 5, 2023. On July 12, 2023 Earthscape delivered draft 95% design documents, on July 24, 2023 a preliminary cost estimate was provided. Documents are under staff review at this time.*



- **Kenai Municipal Airport (KMA) Operations Building HVAC Controls Upgrade & Boiler Replacement** – This project was released for RFP on July 19, 2022 with proposals due on August 16, 2022. MBA Consulting Engineers was the successful proposer awarded under Resolution 2022-63 approved by Council at the September 7, 2022 Council Meeting. Contract Documents were fully executed with MBA on October 31, 2022 for the contracted amount of



\$47,726. November 10, 2022 will be the first site meeting with staff and engineering team. Design work is anticipated to continue through the winter months. 95% design documents were received on January 30, 2023. Project cost estimate is over budgeted amounts and staff is coordinating with design team to refine documents. Construction Bid release is pending, resolving final issues with Meridian Controls.

General Fund Projects:

- USACE Bluff Erosion –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. July 6, 2021 the formal agreement between the City of Kenai and HDR was executed. On January 2, 2022 the City received 35% Design Documents from HDR, staff was able to review those documents with HDR uploading them to the Corps website on January 25th. On March 3rd federal funding in the amount of \$650,000 was received by the USACE to be used toward the design effort of the project. On March 10th the City submitted a letter for Request for Work in Kind, to cover the expenses the City has incurred through HDR Engineers Inc. in the amount of \$248,676.73, which covers progress from July through November 2021. 65% Design Docs were received ahead of schedule on April 28th. Value Engineering Workshop was conducted with USACE on June 21-24, 2022 at JBER. This completed the requirement of completion of a VE Study for the project. Final 65% documents with the items addressed at the VE Study workshop were received 8/25/22. Advanced Technical Review (ATR) with the Corp began 9/15/22, with an ATR Workshop on October 3, 2022. The City Manager presented Resolution 2022-71 to Council at the October 5, 2022 meeting accepting a State Grant 23-DC-007 for \$6,500,000 in support of the Sponsor share of the project. This grant is a tremendous step toward fulfilling the City's responsibility of the current 35% percent match of the overall project. Staff formally submitted Work In Kind (WIK) Requests #2 & #3 to the USACE on November 3, 2022 totaling another \$316,447.30 toward our City Share of project costs. Project has now entered the BCOES phase (Bid-ability, Constructability, Operability, Environmental & Sustainability Reviews) with the US Army Corps. with a targeted completion date of March 10th, 2023 for this task. HDR has reached 95% design documents, which were delivered to the City on February 23, 2023. Preparations are in process for execution of a PPA (Project Partnership Agreement) with the US Army Corps likely within the next 60 days. The current target dates for advertisement for Construction Bids is June 12th, 2023 with Contract Award tracking at August 16th, 2023. Project remains on track and is proceeding well. Update: March 28th, 2023 10:00am conducted meeting reviewing BCOES comments with USACE and HDR, this step is nearing completion. March 28th, 2023 12:30pm meeting with City Manager Eubank, Colonel Delarosa and Randy Bowker with USACE discussing project funding, PPA, and design phase nearing completion. Project Partnership Agreement (PPA) is slightly delayed due to impacts of the WRDA bill which will have a positive impact for the City on revising the cost share from 65/35 to 90/10. Update: May 10th, HDR is nearing completion of their work, final back check of all design comments is being addressed, with final quality assurance reviews beginning with remaining USACE staff. Update: June 14, 2023, received the draft PPA on June 6th, 2023. City Attorney and Administration is reviewing. June 8th-9th staff and HDR reviewed all



remaining open comments on 95% design docs with the USACE team. The final remaining items are being closed out in preparation of completed bid set deliverable to USACE. June 15th conference with Administration & USACE to answer questions on PPA. City fund certification documentation sent to USACE this month ahead of the July 6th deadline. Dates are sliding however we still anticipate a construction bid release later this year. *Update: July 11, 2023 meeting at City Manager's office with the new Colonel Palazzini who is taking over for Col. DelaRosa. Randy Bowker, Chief Programs and Project Management with USACE Alaska District also in attendance. Discussed pending PPA, and near completion of design phase. HDR is billed out to 95% of their design agreement.*

- Community Wildfire Prevention Plan (CWPP) Mitigation – The City has received grant funds to address beetle kill damages within the City. On November 3rd an Invitation to Bid was released in coordination with the Fire Department and Forest Service to perform mitigation services on approximately 105 acres of land through the No Name Creek Drainage from Redoubt Avenue extending to Cook Inlet. Five Bids were received on 12/13/22 with Doug Koch Professional Tree Service providing the winning bid at a cost of \$282,000. Work is anticipated to take place during allowable time frames over the next year. A Resolution to Award this Contract is before Council at the 12/21/22 Council Meeting. Construction Contract was fully executed on February 28th, 2023 and contractor is actively working on project. Much of the North section is now cut with timber and slash still remaining to haul away, Section 4-5 which is largely a hand felling area has started mitigation, as well as the South section near Municipal Park which has had extensive work completed to date. Contractor has been performing well, work will slow down through the summer months per the grant requirements when beetles are known to spread and work will resume later this fall. *Update: May 18, 2023 representatives from the USDA Forest Service as granting agency were in town and provided a tour of the work actively taking place. Review of project documents, invoices, drone footage, etc. was completed and received very well. Tree cutting work has now stopped as beetles are active and will resume as temperatures allow as we enter the winter months. To date the contractor has invoiced for \$142,972.41, approximately 50% of the contracted work. Project has proceeded quickly and remains on time and on budget. While tree cutting has stopped for the summer months, contractor has hauled and stock piled slash that was cut earlier in the season. Cutting expected to resume in October.*
- Recreation Center Improvements – Formal Invitation to Bid was released on February 23, 2023 with bids due on March 23, 2023. Orion Construction was the successful bidder with a total bid of \$1,425,700 as presented to Council through Resolution 2023-25 adopted at the April 5th, 2023 Council meeting. Construction will continue into the fall of 2023. *Update: Roofing is now complete, roof drainage is now complete out to a new parking lot storm water detention area. Mechanical HVAC Roof top units remain on order. Project is proceeding well and on schedule. Change Order 1 is being prepped to cover some minor items.*



- Kenai Fire Department Apparatus Bay Coating – Ordinance 3315-2022 is up for Council approval on 9/21/22 to provide supplemental funding to allow the project to bid. Once additional funds are approved project is prepped for bid release. Existing budget was \$45,000 with approval of Ordinance 3315-2022 new budget will be \$60,000. This work involves cleaning and replacement of concrete floor markings with the installation of a new concrete sealer to protect and extend the life of the garage bay floors. Project was released for Construction Bids on May 2nd with bids due on May 18th. Council approved Resolution 2023-43 which awarded a construction agreement to Pro Grind Alaska Rental LLC in the amount of \$49,250. Work will take place this summer. *Contractor walked site with staff on July 26, 2023. Pending work is expected to be completed by August 31, 2024.*
- Kenai Dog Park – Council has provided \$63,000 in funding toward this project. On October 10th, 2022 Polar North Construction began work on the concrete pavilion pad with a concrete pour schedule for 10/13/22 weather pending. Fireweed Fence has also started reinstallation of the fence work the same week. The high water table within the park area continues to cause flooding issues within the park area. Public Works staff has roughed in some drainage trenches which have helped, we plan on expanding on that work and then placing some drainage rock so the repairs will be permanent. Project will continue into May/June 2023 as weather allows. Public Works staff has collected numerous items from the dog park committee including park benches, signage, agility equipment, etc. and have items stored in our warm storage area to be installed next spring. Dog Park committee staff needs to coordinate with volunteers intended to construct the pavilion in order to secure the necessary construction materials. Public Works does not have sufficient budget in hand to purchase these items for them. City Manager Eubank and Public Works Director Curtin have been coordinating on remaining items to be completed with available remaining funds. We are expecting the pavilion to be constructed as soon as weather allows by Jeff Twait with materials sourced with donated funds. The Streets Department crews will strip and stock pile topsoil within the field area in an effort to raise the existing grade with fill material. We intend to utilize some of the roadway sand gathered from spring street sweeping operations to provide positive drainage at the site. Additional gravel French drains will be installed to manage storm water at the site, and then the topsoil will be spread over the field area. We anticipate this work to take one week to complete. Once the grading is complete, and the pavilion is constructed, Fireweed fencing will return to finish the perimeter fence and gates. Parks and Rec will then install the signage. Field will be seeded and watered, traffic will need to be limited during this time to allow the grass to grow. After first mowing of grass, field agility equipment will be placed. Project is tracking toward a July grand opening. Roofing was completed on Monday June 12th with labor and materials donated by Hanson's Roofing. Cornerstone Construction donated the labor to construct the pavilion. Hydro-seed was placed June 14th, fencing is scheduled to start June 15-16th. *Pavilion gates were installed 7/25-26, park grand opening is scheduled for Friday 7/28/23.*





- Roadway Improvements – Nelson Engineering was the successful proposer to provide bid ready construction documents for improvements to Wildwood Dr, Willow Ave, First St. as well as multiple smaller misc. repairs. Wildwood Dr will require grant assistance to complete the project. The N. Willow St Roadway Improvements, First Avenue Roadway Repairs, and Misc. Repairs projects were all released for construction bids on May 18th 2023 with Bids due on June 1st, 2023. All three projects received bids in excess of budgeted amounts and there is legislation pending at the June 21st, 2023 Council meeting to provide supplemental funding to award these projects. They are still intended, with Council's approval, to be completed this construction season. *Contracts have now all been executed with Foster Construction receiving a Notice to Proceed on July 19th for the First Ave Repairs and Misc Repairs projects, Knik Construction received their Notice to Proceed for N. Willow St. on July 26th. Contractors have started submittals and will be mobilizing soon.*
- Multi-purpose Facility – The Building Maintenance Department completed all of the pressure washing and rust prevention coatings in house. That portion of the project was completed on time and on budget and allowed for ice to go back in on schedule. Staff continues to work on ventilation solutions as well as some UV Heat lamps to replace the natural gas heaters suspended from the ceiling near the seating areas. Once a scope of work is finalized by the department these additional items will be released for bids. Currently roughly \$71,000 of the \$155,000 in funding has been expended. *A Proposal Quote Request (PQR) was released on June 30th with quotes due on July 13th. MBA Consulting Engineers was the only respondent at a cost of \$30,580. Design work will cover ventilation, lighting, bleacher radiant heating and will take place through November.*
- 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. Staff has successfully surveyed in 64 adult plot sites and 12 infant plot sites. These sites are available through the Clerk's office. The Parks & Recreation Commission is currently considering alternatives to fencing the cemetery in an effort to utilize those funds toward completing other items. Work will be suspended through the winter with the parking lot paving taking place early summer 2023. *Cemetery Phase 2 Fencing was released for bids on July*



26th with bids due on August 9th. Council will see legislation for a contract award at the August 16th, 2023 meeting.

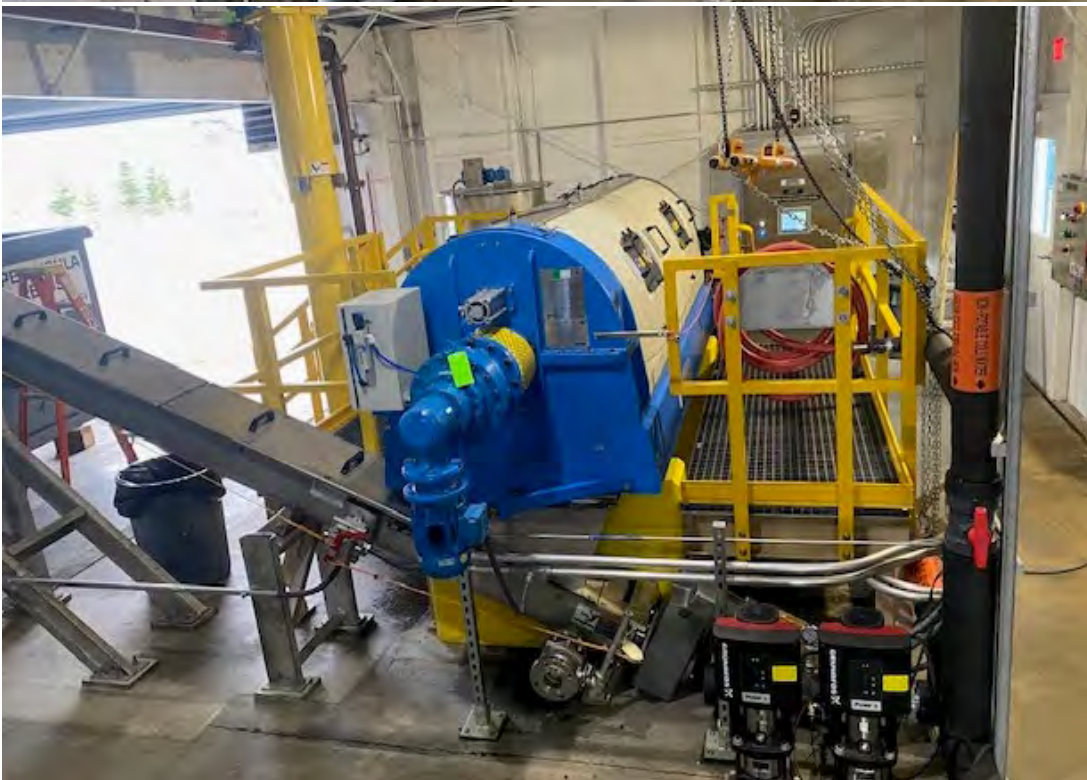
- Softball Shelter Dugouts – Larsen Engineering has been awarded the design work for the dugouts. Design requirements are being discussed with the engineer, however this project is moving slowly as staff and engineer are heavily involved in other projects. Project will move forward shortly as staff time becomes available.

Water & Sewer Fund Projects:

- 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. 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. 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 approaching 95%. Design is finally approaching completion. Challenges with our current SCADA team required some changes to different lift station controllers which has now been resolved. Waiting on a final estimate, to determine amount of additional funding that may be required in order to release this project for construction. Council will likely see an Ordinance in August as this project moves forward.
- Waste Water Treatment Plant Replacement Sludge Press – Resolution 2020-95 approved at the December 16, 2020 Council meeting authorized HDL Engineering to begin the Design Phase of the WWTP Replacement Sludge Press. Contract Documents were executed on January 6, 2021 with a Notice to Proceed issued on January 11, 2021. A Request for Proposals from press manufactures was released on April 27, 2021 with proposals due on May 25th, 2021. Resolution 2021-42 to award an equipment purchase agreement to Andritz Corp in the amount of \$285,000 was approved by Council at the June 16, 2021 meeting. A formal Invitation to Bid for Construction was released on June 7th, 2022. Bids were originally due on June 28th but the deadline was extended to July 22nd due to a lack of bidders interested in the project. On July 22nd two bids were received, with Blazy Construction being the lowest responsive responsible bidder at a cost of \$1,437,913. Ordinance 3302-2022 awarded the Construction Agreement to Blazy Construction on 8/17/22. The Screw press was delivered on 10/27/21. The screw press is installed in its permanent location, jib crane has been installed and certified. All of the ductwork associated with the new exhaust air system is now installed. We are currently waiting on the delivery of the fiberglass platforms which is still a few weeks out and the new screw conveyor has been delayed and may not be on site until May unfortunately. Update June 14th the last piece of equipment, the sludge conveyor, shipped today from Seattle and is heading our way. We are now anticipating commissioning for July 10th-14th. *The project successfully reached Substantial Completion on July 18th, 2023 after completion of commissioning. Staff and Contractor are finalizing some remaining punch*



list items, however the press is actively running. A big thank you and congratulations to Blazy Construction, HDL Engineering, and staff is reaching this achievement.



- Wastewater Plant Digester Blowers Replacements – HDL Engineering was authorized to proceed on design documents for this project through passage of Resolution 2022-29 on May 18, 2022. Design Agreement is currently in the amount of \$382,513 and will provide bid ready construction documents for the replacement of two 40+ year old blowers at the WWTP. The Department received 35% Design Study Report on September 23, 2022 and the project is currently moving toward 65% design documents. A grant for this project has been applied for through Senator Murkowski's office through the Congressional Directed Spending (CDS) program. We are awaiting word on if we were successful in receiving grant funds. This is a high priority project for the department and is anticipated to provide further energy savings similar to the aeration basin blower replacement project completed a few years ago. Final 65% plan reviews are being conducted on site with HDL on 12/19/22, bid documents are expected to be ready 5/1/23 and if funding is in place will be bid immediately, if not will be delayed until funding arrives. Environmental review process is delayed as we are not sure of the grant requirements at this time, and may not know until a future grant is executed. Until then this will be a shovel ready project waiting on funding. May 5th a Community Grants Webinar was held to discuss the pending grant requirements, the Public Works Director and HDL Engineering participated in the webinar. Consultants are reviewing requirements and hope to have the design moving forward shortly. Project will not be able to be bid until funding formally arrives. *Design team is actively working with granting agency.*

Senior Citizens Fund Projects:

- Senior Center Front Entry Modifications – Capital Project Manager is developing scope of work for this project to address operation of automatic entry doors.

Congregate Housing Fund Projects:

- Vintage Pointe Boiler Replacement – A RFP for design services was released on October 6, 2022 with proposals due on November 3, 2022. Design work will continue into the winter with a construction bid release expected at the end of the first quarter 2023. This project will replace outdated boiler heat systems for the facility as well as providing a direction on backup power generation to support the heating system when grid power is unavailable. No proposals were received, the Department is requesting approval to enter negotiations with RSA Engineering in the hopes of moving the project forward. RSA Engineering is under contract and is expected to start design in early January 2023. On February 3, 2023 RSA Engineering provided draft 65% Design Documents. Staff is currently reviewing. Engineering has a planned site visit for February 15, 2023 scheduled. We are anticipating bid documents being ready for an April Construction Bid release. 100% Design Documents were received from the RSA Engineering on April 14th. Council approved Resolution 2023-30 on May 3rd to reallocate funds for the project. Invitation to Bid is pending.





Other Projects Information:

- DOT Kenai Spur Highway to Sports Lake Rd – This project continues to wait for appropriation of state funds. No new information 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. Update: Formal kickoff meeting took place on March 30th with the City Manager and Public Works Director in attendance. From appearances this design process will be a slow one, we are not anticipating seeing construction on the path this calendar year. Will continue to update as more information becomes available. Update: A site meeting will be taking place between the City, DNR, & DOT on 6/9/22 to review the project. HDL Engineering appears to be conducting surveying services in support of the project, crews were in the area on 6/7/22. On June 29, 2022 the City Manager & Public Works Director met with DOT representatives and discussed projects. State funding continues to be an issue.



- DOT Boat Launch Road Fish Passage Culvert – Council approved a construction easement to allow DOT access to replace the roadway culvert at the intersection of Boat Launch Rd and Bridge Access at the April 5th Council meeting. Work is anticipated to start later this year in coordination with the River Center to minimize impacts to fish entering the watershed.





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: Terry Eubank, City Manager
THROUGH: Kathy Romain, Senior Center Director
FROM: Astrea Piersee, Administrative Assistant III
DATE: July 2, 2023
SUBJECT: June 2023 Monthly Report

June brought upon the busy activities associated with Summer! As wet as this summer has been it didn't dampen the spirits of those attending the Center's outings in the community, such as the no-host dinner at Rocky's Café, a tour of area greenhouses, and a trip to Seldovia.

Music activities at the Center continue to be well attended. Classes on how to play the Ukulele and the weekly Choir are reported as favorites. The Center was also treated to a performance by the Anchorage Bowl Chamber Orchestra enjoyed by the Center's seniors and members of the community.

Father's Day brought upon a celebration for fathers attending the program and with it of course mini-golf!

To round out the month Senior Connection and the crafters hosted a Quilt Bingo that was attended by over 100 individuals vying for the chance to win one of 10 beautiful quilts.

	2023	2022
Home Delivered Meals	1705	2000
Individuals	97	99
Dining Room (Congregate) Meals	1290	582
Individuals	136	98
Transportation (1-way rides)	86	221
Individuals	12	19
Grocery Shopping Assistance	11/48	10/22
Writers Group	38	26
Caregiver Support Group	13	4
Growing Stronger Exercise	459	276
Tai Chi Class	39	52
TOPS Weight Loss Class	47	28
Bluegrass & Music Sessions	136	51
Card Games	188	104
Wii Bowling	40	29
Arts & Crafts	38	23
Total Event Sign-ins *	2432	1658
Individuals *	215	167
Vintage Pointe Manor Vacancies	0	0

* (not including home meals clients)